**MANAGE VEHICLE AND ACCOUNT INFORMATION**

If you need to add a new vehicle, remove a vehicle, or change the vehicle information for a license plate already registered with your permit, you must log into our [online parking portal](https://psu.t2hosted.com/cmn/auth_ext.aspx), where you can quickly update this information.

**To ADD a new vehicle to your permit:**

* Click "**Vehicles**" from the upper menu bar or in the carousel on the page
* Click the “**Add Vehicle**” button located below the list of your existing vehicles
* Provide information for all required fields, then click the "**Next**" button
* *Note:*
	+ *If you receive a message that states “the plate already exists in the system”, simply click the “Next” button to proceed with adding the plate to your permit.*
* The vehicle should now be added to your permit.
	+ ***You cannot edit a license plate number already registered with your permit – to edit a license plate number, the plate must be removed then added back on the record. Please see the “Remove” and “Add” sections to learn how to remove and add plate number.***

**To REMOVE a license plate from your permit:**

* Click "**Vehicles**" from the upper menu bar or in the carousel
* Click the license plate number you wish to remove (you must have a license plate added prior to deleting)
* Scroll to the bottom of the page and click the “**Delete**” button
* Click the “**OK**” button when prompted as to whether you really wish to delete the license plate number
* The license plate should no longer be associated with your permit
	+ *You cannot edit a license plate number already registered with your permit, please see above.*

**To EDIT the vehicle information (MAKE, MODEL, COLOR, and STYLE) for a license plate already registered with your permit:**

* Click "**Vehicles**" from the upper menu bar or in the carousel
* Click the license plate number for which you wish to update vehicle information
* Click the “**Edit**” button
* Make any necessary changes, then click the "**Next**" button
	+ *Please note an SUV is considered a Station Wagon in PA.*
* Your update should be complete
* *Notes:*
	+ *All fields with an \* are required fields and must be filled in to proceed*
	+ ***You cannot edit a license plate number already registered with your permit – please see the “Remove” and “Add” sections above to learn how to remove and add a correct plate number.***

**To EDIT Email Addresses, Mailing Addresses and Phone Numbers:**

* Click"**Manage Account**" in the carousel
* If any of this information is inaccurate, please click "**Remove**" next to that item to remove old or incorrect information
* Click "**Add New**" within each section to add current information.
* We strongly encourage that the information is also updated in WorkLion or LionPath.
	+ *Please make sure you have an alternative number besides your office number in case of a vehicle emergency.*

**\*\*Once you have updated all of the above please ensure you log out of your account.**

Please note that any unregistered vehicles or vehicles not associated with a permit which receives a parking ticket and remains unpaid after 30 days will be sent to a collections process for payment. With the new collections process, it is imperative that all faculty and staff maintain accurate and up-to-date information in the Parking System. Please review and update your records as soon as possible. If you need assistance, staff in the Parking Office will be available to help you with this process. It is very important that your account information stays up to date to prevent any further administrative actions.