**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.



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



1. Click on MANAGE VEHICLES.



1. 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.



 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.

1. Click on SAVE CHANGES.

