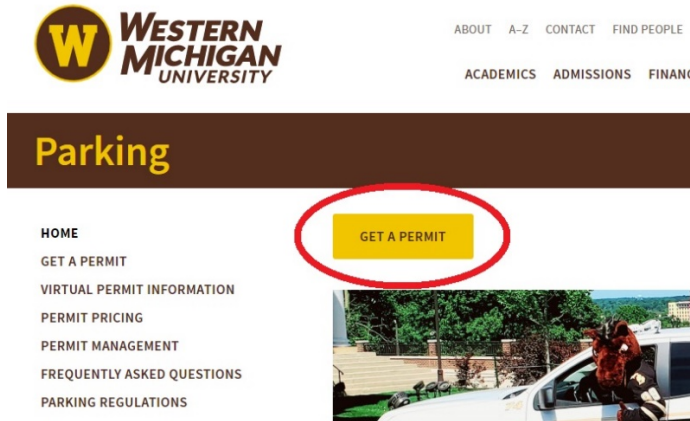


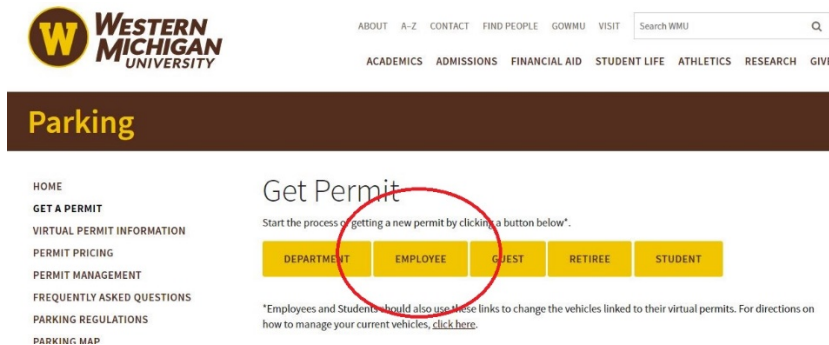
EMPLOYEES: HOW TO CHANGE THE VEHICLE ATTACHED TO YOUR VIRTUAL PARKING PERMIT

Step-By-Step Direction with Screenshots

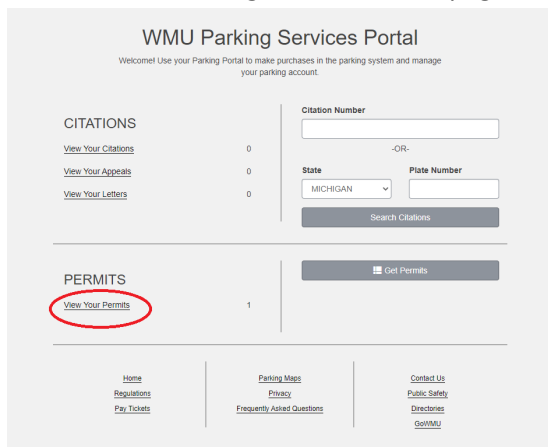
- 1) Go to <https://www.wmich.edu/parking>
- 2) Click on the “GET A PERMIT” button



- 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

Below is a list of the permits you have purchased in the past.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
RH129429	2020-21 RH	Issued	10/08/2020	11/01/2020	10/31/2021
RM2505	2019-20 RM	Active	10/01/2019	11/01/2019	10/31/2020
RH126565	2019-20 RH	Active	10/01/2019	11/01/2019	10/31/2020

- 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).

Status: Active

Issue Date: 10/01/2019

Effective Date: 11/01/2019

Expiration Date: 10/31/2020

Associated Vehicles

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color
BB_20	MICHIGAN	Jeep	Cherokee	Gray

Associated Receipts

Receipt Number	Description	Permit Amount	Date	Payment Method
011024	Payment - Permit (RH1265)	\$	10/12/2019 1:34:29 PM	Bill to Business Office

No contract profiles were found on this record.

No space overages were found on this record.

Add Vehicles To Permit

- 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).

Your permit may be associated with 1-2 vehicles.

Add Vehicle to Your Permit

Choose the vehicle(s) you wish to add to your permit.

This permit is currently associated with 1 vehicles.

Select	Plate Number	Make	Model	Color
<input type="checkbox"/>	SBTS	Victory	Vegas	Black
<input type="checkbox"/>	1NM70	Toyota	Highlander	Blue
<input type="checkbox"/>	DNM805S	Chevrolet	Equinox	Blue

- 9) *On the *Register Vehicle* page, enter the required vehicle information and click Next*

Register Vehicle

If you have questions call the Parking Services Office at (269) 387-4609 during business hours.

License Plate Number

License Plate Number (confirm)

State/Province

Vehicle Year

Make

Model

Color

Style

VIN

- 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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Step-By-Step Directions

- 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)
 - 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).
 - 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).
 - 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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