

HOW TO MANAGE YOUR LIST OF VEHICLES REGISTERED ON A RESIDENTIAL PARKING PERMIT

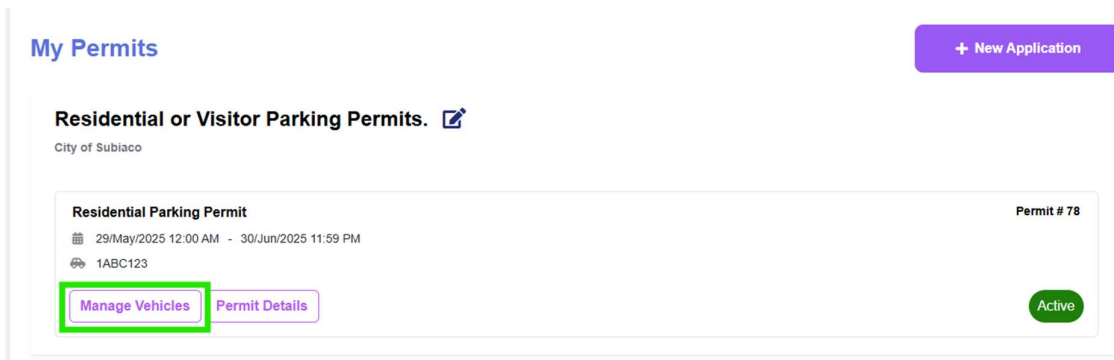
If the vehicles kept at your property have changed, you can update the vehicle details under **Manage Registrations** in your residential parking permit.

Please note – the total number of approved permits will not change.

Please contact the City if the total number of vehicles kept at the property has changed.

Log in to your Digital E-Permit account, using your email address as your username, at <https://subiaco.digitalpermit.com.au/>

On the Home Page, under your **Active** Residential Parking Permit select **Manage Vehicles**



This will then display under **Manage Registrations** all vehicle registrations listed with your residential parking permit and show which vehicle currently has an active permit (green switch)

Manage Registrations

Registration Number 1	<input type="text" value="1ABC123"/>	<input type="text"/>	<input checked="" type="checkbox"/>
Registration Number 2 <small>(Optional)</small>	<input type="text" value="1CBA321"/>	<input type="text"/>	<input type="checkbox"/>
Registration Number 3 <small>(Optional)</small>	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter nick name"/>	<input type="button" value="Attach Vehicle registration papers"/>
Registration Number 4 <small>(Optional)</small>	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter nick name"/>	<input type="button" value="Attach Vehicle registration papers"/>
Registration Number 5 <small>(Optional)</small>	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter nick name"/>	<input type="button" value="Attach Vehicle registration papers"/>
Registration Number 6 <small>(Optional)</small>	<input type="text" value="Enter registration number"/>	<input type="text" value="Enter nick name"/>	<input type="button" value="Attach Vehicle registration papers"/>

Only files with extension .jpg, .pdf, .png, .jpeg are allowed (Max: 10 MB)


Should you wish to add any additional vehicles to your permit, you can do so by adding the vehicle registration number and attaching Department of Transport documentation (or a DoTDirect screenshot), ensuring this shows the vehicle owner's name, vehicle registration number and the registration expiry date within the last 12 months. Entering a Nick name (optional), but helpful when identifying your vehicles.

Manage Registrations

Registration Number 1: 1CBA321 [X] [ON]

Registration Number 2 (Optional): 1ABC123 [X] [OFF]

Registration Number 3 (Optional): [Enter registration number] [Enter nick name] [Attach Vehicle registration papers]

If any of your vehicles are no longer kept at the property, you can remove the vehicle registration clicking the 

Manage Registrations

Registration Number 1: 1CBA321 [X] [ON]

Please confirm that all vehicle registrations are entered correctly.

Then click **Submit** to save your updated vehicle details.

Manage Registrations

Registration Number 1: 1CBA321 [X] [ON]

Registration Number 2 (Optional): 1ABC123 [X] [OFF]

Registration Number 3 (Optional): [Enter registration number] [Enter nick name] [Attach Vehicle registration papers]

Registration Number 4 (Optional): [Enter registration number] [Enter nick name] [Attach Vehicle registration papers]

Registration Number 5 (Optional): [Enter registration number] [Enter nick name] [Attach Vehicle registration papers]

Registration Number 6 (Optional): [Enter registration number] [Enter nick name] [Attach Vehicle registration papers]

Only files with extension .jpg, .pdf, .png, .jpeg are allowed (Max: 10 MB)

[Back] [Submit]

The below screen will then appear with all your permit details, scroll down to the bottom of the page and click **BACK**. (Picture on next page)

