ParkUToledo

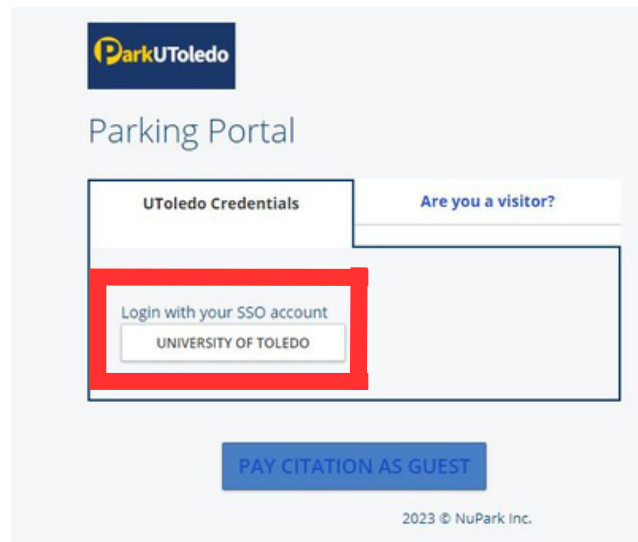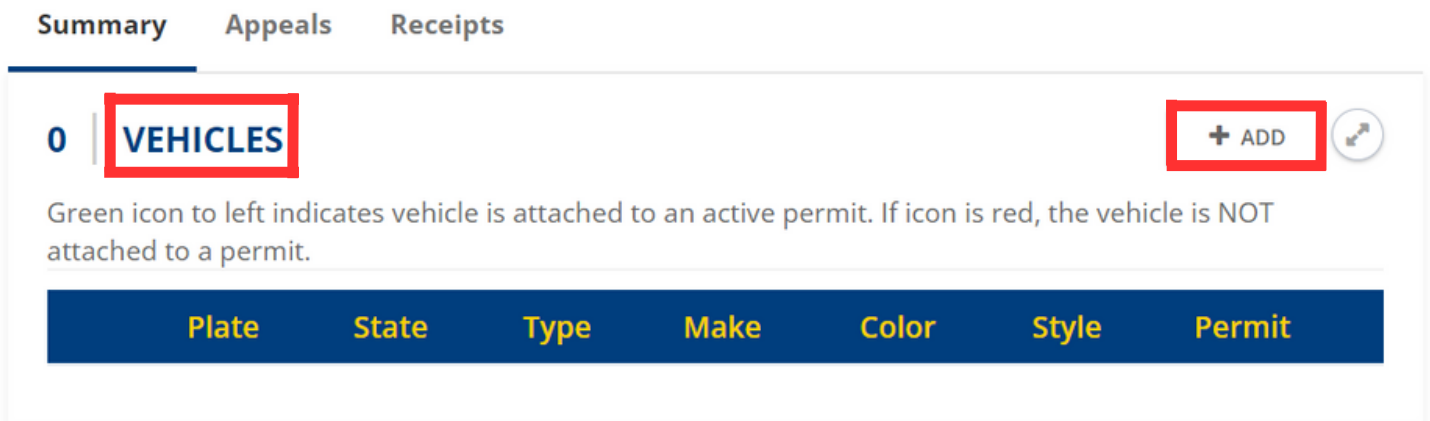# User Guide: Add a Vehicle

1. Log into your [Parking Portal](utoledo.nupark.com/v2/Portal/Login) (utoledo.nupark.com/v2/Portal/Login) by using your **UTAD username** & **password**. *If you do not have a UTAD username/password, select "Are you a visitor" tab.*

2. Under **Vehicles** tab, select **+Add**.

3. Enter **Plate Type**, **State** and **Plate #**. Once information is entered, click **NEXT**.

Please note that the license plate DOES serve as the vehicle's virtual permit (once a permit is attached). The information entered MUST match the license plate number physically on the vehicle. If they do not match, the vehicle will be cited.

4. Vehicle is currently added to account, but not to a permit.
To add the vehicle to a permit, click the "add" button (the **+**
emblem, circled in red) to add to an existing permit.

1	PERMITS					+ PURCHASE	↺	⤢

	Number	Series		Space	Effective	Expires	Vehicles
✖	A600000518	"A" Affiliate Annual - NC	📍		08/08/2023	08/02/2024	⊕

Note: If the vehicle is attached to a permit, the icon on the left will be green and there will also be a permit emblem under the permit column.

EXAMPLE:

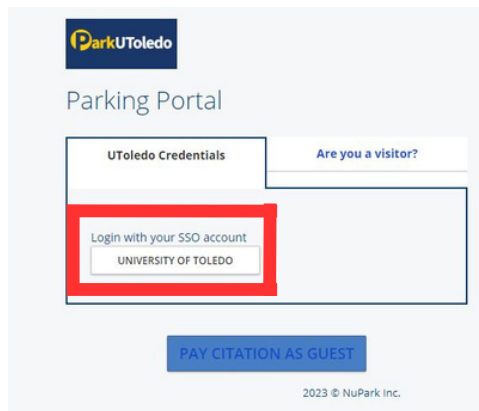| 2	VEHICLES						+ ADD	⤢

Green icon to left indicates vehicle is attached to an active permit. If icon is red, the vehicle is NOT attached to a permit.

		Plate	State	Type	Make	Color	Style	Permit
🟥	✖	TOL123	Ohio	Automobile				
🟥	✖	ABC123	Ohio	Automobile				

5. Select the vehicle(s) you'd like to add to your permit, then click save.

Add Vehicle

VEHICLES								

Plate	State	Registered Owner	Type	Make	Color	Style	Permit
TOL123	Ohio		Automobile				
ABC123	Ohio		Automobile				

CANCEL NEW 💾 SAVE

	Number	Series		Space	Effective	Expires	Vehicles
✖	A600000518	"A" Affiliate Annual - NC	📍		08/08/2023	08/02/2024	+

m - 419.867.5309

✓ Text Alerts

6. To verify vehicle is correctly attached to your permit, under the **VEHICLES** tab, the icon on the left will be green and a permit emblem will appear under the permit column.

EXAMPLE:

User Guide: Removing a Vehicle

1. Log into your [Parking Portal](utoledo.nupark.com/v2/Portal/Login) (utoledo.nupark.com/v2/Portal/Login) by using your **UTAD username** & **password**. *If you do not have a UTAD username/password, select "Are you a visitor" tab.*

2. Under **Permits** tab, click the car icon (car emblem circled in red) to edit the vehicle(s) associated with your permit. Click the "delete" button (**X** circled in red) to remove vehicle(s) from your permit.