How to Add a Vehicle to a Parking Permit
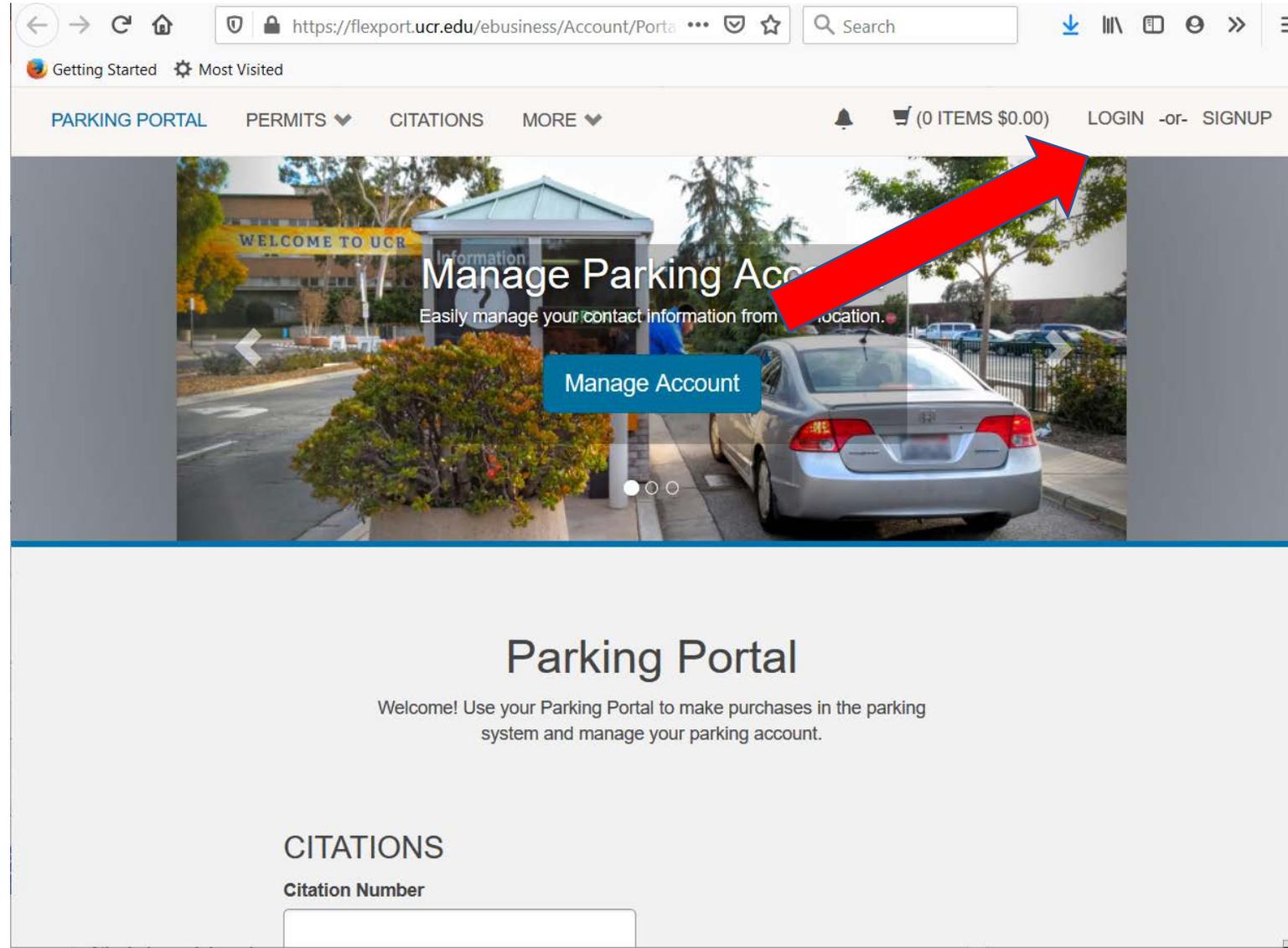
Instruction Guide

1 **Access your Parking Account**

https://ucr.t2hosted.com/Account/Portal

2 **Click on "Login"**

3

If you are a UCR Faculty, Staff or Student, click on "Affiliated Login" and use Net ID to login

If you are a UCOP Employee, UCOP Contractor or Guest, click on "Guest Login" and use your credentials to login

4

Click on "Permits" and go to "View Your Permits"

5

Click the permit number that you want to add a vehicle to.

View Your Account Permits

Permits associated with your account are listed below. You may click on the permit for additional details. Only permits with a status of Active are currently valid.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
RTA202100013	Free RTA Bus Pass-I agree my mobile # will be provided to RTA	Active	08/31/2020	07/01/2020	06/30/2021
BL0630213445	Blue Multi Year 063019 ONLINE	Active	06/04/2019	07/01/2019	10/01/2020

6

Any current vehicles attached to the permit will be displayed.

Click on "Add Vehicles to Permit" to add a new vehicle.

You cannot delete all the vehicles from your permit.

Your Permit Details

Below are the details for your Permit.

Permit Number	BL06▮▮▮
Type	Blue Multi Year 063019 ONLINE
Amount Due	$0.00
Status	Active
Issue Date	06/04/2019
Effective Date	07/01/2019
Expiration Date	10/01/2020

Associated Vehicles

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color
8▮▮▮	CALIFORNIA	Hyundai		Silver

No receipts were found on this record.

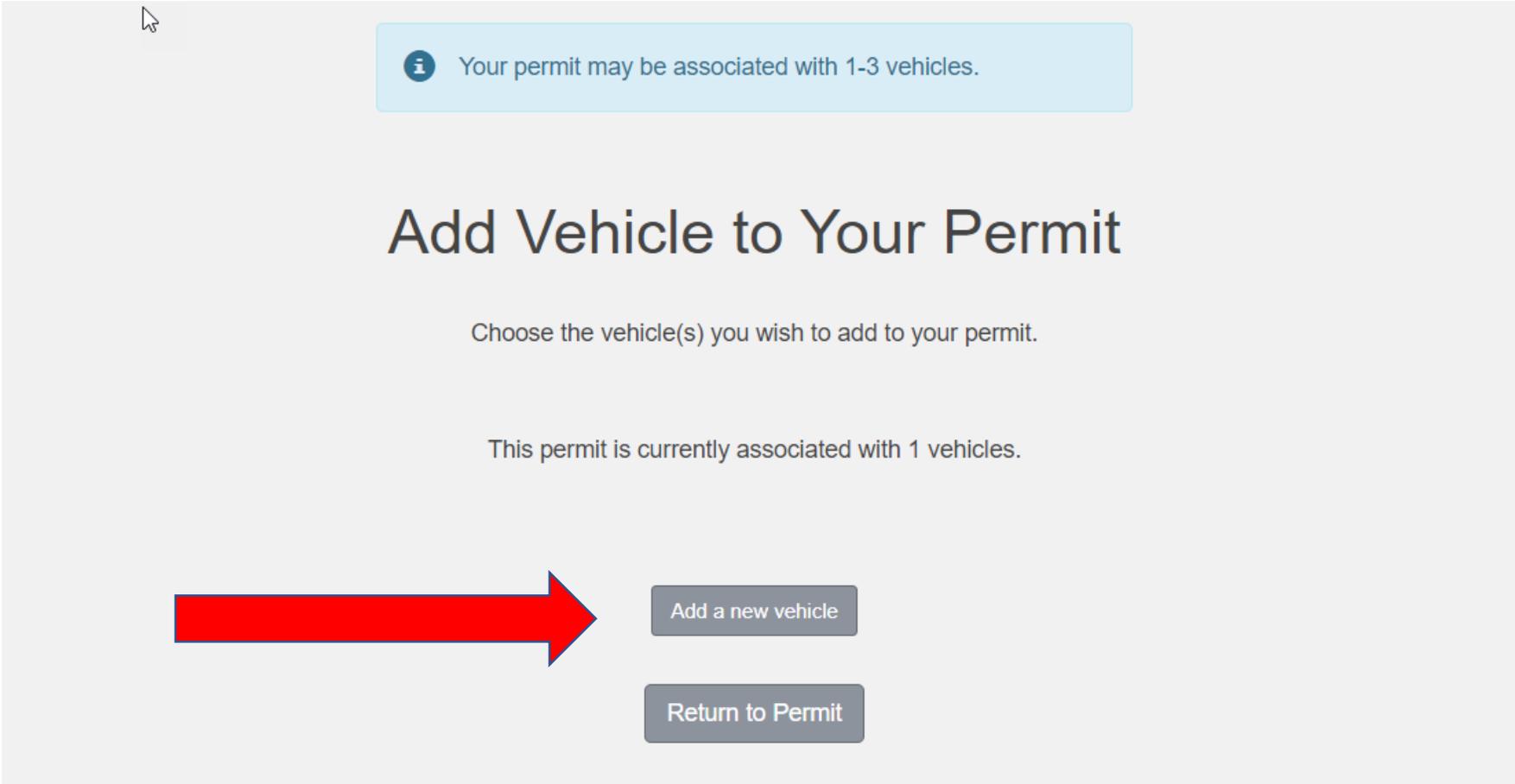| Receipt Number	Description	Permit Amount	Date	Payment Method

No contract profiles were found on this record.

No space overages were found on this record.

Add Vehicles To Permit

7 **Confirm by clicking "Add a New Vehicle"**

ℹ Your permit may be associated with 1-3 vehicles.

Add Vehicle to Your Permit

Choose the vehicle(s) you wish to add to your permit.

This permit is currently associated with 1 vehicles.

Add a new vehicle

Return to Permit

8 **Enter vehicle information**

License Plate Entry Hints:

1. Do not enter any spaces in the license plate even if there are spaces.

2. Passenger vehicles do not use the letters I, O and Q in the second or fourth position (for California).

3. Commercial vehicles do not use the letters I, O and Q (for California).

4. If you have a personalized plate with less than seven characters, or if you have a special character within your plate (heart, star, etc.), you will skip the special character and enter in the rest of the characters remaining on the plate.

5. If your vehicle has a temporary paper license plate, please enter the temporary number as the Vehicle License Plate, select TEMPORARY PLATE as the Vehicle Plate Type and enter the full VIN. If there is no temporary number, enter the last 8 digits of your VIN as the Vehicle License Plate, select VIN NUMBER as the Vehicle Plate Type and enter the full VIN.

   IMPORTANT: Once you have the permanent license plate you must add the permanent plate to your permit.

Register Additional Vehicle

Please enter the details for your vehicle.
If your vehicle has a temporary paper license plate, please enter the temporary number as the Vehicle License Plate, select TEMPORARY PLATE as the Vehicle Plate Type and enter the full VIN. If there is no temporary number, enter the last 8 digits of your VIN as the Vehicle License Plate, select VIN NUMBER as the Vehicle Plate Type and enter the full VIN.

IMPORTANT: Once you have the permanent license plate you must add the permanent plate to your permit.

Vehicle License Plate

[   ] *

Vehicle License Plate (confirm)

[   ] *

Vehicle Plate Type (please see your vehicle's DMV registration for Plate Type)

[AUTO   ⌄] *

State/Province

[CALIFORNIA   ⌄] *

Make

[Select One   ⌄] *

Color

[Select One   ⌄] *

Style

[Select One   ⌄] *

VIN

[   ]

Click "Next" to continue ➡ [Next >>]

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Transportation Services

9 **You will see a confirmation at top of screen**

Your vehicle has been associated with your permits. view details

BL0630213445

Your Permit Details

Below are the details for your Permit.

Permit Number	BL0630213445
Type	Blue Multi Year 063019 ONLINE
Amount Due	$0.00
Status	Active
Issue Date	06/04/2019
Effective Date	07/01/2019
Expiration Date	10/01/2020

10 **To delete a vehicle click the "Delete" button.**

Note: The "Delete" button will only be visible if 2 or more vehicles are displayed. If only 1 vehicle is displayed you must first add a new vehicle.

Associated Vehicles

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions
58010Y1	CALIFORNIA	Nissan		Silver	Delete
8AOK476	CALIFORNIA	Hyundai		Silver	Delete

No receipts were found on this record.

Receipt Number	Description	Permit Amount	Date	Payment Method

No contract profiles were found on this record.

No space overages were found on this record.

Add Vehicles To Permit