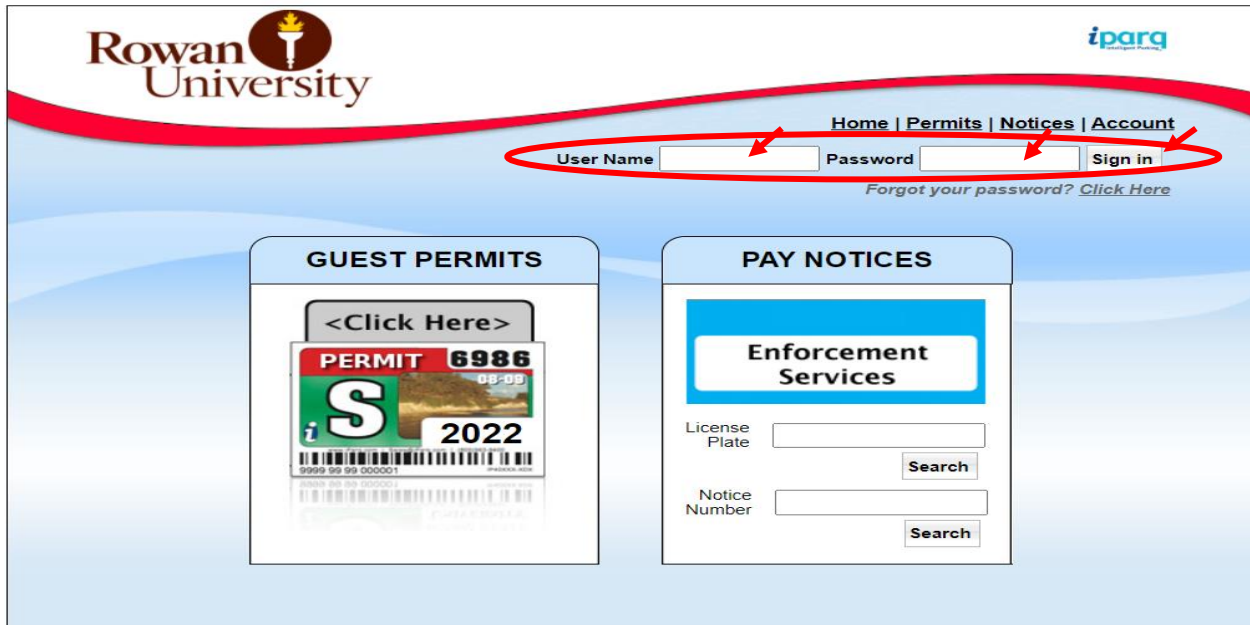
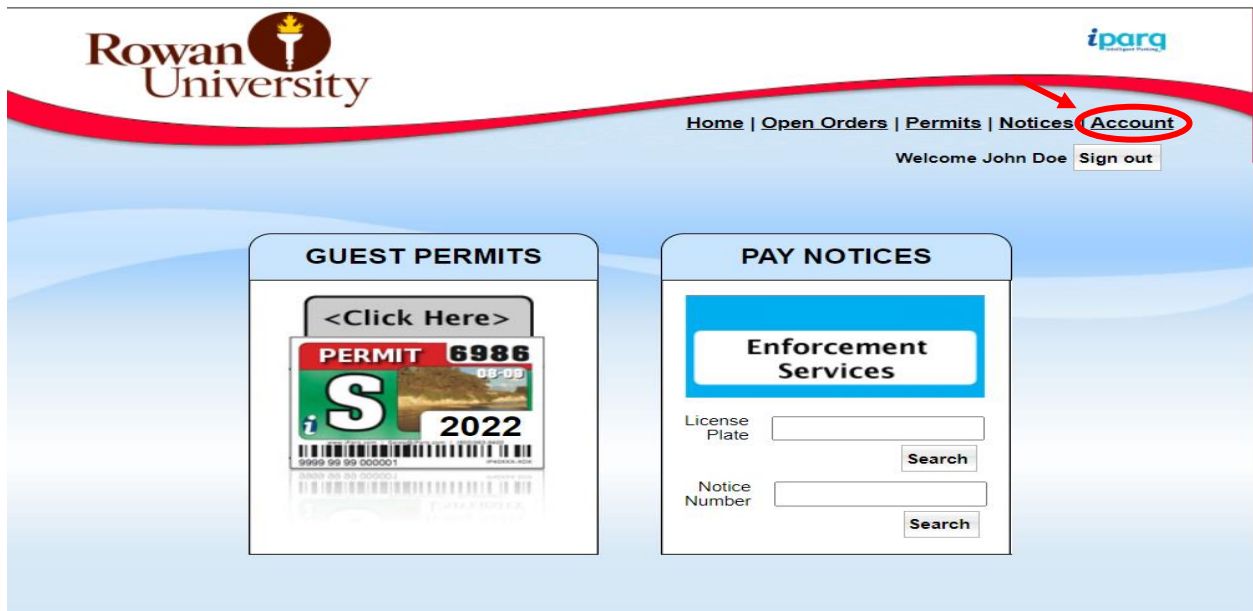


How to Register, Add or Remove a Vehicle from a Valid Parking Permit – Vendor/Service (Guest Account)

Step 1: Visit RowanU.thepermitstore.com and enter your “User Name” and “Password” and click on “Sign In”:



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



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:

The screenshot shows the 'Account' page for John Doe. Under the 'Parking Permits' section, the 'Register Vehicle' link is circled in red. Other links include 'Manage Addresses', 'Phone Numbers', 'Email Addresses', 'Edit Security Settings', 'View Permits', 'Manage Vehicles', 'Manage Orders', 'No Open Notices', 'No Closed Notices', and 'View Inbox (250 new)'.



The 'Register Vehicles' dialog box contains the text: 'To register a vehicle please [click here](#) and add a new vehicle to your current permits. If you are looking to purchase a new permit [click here](#).' The 'click here' link is circled in red.

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.

Order	Permit	Valid End Date	Barcode	Vehicle	Status	Print Temp
5898769	Service - 2022-2023	08/31/23	-	 Test	Approved	 Print

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

The 'Manage Vehicles' dialog box shows the permit type 'Service - 2022-2023' and a list of 'Current Vehicle Associations' including '2018 Black Acura RDX (Test, NJ)'. A dropdown menu is open, showing options like '[SELECT]', '[Add New Vehicle]', and '2016 Black Acura RDX (123456, NJ)'. The 'Manage Vehicles' title and the 'Current Vehicle Associations' section are circled in red.