

How to add/remove vehicles on a business permit/event day business permit

When initially applying for a business permit, you will have to put a vehicle registration on the application form. However, once your permit has been approved and paid for, you will be able to log into your RingGo account at any time and change the vehicle registration on the permit, so that the business permits still offer the same flexibility as the previous physical discs, except everything is done digitally now.

1. Log into your RingGo account at <https://myringgo.co.uk/glasgow/> (please ensure that you log in through the website rather than the app).

You should now be at a page titled 'My Permit Applications for Glasgow City Council' and it will have a list of your permits on this page.

2. On the left-hand side of this page, there should be a section that says 'My RingGo Account' and directly underneath this, there should be a list of several options, with one being '>> My Vehicles'. Please click on this.

You should now be on a page which shows a list of vehicles registered under your RingGo account.

3. If you need to add a new vehicle, please click on the 'Add a vehicle' button and fill in the vehicle details then click Save. On this page there is also a section that says, 'Change vehicle on a session or Permit', please click on this. You should then be able to select your permit session and change the vehicle registration on the permit from the dropdown box.

Alternatively, you can go back to the 'My Permit Applications for Glasgow City Council' home page which shows you a list of your permits. Underneath your permit details, there will be an 'Edit' button, please click on this button. There should then be a section that says VRN which has a vehicle registration beside it in a dropdown box, please click on this dropdown box and change the vehicle registration to your desired vehicle. Please note that only one vehicle can be active on a permit at any one time.