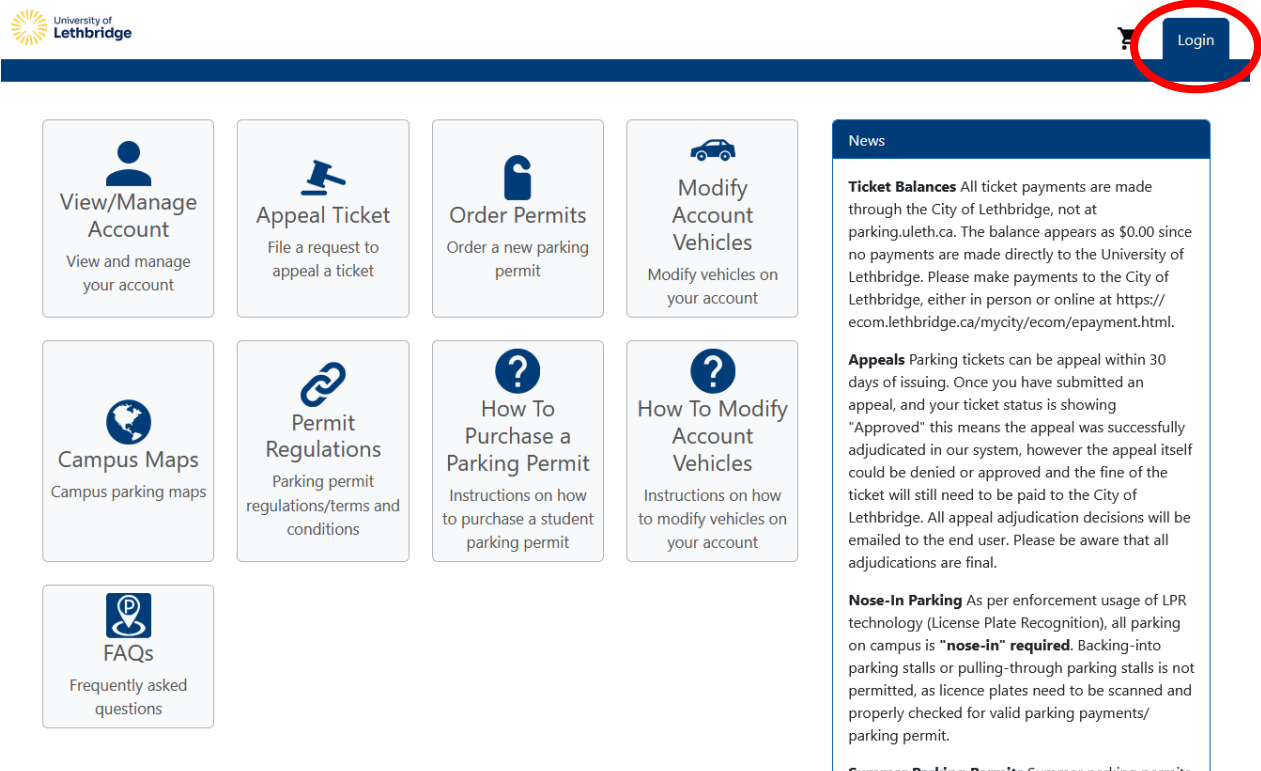


How to Modify Account Vehicles

Step 1: Go to ➡ parking.uleth.ca

Step 2: Click **Login**



The screenshot shows the parking.uleth.ca website. The University of Lethbridge logo is in the top left. The 'Login' button in the top right is circled in red. Below the header is a grid of service tiles: View/Manage Account, Appeal Ticket, Order Permits, Modify Account Vehicles, Campus Maps, Permit Regulations, How To Purchase a Parking Permit, How To Modify Account Vehicles, and FAQs. A 'News' sidebar on the right contains information about ticket balances, appeals, and nose-in parking.

View/Manage Account
View and manage your account

Appeal Ticket
File a request to appeal a ticket

Order Permits
Order a new parking permit

Modify Account Vehicles
Modify vehicles on your account

Campus Maps
Campus parking maps

Permit Regulations
Parking permit regulations/terms and conditions

How To Purchase a Parking Permit
Instructions on how to purchase a student parking permit

How To Modify Account Vehicles
Instructions on how to modify vehicles on your account

FAQs
Frequently asked questions

News

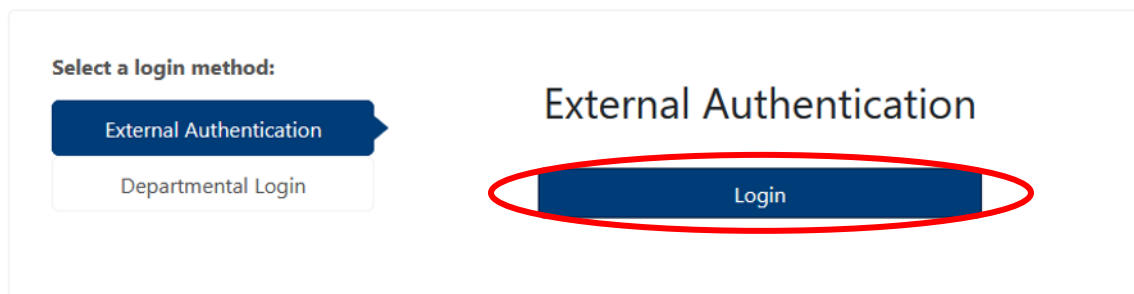
Ticket Balances All ticket payments are made through the City of Lethbridge, not at parking.uleth.ca. The balance appears as \$0.00 since no payments are made directly to the University of Lethbridge. Please make payments to the City of Lethbridge, either in person or online at <https://ecom.uleth.ca/mycity/ecom/epayment.html>.

Appeals Parking tickets can be appeal within 30 days of issuing. Once you have submitted an appeal, and your ticket status is showing "Approved" this means the appeal was successfully adjudicated in our system, however the appeal itself could be denied or approved and the fine of the ticket will still need to be paid to the City of Lethbridge. All appeal adjudication decisions will be emailed to the end user. Please be aware that all adjudications are final.

Nose-In Parking As per enforcement usage of LPR technology (License Plate Recognition), all parking on campus is **"nose-in" required**. Backing-into parking stalls or pulling-through parking stalls is not permitted, as licence plates need to be scanned and properly checked for valid parking payments/parking permit.

Summer Parking Permits Summer parking permits

Step 3: Select **External Authentication** and sign in using your **Bridge credentials**.



The screenshot shows the login page. Under 'Select a login method:', there are two buttons: 'External Authentication' and 'Departmental Login'. To the right, the text 'External Authentication' is displayed. Below it, a 'Login' button is circled in red.

Select a login method:

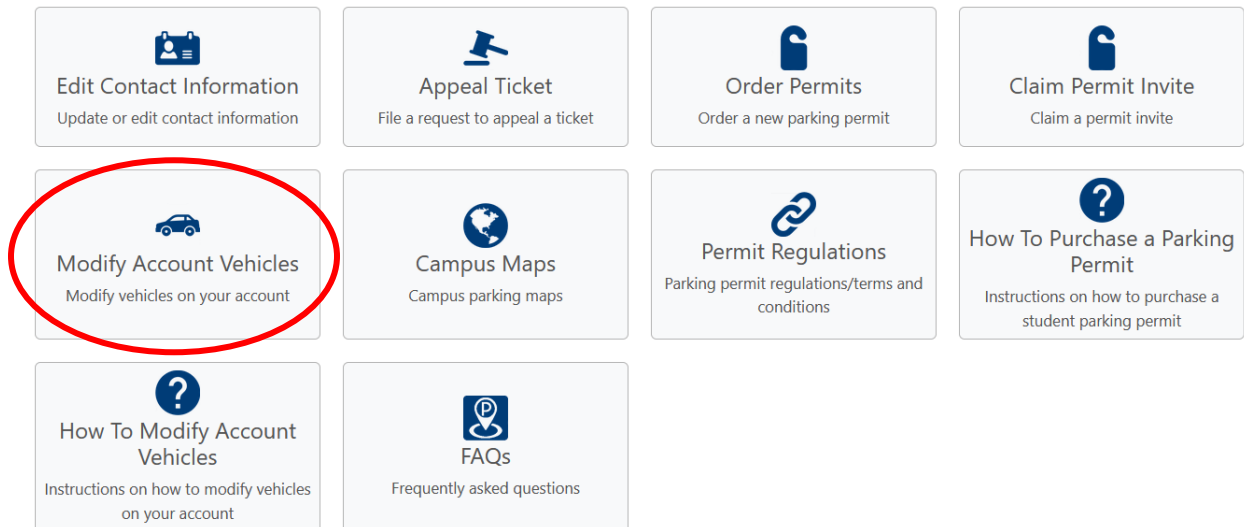
External Authentication

Departmental Login

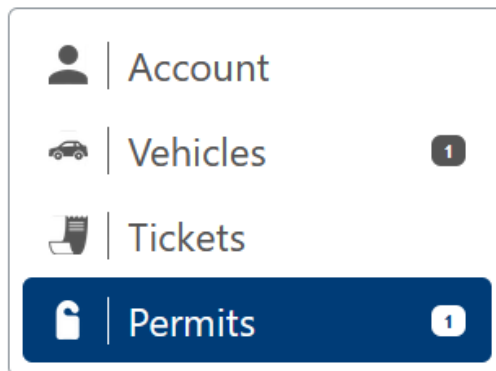
External Authentication

Login

Step 4: Click **Modify Account Vehicles**



Step 5: On the hamburger menu/left-side tab bar (), click **Permits**



Step 6: Click **View** on your current Parking Permit

☐ Permit #	Type	Plate #	Expires	Balance	View
EGN43607	Lot E Annual - 2025	ABC1234	08/31/2026	\$0.00	

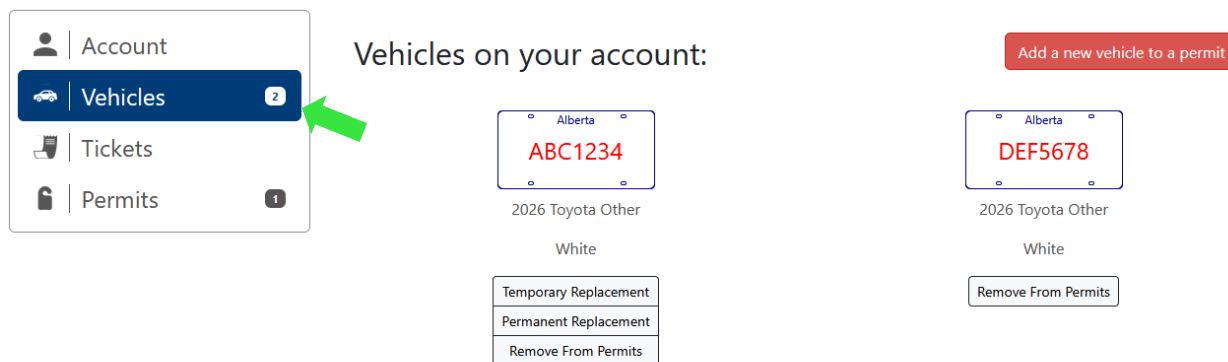
Step 7: Editing your licence plate:

Temporary Replacement
Permanent Replacement
Remove From Permits

- Click [Temporary Replacement](#) to modify your licence plate for a short timeframe. Example: if using a rental vehicle.
- Click [Permanent Replacement](#) if you need to make edits to your vehicle or change a licence plate number.
- Click [Remove From Permits](#) if you no longer are in possession of the licence plate or need to remove a vehicle from your permit.

! Please exercise caution when making any changes to your permit and ensure all information has been entered correctly! Your licence plate is your parking permit and enforcement officers can only use what has been entered into the system.

****Please note that changes will not show on your account until they have been approved by Campus Mobility Services****



You will know you have successfully made a temporary replacement if **BOTH** licence plates are now listed under your permit. ('Vehicles' changes from **1** to **2**)

- Please note only **ONE** replacement can be active at a single time. Any overlapping vehicle substitutions will confuse the system, and your licence plate may accidentally be removed due to a previous ongoing replacement.
- To avoid this, make sure you only make **one** replacement at a time, let the replacement automatically remove after the set End Date, and then make a new substitution. OR make sure to click [Remove From Permits](#) on the licence plate you originally added to remove that replacement.

If you experience any issues with removing or adding a licence plate, please email parking@uleth.ca with your concern.