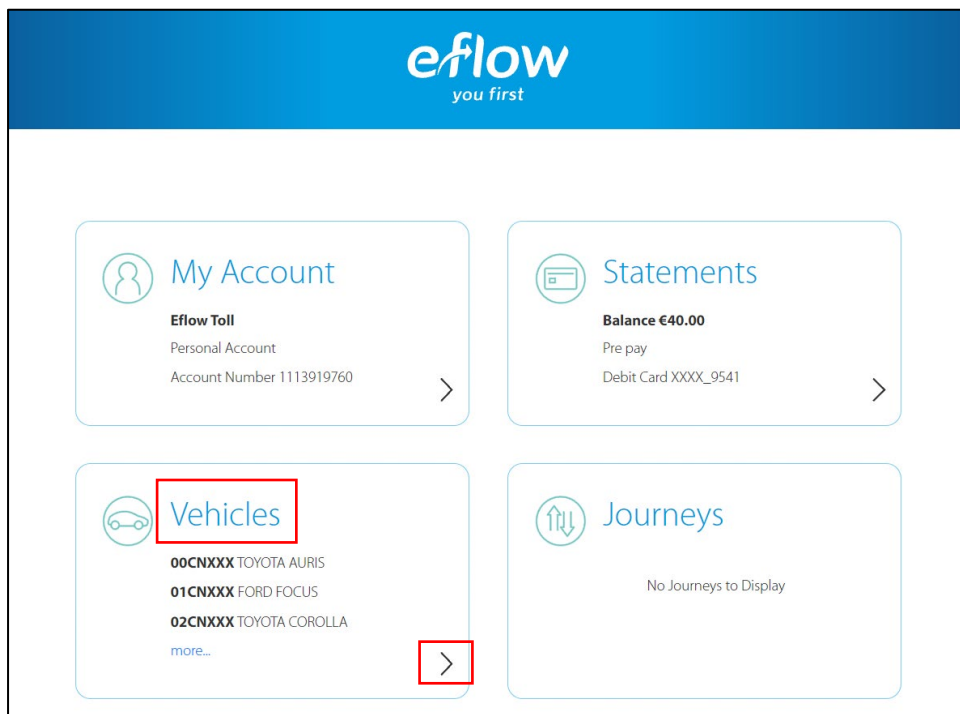


## How to switch a tag to another vehicle

1. Login to your eFlow account.

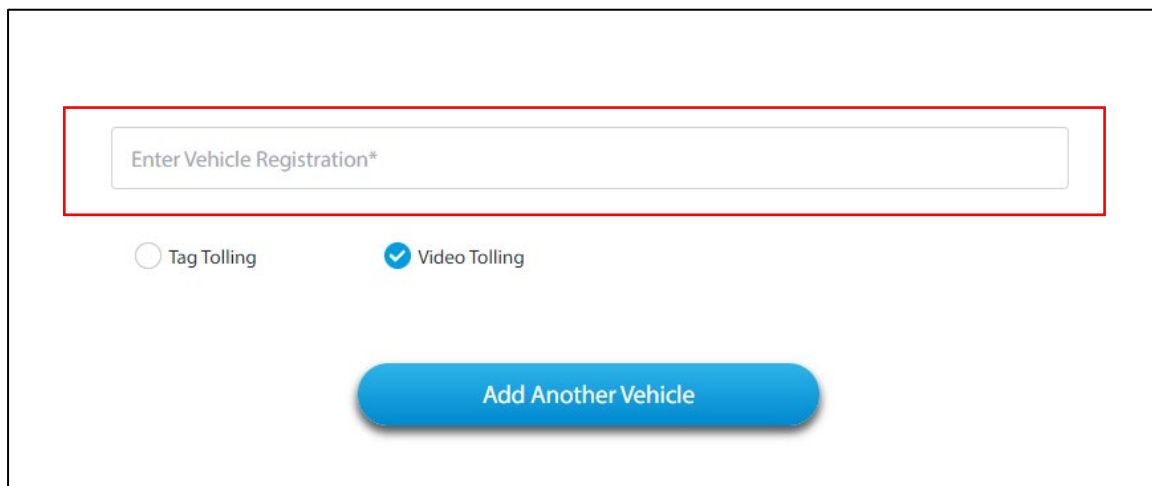


2. Click Vehicles in the account overview page.



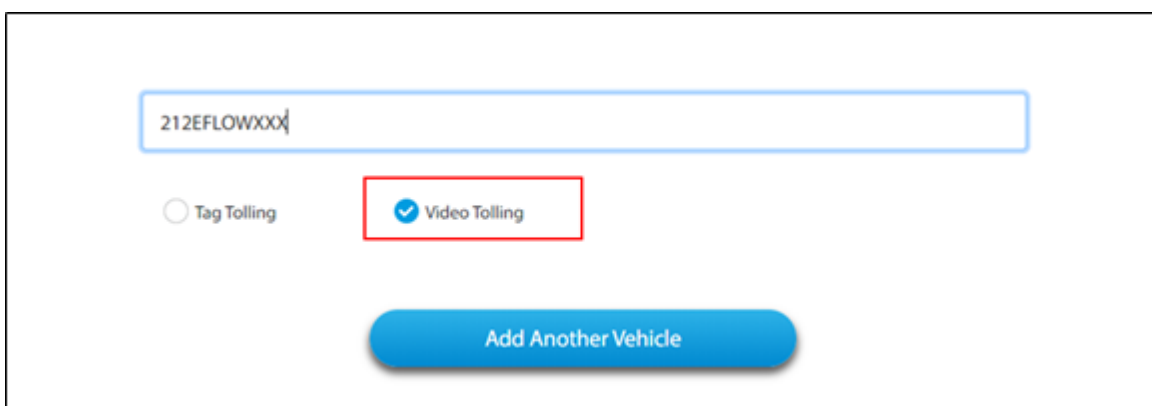
3. To switch a tag, you need to first make sure the vehicle you would like to switch your tag to is added to your account. To add a vehicle, enter your vehicle registration number in the box at the bottom of the vehicle page.

If you would like to switch your tag to a vehicle already on your account, please proceed to step 7.



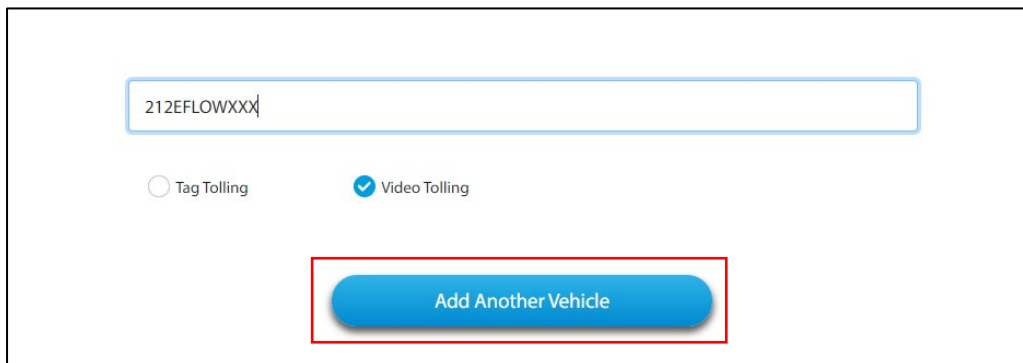
A screenshot of a web form for adding a vehicle. At the top, there is a text input field with the placeholder text "Enter Vehicle Registration\*" highlighted by a red rectangular border. Below the input field are two radio button options: "Tag Tolling" (which is unselected) and "Video Tolling" (which is selected with a blue checkmark). At the bottom of the form is a blue rounded rectangular button with the text "Add Another Vehicle".

4. Select which type of tolling method you would like. Selecting 'Tag Tolling' will issue a new tag for your vehicle.



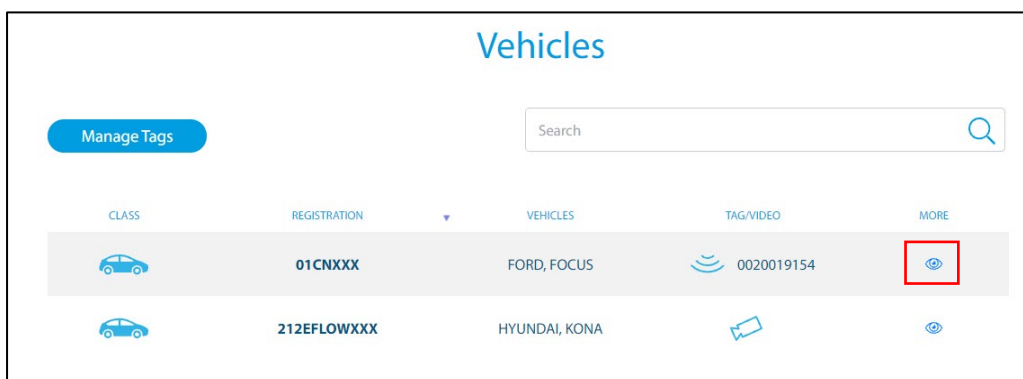
A screenshot of the same web form as above, but now with the registration number "212EFLOWXXX" entered into the input field. The "Video Tolling" radio button is selected and highlighted with a red rectangular border. The "Add Another Vehicle" button remains at the bottom.

5. Click the 'Add Another Vehicle' button.



A screenshot of a form with a text input field containing '212EFLOWXXX'. Below the input field are two radio buttons: 'Tag Tolling' (unselected) and 'Video Tolling' (selected). A blue button labeled 'Add Another Vehicle' is highlighted with a red rectangular box.

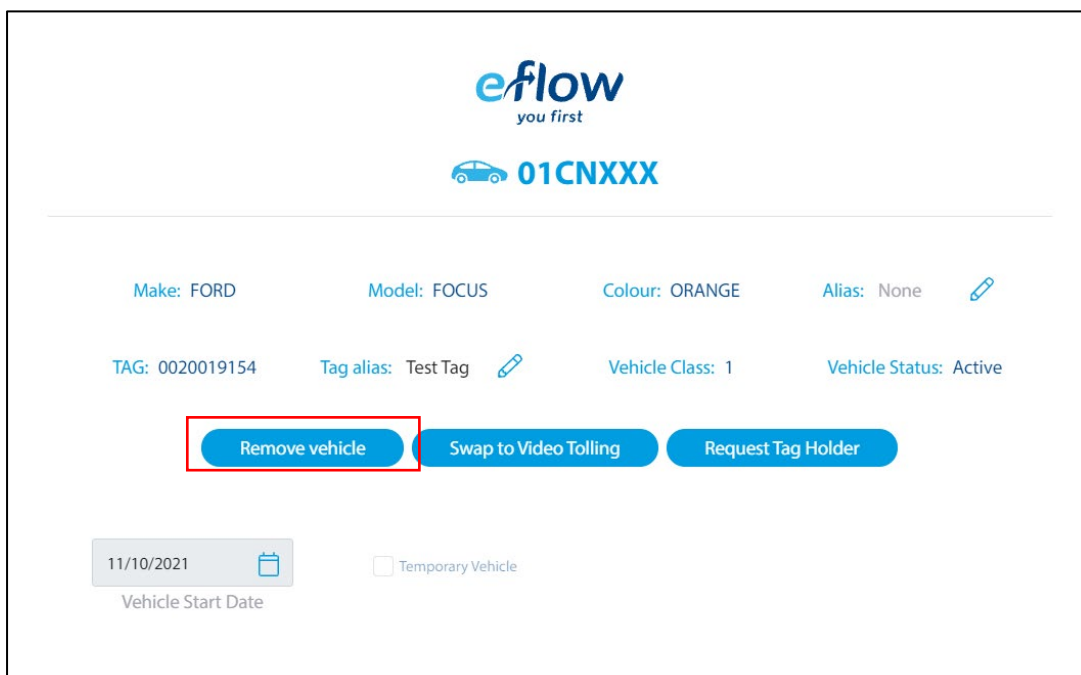
6. Click on the 'eye' icon of the tag you would like to switch to the new vehicle.



A screenshot of the 'Vehicles' management page. It features a 'Manage Tags' button, a search bar, and a table with columns: CLASS, REGISTRATION, VEHICLES, TAG/VIDEO, and MORE. The table contains two rows of vehicle data. The 'eye' icon in the 'MORE' column of the first row is highlighted with a red box.

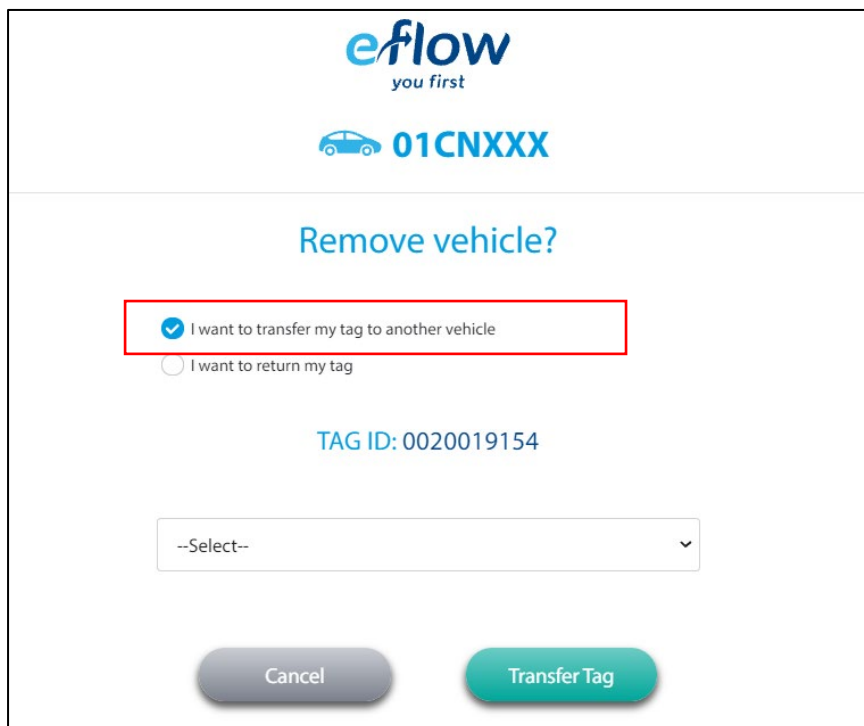
CLASS	REGISTRATION	VEHICLES	TAG/VIDEO	MORE
	01CNXXX	FORD, FOCUS	0020019154	
	212EFLOWXXX	HYUNDAI, KONA		

7. In the pop-up window, click 'remove vehicle'.



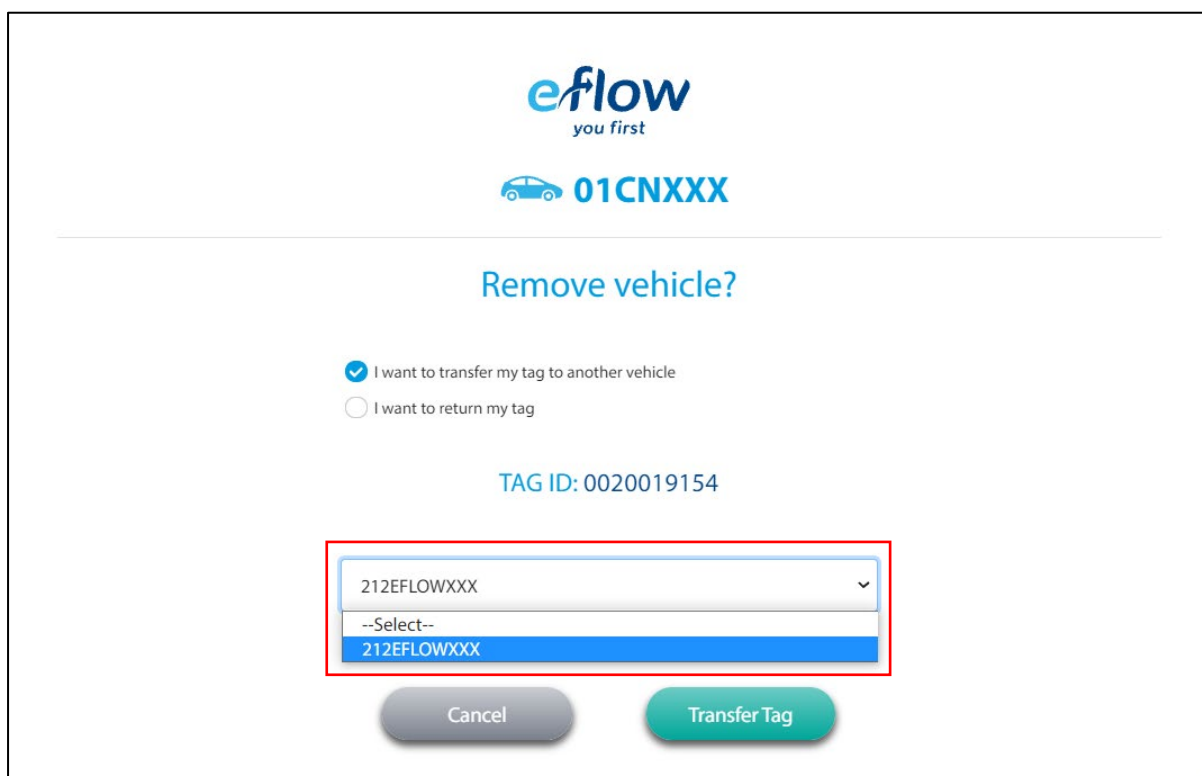
A screenshot of a vehicle details pop-up window. It displays the eFlow logo and the registration '01CNXXX'. Below this, it shows vehicle details: Make: FORD, Model: FOCUS, Colour: ORANGE, Alias: None, TAG: 0020019154, Tag alias: Test Tag, Vehicle Class: 1, and Vehicle Status: Active. At the bottom, there are three buttons: 'Remove vehicle' (highlighted with a red box), 'Swap to Video Tolling', and 'Request Tag Holder'. A date field shows '11/10/2021' with a calendar icon and a checkbox for 'Temporary Vehicle'.

8. Select the option to transfer your tag to another vehicle.



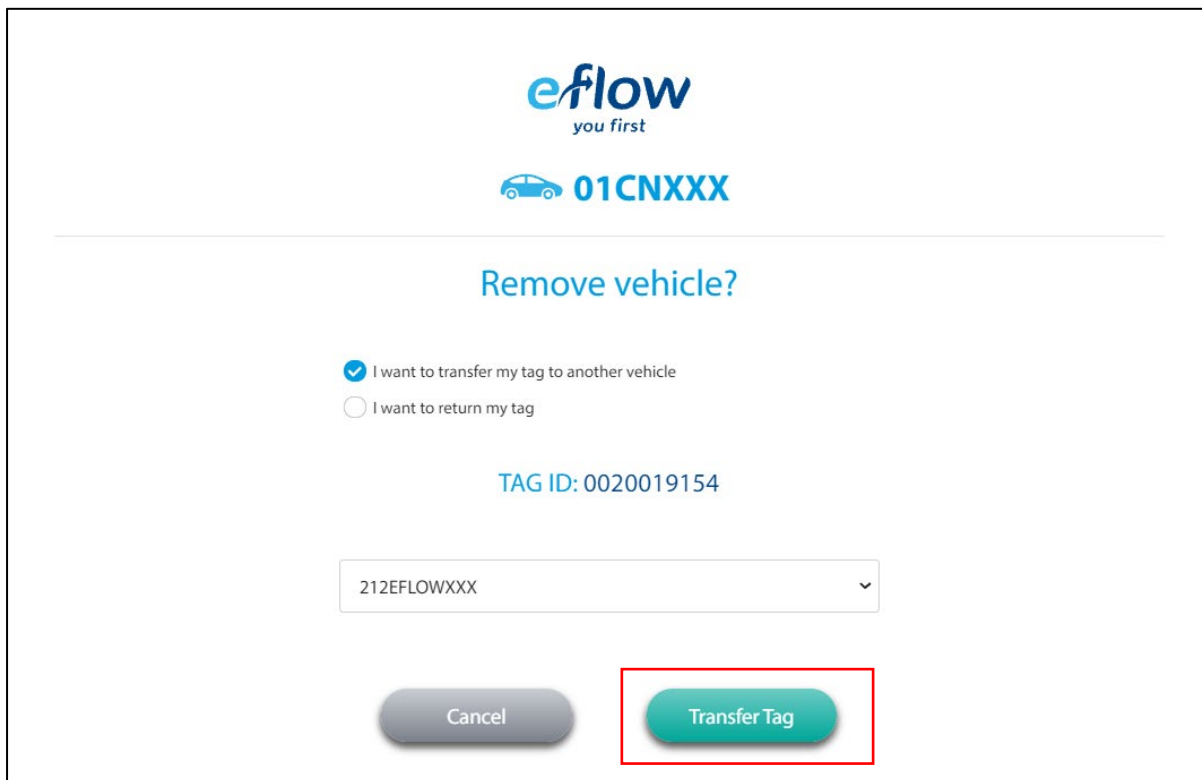
The screenshot shows the 'eflow you first' logo at the top, followed by a car icon and the license plate '01CNXXX'. Below this is the heading 'Remove vehicle?'. There are two radio button options: the first is 'I want to transfer my tag to another vehicle' and is selected (checked), and the second is 'I want to return my tag'. Below the options is the text 'TAG ID: 0020019154' and a dropdown menu currently showing '--Select--'. At the bottom are two buttons: 'Cancel' and 'Transfer Tag'.

9. In the drop-down menu, select the vehicle you wish to switch your tag to.



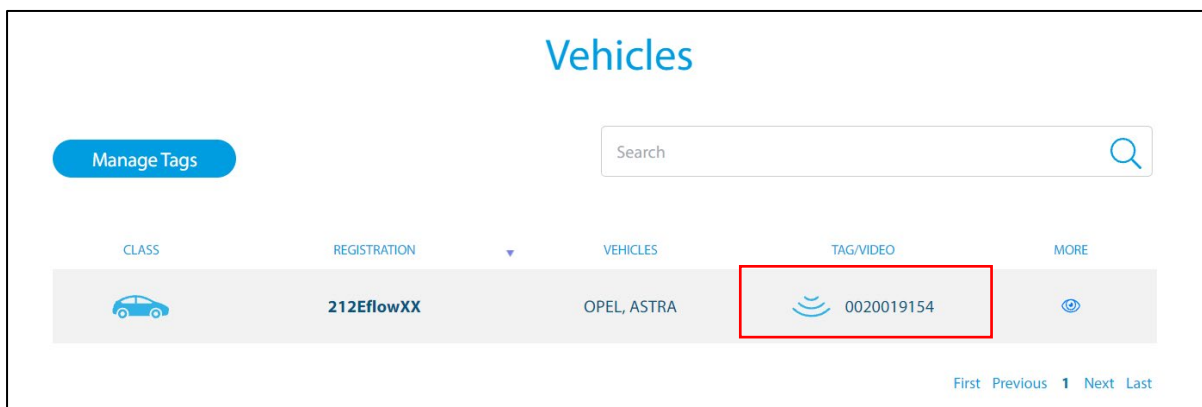
This screenshot is similar to the previous one, showing the 'Remove vehicle?' screen. The 'I want to transfer my tag to another vehicle' option is selected. The dropdown menu is now open, showing a list of options: '212EFLOWXXX', '--Select--', and '212EFLOWXXX'. The second '212EFLOWXXX' option is highlighted in blue, indicating it is the selected item. The 'Cancel' and 'Transfer Tag' buttons are visible at the bottom.

10. Click transfer tag to confirm.





The screenshot shows a confirmation dialog titled "Remove vehicle?". At the top is the eflow logo and the vehicle registration "01CNXXX". The main heading is "Remove vehicle?". There are two radio button options: "I want to transfer my tag to another vehicle" (which is selected) and "I want to return my tag". Below the options is the "TAG ID: 0020019154". A dropdown menu shows "212EFLOWXXX". At the bottom are two buttons: "Cancel" and "Transfer Tag", with the "Transfer Tag" button highlighted by a red box.

11. Your tag should be in the same row as the vehicle it was transferred to.



The screenshot shows the "Vehicles" management page. It features a "Manage Tags" button, a search bar, and a table with columns: CLASS, REGISTRATION, VEHICLES, TAG/VIDEO, and MORE. The table contains one row with a car icon, registration "212EflowXX", vehicle "OPEL, ASTRA", and tag "0020019154" (highlighted with a red box). A pagination bar at the bottom shows "First Previous 1 Next Last".

CLASS	REGISTRATION	VEHICLES	TAG/VIDEO	MORE
	212EflowXX	OPEL, ASTRA	 0020019154	