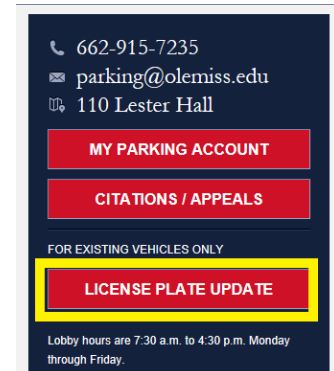


The University of Mississippi  
Department of Parking & Transportation

## HOW TO UPDATE A LICENSE PLATE (FOR AN EXISTING VEHICLE ONLY)

**STEP 1** Navigate to [www.olemiss.edu/parking](http://www.olemiss.edu/parking).

**STEP 2** Select the third red box on the right-hand side of the page, labeled "LICENSE PLATE UPDATE."

A screenshot of a 'WebID Authentication Required' form. It features the 'myOleMiss' logo at the top left. The form has two input fields: 'WebID' and 'Password'. Below the fields is a blue 'Submit Query' button and a blue link for 'Password Help'. At the bottom, there is a small copyright notice: 'Copyright © 2014 University of Mississippi. All rights reserved.'

**STEP 3** Login with UM WebID and Password.

**STEP 4** Fill in fields for previous license plate, new license plate and vehicle description. Select "Submit."

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A screenshot of the 'License Plate Update' form on the University of Mississippi website. The form is titled 'License Plate Update' and includes a 'Report Issue' button. It contains two informational icons: one stating 'Please allow 1-2 business days for information to appear on your parking account.' and another stating 'Do not use this form to add a new vehicle to your account.' Below this, it explains that the form is for updating an existing vehicle and that accurate information is needed for verification. The form fields include: 'First Name (required)', 'Last Name (required)', 'Previous Plate (required)', 'Previous State (required)', 'New Plate (required)', 'New State (required)', 'Vehicle Make and Model (required)', 'Year (required)', and 'Color (required)'. Each field is a text input or a dropdown menu. A blue 'Submit' button is at the bottom.

License plates will be updated within 2 business days.

Contact The Department of Parking & Transportation for questions or concerns.

[parking@olemiss.edu](http://parking@olemiss.edu) / (662) 915-7235