Changing Vehicle on Commercial Permit for St. George Campus Online

**STEP 1:** log in (see Guide: Purchasing Commercial Permit), your home screen will look like the image below. You can change vehicles by going into the one of the two sections marked below. (For Vehicles, follow Step 2, For Permits, Follow Step 2A)

![Account # USERGUIDETESTACCOUNT](image1)

**STEP 2:** If you click on Vehicles in the previous image the following page will open, showing all vehicles, listed to all active permits on your account. You will not be able to ‘Add a new vehicle’ or ‘Remove from Permits’. The only available options is: ‘Permanent Replacement’. Click on ‘Permanent Replacement under the license plate that needs to be changed. Go to Step 3.

![Vehicles on your account:](image2)
STEP 2A: If you click on the ‘Permits’ on the home page, the following screen will appear, showing all active permits. There is a button titled ‘view’ in front of each permit. Press View on the permit you wish you see/edit.

STEP 2B: It will show the Permit page and the vehicle associated with it. Press change vehicle under the license plate. Follow step 3 onwards.
**STEP 3:** Press ‘Permanent Change’ as shown on the image below again.

**STEP 4:** If there are more than 1 vehicles, they will all show, but the one you selected would be highlighted as below. You may press on any vehicle form the list, that you wish to change.
**STEP 5:** A drop down menu will open up as shown below. Enter the new information required under the ‘New Vehicle’ fields and press confirm.

**STEP 6:** Press complete.