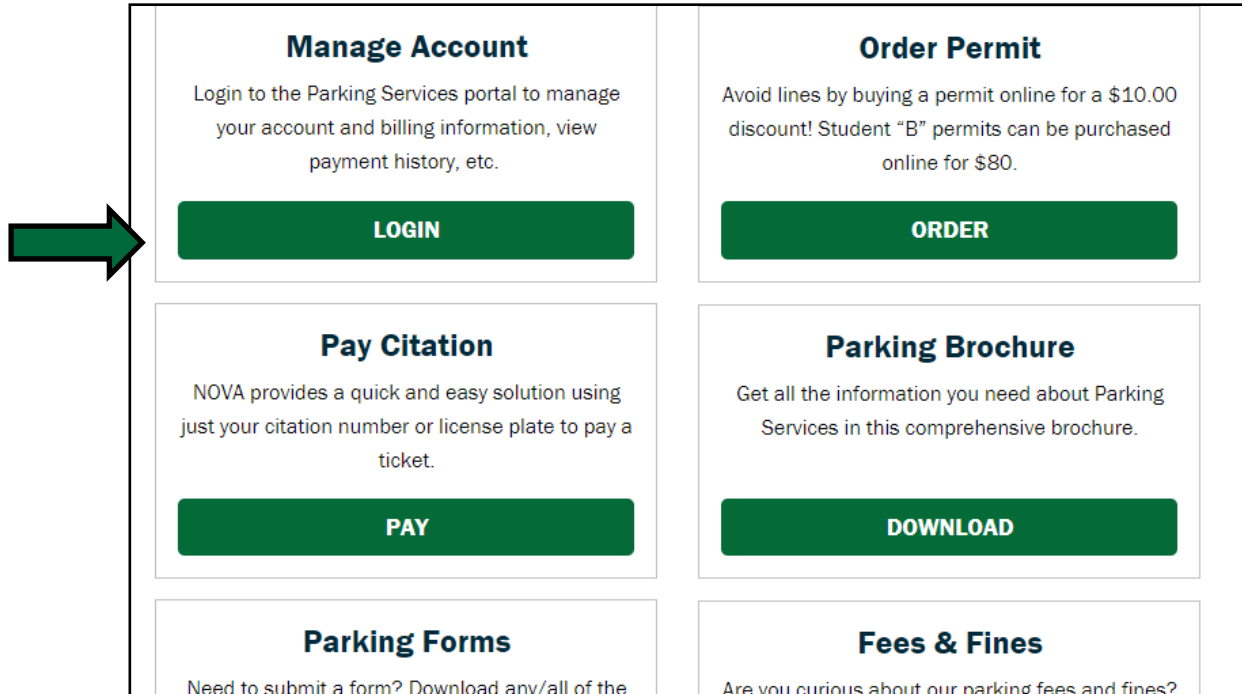


How To Add A Vehicle To Your Account/Permit

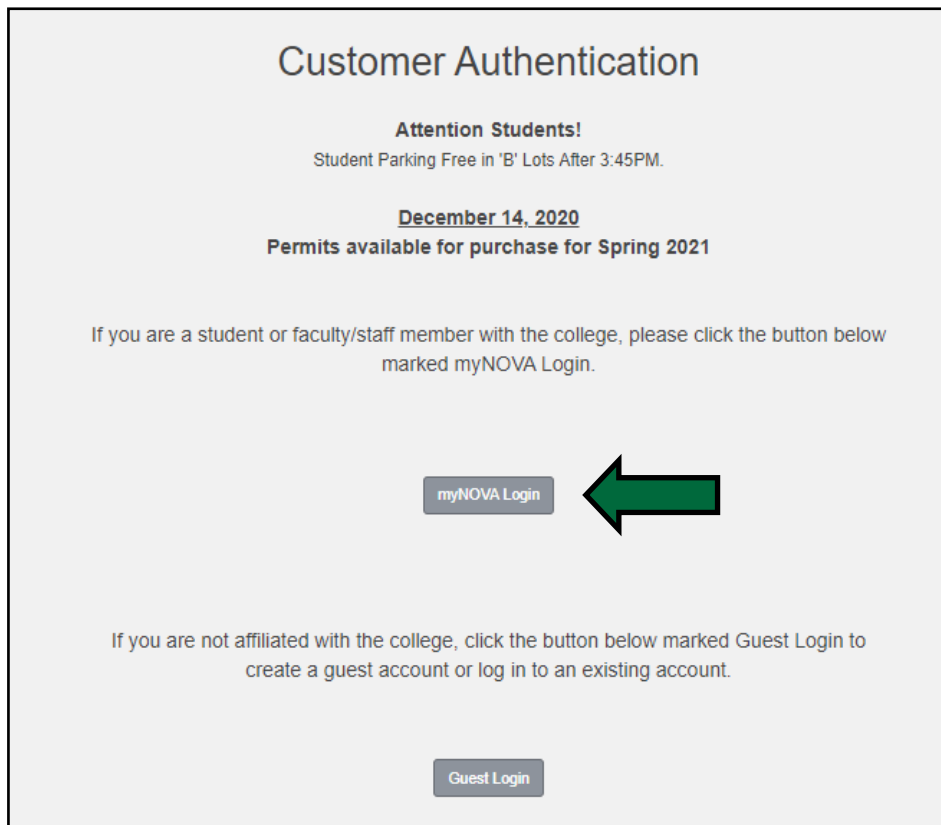
Please visit <https://www.nvcc.edu/parking/index.html> to begin

Step 1: Scroll down and select the 'Login' link under 'Manage Account'



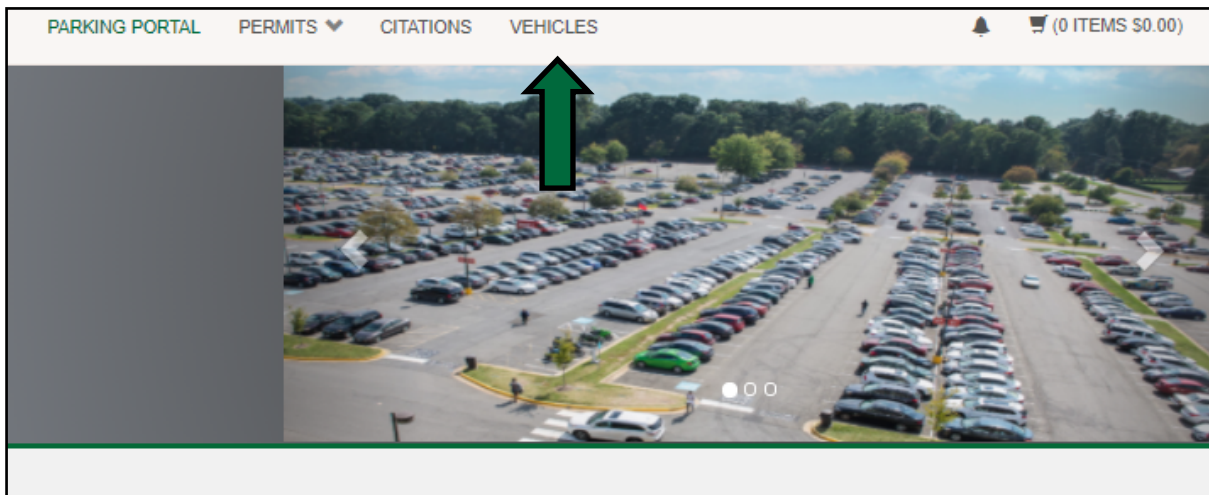
The screenshot shows a grid of six service tiles. The first tile, 'Manage Account', includes a description, a 'LOGIN' button, and a green arrow pointing to it from the left. The second tile, 'Order Permit', includes a description and an 'ORDER' button. The third tile, 'Pay Citation', includes a description and a 'PAY' button. The fourth tile, 'Parking Brochure', includes a description and a 'DOWNLOAD' button. The fifth tile, 'Parking Forms', includes a description. The sixth tile, 'Fees & Fines', includes a description.

Step 2: Select 'myNOVA Login' and log in with your myNOVA login credentials



The screenshot shows a 'Customer Authentication' page. It features a heading, a notice for students about parking, a date 'December 14, 2020', and a statement that permits are available for purchase for Spring 2021. Below this, there is a paragraph of instructions and two buttons: 'myNOVA Login' and 'Guest Login'. A green arrow points to the 'myNOVA Login' button.

Step 3: Click 'Vehicles' on the top banner



Step 4: Click 'Add Vehicle'

Manage your Account Vehicles

Below is a list of the vehicles associated with your account. To add a vehicle to all permits on your account, select the "Add Vehicle" button below. Otherwise, to add vehicles to individual permits you must add the vehicle from the Permit Details screen by first going to [View Your Permits](#).

Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp
Owner	<u>WHVW4#</u>	VIRGINIA	2018	Nissan	Rogue	White	

←

Step 5: Provide necessary information and click 'Next'

**Note: License plates must be entered correctly to avoid citations*

Link Additional Vehicle

Instructions for Adding your license plate number:

1. Seven (7) digits maximum.
2. Only letters and numbers may be used.
3. No special characters (-,#,?,!) or spaces allowed.
4. For temporary plates, list the temporary plate number. Once permanent plates are received please contact Parking Services to update your account.

NOTE: Please provide the exact plate number. An incorrect plate may be subject to a citation. Please enter the details for your new vehicle and then click Next.

License Plate Number

License Plate Number (confirm)


Relationship to Vehicle

State/Province

Make

Model

Color

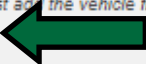


Step 5: The new vehicle will be added to your account and linked to your active permit automatically

Click 'View Your Permits' to see your permit information

Manage your Account Vehicles

Below is a list of the vehicles associated with your account. To add a vehicle to all permits on your account, select the "Add Vehicle" button below. Otherwise, to add vehicles to individual permits you must add the vehicle from the Permit Details screen by first going to [View Your Permits](#)



Rel. Type	Plate Number	Plate State	Year	Vehicle Make	Vehicle Model	Vehicle Color	Registration Exp
Owner	<u>TEST1</u>	VIRGINIA	2018	Nissan	Rogue	White	
Driver	<u>TEST2</u>	VIRGINIA	2019	Acura	2.3CL	Black	