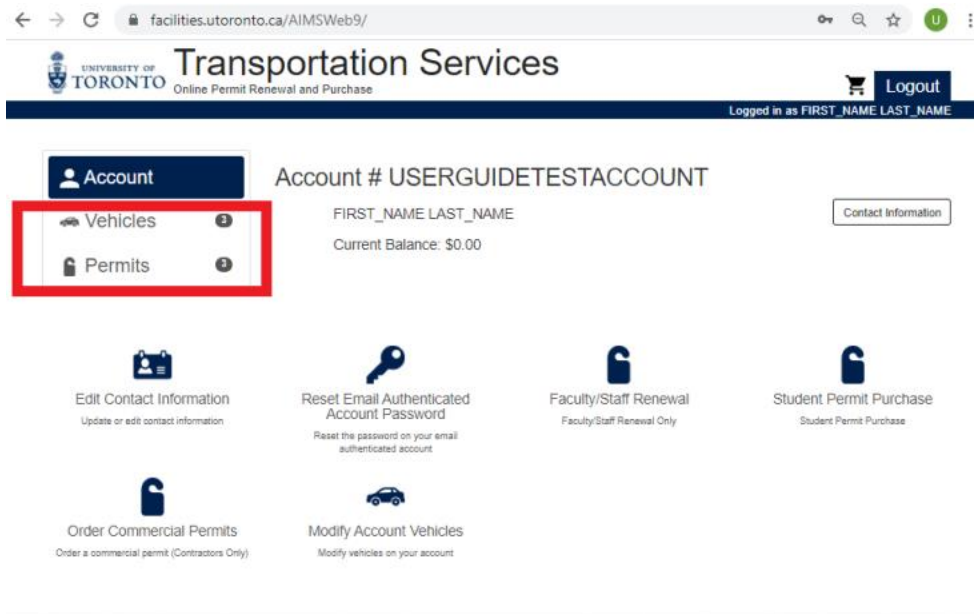
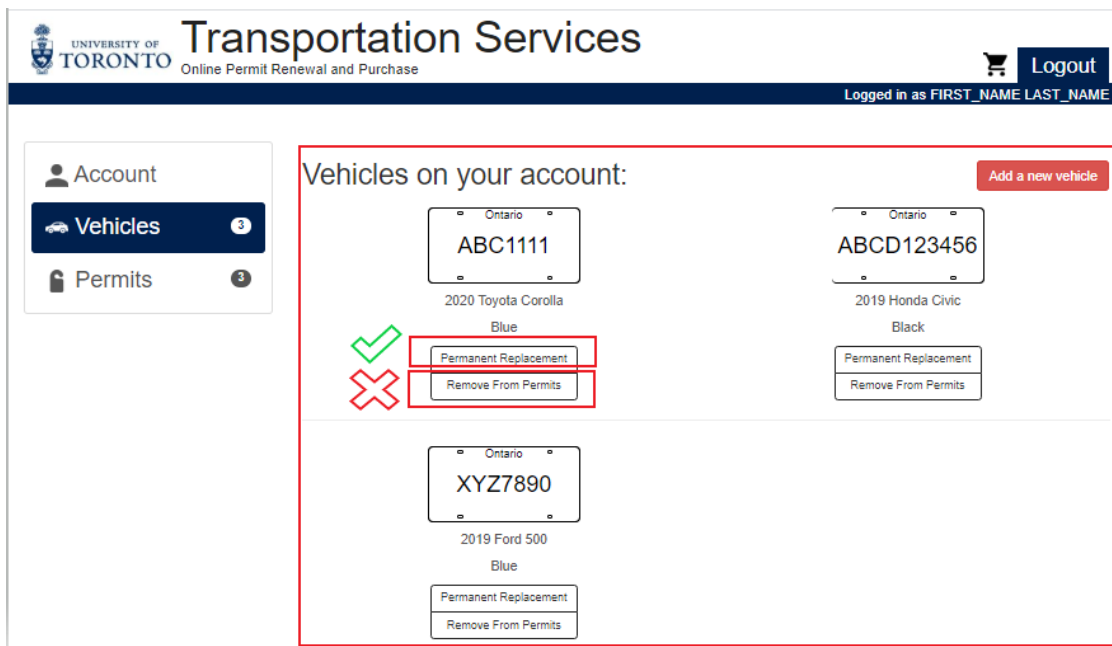


Changing Vehicle on Commercial Permit for St. George Campus Online

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)



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.



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.

UNIVERSITY OF TORONTO **Transportation Services**
Online Permit Renewal and Purchase

Logout
Logged in as FIRST_NAME LAST_NAME

Account
Vehicles
Permits

All Active Permits: [Order Permit](#) [View All Permits](#)

Before you proceed to renew your permit, please verify your account contact and vehicle information.
Once verified, please click "Renew"

Permit Number	Type	Expires	Balance	View
TESTCOV19MAY	COMMERCIAL WEEKLY	05/12/2020	\$0	View
TESTCOV20MAY	COMMERCIAL WEEKLY	05/13/2020	\$0	View
TESTCOV21MAY	COMMERCIAL WEEKLY	05/13/2020	\$0	View

Total: \$0.00

Edit Contact Information
Update or edit contact information

Reset Email Authenticated Account Password
Reset the password on your email authenticated account

Faculty/Staff Renewal
Faculty/Staff Renewal Only

Student Permit Purchase
Student Permit Purchase

Order Commercial Permits
Order a commercial permit (Contractors Only)

Modify Account Vehicles
Modify vehicles on your account

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.

UNIVERSITY OF TORONTO **Transportation Services**
Online Permit Renewal and Purchase

Logout
Logged in as FIRST_NAME LAST_NAME

Account
Vehicles
Permits

Permit #TESTCOV19MAY

Permit Information

Account Number: USERGUIDETESTACCOUNT
Status: Active
Permit Type: COMMERCIAL WEEKLY
Note: In order to qualify for a commercial permit, you must provide your company name in the contact information page. These permits are currently not valid at the 107 St. George St. Parking Garage.
Active Date: 05/06/2020
Expiration Date: 05/12/2020
Location: COMMERCIAL
Note: Not valid at the 107 St. George St. Parking Garage
Delivery Option: Contact Information

Associated Vehicles

Ontario
ABC1111
2020 Toyota Corolla
Blue
[Change Vehicle](#)

Balance: \$0.00

STEP 3: Press 'Permanent Change' as shown on the image below again.

UNIVERSITY OF TORONTO Online Permit Renewal and Purchase

Logout

Logged in as FIRST_NAME LAST_NAME

Account

Vehicles 3

Permits 3

Vehicle Change

Change Type

Permanent Change

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.

UNIVERSITY OF TORONTO Online Permit Renewal and Purchase

Logout

Logged in as FIRST_NAME LAST_NAME

Account

Vehicles 3

Permits 3

Vehicle Change


Change Type


Permanent Change


Select Current Vehicle to Release


ON ABC1111 (Blue 2020 Toyota Corolla)
ON ABCD123456 (Black 2019 Honda Civic)
ON XYZ7890 (Blue 2019 Ford 500)


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.

 **Transportation Services**
Online Permit Renewal and Purchase

 **Logout**
Logged in as FIRST_NAME LAST_NAME

 Account

 Vehicles 3

 Permits 3

Vehicle Change

Change Type

Permanent Change


Select Current Vehicle to Replace


ON ABCD123456 (Black 2019 Honda Civic)


New Vehicle


Plate #*	<input type="text" value="REPLACE"/>
State/Prov.*	<input type="text" value="Ontario"/>
Year*	<input type="text" value="2000"/>
Make*	<input type="text" value="Ford"/>
Model*	<input type="text" value="F-150"/>
Color*	<input type="text" value="White"/>


STEP 6: Press complete.

 **Transportation Services**
Online Permit Renewal and Purchase

 **Logout**
Logged in as FIRST_NAME LAST_NAME

 Account

 Vehicles 3

 Permits 3

Vehicle Change

Change Type

Permanent Change

Select Current Vehicle to Replace

ON ABCD123456 (Black 2019 Honda Civic)

New Vehicle

ON REPLACE (White 2000 Ford F-150)