How to Register, Add or Remove a Vehicle from a Valid Parking Permit – Vendor/Service (Guest Account)

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

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**Step 2:** Click on “Account” at the top right hand corner of the screen:

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Step 3: Click on “Register Vehicle”. A “Register Vehicles” box will appear. Click on “click here” and a history of the permits under your account will appear:

![Register Vehicles](image1)

Step 5: Click on the blue icon next to the license plate number of your current valid permit and a “Manage Vehicles” box will appear. The drop down arrow will show “all” vehicles listed under your account. You can only have up to (3) vehicles registered to one permit.

If adding a vehicle, click on the drop down arrow and select (Add New Vehicle) and complete the information. However, if you already have (3) existing vehicles associated with the permit, you will need to “Remove” a vehicle before you can add another vehicle.

Any vehicle parked on campus at any given time must be registered to your valid permit to avoid a citation.

Only students are required to transfer the “stickered” permit from one vehicle to the other.

![Manage Vehicles](image2)

Step 6: Verify that the vehicle(s) information registered to the current valid permit is correct.

![Current Vehicle Associations](image3)