1. Login uww.aimsparking.com using "UWW SSO"

2. Choose Permits

3. **Click "View" on the line showing your active permit you want to update.**

4. **Next screen shows the vehicles associated with your permit**

5. **Choose "Temporary" or "Permanent" replacement under the license plate you want to change**

   a. **Temporary change you will need to enter dates; a maximum of 30 days and it will revert back to the original plate**

      NOTE: Temporary Replacement should be used when you have a loaner or rental vehicle

6. **Enter new plate and state**

7. **Enter make, model, and color**

8. **Click Confirm**

9. **If you do not receive an email confirmation, the change did not process.**