

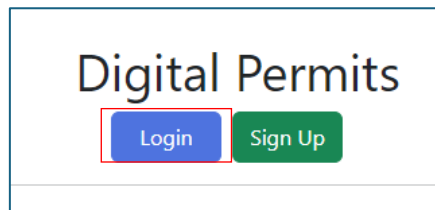
Manage Permit Details in the Digital Permit System

User Guide – Change User Password

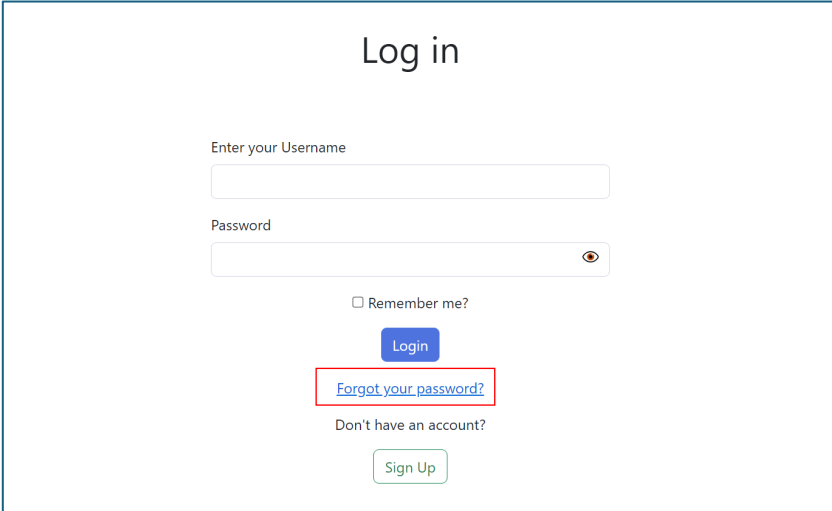
1. Click this link to access the Digital Permit System:

<https://fremantle.digitalpermit.com.au>

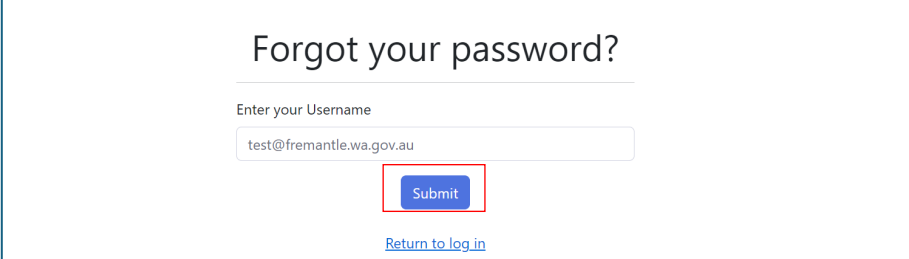
2. Press the Blue Login button.



3. Select *Forgot your password?*



4. Enter your username (email) that you used to sign up for the old permit system.



You will receive an email to reset your password, please check your email. It may take a few minutes for the email to arrive.

5. Click the password reset link in the email.

6. To reset your password, enter your username (email) and new password.

Reset password


Reset your password.

Username

Password

Confirm password

7. You will be provided with confirmation that your password has been reset

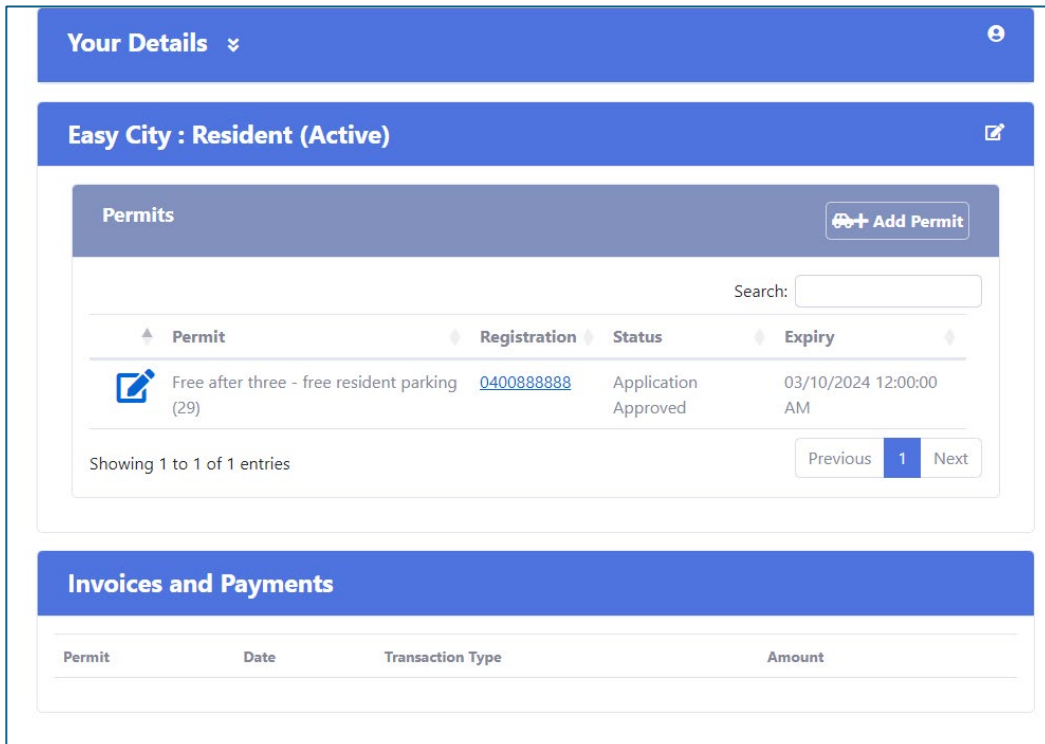


DigitalPermit - Reset password confirmation

Reset password confirmation

Your password has been reset. Please [click here to log in.](#)


8. Upon login you will see your account details including any permits assigned to the account. The “Your Details” panel is collapsed by default. Expanding this area will reveal details such as the account number, status, phone number, address etc.



The screenshot displays a user interface with a blue header bar containing "Your Details" and a dropdown arrow. Below this is a section titled "Easy City : Resident (Active)" with an edit icon. The main content area is divided into two sections: "Permits" and "Invoices and Payments".

Permits Section:

- Header: "Permits" with an "Add Permit" button.
- Search bar: "Search: [input field]"
- Table with columns: Permit, Registration, Status, Expiry.
- Table Row 1:

Permit	Registration	Status	Expiry
 Free after three - free resident parking (29)	0400888888	Application Approved	03/10/2024 12:00:00 AM
- Footer: "Showing 1 to 1 of 1 entries" and pagination buttons "Previous", "1", "Next".

Invoices and Payments Section:

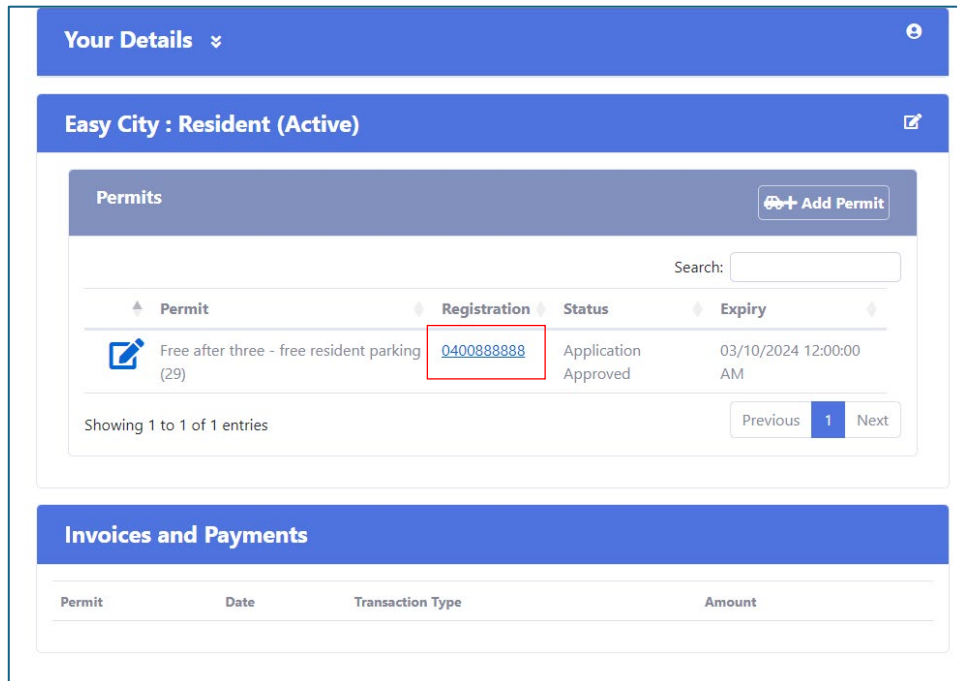
- Header: "Invoices and Payments"
- Table with columns: Permit, Date, Transaction Type, Amount.

To make changes to your vehicle registration please follow the next user guide.

If you have any questions, please contact the Commercial Parking Team either by email commercialparking@fremantle.wa.gov.au or by phone on 1300 693 736.

User Guide – Changing Vehicle Registration

1. To modify the registration linked to the permit click the registration number.

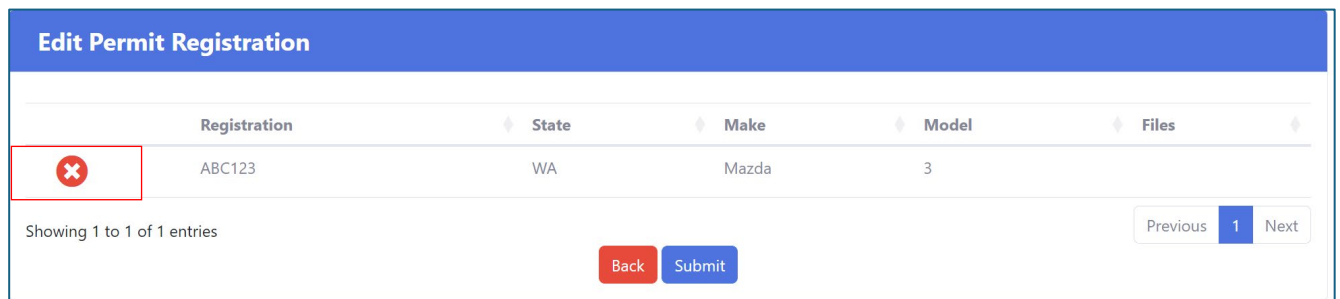


The screenshot shows the 'Your Details' page for an 'Easy City : Resident (Active)' permit. Under the 'Permits' section, there is a table with the following data:

Permit	Registration	Status	Expiry
Free after three - free resident parking (29)	0400888888	Application Approved	03/10/2024 12:00:00 AM

The registration number '0400888888' is highlighted with a red box. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

2. Remove the existing registration by clicking the red cross in the left column.

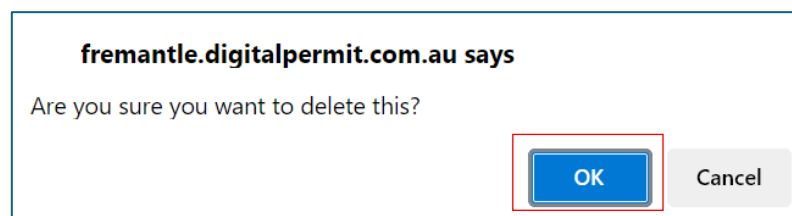


The screenshot shows the 'Edit Permit Registration' page. It features a table with the following data:

Registration	State	Make	Model	Files
ABC123	WA	Mazda	3	

A red box highlights a red cross icon in the left column of the table. Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons. At the bottom, there are 'Back' and 'Submit' buttons.

3. A popup will ask for your confirmation, asking *Are you sure you want to delete this?* Press ok.



The screenshot shows a confirmation dialog box with the following text:

fremantle.digitalpermit.com.au says
Are you sure you want to delete this?

At the bottom right, there are two buttons: 'OK' (highlighted with a red box) and 'Cancel'.

4. Click the + icon in the top right corner to add your new registration number.

+

Edit Permit Registration

Registration	State	Make	Model	Files
No data available in table				

Showing 0 to 0 of 0 entries Previous Next

Note : This permit requires atleast one active registration.

Back

5. Fill out the fields that the form prompts you to, ensuring that mandatory fields indicated by a red asterisk are filled out. Further vehicle details such as registration state, make and model are optional.

Showing 0 to 0 of 0 entries

Add New Registration

Registration Number *	TEST123	✓
Registration State	Western Australia	✓
Vehicle Make	Subaru	✓
Vehicle Model	Outback	✓

Save

6. Please submit the changes in vehicle registration by pressing the submit button. Changes will only take effect after the submit button has been pressed.

Edit Permit Registration

Registration	State	Make	Model	Files
✘	TEST123	Western Australia	Subaru	Outback

Showing 1 to 1 of 1 entries Previous 1 Next

Back Submit

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