

OnCall Tutorial

How to Add a New Vehicle

Step 1: Gather your documents. You will need your driver's license, auto insurance card, and vehicle registration.

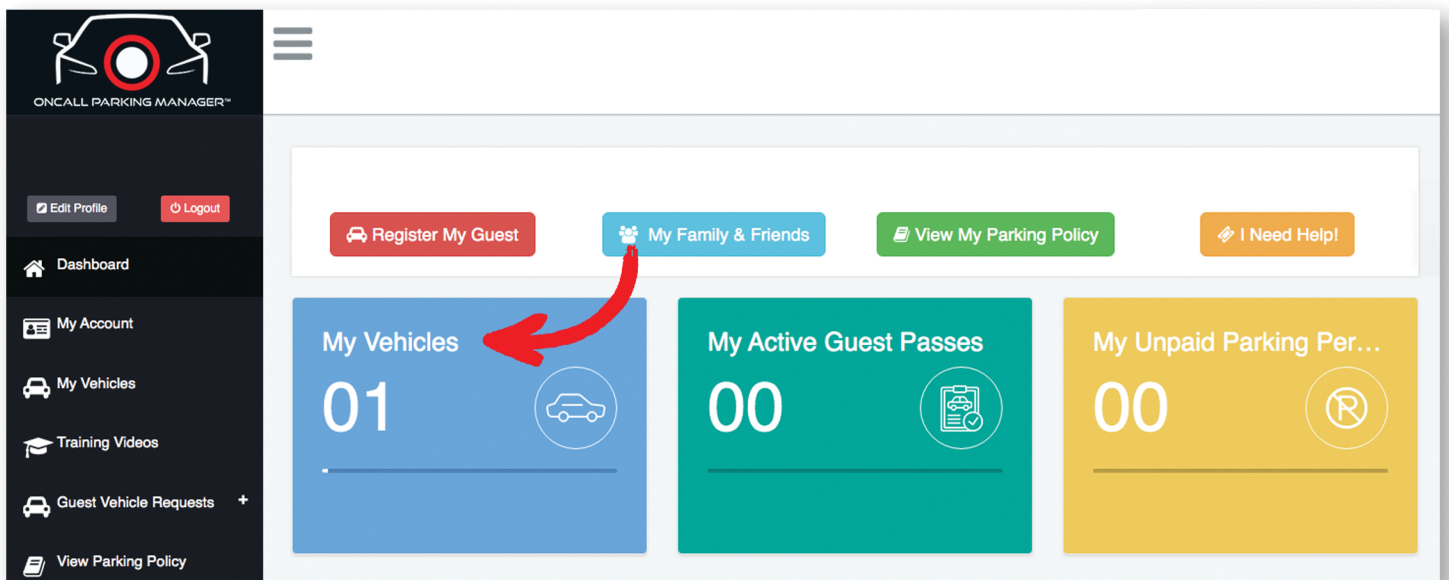
PLEASE NOTE:

You must be a registered resident to add your vehicle.

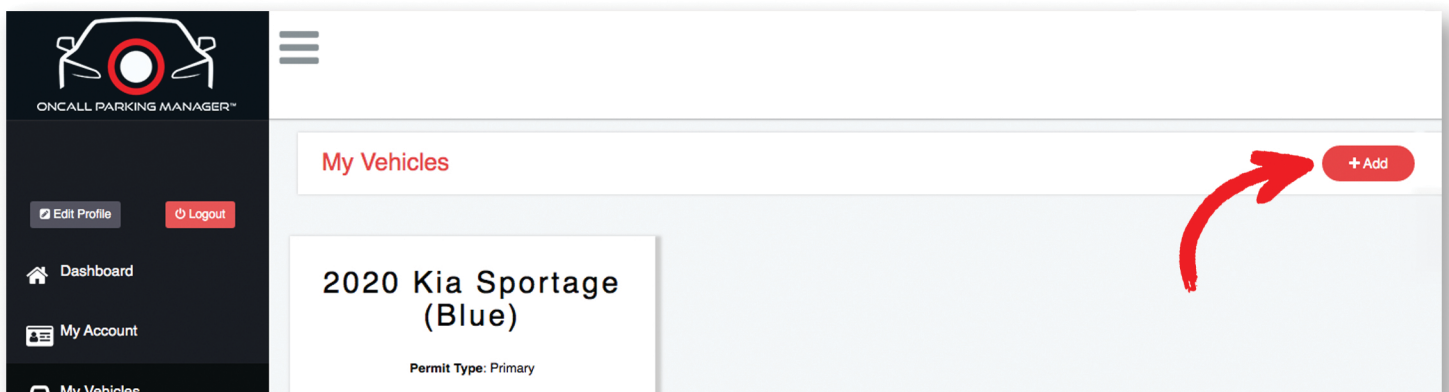
Your auto insurance card must list you by name as an insured driver.

The vehicle must be registered to you or another registered adult resident living in the unit.

Step 2: Log into your OnCall account. Click on "My Vehicles"



Step 3: Click on "+ Add"



Step 4: Enter all the required information and upload documentation. Confirm all details are correct, then click “Add New Vehicle”.

ONCALL PARKING MANAGER™

Send Message To Your Managers

Add Another Vehicle

My Vehicle

License Plate Number

Please Enter The Last Six Of The VIN

Select Vehicle State | Select Vehicle Type

Vehicle Registration: Please upload a scan or photograph of your entire vehicle registration document and select the expiration date of your registration.

Upload Vehicle Registration Here | Vehicle Registration Expiration

Vehicle Insurance: Please upload a scan or photograph of your entire vehicle insurance document and select the expiration date of your insurance.

Upload Vehicle Insurance Here | Proof of Insurance Expiration

Drivers License: Please upload a scan or photograph of your entire drivers license.

Upload Drivers License Here

Add New Vehicle

PLEASE NOTE:
After selecting the vehicle type, additional drop downs will appear inviting you select the year, make, model and color of your vehicle. Make sure all details are correct before submitting your vehicle for approval.

Step 5: Management will review and approve your vehicle within 24-48 hours, Monday through Friday. Once approved, you will receive an email from OnCall inviting you to log back in to your account and pay for the permit. After payment is made, you are all set!

Remember, only Primary vehicles may park in the yellow “Resident Only” spots. Take note of which vehicles in your account are Primary and Secondary.