

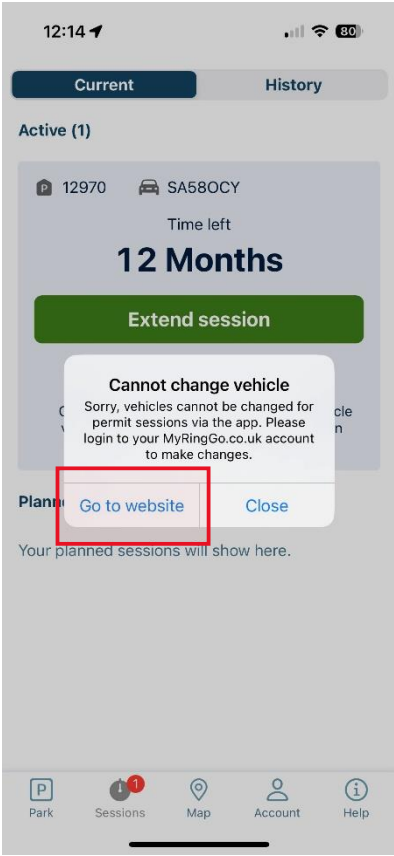
Please first select **Sessions** from the row of tabs at the bottom of the App

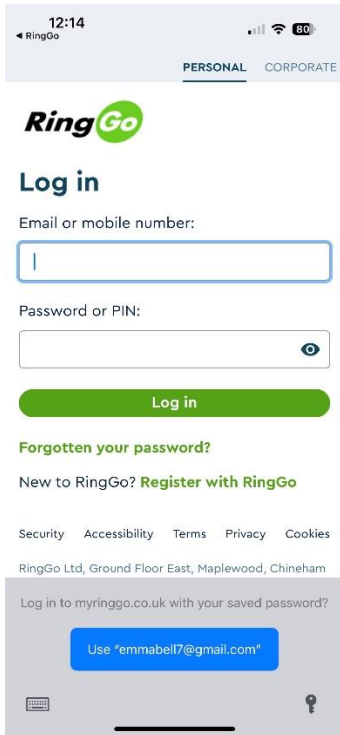
(This will show you the details currently being used for your Staff Permit)

Select **Change Vehicle**

iPhone users can select **Go to Website**

Android users will need to go into their chosen internet browser and access the website from there

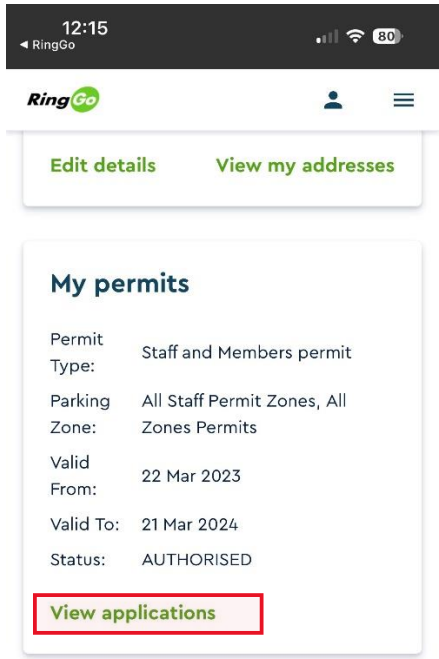


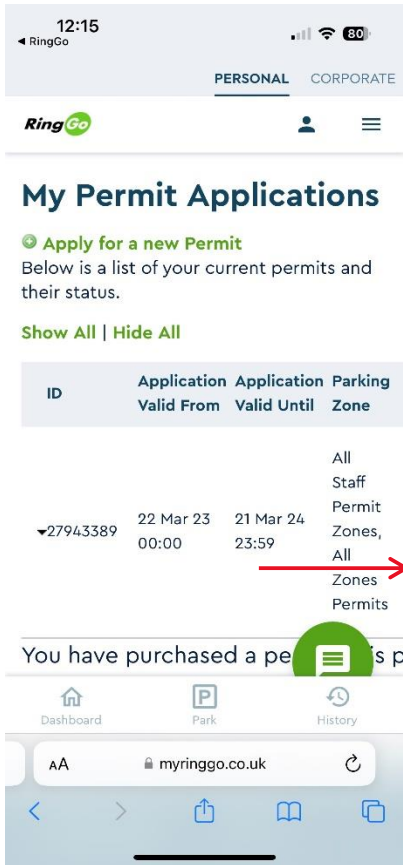


You will need to Log in to RingGo using your account details

Please scroll to the bottom of your Account Dashboard to the section titled – **My Permits**

Select **View Applications**

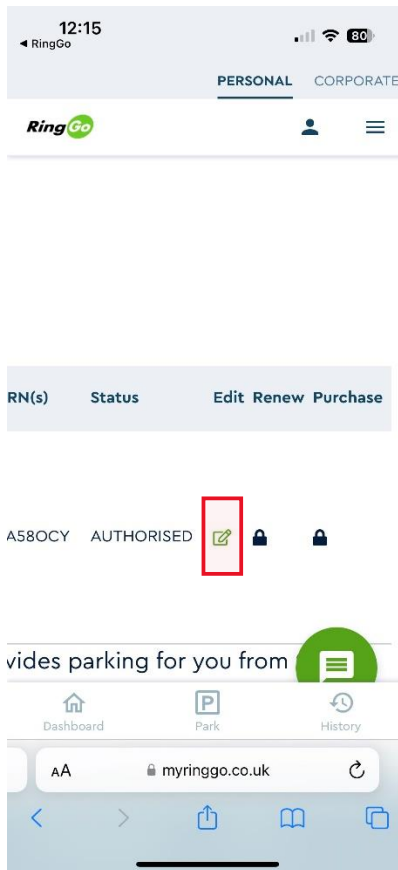


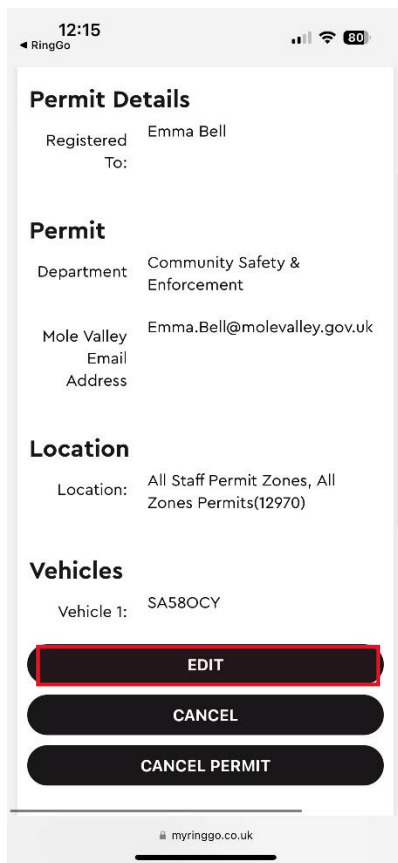


You will then be directed to the **My Permit Applications** section

Please scroll across

You will see a small green box with a pen under the **Edit** title – Select this symbol





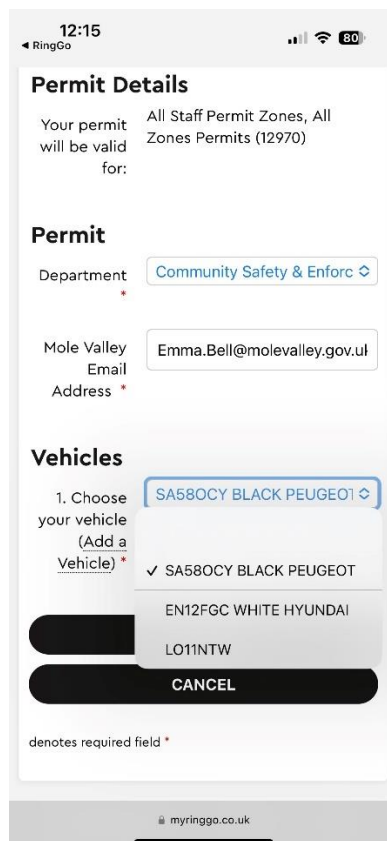
You will then be able to view all the details held

Scroll down until you can view the options

Select **Edit**

You can then select any vehicle that is registered to the account

(Or alternatively you can Add a New Vehicle)



12:15
RingGo

First Name Emma

Surname Bell

Permit Details

Your permit will be valid for: All Staff Permit Zones, All Zones Permits (12970)

Permit

Department Community Safety & Enforc

Mole Valley Email Address Emma.Bell@molevalley.gov.uk

Vehicles

1. Choose your vehicle (Add a Vehicle) SA580CY BLACK PEUGEO

SUBMIT

myringgo.co.uk

Select **Submit**

When you go back into the RingGo App you can check on Sessions and it will now show the newly selected vehicle