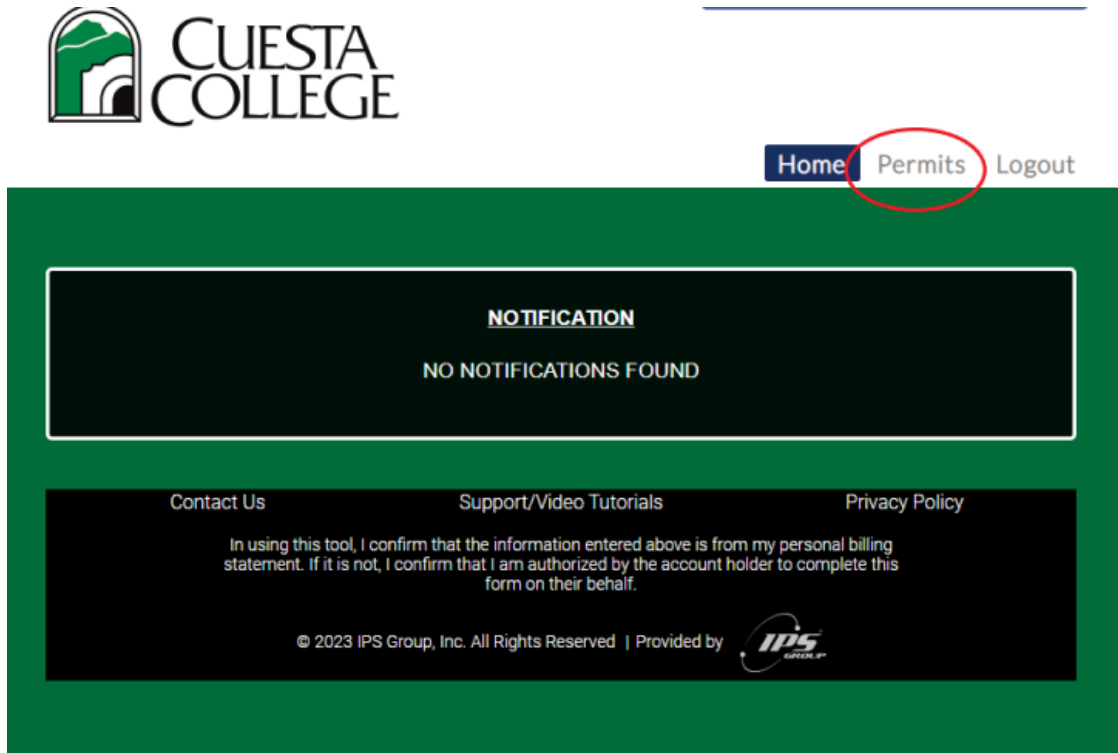


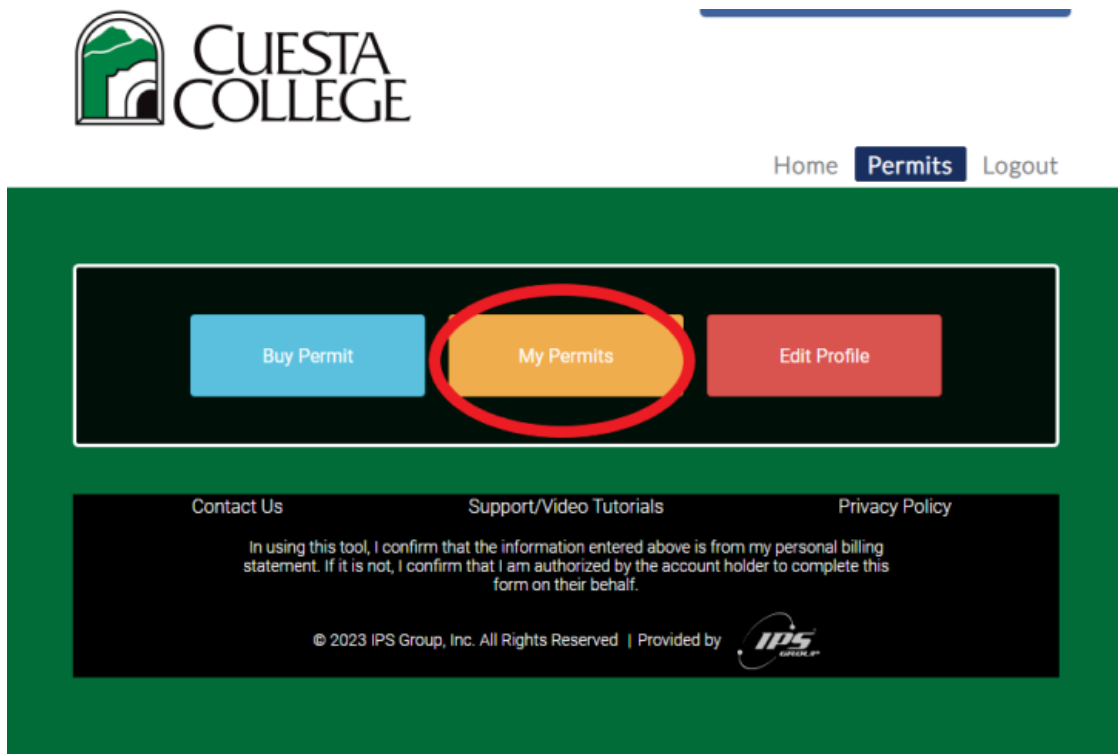
To Switch Vehicles, Add or Update Vehicle Information

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

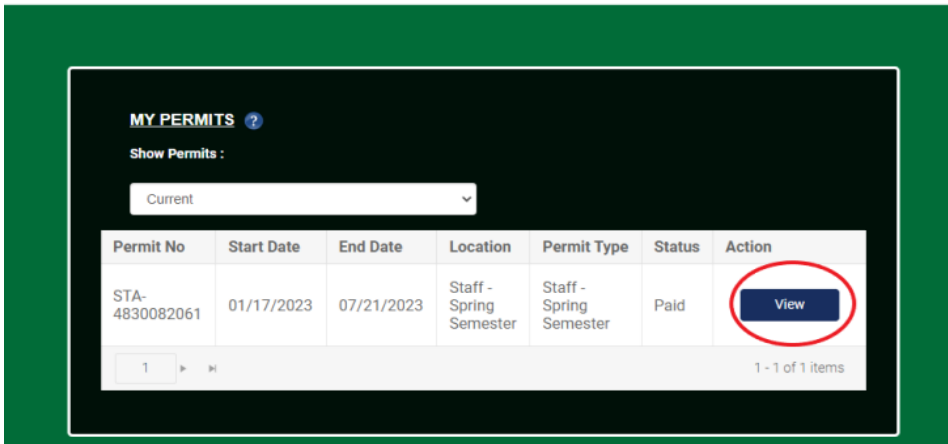
Once in the parking permit portal, click on Permits> My Permits > View.



The screenshot shows the Cuesta College logo on the left. On the right, there is a navigation bar with three items: "Home", "Permits", and "Logout". The "Permits" item is circled in red. Below the navigation bar is a dark green header area. In the center of this area is a black box with white text that reads "NOTIFICATION" and "NO NOTIFICATIONS FOUND". At the bottom of the green area, there are three links: "Contact Us", "Support/Video Tutorials", and "Privacy Policy". Below these links is a disclaimer: "In using this tool, I confirm that the information entered above is from my personal billing statement. If it is not, I confirm that I am authorized by the account holder to complete this form on their behalf." At the very bottom, there is a copyright notice: "© 2023 IPS Group, Inc. All Rights Reserved | Provided by" followed by the IPS logo.



The screenshot shows the Cuesta College logo on the left. On the right, there is a navigation bar with three items: "Home", "Permits", and "Logout". The "Permits" item is highlighted with a blue background. Below the navigation bar is a dark green header area. In the center of this area is a black box with three buttons: "Buy Permit" (light blue), "My Permits" (orange, circled in red), and "Edit Profile" (red). At the bottom of the green area, there are three links: "Contact Us", "Support/Video Tutorials", and "Privacy Policy". Below these links is a disclaimer: "In using this tool, I confirm that the information entered above is from my personal billing statement. If it is not, I confirm that I am authorized by the account holder to complete this form on their behalf." At the very bottom, there is a copyright notice: "© 2023 IPS Group, Inc. All Rights Reserved | Provided by" followed by the IPS logo.

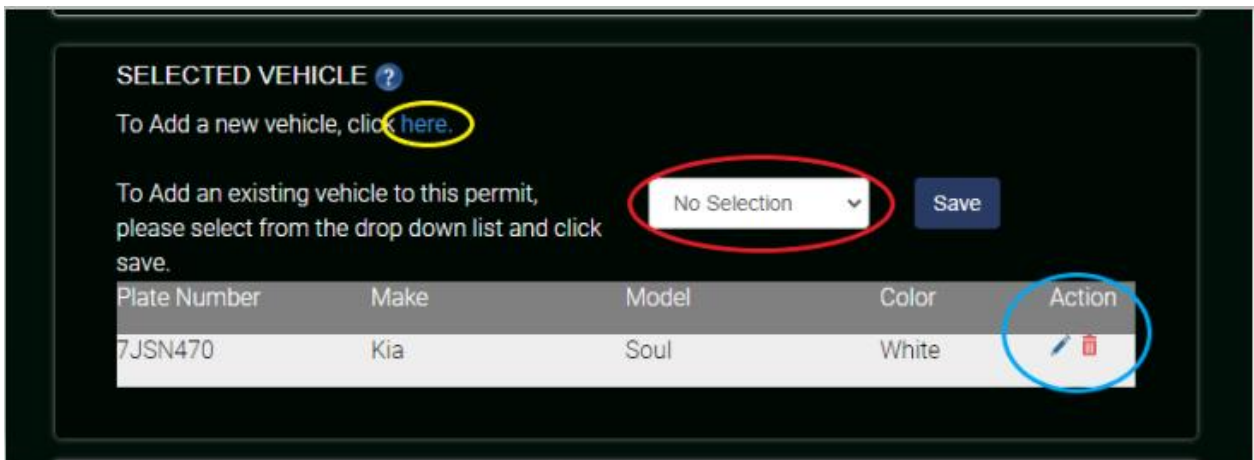


In the SELECTED VEHICLE area:

To Edit current vehicle information – Click on the [blue pencil](#) under Action to change vehicle information. Hit Save.

To Add a vehicle: Click on [red trash can icon](#) under Action. Click on [here](#), add the vehicle information and Save. This vehicle will become the “active” vehicle on the permit.

To Switch vehicles: You’ve already added multiple cars to your profile and want to switch vehicles. Click the [red trash can icon](#). Click the down arrow where it says No Selection. All vehicle license plate numbers 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. To switch back, follow these instructions again.



You’ll see in the Permit History that you removed vehicle plate #A and added vehicle plate #B 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. You can go to the top and logout.

*The vehicle you removed is not removed from your profile, it is just no longer the active or valid vehicle on the permit. If you need to switch back to that car, login to your portal and complete the same process to switch back to the other car. 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”. Only one (1) vehicle can be active at a time. **If you forget to switch the permit to the vehicle you park on campus, you will be subject to a citation.**