User Guide: Add a Vehicle

1. Log into your [Parking Portal](https://vpermit.com/parkutoledo/Account/Login) (https://vpermit.com/parkutoledo/Account/Login) by using your **UTAD username** & **password**. *If you do not have a UTAD username/password, log in with your email and password, or select "Sign up" to create an account.*

Students, employees and affiliates please log in using UToledo SSO.

Guests, please log in or sign up to create a new account.
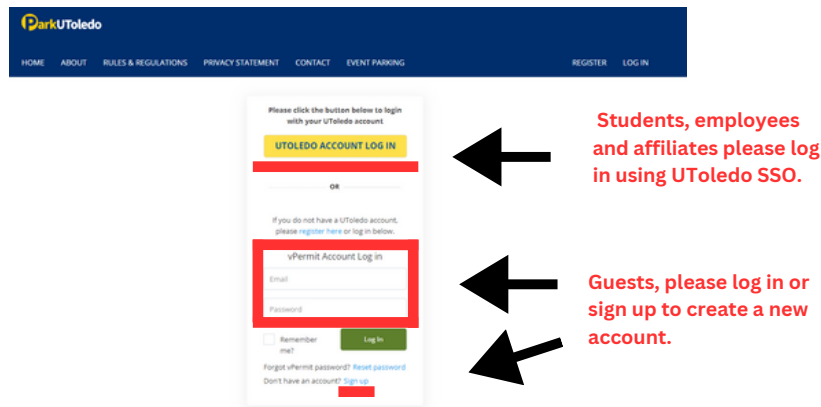
2. Current vehicles are listed under your permit information. To add new vehicles, select the **Manage Vehicles** button.
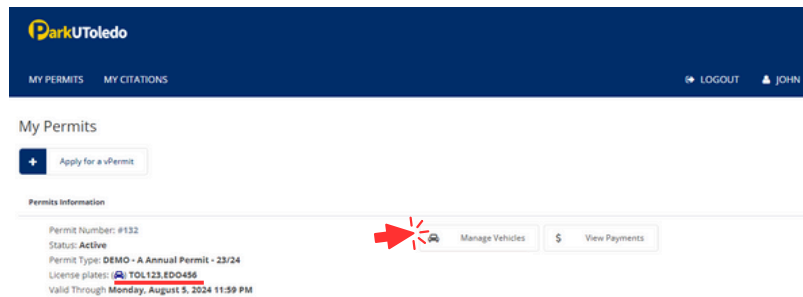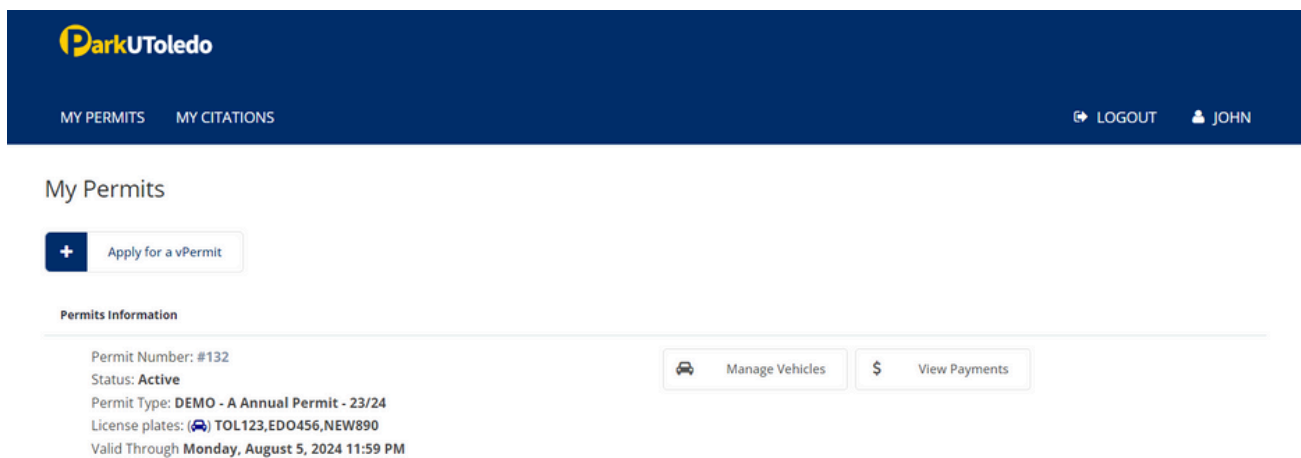

3. Enter your vehicle information. Once entered, click **Save Vehicle(s)**.
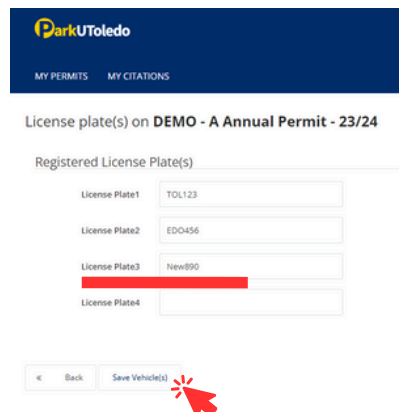
4. Verify your information is entered correctly, select **Back** to return to the **My Permits** tab.

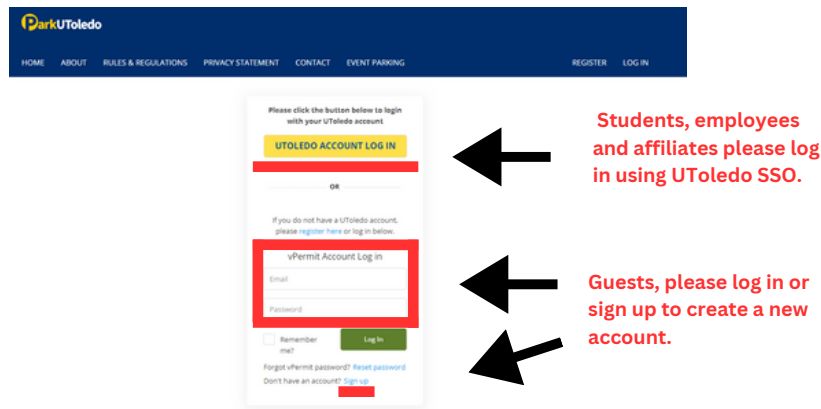**5.** Verify your information is accurate and please note the status of your permit.

Please note that the license plate DOES serve as the vehicle's virtual permit. The information entered MUST match the license plate number physically on the vehicle. If they do not match, the vehicle will be cited.

You may have up to four vehicles associated with one parking permit. Vehicles may NOT be on campus within three hours of each other. If two or more vehicles are scanned on campus within three hours of each other, citations will be issued.

User Guide: Remove a Vehicle

1. Log into your Parking Portal (https://vpermit.com/parkutoledo/Account/Login) by using your **UTAD username** & **password**. *If you do not have a UTAD username/password, log in with your email and password, or select "Sign up" to create an account.*

Students, employees and affiliates please log in using UToledo SSO.

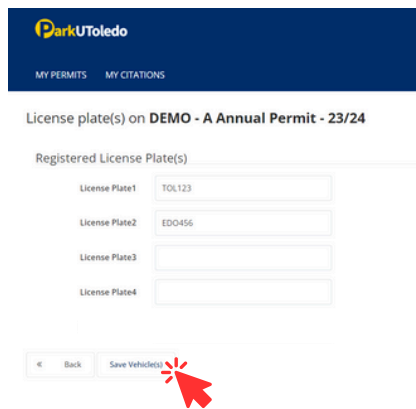Guests, please log in or sign up to create a new account.

2. Current vehicles are listed under your permit information. To add new vehicles, select the **Manage Vehicles** button.
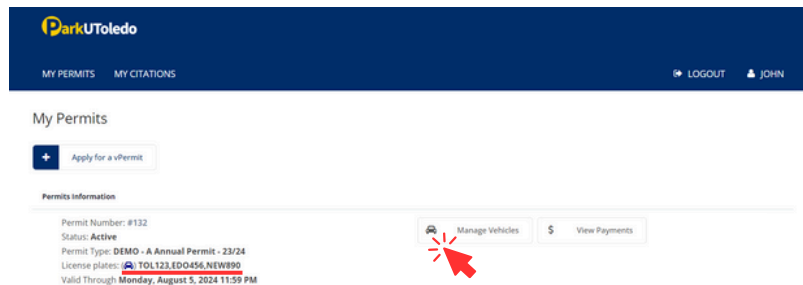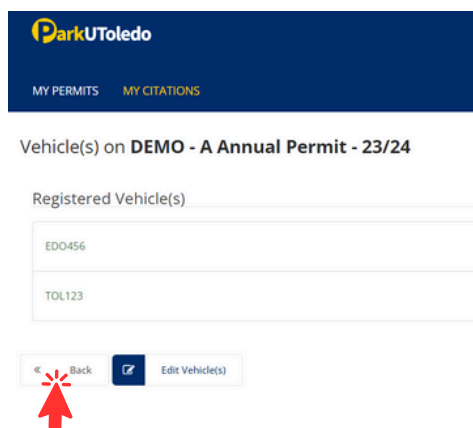

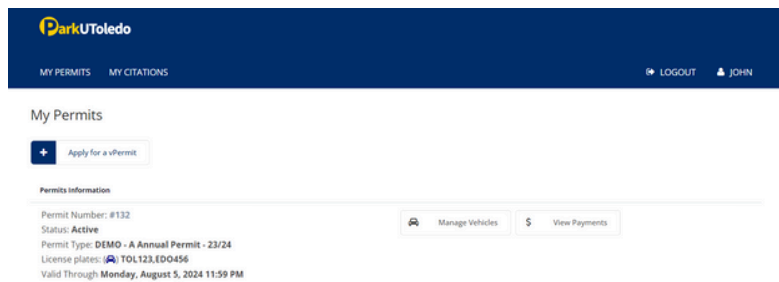**3.** Delete the license plate you'd like to remove from your permit.
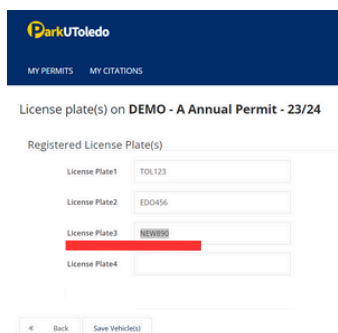
4. Once the plate is removed, click **Save Vehicle(s)**.

5. Verify your information is entered correctly, select **Back** to return to the **My Permits** tab.

6. Verify your information is accurate and please note the status of your permit.

Please note that the license plate DOES serve as the vehicle's virtual permit. The information entered MUST match the license plate number physically on the vehicle. If they do not match, the vehicle will be cited.

You may have up to four vehicles associated with one parking permit. Vehicles may NOT be on campus within three hours of each other. If two or more vehicles are scanned on campus within three hours of each other, citations will be issued.