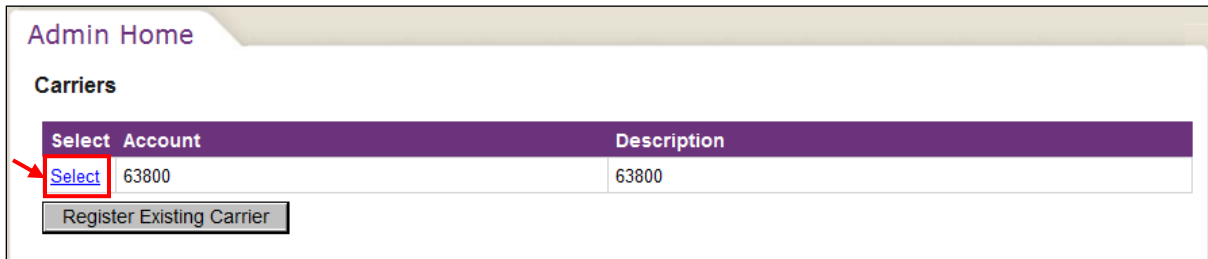


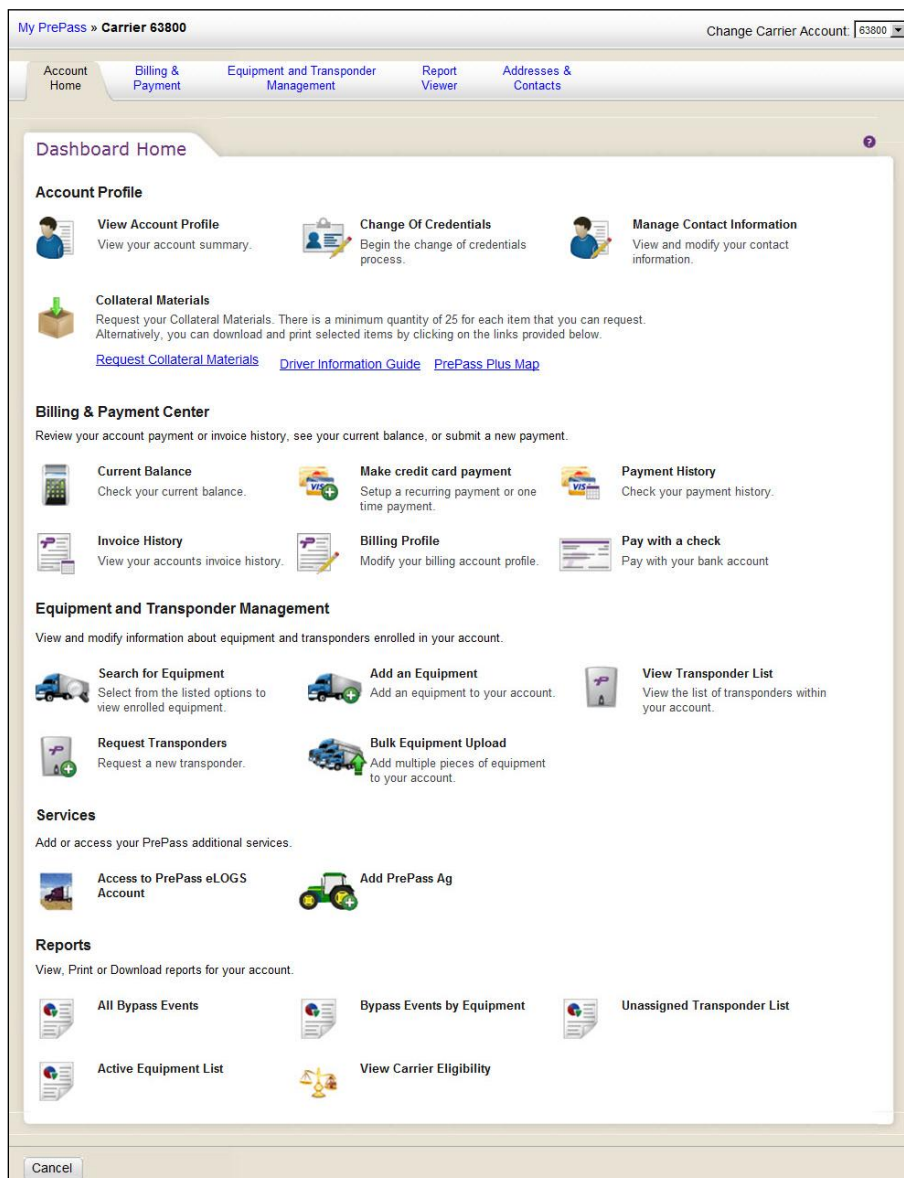
How Do I Update a Temp Plate?

If the **Temp Plate** checkbox is selected, a license plate number cannot be entered and saved in the **Plate** field on the **Equipment Details** tab. Use this process to de-select the **Temp Plate** checkbox and enter and save a license plate number.

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 equipment as described in the **How Do I Search for a Vehicle** document (DOC-0130). The **Equipment Details** tab with the selected vehicle information appears.

Equipment Details

Travel Type Interstate	State IL	Equipment ID 123 *	VIN 1M1AE07YX4N020000	Plate: <input checked="" type="checkbox"/> Temp Plate
Make MACK	Year 2004	CA Number 302081	Declared Weight 80000 *	<input type="button" value="Jurisdiction States"/>
NM Weight Tax:	VRN Description	Equipment Hauls Hazmat: <input checked="" type="checkbox"/>		

5. De-select the **Temp Plate** checkbox. The software adds the word **REQUIRED** to the **Plate** field.

VIN
1M1AE07YX4N020000

Plate: Temp Plate

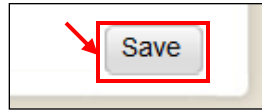
Required *

6. Type the license plate number in the **Plate** field.

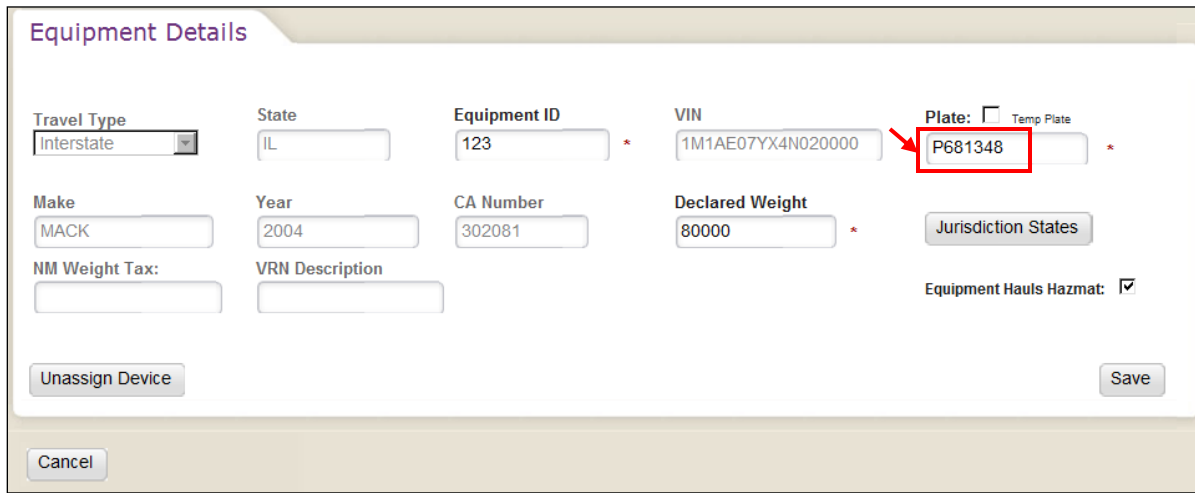


VIN: 1M1AE07YX4N020000
Plate: Temp Plate
P681348 *

7. Click **Save**.



The software saves the plate information and displays the **Equipment Details** tab with the updated **Plate** field.



Equipment Details

Travel Type: Interstate
State: IL
Equipment ID: 123 *
VIN: 1M1AE07YX4N020000
Plate: Temp Plate
P681348 *

Make: MACK
Year: 2004
CA Number: 302081
Declared Weight: 80000 *
Jurisdiction States
Equipment Hauls Hazmat:

NM Weight Tax:
VRN Description:

Unassign Device Save

Cancel

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