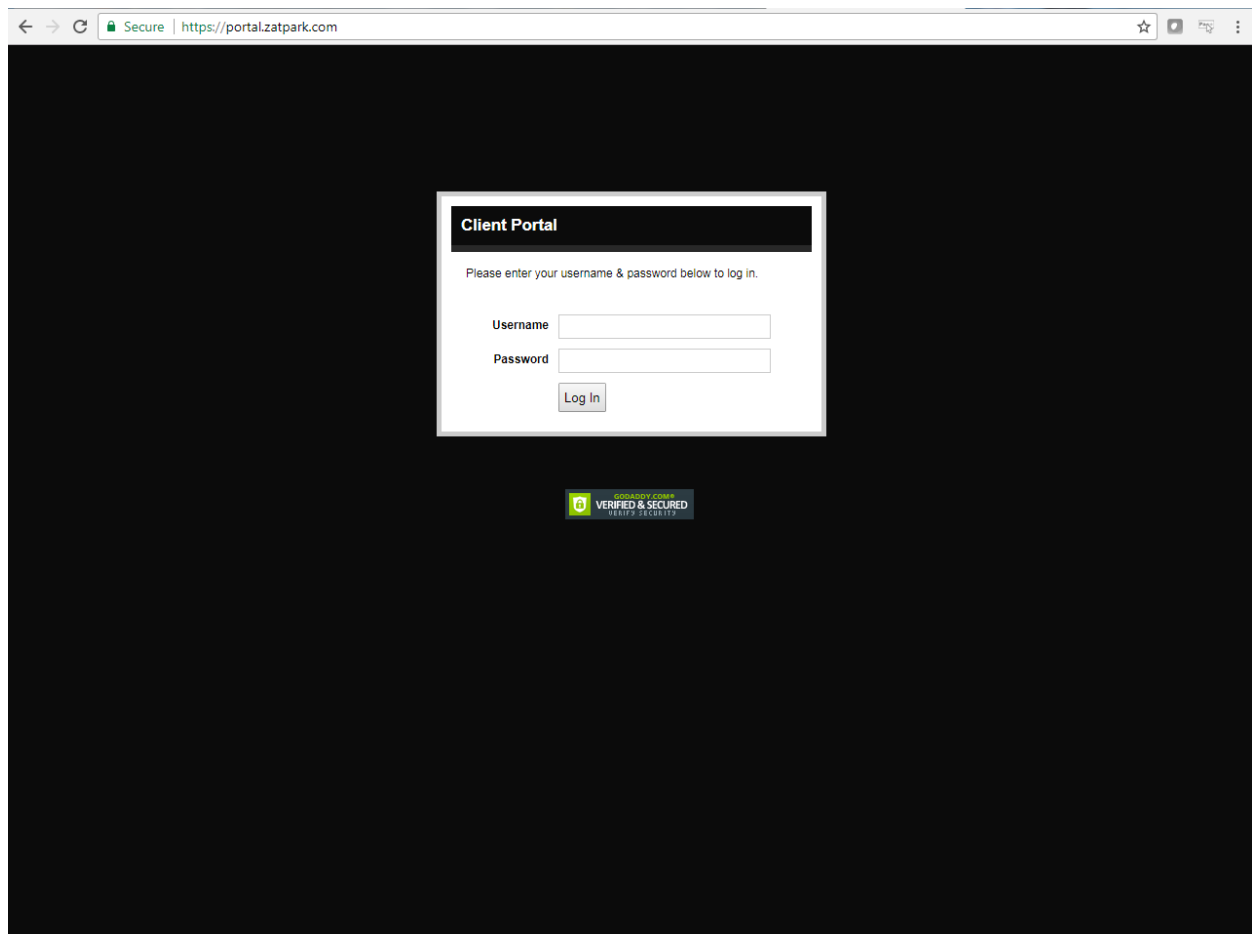


# White-listing Guide

**Step 1.** Visit [www.cpmwhitelist.co.uk](https://www.cpmwhitelist.co.uk) and enter your login details.



The screenshot shows a web browser window with the address bar displaying "Secure | https://portal.zatpark.com". The main content area has a black background. In the center, there is a white rectangular box titled "Client Portal". Inside this box, the text "Please enter your username & password below to log in." is displayed. Below this text are two input fields: "Username" and "Password". A "Log In" button is positioned below the "Password" field. At the bottom center of the black background, there is a small green and yellow badge that reads "GOADBY.COM VERIFIED & SECURED".

## Step 2. Enter the Vehicle

Client Portal

**Permits** **1 The Fountain**

**Add vehicle:**

VRM (Vehicle Reg)	<input type="text" value=""/>	<b>Driver/Keeper/Hirer details:</b>  Salutation <input type="button" value="Select"/>  First name <input type="text" value=""/>  Last name <input type="text" value=""/>  Notes <div><div></div></div>
Make	<input type="button" value="Select"/>	
Model	<input type="text" value=""/>	
Colour	<input type="button" value="Select"/>	
Authorised from	<input type="text" value="18/08/2017"/> <input type="button" value="Calendar"/> * Time: <input type="text" value="14"/> * <input type="text" value="32"/> * <input type="button" value="Clock"/>	
Authorised to	<input type="text" value="DD/MM/YYYY"/> <input type="button" value="Calendar"/> * Time: <input type="text" value="23"/> * <input type="text" value="59"/> *	
Active Times	<input checked="" type="radio"/> All <input type="radio"/> Custom	
Reference No.	<input type="text" value="Reference No."/>	
<input type="button" value="Add vehicle"/>		

No vehicles

Filter:

## Step 3. Enter the Vehicle

## Step 4. Click Add Vehicle

**Please note:** You only need to enter the vehicle registration and the date/time you wish to allow a vehicle to stay for. No other fields need to be filled out.

## Step 5. The White-listed vehicle will be shown at the bottom of the page.

The vehicle will automatically be removed from your white-list once the time limit you set comes to an end.

Active Times


☒ All
 ☐ Custom

Reference No.

Reference No.

Add vehicle

Filter:

No	Zone	Permit details	VRM	Driver / Owner	Authorised by	Reference No.	Cancel
1	Portal	Valid from: 18/08/2017 15:13:00 Valid to: 18/08/2017 23:59:59	TEST		Tony Hair		

**Step 5. If you wish to remove a vehicle from your white-list before the time you set comes to an end. Simply click the trash can icon and it will remove the vehicle.**

