

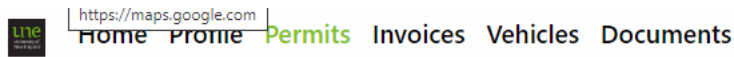
Transferring your Virtual Parking Permit between vehicles

Step by Step instructions

1. Log into your Parking Account.

<https://university-new-england.my-parking-assistant.com/>

- 2 Click on Permits at the top of the screen.



3. Click on the Parking Permit you want to transfer (the one listed under Name).

Blue permit - 1
year

4. Click on MANAGE VEHICLES.



5. Click on the Make, Model & Registration of the vehicle you want to transfer the permit to.

Or follow steps 5a – 5d to set up a new vehicle.

- 5a. Click on Create vehicle if the vehicle has not already been set up in your account.

Create vehicle

- 5b. Then fill into the required fields & then click on Submit.



- 5c. This takes you back to STEP 4 where you click on MANAGE VEHICLES.



- 5d. Click on the Make, Model & Registration of the vehicle you want to transfer the permit to.

6. Click on SAVE CHANGES.

