PROPERTY



Parking - change your rego online

Staff with a parking vPermit will have at least one active car registration number listed on their online vPermit account. Multiple vehicles can be registered on an account but the **active vehicle** must be selected by the account holder. Our system does not automatically recognise which car you're driving. Here's a recap of the simple steps to interchange your vehicles on a vPermit account:

- 1. Visit the Macquarie University vPermit web page: <u>https://vpermit.com.au/mq/</u>
- 2. Select 'Log In' on the top RHS of the screen, enter your log in details.



3. Select 'Manage Vehicles' on the far RHS of the screen

<pre>\$ Apply for a vPermit</pre>		
Permit	Status	Actions
Staff Permit - Staff Only Carparks (Excluding East 2) - valid until 31.12.2019 - Salary Sacrifice (#1852) R YBB31P,DFO70H Valid until Friday, 31 Dec 9999	Active	View Payment Details Manage Vehicles Cancel Permit

4. Select the active registration number using the button next to it – active will display in green. Select **'Logout'** on the top RHS of the screen.

Vehicle(s) on Staff Permit - Staff Only Carparks (Excluding East 2) - valid until 31.12.2019 - Salary Sacrifice		
Registered Vehicle(s)		
This permit allows for 1 active licence plate with a total of 3 registered licence plates.		
DFO70H Activate		
YBB31P Active		
Back Edit Vehicle(s)		

For more information about staff parking visit: <u>https://www.mq.edu.au/about/contacts-and-maps/getting-to-macquarie/parking/staff-parking</u>