

Purchased a New Vehicle

1. To add a new vehicle to your account, click on the “Vehicles & Drivers” tab at the top of the page
2. Click on the orange Vehicle/Device button
3. Complete the Vehicle Info section
4. If you need a new RFID (access sticker), check the Require Device box
 - The POA installs RFID’s at the POA office Monday through Friday from 8:30 am – 4:30 pm, no appointment necessary.
 - The POA installs the device on your vehicle at the POA office
 - The POA must see your Vehicle Registration card, bring that into the POA office with you
5. Your first (2) RFID’s installed are at no charge, any RFID after that will be \$25 each.
NOTE: The POA only takes cash or check.
6. If the new vehicle will not be driven in St. James, no need to add the vehicle
7. If the new vehicle replaces an existing vehicle, you must complete the Vehicle Info section
 - Under the Comments section, advise which vehicle you no longer have and confirm that you moved the RFID sticker from your old vehicle to the new vehicle.

Sold a Vehicle

1. To advise the POA to delete a vehicle from your account, click on the “Vehicles & Drivers” tab at the top of the page
2. Click on the orange Vehicle/Device button
3. Enter the vehicle information for the vehicle you want no longer have
 - Under the Comments section, advise which vehicle you no longer have