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**Vehicle Registration Guide**



**Step 1**: Visit the main parking portal at [Login - West Virginia University Hospital - OPS-COM](https://wvu.ops-com.com/login) and choose the ‘Login’ button located in the middle of the page.

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**Step 2:** Input your existing WVUH login and choose the ‘Sign In’ button.

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**Step 3:** Once you have successfully logged in you may begin adding in your personal information by clicking the drop-down arrow next to your name. If your information is not automatically imported from Workday you will need to do so here using the ‘**Your Profile**’ and ‘**Addresses**’ options. Once you have completed entering your information, click the red ‘**Save Changes’** button.

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**Step 4:** The next step is to claim your virtual permit, which is what links your vehicle(s) back to your name in the system. **Your license plate will be your permit**.

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**Step 4a:** After acknowledging the Permit Disclaimer, you will be asked to choose an employee parking area. Please note, **it does not matter which employee parking area you choose**. The necessity to choose a parking location is a requirement through OPS-COM. Each area, regardless of the number, is valid for any of the following employee parking locations: **A1, F1/F2, F3/F4, Mountaineer 2 Garage, Willowdale Garge, and Research Park**. (B1 is reserved for Residents only)

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**Step 4b:** Begin clicking through all of the following red buttons at the bottom until you click the last ‘**Confirm Payment**’ button. You can then view your receipt and see your virtual permit tied to your account under the ‘Permits’ tab on the left column.

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**Step 5:** The final step is to add your vehicle(s)**.** Under the ‘**Vehicles**’ tab, choose the ‘**Add New Vehicle**’ button.

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**Step 5a:** After acknowledging the ‘**Vehicle Disclaimer**’, you will be allowed to enter in your vehicle information. You do not need to have proper capitalization or spacing for your license plate; however, please ensure the letters/numbers are correct. Please ensure you do not mistake a zero (0) for the letter O. If you have multiple vehicles that you need to include then you may do so by adding them here as well. Once you are done, you may select ‘**Save Changes**’.

*Please note, even though you have multiple vehicles registered, only one can be “Active” at a time. If you need to switch vehicles for the day, you may do so here by logging in from your mobile device and choosing the “Active” button under the correct vehicle.*

**“*Inactive*” vehicles are subject to enforcement.**

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**\*\*\* Once you have secured your virtual permit AND added your vehicle(s), you are FINISHED! \*\*\***

You can now log out by choosing the ‘**Logout**’ button on the bottom left, or by simply closing the webpage entirely.