**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).

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1. Click on MANAGE VEHICLES.

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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.

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

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

1. Click on SAVE CHANGES.

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