

Adding vehicle plates to your parking account

Western Parking Enforcement is now utilizing LPR technology.

If you use Western's permit lots, you'll need to ensure your Parking Account is up to date with accurate information and that your vehicles plates are linked to your permit.

Follow these steps to update your vehicle information on your account:

1. Go to www.uwo.ca/parking
2. Click on 'Parking Account' from the top navigational tabs.
3. Click on 'Login to manage my Parking Account' from the bottom of the page.
4. Log in to our [Parking Portal](#) to manage your account. Click "LOGIN" in the upper right-hand corner.
5. Click on "Western University Login".
6. Enter your username and password then click 'Log In.'

8. Click on the "**Permits**" drop- down in the top menu bar and select **Permits**.

9. Click on the active permit for which you wish to add your vehicle (GNR/PNR/CNR etc.). *You DO NOT need to add it to the AVI Deposit*

10. On the "Permit Details" page you will see a list of "Associated Vehicles." If you do not see

13. Fill in all the blanks and click "Next" (If your particular "Model" is not listed please make sure "Style" is a good description of your vehicle).

Once this is done, your vehicle should be on both your profile AND your permit and is safe for License Plate Recognition parking in your eligible zones.

Please note:

f You can only ADD new vehicle information to a parking account - if you have a vehicle you'd like removed from your parking account please email us the details at wparking@uwo.ca

f Any time there are changes to the status of your permit (i.e. expired permit renewal, switch of permit type, driving a new vehicle), you'll want to ensure your license plate is linked to your permit by completing these steps again.

*For Parking Services location and hours of operation please visit <https://www.uwo.ca/parking/>