

How to Safelist Your Vehicle

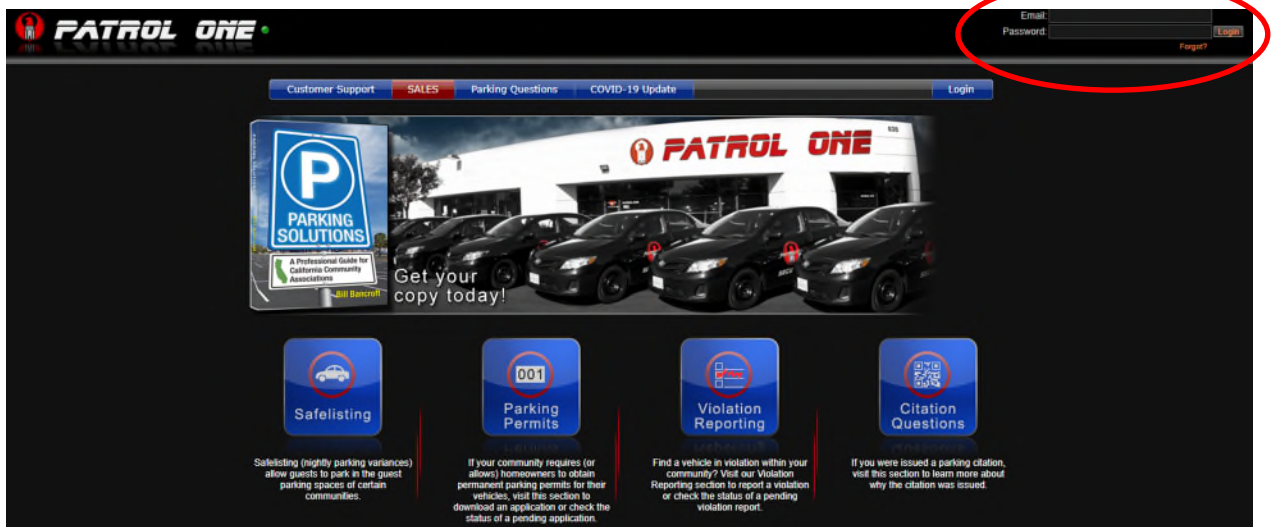
1. Visit our Website: www.patrol-one.com



2. Click on “Safelisting”



3. If you have already created an SBA profile, click on “Login” at the top right hand side of the screen.



4. Enter your email and password.
 - *If you are having a difficult time remembering your password, simply click on “Forgot” and our system will email you the password to the assigned email address.*

The screenshot shows a login interface with two input fields: 'Email:' and 'Password:'. To the right of the 'Password:' field is a 'Login' button. Below the 'Password:' field, the text 'Forgot?' is circled in red. At the bottom of the form, there is a blue bar with the text 'Have a Safelist Profile Account? Login above -or- Create / Activate'.

5. Once logged in, you will see three Sections on the left side of the screen: Property Information, Vehicle Information and Contact Information. All three sections must be set and say “OK” in green in order to proceed.
 - *If the vehicle information shows “Not Set” in Yellow, please enter the license plate number. Note: If the vehicle has no license plates installed, you must use the last 8 digits of the Vehicle Identification Number (VIN). Once license plates are installed, the VIN will no longer be checked.*

The screenshot shows the 'Safelist Console' interface. At the top left is the title 'Safelist Console' and a 'Home' button. Below the title are three sections, each with a 'Not Set' status indicator in a yellow box on the right:

- Property Information:** Contains the instruction 'Enter all or part of a street name within the property.' followed by an input field and a 'Search' button.
- Vehicle Information:** Contains fields for 'Vehicle Plate:', 'Vehicle Make:', 'Vehicle Model:', and 'Vehicle Color:'. The 'Vehicle Plate:' field has a 'Check' button and the text 'No plate?' next to it.
- Contact Information:** Contains fields for 'Name:' (split into 'First' and 'Last'), 'Address:' (split into 'Number', 'Street', and 'Unit'), and 'Phone:'. At the bottom are 'Update' and 'Cancel' buttons.

6. Once all three sections are set, please select the date(s) that you need the safelist for that specific vehicle. You must select each individual date, each box represents one day/safelist.
7. When each desired safelist date has been selected, click on the “Submit” button on the right hand side of the screen. Read and confirm that all information entered is correct. If all information is correct, click

on “Submit Safelist Request”. **Your Safelist process will not be complete until a confirmation number has been received.** All Safelist expire the following day at noon.

How to Read the Safelist Page:

- **“Std. Allowable Days”:** That is the number of safelist availabilities your association allows each address.
- **“Lock Duration”:** Each safelist submitted will be on record and “locked down” for that specific amount of days. For example, the community below allows 15 safelist in a 90 day lock duration, after the 90 days, the availability will return and that box will be open/available again for use. Below you see a safelist request for 11/21/2017, the system shows that it will be unavailable until 2/19/2018 (90 days later).
- **“Available Days”:** It shows how many safelist availabilities you have available.
- **“Overriding Violations”:** These violations will not be protected by the safelist. If in violation of any of these rules, the vehicle will be subject to citing and/or towing, regardless of any safelist created.
- The dates selected will show as “Eligible” as long as no duplicated or past dates are entered. The processed dates will show in blue and a “lock” icon will appear next to it. By clicking on “View Details” next to the processed date, you can find information such as the date created, the vehicle selected and the confirmation number.