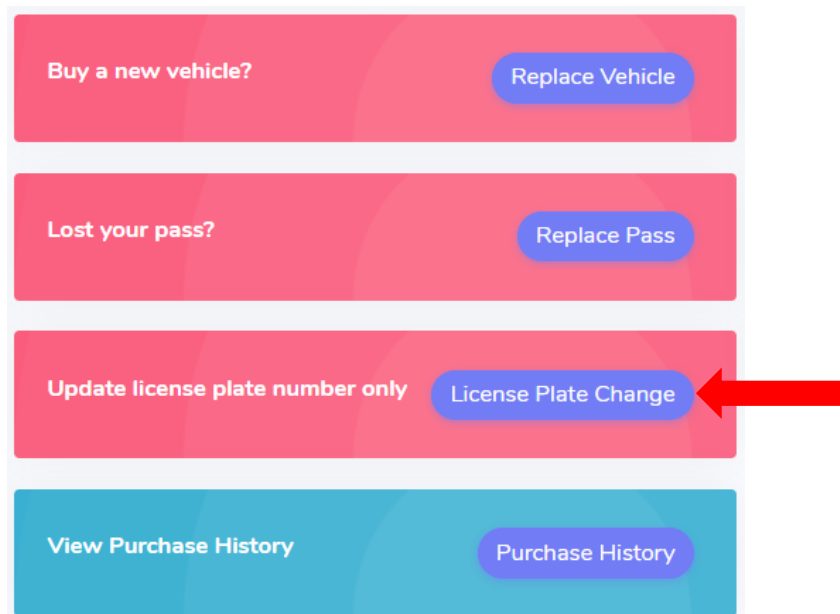


## How to Update Your License Plate Number

**\*\*\* These requests are for updating vehicle information for an existing vehicle. All new vehicles must be registered under new parking permits. Parking permits are not transferable. \*\*\***

From your dashboard, click on “License Plate Change”.



Next to the vehicle you wish to update information for, click “License Plate Change”.

Owner	Property	Pass	Pass Type	Make	Model	Color	Plate Number	Vin	Action
Dianna	richard chambers	Virtual Vehicle	General Pass	Nissan	Sentra	Red	Test1234	543210	<a href="#">License Plate Change</a>

Showing 1 to 1 of 1 entries

Previous 1 Next

Two text boxes will appear. The textbox to the left shows the current information and the textbox to the right is empty.

Current Vehicle Details	Request New Vehicle Details
Owner : Dianna	Owner* <input type="text" value="Owner"/>
Make : Nissan	Make* <input type="text" value="Make"/>
Model : Sentra	Model* <input type="text" value="Model"/>
Color : Red	Color* <input type="text" value="Color"/>
License Plate Number: Test1234	Last 6 Characters of Vin* <input type="text" value="Vin last 6 Characters"/>
License Plate State: Armed Forces Americas (except Canada)	License Plate Number* <input type="text" value="license plate number"/>
Last 6 Characters of VIN: 543210	License Plate State* <input type="text" value="Armed Forces Americas (except Canada)"/>
Inspection form: <input checked="" type="checkbox"/> Inspection Form	Reason for vehicle change* <input type="text" value="Leave a comment here"/>
Driver Licence <input checked="" type="checkbox"/> Driver Licence	<input type="button" value="Save"/>

All information must be transferred from the box on the left to the box on the right. The only information that should differ is the information you are trying to update.

Make sure you only input alphanumeric data. (Any spaces or symbols will not allow the request to be submitted) Only the last six digits of the VIN should be submitted.

You may be required to upload a picture of your registration. *The size of the image must be under 10 MB and must be in the correct file type (jpg, jpeg, pdf, and png).*

Once you have filled the textbox on the right and have uploaded any necessary documentation, you can submit your request by clicking “Save”. The website will display a confirmation message if the request is submitted successfully.

Show 10 entries Search:

User Email	Owner	Make	Model	Color	Plate Number	Status	Action
dianna@onlineparkingpass.com	Dianna	Nissan	Sentra	Red	Test4321	Pending	<input type="button" value="View"/>

Showing 1 to 1 of 1 entries  **1**

The status of the request will show as “pending” until it is approved by a representative during business hours. You can click “View” to see the request that was submitted. **Please keep in mind that the information will not be updated online until the request is reviewed and approved.**