

ADDING A VEHICLE TO YOUR RESIDENTIAL VISITOR'S PERMIT

1. At the [Parking Department Homepage](#) - **CLICK** on the [Bozeman Parking Portal link](#).
2. **CLICK** the 'Manage Parking Permits' button in the top-center of the page.
3. Either use your User ID # and Password to Login (provided to you by the City of Bozeman), **OR** if you have previously created a guest account, **CLICK** on '[Click Here to Log Into It](#)' to login using your email and password.
 - a. First time in, you may be prompted to create a new password (your new Password should be at least 6 characters, and requires an upper case character, a lower case character, and one special character).
4. You now see your account information on the City of Bozeman Parking Portal page. **CLICK** the 'Manage Permits' button.
5. At the 'View Account Permits' page, **CLICK** on the [Visitor Permit #](#) for which you want to add a license plate.
6. You are now on the 'Permit Details' page:
7. **If you have less than three vehicles associated with this permit, CLICK** on '[Add Vehicle to Permit](#)'
8. **If there are already three license plates associated with this permit, you will need to delete a vehicle so you can add the desired visitor license plate**
 - a. Choose the vehicle plate you wish to delete, **CLICK** the "[Delete](#)" button located next to that license plate and **CLICK** 'OK' to confirm.
 - b. Now, **CLICK** on "[Add Vehicle to Permit](#)"
9. You are now at the 'Add Vehicle to Permit' page, either
 - a. Choose one of the listed vehicle plates and **CLICK** "[Add Selected Vehicle](#)"
 - b. **Or, CLICK** the 'Add Vehicle' button.
 - i. If you click the 'Add Vehicle' button, you will go to the 'Register Additional Vehicle' page
 - ii. At the 'Register Vehicle' page:
 - iii. Enter license plate number, state, type of vehicle, and under 'Relationship to Vehicle' *select Visitor*; **CLICK 'Next'**.
10. You are on the 'Nickname' page, enter a nickname for this vehicle; **CLICK 'Next'**.
11. You are back at the "Add Vehicle to Permit" screen. You will see a menu of license plate numbers:
 - a. Select the license plate you want added to the permit
 - b. **CLICK** 'Add the Selected Vehicle'.
 - c. You should now see the vehicle listed on your permit.
12. The Visitor's Permit will hold up to three (3) vehicles at one time.
13. After three (3) vehicles have used the Visitors Permit, for new vehicles, you will need to delete a vehicle (using the onscreen button) and add a new vehicle as described above.

You can also view the instructional video on the [Parking Department Homepage](#)

