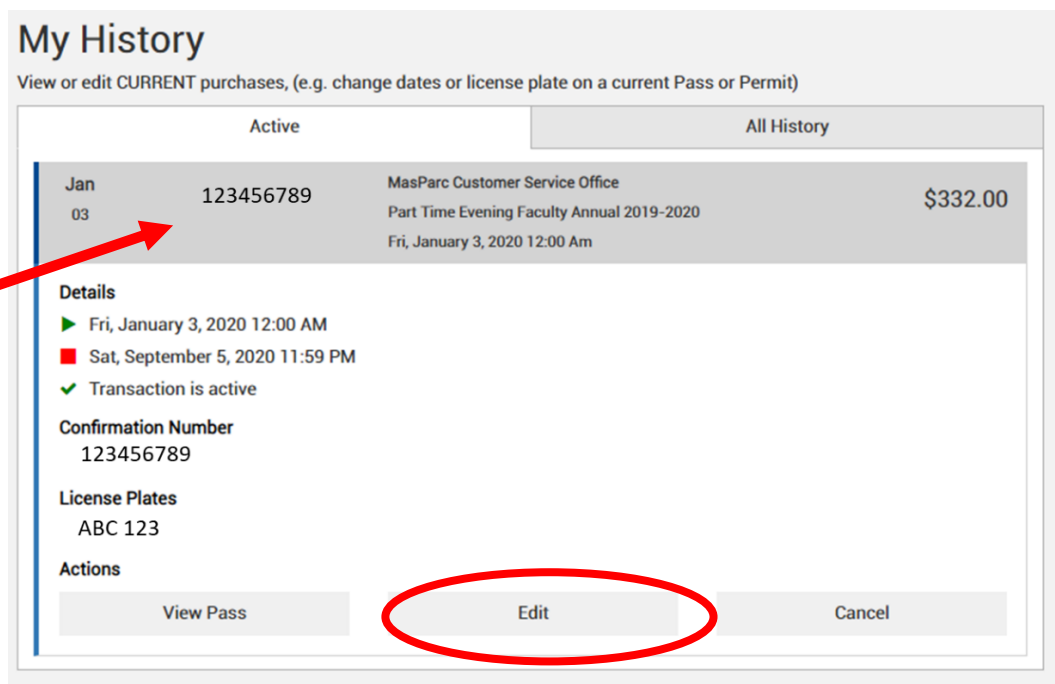


## Updating License Plate On Your Account

Undergraduate and Grad Students, Law Students, CPS/Evening Students  
Full-time Faculty/Staff

- To change or update the license plate associated with your permit, you will need to visit <https://www.masparc.com/my-account/> and log-in with your Northeastern University Credentials.
- Click on your active pass, and then Edit on the bottom.



**My History**  
View or edit CURRENT purchases, (e.g. change dates or license plate on a current Pass or Permit)

Active | All History

Date	Confirmation Number	Description	Amount
Jan 03	123456789	MasParc Customer Service Office Part Time Evening Faculty Annual 2019-2020 Fri, January 3, 2020 12:00 Am	\$332.00

**Details**

- ▶ Fri, January 3, 2020 12:00 AM
- Sat, September 5, 2020 11:59 PM
- ✓ Transaction is active

**Confirmation Number**  
123456789

**License Plates**  
ABC 123

**Actions**

View Pass | **Edit** | Cancel

- Your account information will pull up, and you can delete the current license plate on your account, or click on the + to add a new license plate to your account.

MasParc Customer Service Office ^  
10 Gainsborough Street, Boston, MA 02115

12:00 am → 11:59 pm  
Fri, Feb 28th, 2020 Sat, Sep 5th, 2020

✉ contact@masparc.com

👤 John Smith

🏠 123 Main Street

📍 Boston

🌐 MA 📍 02116

📞 (617) 123-456

🚗 ABC 123 +

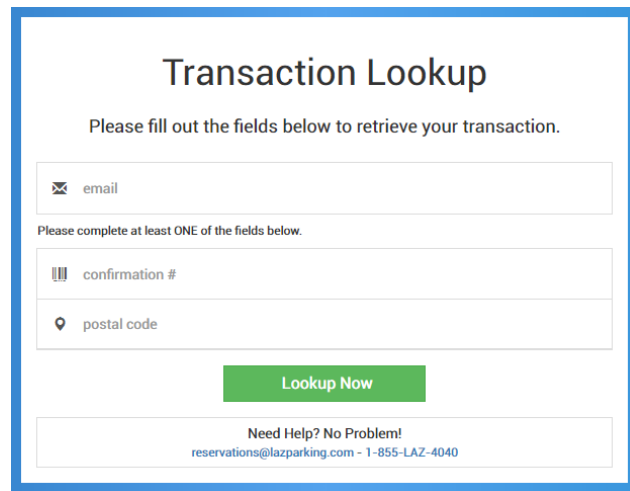
SAVE CHANGES

✉ Email us 📞 Call us 🔍 ? FAQs

Powered by LAZ Parking. [Terms & Privacy.](#)

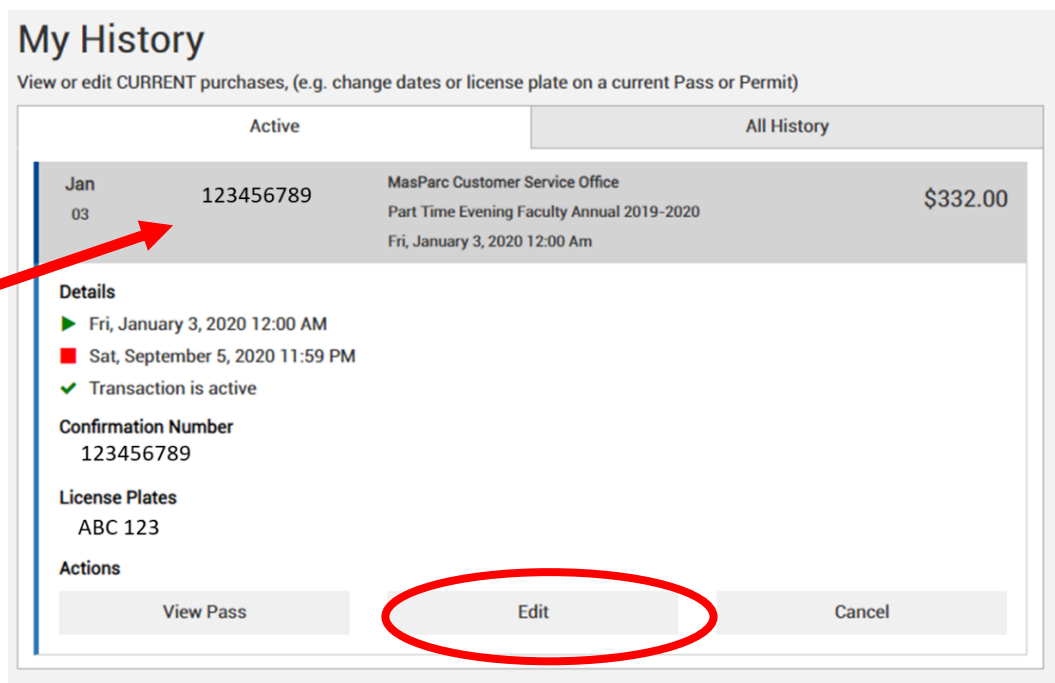
## Part-time Faculty/Staff, Alumni & Retiree, Contractor

- To change or update the license plate associated with your permit, you will need the email you used for your initial signup, and either the confirmation number or the zip code provided at time of purchase.
- Go to <https://grs.lazparking.com/Widget/du/#grs/lookup>



The image shows a 'Transaction Lookup' form. At the top, it says 'Transaction Lookup' and 'Please fill out the fields below to retrieve your transaction.' There are three input fields: 'email', 'confirmation #', and 'postal code'. Below these fields is a green button labeled 'Lookup Now'. At the bottom, there is a link for help: 'Need Help? No Problem! reservations@lazparking.com - 1-855-LAZ-4040'.

- Click on your active pass, and then Edit on the bottom.



The image shows a 'My History' page. It has two tabs: 'Active' and 'All History'. Under the 'Active' tab, there is a table with one row of data. A red arrow points to the first column of the table. Below the table, there are sections for 'Details', 'Confirmation Number', 'License Plates', and 'Actions'. The 'Edit' button in the 'Actions' section is circled in red.

Active		All History	
Jan 03	123456789	MasParc Customer Service Office Part Time Evening Faculty Annual 2019-2020 Fri, January 3, 2020 12:00 Am	\$332.00

**Details**

- ▶ Fri, January 3, 2020 12:00 AM
- Sat, September 5, 2020 11:59 PM
- ✓ Transaction is active


**Confirmation Number**  
123456789

**License Plates**  
ABC 123

**Actions**


View Pass   **Edit**   Cancel

- Your account information will pull up, and you can delete the current license plate on your account, or click on the + to add a new license plate to your account.

**MasParc Customer Service Office** 


10 Gainsborough Street, Boston, MA 02115

---


12:00 am  11:59 pm

Fri, Feb 28th, 2020 Sat, Sep 5th, 2020


---

 contact@masparc.com


---

 John Smith



---

 123 Main Street


---

 Boston





---

 MA  02116


---

 (617) 123-456




---

 ABC 123   

---

 **SAVE CHANGES**

---

 [Email us](#)  [Call us](#)  [FAQs](#)

Powered by LAZ Parking. [Terms & Privacy.](#)