

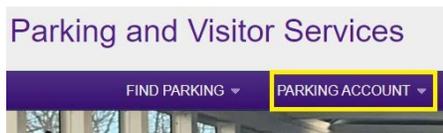
Adding vehicle plates to your parking account

Western Parking Enforcement is now utilizing LPR technology.

If you use Western's permit lots, you'll need to ensure your Parking Account is up to date with accurate information and that your vehicles plates are linked to your permit.

Follow these steps to update your vehicle information on your account:

1. Go to www.uwo.ca/parking
2. Click on '**Parking Account**' from the top navigational tabs.



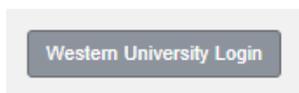
3. Click on '**Login to manage my Parking Account**' from the bottom of the page.

[Login to manage my Parking Account](#)

4. Log in to our [Parking Portal](#) to manage your account. Click "**LOGIN**" in the upper right-hand corner.



5. Click on "**Western University Login**".



6. Enter your username and password then click '**Log In.**'

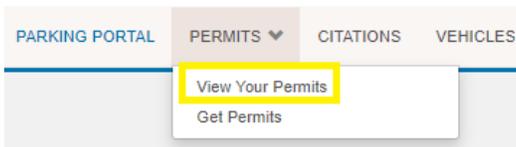
User ID:

Password:

7. You should receive a "Welcome" message in the top right corner if successful.



8. Click on the **"Permits"** drop-down in the top menu bar and select **'Permits.'**



9. Click on the active permit for which you wish to add your vehicle (GNR/PNR/CNR etc.). *You DO NOT need to add it to the AVI Deposit*

View Your Account Permits

Below is a list of permits you have purchased in the past.

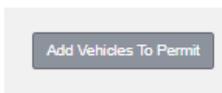
Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
<u>CNR2000129</u>	CNR Continuous Monthly Payroll Deduction	Active	2017/06/19	2017/09/01	2021/08/31
<u>DSK7017480</u>	DSK70	Returned	2016/07/04	2016/07/01	2025/08/31
<u>AVI2051838</u>	AVI Deposit	Returned	2020/07/31	2020/07/31	2032/12/31

10. On the "Permit Details" page you will see a list of "Associated Vehicles." If you do not see your vehicle then you will need to add your vehicle.

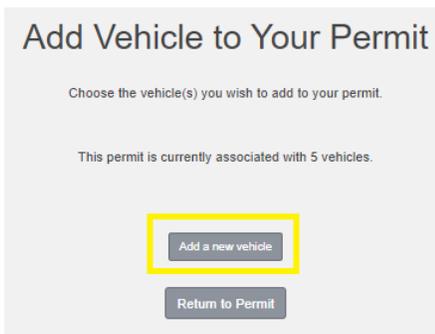
Associated Vehicles

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions
<u>TES123</u>	ONTARIO				Delete
<u>VBK459</u>	ONTARIO	Chrysler	Sebring	Silver	Delete
<u>ASAR719</u>	ONTARIO	Jeep		Gray	Delete

11. At the bottom of the page, click on **"Add Vehicles to Permit"** button.



12. Click on **'Add a new vehicle.'**



13. Fill in all the blanks and click "**Next**" (If your particular "Model" is not listed please make sure "Style" is a good description of your vehicle).

Register an Additional Vehicle(s)

Please enter the details for your new vehicle and then click "Next".

Plate Number (No spaces eg: AAVV561)

Plate Number (No spaces eg: AAVV561) (confirm)

Relationship to Vehicle

Province/State

Make

Model

Color

Style

Once this is done, your vehicle should be on both your profile AND your permit and is safe for License Plate Recognition parking in your eligible zones.

Please note:

- You can only ADD new vehicle information to a parking account - if you have a vehicle you'd like removed from your parking account please email us the details at wparking@uwo.ca
- Any time there are changes to the status of your permit (i.e. expired permit renewal, switch of permit type, driving a new vehicle), you'll want to ensure your license plate is linked to your permit by completing these steps again.

***For Parking Services location and hours of operation please visit <https://www.uwo.ca/parking/>**