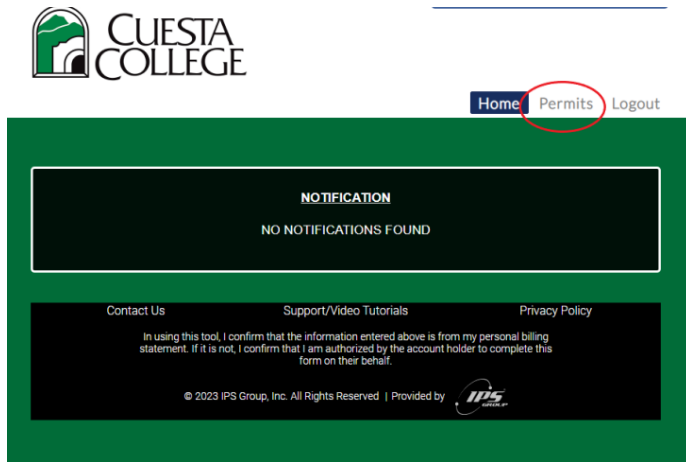**To Switch Vehicles, Add or Update Vehicle Information**

Log into your *myCuesta* portal and click on the Parking Permits & Citations tile.

On the permit portal home screen, click on Permits> My Permits > View.
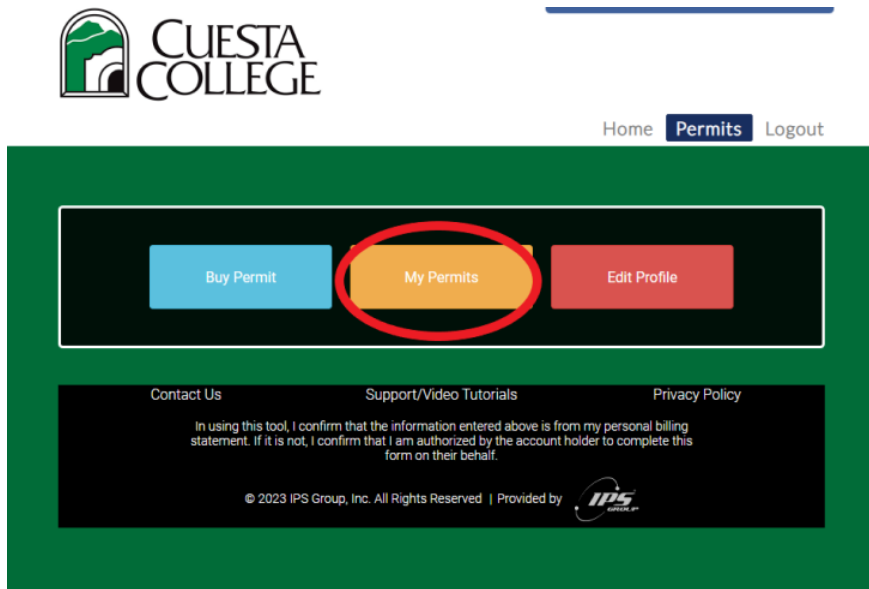
In the SELECTED VEHICLE area:

To Edit current vehicle information – Click on the blue pencil 🖊 under Action to change the current vehicle's information. (Current vehicle is the vehicle listed in the gray box area) Hit Save.

To Add additional vehicle: Click on red trash can 🗑 under Action. Click here, add the vehicle information and Save. This vehicle will become the "active" vehicle on the permit.

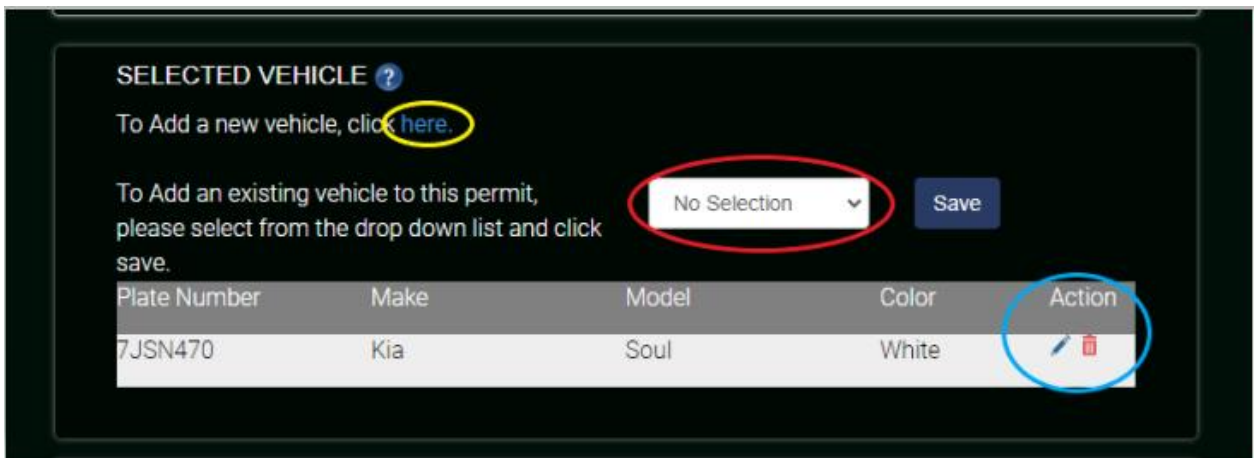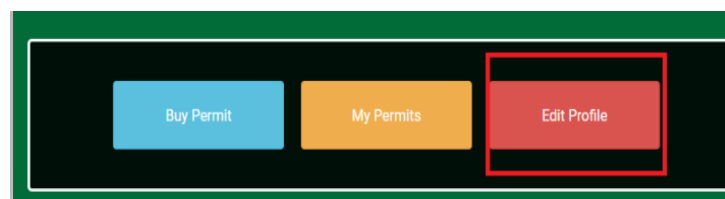**To Switch vehicles:** Click the red trash can 🗑. The vehicle listed in the gray area will disappear. Click the down arrow where it says No Selection. All vehicle license plate numbers you've added in your profile will show up. Click on the vehicle license plate number (or VIN) that you'd like to make "active". Hit Save. This vehicle is now the active vehicle on the permit and will appear in the gray area. To switch back, follow these instructions again.

You'll see in the Permit History that you removed vehicle plate #ABC123 and added vehicle plate #XYZ456 to your permit with date/time. The plate/vehicle that you changed it to is now the vehicle that the permit is "active" on. Our license plate readers will scan the plate and see that you have a valid permit. If you do not switch the vehicle on your permit to the one you drive to campus, you are subject to a citation as only one vehicle can use the permit at a time.

*By hitting the 🗑, you remove the current vehicle from the permit. The vehicle is not removed from your profile, it is just no longer the active or valid vehicle on the permit. Plate numbers and vehicle information stay in your profile and will be listed in the drop-down box for future use so you can choose which vehicle you want to make "active".

To Delete vehicles: On the Dashboard, click on Edit Profile.

To Delete Vehicle(s): Click on the X in the upper right corner of the plate you want to delete. Hit Confirm. The license plate will be deleted.
It will ask for your address, hit Save. It does not actually save your address.
"Profile updated successfully" message will show at the top.