HOW TO MODIFY THE VEHICLES ON YOUR ACCOUNT:

Log in to the Park Durham website: https://parkdurhamnc.aimsparking.com

Click on “Vehicles” on the left side menu:

You can do a temporary replacement for short term vehicle changes (rental cars, driving a different vehicle for the week, etc.)
Select Temporary Change and verify the vehicle you wish to temporarily replace on your account:

Vehicle Change

Change Type

Temporary Change

Select Current Vehicle to Replace

GA KBTEST (White Chevrolet 1500)

Enter in your temporary vehicle information and confirm it.

Vehicle Change

Change Type

Temporary Change

Select Current Vehicle to Replace

GA KBTEST (White Chevrolet 1500)

Temporary Vehicle

- **Plate #**
  - KBTEST1

- **State/Prov.**
  - Georgia

- **Make**
  - Mazda

- **Model**
  - Protege

- **Color**
  - Silver

[Confirm]
Enter the date range of the temporary replacement.

**Vehicle Change**

<table>
<thead>
<tr>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Change</td>
</tr>
</tbody>
</table>

**Select Current Vehicle to Replace**

- GA KBTEST (White Chevrolet 1500)
- Temporary Vehicle
- GA KBTEST1 (Silver Mazda Protege)

**Replacement Date Range**

<table>
<thead>
<tr>
<th>From</th>
<th>to</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/29/2021</td>
<td>04/29/2021</td>
<td></td>
</tr>
</tbody>
</table>

Verify all of the changes are correct and click “Complete”

**Vehicle Change**

<table>
<thead>
<tr>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Change</td>
</tr>
</tbody>
</table>

**Select Current Vehicle to Replace**

- GA KBTEST (White Chevrolet 1500)
- Temporary Vehicle
- GA KBTEST1 (Silver Mazda Protege)

**Dates**

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/29/2021 - 04/29/2021</td>
</tr>
</tbody>
</table>
You will then be able to review the active substitution on your account.

Vehicles on your account:

- **KBTEST**
  - Georgia
  - Chevrolet 1500
  - White
  - Temporary Replacement
  - Permanent Replacement
  - Remove From Permits

- **KBTEST1**
  - Georgia
  - Mazda Protege
  - Silver

Active Vehicle Substitutions:

<table>
<thead>
<tr>
<th>Regular Plate</th>
<th>Replacement Plate</th>
<th>Start Date</th>
<th>End Date</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>KBTEST</td>
<td>KBTEST1</td>
<td>04/29/2021</td>
<td>04/29/2021</td>
<td></td>
</tr>
</tbody>
</table>
Permanent Vehicle Changes

Car sold, wrecked or no longer going to be used with Park Durham.

Select Permanent Change:

Vehicle Change

<table>
<thead>
<tr>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Change</td>
</tr>
</tbody>
</table>

Select Current Vehicle to Replace

GA KBTEST (White Chevrolet 1500)

Select the vehicle you wish to permanently remove from your parking credentials and enter your new vehicle:
Vehicle Change

<table>
<thead>
<tr>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Change</td>
</tr>
</tbody>
</table>

Select Current Vehicle to Replace

GA KBTEST (White Chevrolet 1500)

New Vehicle

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plate #</td>
<td>ABCTEST</td>
</tr>
<tr>
<td>State/Prov.</td>
<td>Georgia</td>
</tr>
<tr>
<td>Make</td>
<td>Acura</td>
</tr>
<tr>
<td>Model</td>
<td>CL</td>
</tr>
<tr>
<td>Color</td>
<td>Red</td>
</tr>
</tbody>
</table>

After Confirming and Completing the change, your record will be updated:
Vehicles on your account:

Georgia

ABCTEST

Acura CL

Red

Temporary Replacement
Permanent Replacement
Remove From Permits
To add an additional vehicle to your parking credentials:

Click on “Add Additional Vehicle”

Permit Change

<table>
<thead>
<tr>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Additional Vehicle</td>
</tr>
<tr>
<td>Change Location</td>
</tr>
</tbody>
</table>

Select the permit/credential you wish to modify:

Permit Change

<table>
<thead>
<tr>
<th>Change Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Additional Vehicle</td>
</tr>
</tbody>
</table>

Permit To Modify

Unassigned (Chapel Hill Garage - General Monthly; 04/29/2021 - ∞)
Enter additional vehicle information and Confirm:

Permit Change

Change Type
Add Additional Vehicle

Permit To Modify
Unassigned (Chapel Hill Garage - General Monthly; 04/29/2021 - infinity∞)

New Vehicle

Plate #: PDTEST
State/Prov.: California
Make: Nissan
Model: 350z
Color: Silver

Verify all information for accuracy and click Complete

Permit Change

Change Type
Add Additional Vehicle

Permit To Modify
Unassigned (Chapel Hill Garage - General Monthly; 04/29/2021 - infinity∞)

New Vehicle

CA PDTEST (Silver Nissan 350z)
This change must be reviewed by Park Durham Officials. You will receive an email when it has been approved and/or denied.

Once approved, you will see this change on your permit record:

If you click “View”, it will display your permit record:
How to remove a vehicle from your permit/credentials:

This is done when you will no longer be driving a vehicle and not replacing it with another vehicle.

A pop up will appear to make sure you wish to proceed.

Confirm Removal of Vehicle

Are you sure you want to remove this vehicle? By doing so, you are giving up the ability to park this vehicle in areas associated from the following permits:

- Chapel Hill Garage - General Monthly
Click Remove Vehicle and it will return you to the vehicle screen, where you can see the plate has dropped off the record.

Vehicles on your account:

- **KBTEST**
  - Georgia
  - Chevrolet 1500
  - White
  - Temporary Replacement
  - Permanent Replacement
  - Remove From Permits