

# OnCall Tutorial

## How to Submit a Vehicle Change Request

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

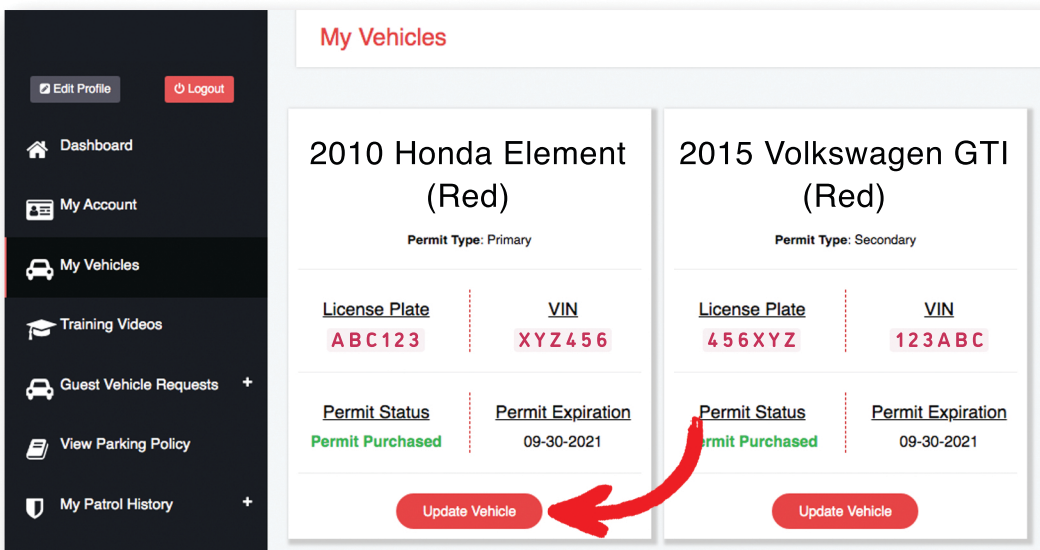
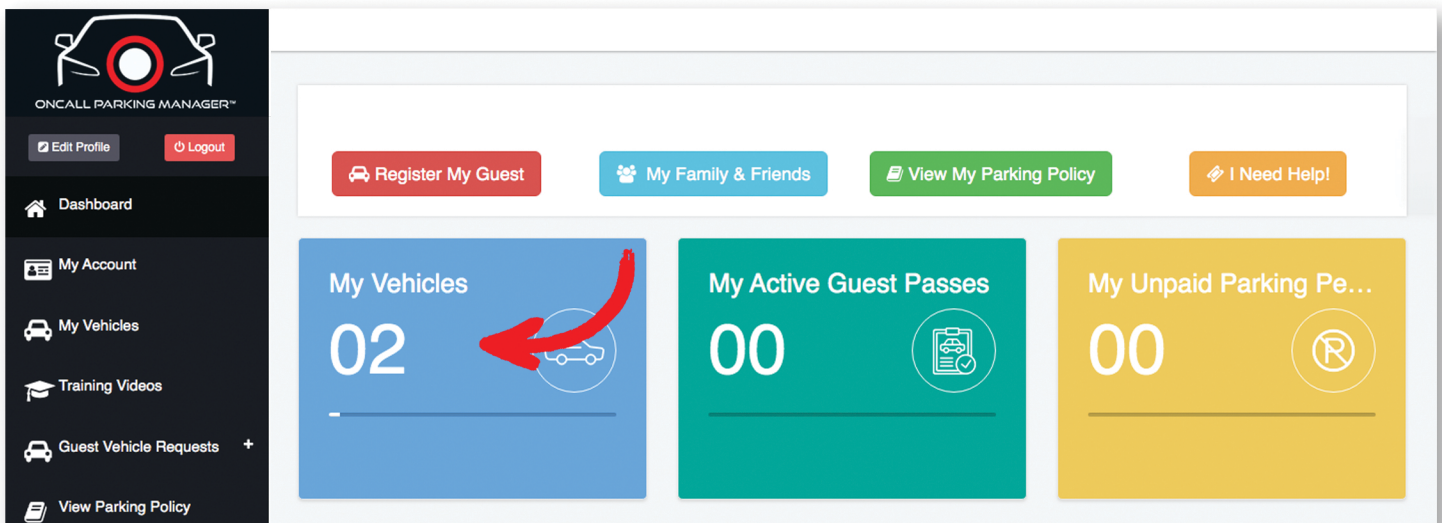
**PLEASE NOTE:**

*You must be a registered resident to update your vehicle.*

*Your auto insurance card must list you and the new vehicle 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:** Select "Update Vehicle" under the vehicle you want to change

**Step 4:** Update information and upload the documents for your new vehicle. Confirm all details are correct, then click “Submit”

**Edit Vehicle**

**My Vehicle**

ABC123

XYZ456

Select Vehicle State  Car / Truck

Select Vehicle Year  2010 Select Vehicle Make  Honda

Select Vehicle Model  Element Select Vehicle Color  Red

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](#)

[Submit](#)

Management will review and approve your vehicle change request within 24-48 hours, Monday through Friday. Requests are subject to denial if the details do not match the documentation uploaded, if the documentation is expired, or if the driver's license is not a registered resident.

If the vehicle is registered to an individual that does not live at Edgewater, you will need to submit a **Vehicle Permission Form** to the management office. Please contact the office for more information if this applies to your vehicle.