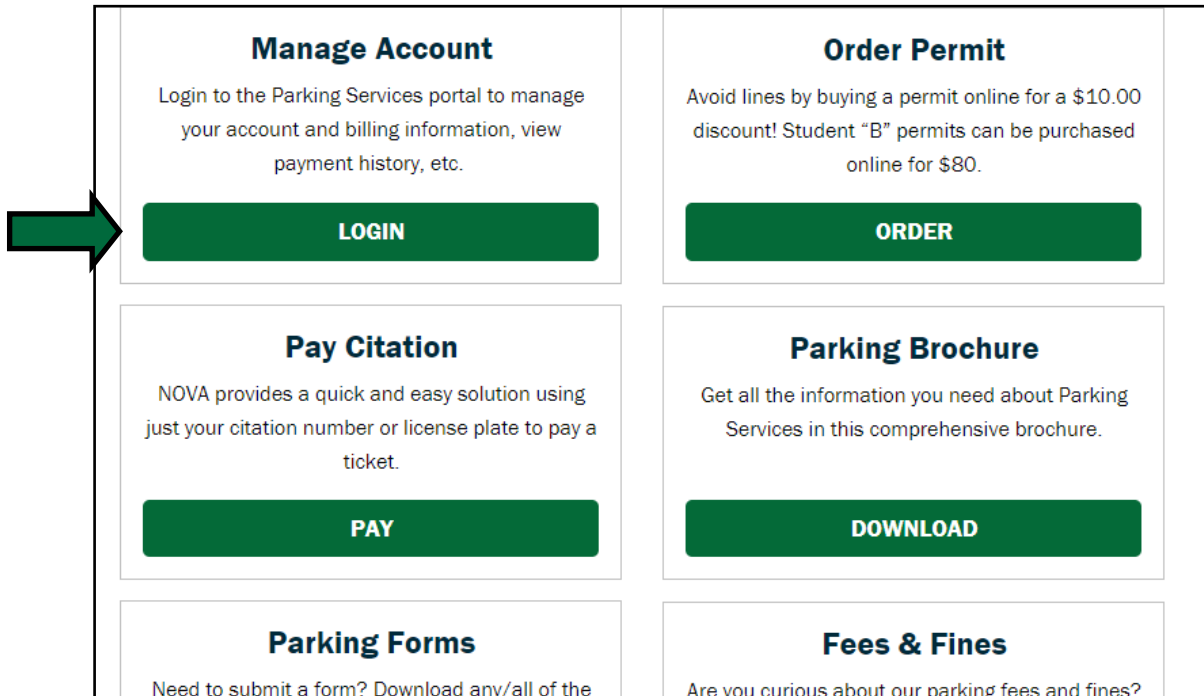


# How To Remove A Vehicle From A Permit

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

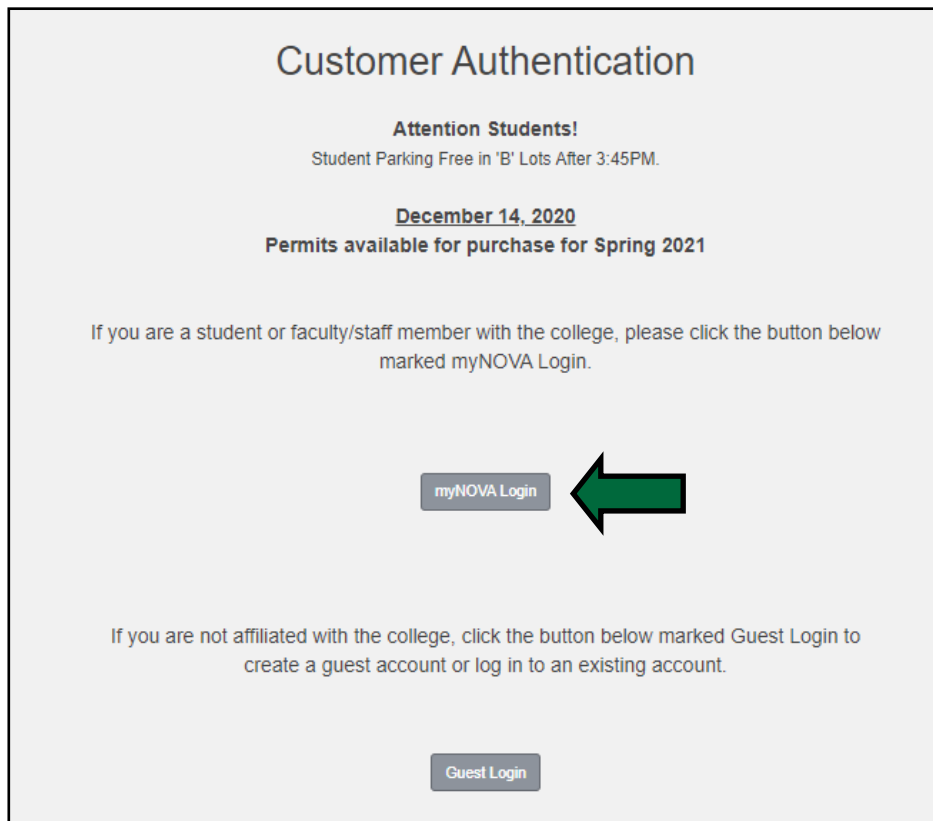
**Step 1:** Scroll down and select the 'Login' link under 'Manage Account'



The screenshot shows a grid of six service tiles. The top-left tile is titled 'Manage Account' and contains a description, a 'LOGIN' button, and a green arrow pointing to it from the left. The top-right tile is 'Order Permit' with an 'ORDER' button. The middle-left tile is 'Pay Citation' with a 'PAY' button. The middle-right tile is 'Parking Brochure' with a 'DOWNLOAD' button. The bottom-left tile is 'Parking Forms' and the bottom-right is 'Fees & Fines'.

<b>Manage Account</b> Login to the Parking Services portal to manage your account and billing information, view payment history, etc. <b>LOGIN</b>	<b>Order Permit</b> Avoid lines by buying a permit online for a \$10.00 discount! Student "B" permits can be purchased online for \$80. <b>ORDER</b>
<b>Pay Citation</b> NOVA provides a quick and easy solution using just your citation number or license plate to pay a ticket. <b>PAY</b>	<b>Parking Brochure</b> Get all the information you need about Parking Services in this comprehensive brochure. <b>DOWNLOAD</b>
<b>Parking Forms</b> Need to submit a form? Download any/all of the	<b>Fees &amp; Fines</b> Are you curious about our parking fees and fines?

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



The screenshot shows a 'Customer Authentication' page with the following text: 'Attention Students! Student Parking Free in 'B' Lots After 3:45PM. December 14, 2020 Permits available for purchase for Spring 2021'. Below this is a paragraph: 'If you are a student or faculty/staff member with the college, please click the button below marked myNOVA Login.' A green arrow points to the 'myNOVA Login' button. At the bottom, there is another paragraph: 'If you are not affiliated with the college, click the button below marked Guest Login to create a guest account or log in to an existing account.' and a 'Guest Login' button.

**Customer Authentication**

**Attention Students!**  
Student Parking Free in 'B' Lots After 3:45PM.

December 14, 2020  
Permits available for purchase for Spring 2021

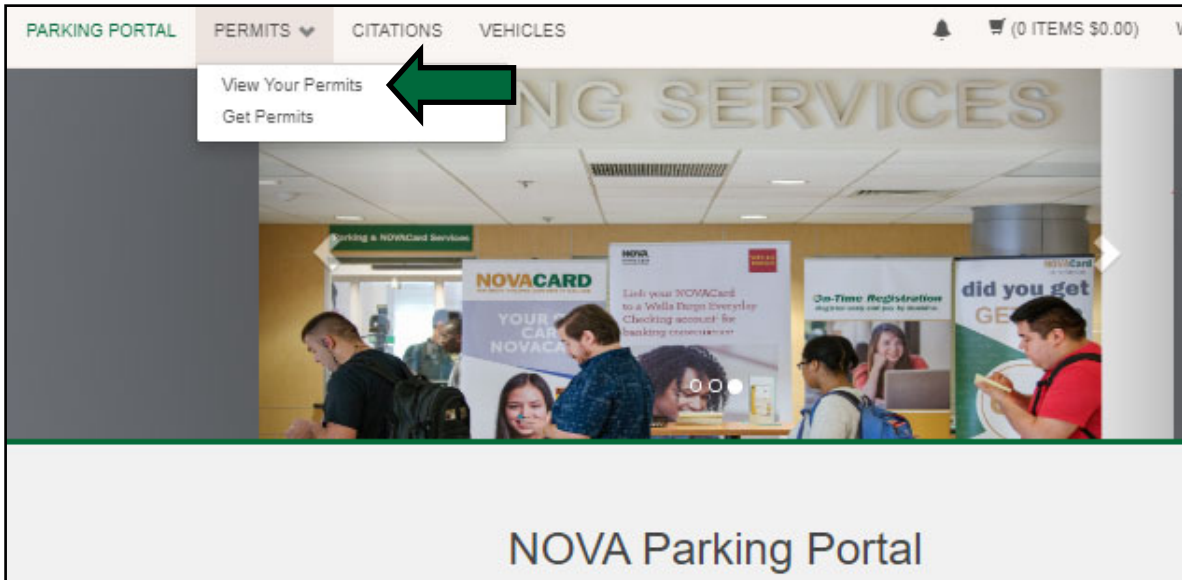
If you are a student or faculty/staff member with the college, please click the button below marked myNOVA Login.

**myNOVA Login**

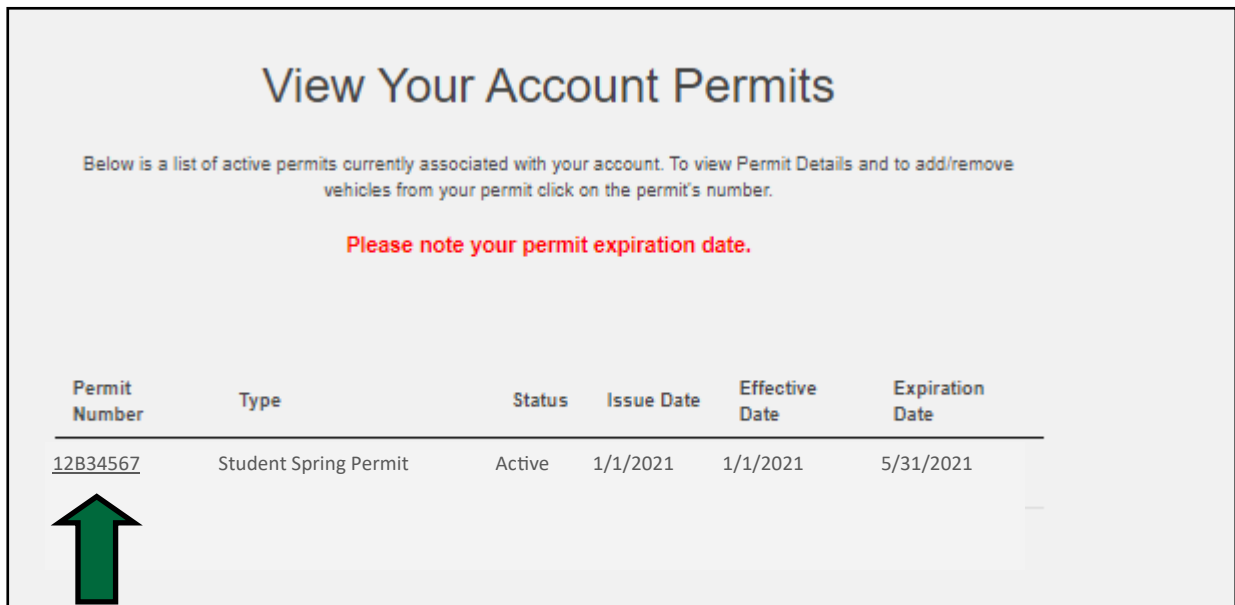
If you are not affiliated with the college, click the button below marked Guest Login to create a guest account or log in to an existing account.

**Guest Login**

**Step 3:** Click 'Permits' at the top banner and click 'View Your Permits'

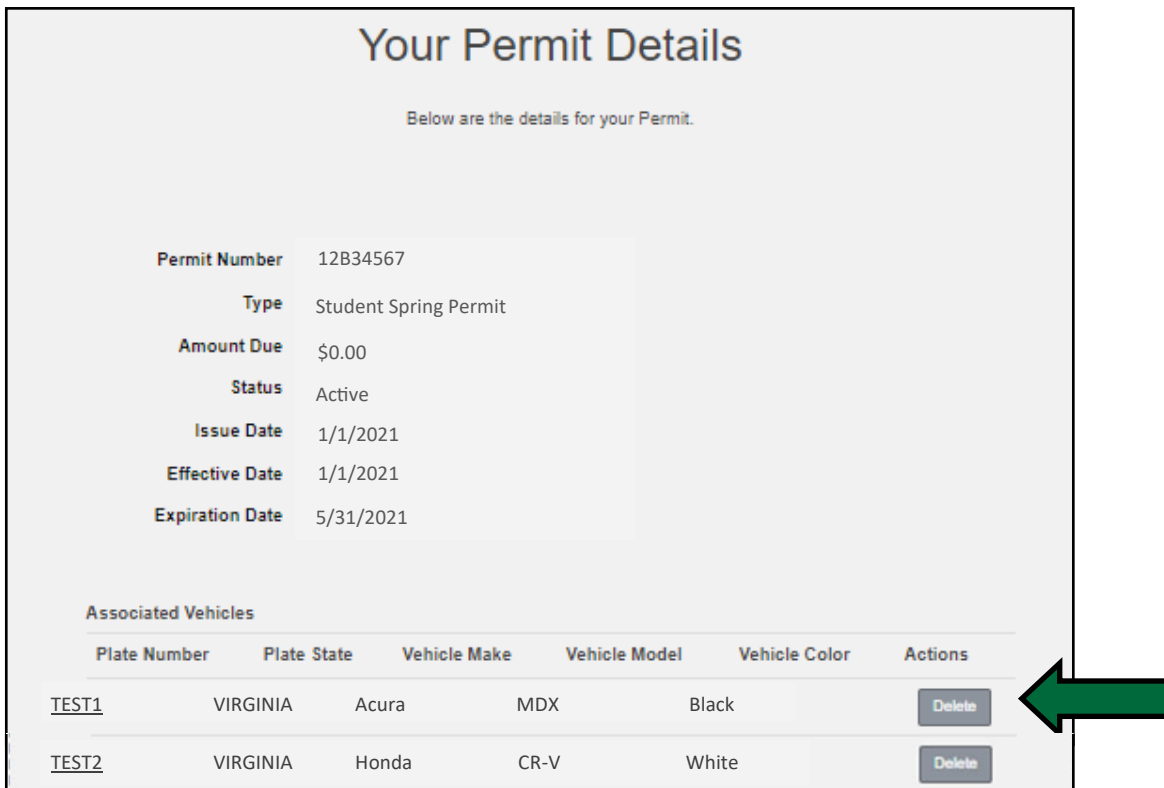


**Step 4:** Click the permit number listed under your account



**Step 5:** Click 'Delete' for the vehicle that you would like to remove

*\*Note: There must be at least one vehicle linked to an active permit at all times. If you only have one vehicle associated with your permit, please add another vehicle before removing. If you would like to have a vehicle removed from your account entirely, please visit a campus Parking Services office or email parking@nvcc.edu*



**Your Permit Details**

Below are the details for your Permit.

<b>Permit Number</b>	12B34567
<b>Type</b>	Student Spring Permit
<b>Amount Due</b>	\$0.00
<b>Status</b>	Active
<b>Issue Date</b>	1/1/2021
<b>Effective Date</b>	1/1/2021
<b>Expiration Date</b>	5/31/2021

**Associated Vehicles**

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions
<u>TEST1</u>	VIRGINIA	Acura	MDX	Black	Delete
<u>TEST2</u>	VIRGINIA	Honda	CR-V	White	Delete

**Step 6:** Click 'OK' to verify the Pop-up message and the vehicle will be removed

*\*Note: If you like to add a new vehicle please follow Step 7*



nvccparking.t2hosted.com says

Are you sure you wish to remove this vehicle from your permit?

OK Cancel

**Step 7:** Click 'Add Vehicles To Permit' at the bottom of the Permit Details page

## Your Permit Details

Below are the details for your Permit.

Permit Number	12834567
Type	Student Spring Permit
Amount Due	\$0.00
Status	Active
Issue Date	1/1/2021
Effective Date	1/1/2021
Expiration Date	5/31/2021

### Associated Vehicles


Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions
<a href="#">TEST1</a>	VIRGINIA	Acura	MDX	Black	<a href="#">Delete</a>
<a href="#">TEST2</a>	VIRGINIA	Honda	CR-V	White	<a href="#">Delete</a>

### Associated Receipts

Receipt Number	Description	Permit Amount	Date	Payment Method
123456	Payment - Permit 12834567	\$80.00	1/5/2021 1:06:41 PM	MasterCard


No contract profiles were found on this record.

No space overages were found on this record.

[Add Vehicles To Permit](#) 

**Step 8:** To add an existing vehicle, check the box next to the Plate Number and 'Add the selected vehicle'  
Click 'Add a new vehicle' to add a vehicle that is not already on your account

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

 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 2 vehicles.

Select	Plate Number	Make	Model	Color
<input type="checkbox"/>	TEST3	Honda	Civic	Gray

[Add the selected vehicle](#) [Add a new vehicle](#)

[Return to Permit](#)