

Registering/Editing your Vehicle(s)

When do we use this?

This article explains how your clients can register, edit as well as make vehicles active on their profile.

1. Login to your profile and click **Vehicles**.
2. If it has been setup, you may encounter a **Vehicle Disclaimer**. If you do, read it carefully, and click **I Agree**.
3. The Add New Vehicle Window will be displayed.

The screenshot shows a modal window titled "Add New Vehicle" with a close button (X) in the top right corner. The form contains the following fields:

- Plate: Text input field containing "SJA0223".
- Province: Dropdown menu with "Ontario" selected.
- Plate Type: Dropdown menu with "Passenger" selected.
- Make: Dropdown menu with "Ford" selected.
- Vehicle Type: Dropdown menu with "Sport Utility Vehicle" selected.
- Colour: Dropdown menu with "Silver" selected.
- Year: Text input field containing "2015".

At the bottom of the form, there are two buttons: a grey "Close" button and a blue "Save Changes" button.

4. Click **Save Changes**. The list of vehicles will be displayed. In this example the user now has 4 vehicles on their profile.

Vehicles

SJAM Ontario - Passenger	SJAM2 Ontario - Passenger	ABC418 Canada - Commercial	SJA0223 Ontario - Passenger
2005 Compact	Not Listed	2015 Not Listed	2015 Sport Utility Vehicle
Orange Buick	Unknown -- Other --	Unknown Acura	Silver Ford
Active	Active	Active	Active

5. If you need to edit any of the information, click the **Edit** button. The **Editing Vehicle Information** window will appear. Make your changes and click the **Save** button.

Editing Vehicle: SJA0223

Province	Ontario
Plate Type	Passenger
Make	Ford
Vehicle Type	Sport Utility Vehicle
Colour	Silver
Year	2015

Close **Save Changes**

6. You can also deactivate a vehicle on your profile. To do this, toggle the Active button to Inactive.

Vehicles

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Active ▾ Edit	Active ▾ Edit	Active ▾ Edit	Inactive ▾ Edit