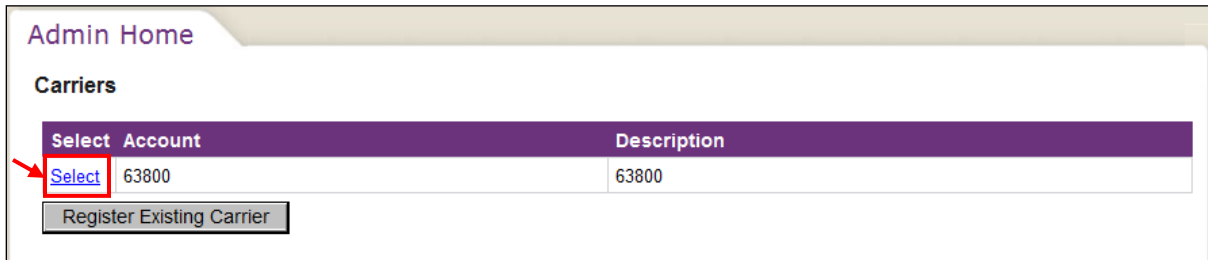
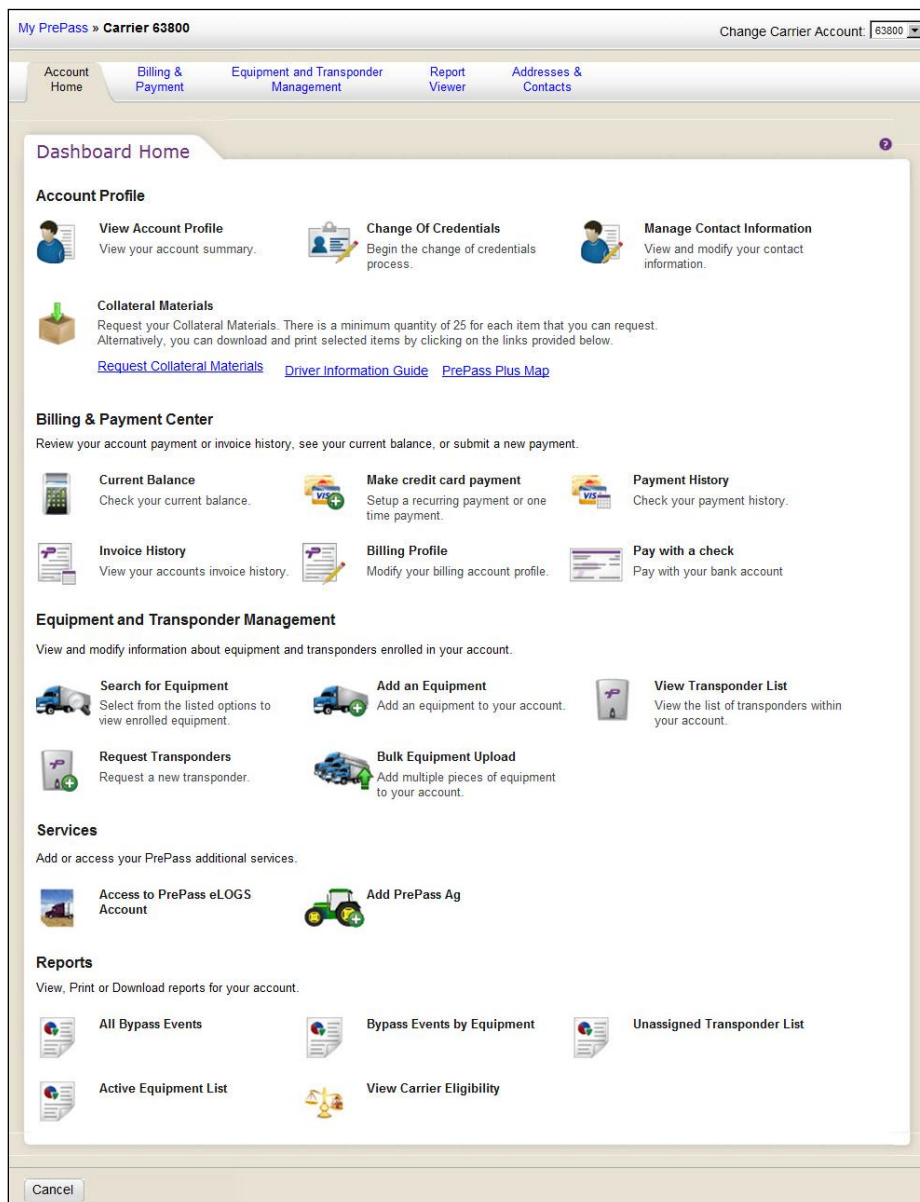


How Do I Unassign a Device?

1. Log into account. Please see the **How Do I Log into My Account?** document (DOC-0125) for additional assistance with logging into PrePass.com.
2. On the **Admin Home** tab, click **Select**.




The **Dashboard Home** tab appears.





3. In the **Equipment and Transponder Management** section, click [Search for Equipment](#).


Equipment and Transponder Management


View and modify information about equipment and transponders enrolled in your account.

 **Search for Equipment**
Select from the listed options to view enrolled equipment.

 **Add an Equipment**
Add an equipment to your account.

 **View Transponder List**
View the list of transponders within your account.

 **Request Transponders**
Request a new transponder.

 **Bulk Equipment Upload**
Add multiple pieces of equipment to your account.

The **Equipment Search Criteria** tab appears.

My PrePass » Carrier 63800 » **Equipment Search**

[Account Home](#) | [Billing & Payment](#) | **Equipment and Transponder Management** | [Report Viewer](#) | [Addresses & Contacts](#)

[Equipment Search](#) | [Add Equipment](#) | [Request Transponder](#) | [View Transponders](#) | [Bulk Equipment Upload](#)

Equipment Search Criteria

Select from the options below to view enrolled equipment

Search By: All VIN Plate Equipment ID Transponder ID EZPass ID


4. Search for a vehicle as described in the **How Do I Search for a Vehicle** document (DOC-0130).
The software searches the database in the account and populates the grid on the **Equipment Search Criteria** tab with the equipment.

Equipment Search Criteria

Click 'All' and Find Equipment to view all enrolled equipment

Search By: All VIN Plate Equipment ID Transponder ID EZPass ID

Enter VIN: *

	Equipment ID	VIN	Plate	Base State	Transponder ID	VRN	EZPass ID
 Delete Select	123	1M1AE07YX4N020718	P681348	IL	675165326		

5. Click **Select**.

	Equipment ID	VIN	Plate	Base State
Delete Select	123	1M1AE07YX4N020718	P681348	IL

The **Equipment Details** tab with the selected vehicle information appears.

Equipment Details

Travel Type Interstate	State IL	Equipment ID 123 *	VIN 1M1AE07YX4N020718	Plate: <input type="checkbox"/> Temp Plate P681348 *
Make MACK	Year 2004	CA Number 302081	Declared Weight 80000 *	Jurisdiction States
NM Weight Tax:	VRN Description	Equipment Hauls Hazmat: <input checked="" type="checkbox"/>		

[Unassign Device](#) [Save](#)

[Cancel](#)

6. Click **Unassign Device**.

[Unassign Device](#)

[Cancel](#)

A separate **Please specify a reason for unassigning this transponder** dialog box appears.

Please specify a reason for unassigning this transponder:

Lost/Stolen

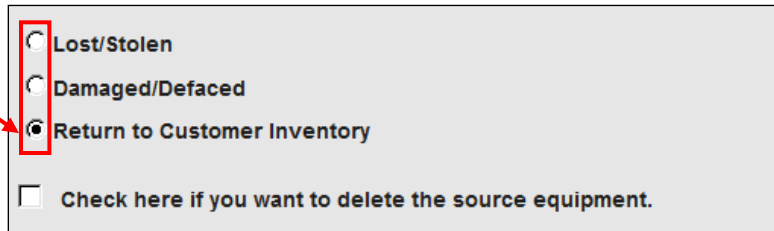
Damaged/Defaced

Return to Customer Inventory

Check here if you want to delete the source equipment.

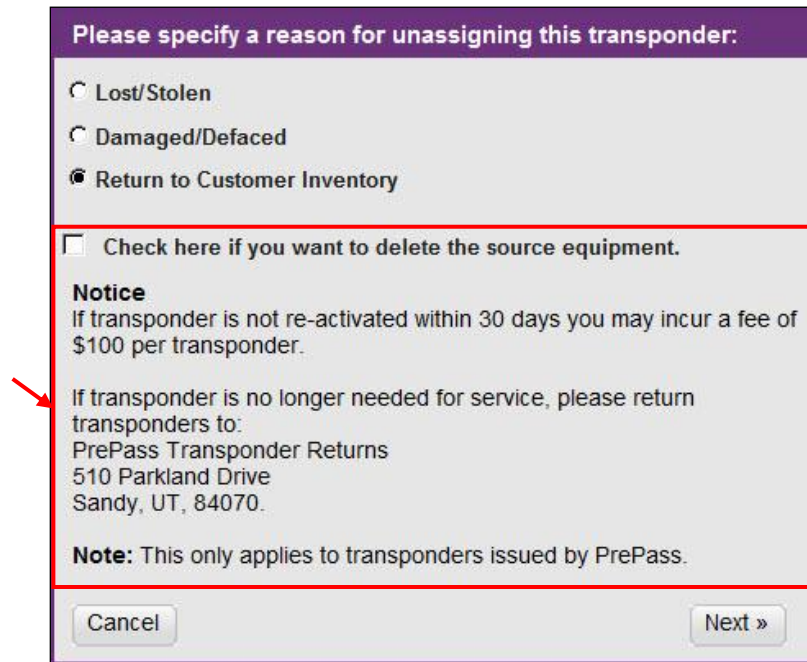
[Cancel](#) [Next »](#)

- Select the appropriate radio button to describe why the transponder is being unassigned from equipment.

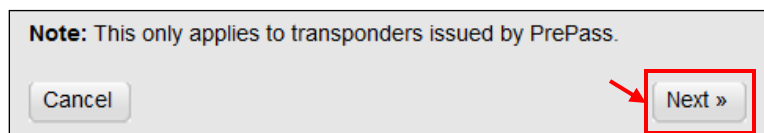


- If you want to also delete the device and the equipment from the account, select the **Check here if you want to delete the source equipment** checkbox.

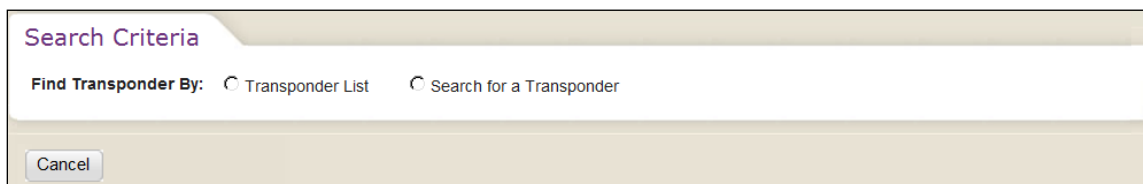
The software adds **Notice** and **Note** information to the dialog box.



7. Click **Next**.



The software unassigns the device from the equipment and displays the **Search Criteria** tab.



8. Click **Cancel** to return to the **Equipment Details** tab.
9. Click **Cancel** to return to the **Dashboard Home** tab.
10. Click **Logout** in the upper-right corner of the screen to log out of PrePass.com.