

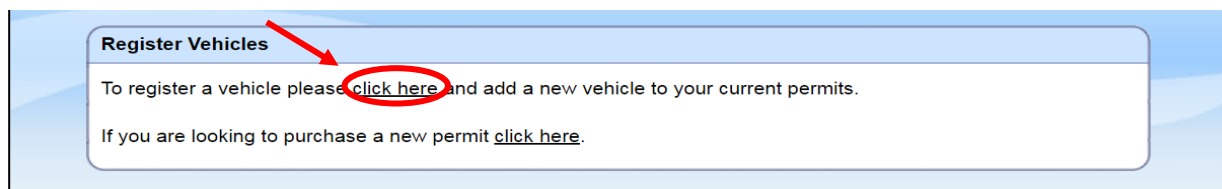
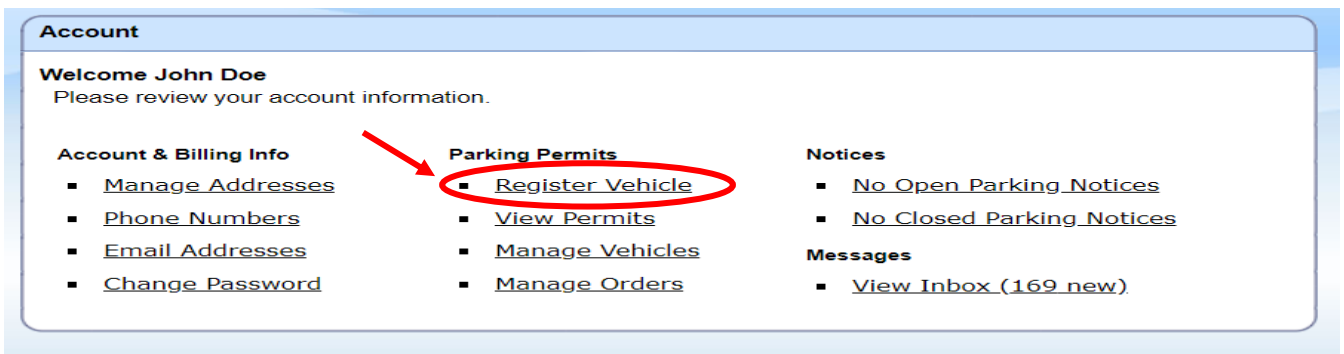
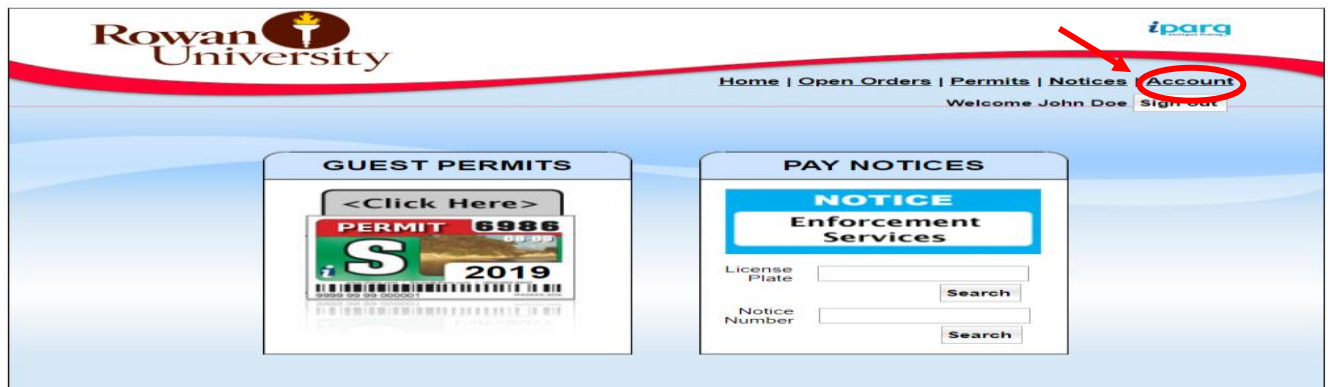
# How to Manage Parking Permit – Vendor/Service

## Register/Add/Remove Vehicles from Valid Parking Permit



**Step 1:** Visit [Rowanu.thepermitstore.com](http://Rowanu.thepermitstore.com) and enter your “User Name” and “Password” and click on “Sign In”.

The screenshot displays the Rowan University iPARC website. At the top left is the Rowan University logo, and at the top right is the iPARC logo. A navigation bar contains links for Home, Permits, Notices, and Account. Below the navigation bar is a login section with fields for User Name and Password, and a Sign In button. A red oval highlights the User Name and Password fields, and a red arrow points to the Sign In button. Below the login section are two main content areas: GUEST PERMITS and PAY NOTICES. The GUEST PERMITS section features a button labeled <Click Here> and a sample permit for 2019. The PAY NOTICES section features a NOTICE Enforcement Services banner and search fields for License Plate and Notice Number, each with a Search button.

**Step 2:** Click on “Account” and then click on “Register Vehicle”. A “Register Vehicles” box will appear. Click on “click here” to register a vehicle and a history of your permits will appear.



**Step 3:** Click on the blue icon next to the license plate number of your current valid permit and a “Manage Vehicles” box will appear. If adding a vehicle, you must add the vehicle first and then you can remove the existing vehicle. The drop down arrow will show you any vehicles associated with your account but not registered to the permit. You can have up to (3) vehicles registered to one permit. All vehicle(s) to be parked on campus must be registered to the permit to avoid a citation.

Permits					
Click your license plate to change or add vehicles on Valid permits.					
Order	Permit	Barcode	Vehicle	Status	Print Temp
3606154	Unlimited - 2016-2018	43371608000040	 123456	Active	 Print

Manage Vehicles

The Unlimited - 2016-2018 permit type allows between 1 and 3 vehicles to be associated at any time.

Vehicles in RED are currently inactive and may be subject to punitive action if found parked with this permit.

**Current Vehicle Associations:**

2016 Black Acura RDX (123456, NJ) Remove

Add: [ SELECT ] ▼ Add Vehicle

**Step 4:** Verify that the vehicle(s) information registered to the current permit is correct.