EMPLOYEES: HOW TO CHANGE THE VEHICLE ATTACHED TO YOUR VIRTUAL PARKING PERMIT

Step-By-Step Direction with Screenshots

1) Go to https://www.wmich.edu/parking
2) Click on the “GET A PERMIT” button

3) Click the “EMPLOYEE” button

4) Login using your Bronco NetID (you will skip this page if you’re already logged in)

5) On the WMU Parking Services Portal page, click “View Your Permits” in the PERMITS block
6) On the View Your Account Permits page, click the virtual permit number you wish to edit (check effective/expiration dates to confirm you are selecting the correct permit)

![View Your Account Permits page]

7) On the Your Permit Details page, if you have one vehicle attached to the permit, click Add Vehicles To Permit button at the bottom of the page*

* if you have two vehicles attached to the permit, click the Delete button next to one of the vehicles to unlink that vehicle from your virtual permit (this will not remove the vehicle from the parking system or unlink it from your account).

![Your Permit Details page]

8) On the Add Vehicle to Your Permit page,
   a) check a previously attached vehicle and click Add the selected vehicle button (go to step 10),
   b) or to add a new vehicle that is not listed, click the Add a new vehicle button (go to next step).

![Add Vehicle to Your Permit page]
9) *On the Register Vehicle page, enter the required vehicle information and click Next*

10) You’re done! You should be back at the Manage Your Account Vehicles page, with your new vehicle listed. To go back to the View Your Permits page (step 6), select the Permits dropdown in the top menu bar and click View Your Permits. You may close your browser or browser tab.
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