How to Add a Vehicle to a Parking Permit

Instruction Guide
1. **Access your Parking Account**
   https://flexport.ucr.edu/ebusiness/Account/Portal

2. **Click on “Login”**
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”
Click the permit number that you want to add a vehicle to.
Any current vehicles attached to the permit will be displayed.

Click on “Add Vehicles to Permit” to add a new vehicle.
Confirm by clicking “Add a New Vehicle”
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.

Click “Next” to continue
9 You will see a confirmation at top of screen

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.