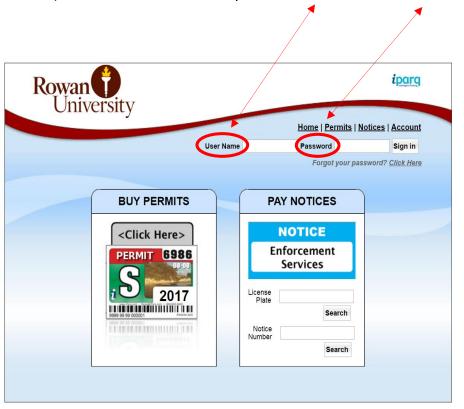


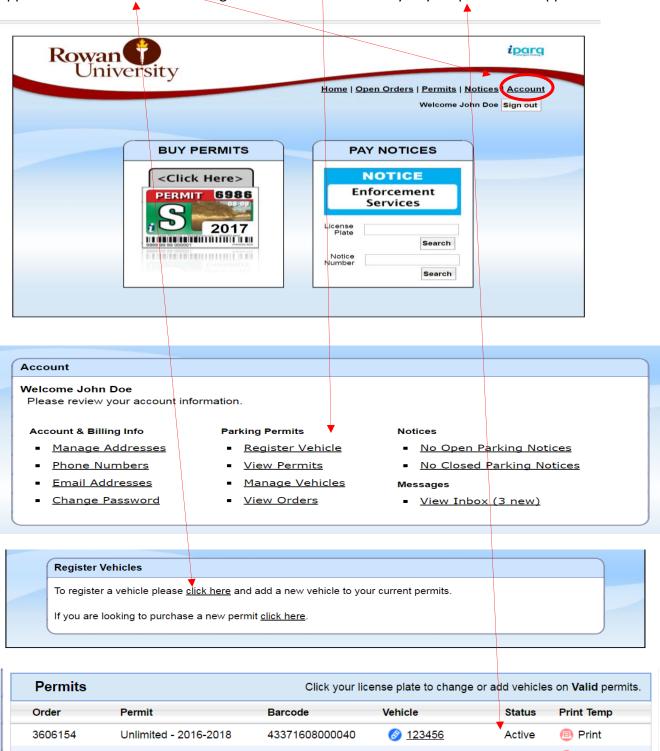
## Instructions on How to Register/Add or Remove a Vehicle from a Valid Permit at

RowanU.thepermitstore.com

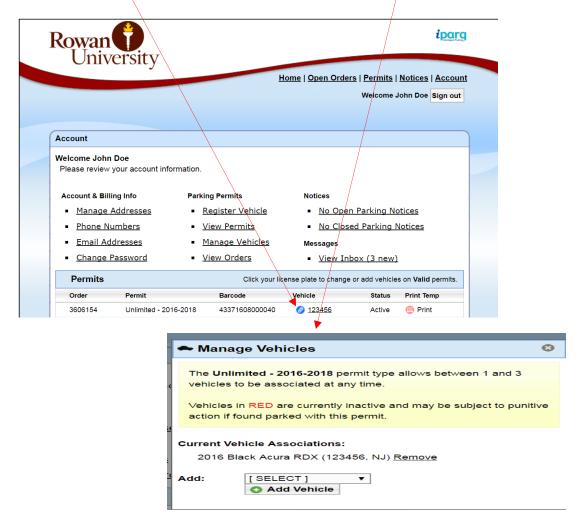
**Step 1:** Access Rowanu.thepermitstore.com and enter your "User Name" and "Password".



**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.



<u>Step 3:</u> Click on the icon next to 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. As stated in the Parking Rules and Regulations, you can have up to (3) vehicles registered to the one permit. However, students are required to transfer the permit from one vehicle to the other.



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