

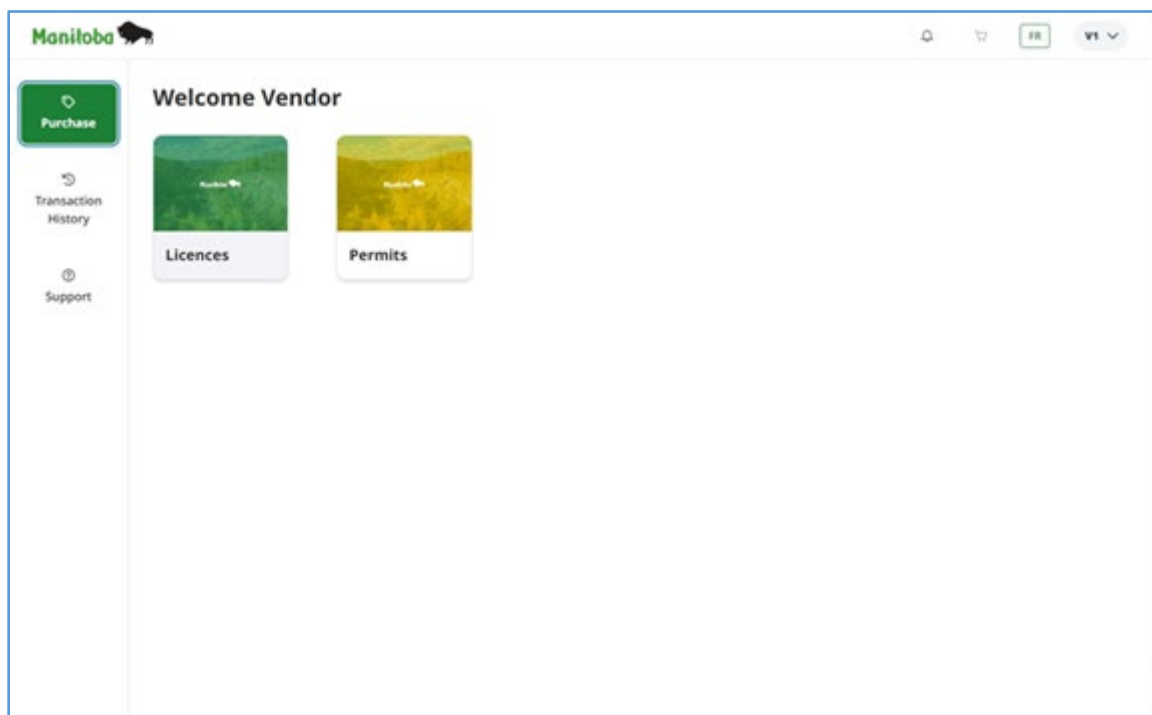
MANITOBA E-licensing



How to Sell a Multi-vehicle Permit

Note: Multi-vehicles can only be added to annual park vehicle permits and annual park bus permits. Casual (three-day) and daily vehicle and bus permits allow only vehicle on each permit.

1. Login to the vendor portal and click permits.



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How to Sell a Multi-vehicle Permit

2. To search for an existing customer, enter either the email address, phone number or customer id (if available).

Note: To avoid accidentally creating duplicate accounts, it is a good practice to always first search for an existing customer account even for a new customer. The customer email is a unique identifier for each customer and the recommended source to perform this search.

The screenshot shows the Manitoba E-licensing website interface. At the top left is the Manitoba logo. A navigation menu on the left includes 'Purchase', 'Transaction History', 'Supplies', 'Reports', and 'Support'. The main content area is titled 'Identify Customer' and features a progress bar with four steps: '1 Identify Customer', '2 Confirm Customer', '3 Add Items to Cart', and '4 Review'. Below the progress bar are three options: 'A Search the Customer', 'B Advanced Customer Search', and 'C Proceed as New Customer'. The 'Search the Customer' option is selected. A form titled 'Enter One of the Following' contains three input fields: 'Email Address' (with the example 'abcd@email.com'), 'Phone Number' (with the example '(e.g., 204-555-1234)'), and 'Customer ID'. A checkbox labeled 'No existing profile (customer is new, no information, or no match found)' is present. A 'Search' button is located at the bottom right of the form. An orange circle highlights the 'Email Address' input field.

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How to Sell a Multi-vehicle Permit

3. Enter the email address, then, click "Search".

The screenshot shows the Manitoba E-licensing website interface. The top navigation bar includes the Manitoba logo, a notification bell, a shopping cart, and a 'FR' language selector. A progress bar at the top indicates four steps: 1 Identify Customer (active), 2 Confirm Customer, 3 Add Items to Cart, and 4 Review. The main content area is titled 'Identify Customer' and features three options: 'A Search the Customer' (selected), 'B Advanced Customer Search', and 'C Proceed as New Customer'. Below these options is a form titled 'Enter One of the Following' with three input fields: 'Email Address' (containing 'customer@vehicle.com'), 'Phone Number' (with a placeholder '(e.g., 204-555-1234)'), and 'Customer ID'. A checkbox labeled 'No existing profile (customer is new, no information, or no match found)' is present. A 'Search' button is highlighted with an orange circle.

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How to Sell a Multi-vehicle Permit

4. If the customer has an existing account, they will show up in the search results. Confirm the details with the customer, then, click "Select".

A Search the Customer **B Advanced Customer Search** **C Proceed as New Customer**

Enter One of the Following

Email Address Phone Number Customer ID

customer@vehicle.com ✕

abcd@email.com (e.g., 204-555-1234)

No existing profile (customer is new, no information, or no match found)

Search

Search Results (1) If the Customer is not found, click [No existing profile](#)

Customer ID	Email	Phone Number	First Name	Last Name	Action
200000442	customer@vehicle.com		Customer	Vehicle	Select

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How to Sell a Multi-vehicle Permit

5. The system automatically checks for any missing information. To update the address and phone details, click "update".

← **Confirm Customer**

A Check /Update Details **B** Confirm Residency

Customer Information

Customer ID	Email Address	
200000442	customer@vehicle.com	
First Name	Middle Name	Last Name
Customer	-	Vehicle

Customer Address and Phone

Primary Phone Number	Alternate Phone Number	
-	-	
Street Address	City/Town	
-	-	
Province/State	Postal/Zip	Country
-	-	-

Update



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How to Sell a Multi-vehicle Permit

6. Enter the required information, then, click "Save".

Customer Information

Customer ID 200000442	Email Address customer@vehicle.com	
First Name Customer	Middle Name -	Last Name Vehicle

Customer Address and Phone

Primary Phone Number 4311343134	Alternate Phone Number	
Street Address 321 Main St	City/Town Brandon	
Province/State Manitoba	Postal/ZIP R7A 1C4	Country Canada



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How to Sell a Multi-vehicle Permit

7. A message is displayed confirming that the customer profile has been updated successfully.

Click "Continue to Confirm Residency".

A Check / Update Details **B** Confirm Residency

Customer Information

Customer ID	Email Address	
200000442	customer@vehicle.com	
First Name	Middle Name	Last Name
Customer	-	Vehicle

Customer Address and Phone

Primary Phone Number	Alternate Phone Number	
4311343134	-	
Street Address	City/Town	
321 Main St	Brandon	
Province/State	Postal/Zip	Country
Manitoba	R7A 1C4	Canada

[Update](#)

✔ Profile updated successfully

[Continue to Confirm Residency](#)



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How to Sell a Multi-vehicle Permit

8. Select the appropriate residency type, then, click "Customer has confirmed their residency type. Proof may be required if requested by enforcement."

Confirm Residency

Manitoba Resident
Means a person whose primary residence is in Manitoba and who has lived in Manitoba for at least six consecutive months during the 12-month period immediately before the person applies for a licence or permit.

Canadian Resident
Means a person, other than a Manitoba resident, who is:

- A Canadian citizen,
- A permanent resident within the meaning of the Immigration and Refugee Protection Act (Canada), or;
- A person whose primary residence is in Canada and who has lived in Canada for at least six consecutive months during the 12-month period immediately before the person applies for a licence or permit.

Non-Canadian Resident
Means a person who is not a Manitoba resident or a Canadian resident.

Customer has confirmed their residency type. Proof may be required if requested by enforcement.

[Continue to add Items to Cart](#)



MANITOBA E-licensing



How to Sell a Multi-vehicle Permit

9. Click "Continue to add Items to Cart".

Confirm Residency

Manitoba Resident
Means a person whose primary residence is in Manitoba and who has lived in Manitoba for at least six consecutive months during the 12-month period immediately before the person applies for a licence or permit.

Canadian Resident
Means a person, other than a Manitoba resident, who is:

- A Canadian citizen,
- A permanent resident within the meaning of the Immigration and Refugee Protection Act (Canada), or;
- A person whose primary residence is in Canada and who has lived in Canada for at least six consecutive months during the 12-month period immediately before the person applies for a licence or permit.

Non-Canadian Resident
Means a person who is not a Manitoba resident or a Canadian resident.

Customer has confirmed their residency type. Proof may be required if requested by enforcement.

[Continue to add Items to Cart](#)

10. Select the "Annual Park Vehicle Permit".

Add Items to Cart for Customer Vehicle

Park Permits Angling Hunting Trapping Forestry

Vehicle Park Permits

Annual Park Vehicle Permit Park vehicle permit must be displayed and is only valid for the licence plate(s) and... ⓘ \$44.50 Select	Casual Park Vehicle Permit (3-day) Park vehicle permit is only valid for the licence plate and dates listed. Licence... ⓘ \$16.50 Select	Daily Park Vehicle Permit Park vehicle permit is only valid for the licence plate and date listed. Licence plat... ⓘ \$9.50 Select
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Bus Park Permits

Annual Park Bus Permit Park vehicle permit must be displayed and... ⓘ	Casual Park Bus Permit (3-day)	Daily Park Bus Permit Park vehicle permit is only valid for the... ⓘ
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How to Sell a Multi-vehicle Permit

11. Click the "Licence Plate Number (Required)" field.

The screenshot shows the Manitoba E-licensing interface. The top navigation bar includes a 'Purchase' button and a progress indicator with four steps: 'Identify Customer', 'Confirm Customer', 'Add Items to Cart', and 'Review'. The main content area is titled 'Add Items to Cart' and features a 'Park Permits' section. A modal window titled 'Annual Park Vehicle Permit for Customer Vehicle' is open, displaying the following fields:

- Licence Plate Number (Required)**: A text input field with a placeholder 'e.g. XYZ 123'. This field is highlighted with an orange circle.
- Province/State (Required)**: A dropdown menu with 'Province/State' selected.
- 2nd Licence Plate Number (Optional)**: A text input field with a placeholder 'e.g. XYZ 123'.
- 2nd Province/State (Optional)**: A dropdown menu with 'Province/State' selected.
- Primary Phone Number (Required)**: A text input field with the value '4311343134'.

At the bottom of the modal, there are two buttons: 'Back' and 'Add to Cart'. The background shows a list of permits, including 'Vehicle Park Permit' and 'Annual Park Vehicle Permit' priced at '\$44.50'. A 'Select' button is visible next to the 'Annual Park Vehicle Permit' entry.

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How to Sell a Multi-vehicle Permit

12. Enter the first licence plate, then select the province/state where the vehicle is registered.

The screenshot shows the 'Add Items to Cart' step of the Manitoba E-licensing process. A modal form titled 'Annual Park Vehicle Permit for Customer Vehicle' is open, displaying the following fields:

- Licence Plate Number (Required):** Input field containing 'KLK 467'.
- Province/State (Required):** Dropdown menu with 'Province/State' selected. An orange circle highlights the dropdown arrow.
- 2nd Licence Plate Number (Optional):** Input field containing 'e.g. XYZ 123'.
- 2nd Province/State (Optional):** Dropdown menu with 'Province/State' selected.
- Primary Phone Number (Required):** Input field containing '4311343134'.

At the bottom of the modal, there are two buttons: 'Back' and 'Add to Cart'. The background shows a product card for the 'Annual Park Vehicle Permit' with a price of '\$44.50' and a 'Select' button.

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How to Sell a Multi-vehicle Permit

13. Next, enter the second licence plate and the associated province/state.

Note: A customer may request only up to two vehicles on each permit. A new permit is required for any additional vehicles.

The screenshot shows the 'Add Items to Cart' step of the Manitoba E-licensing process. A modal form titled 'Annual Park Vehicle Permit for Customer Vehicle' is open, allowing the user to enter additional vehicle information. The form includes the following fields:

- Licence Plate Number (Required): KLK 467
- Province/State (Required): Manitoba
- 2nd Licence Plate Number (Optional): e.g. XYZ 723
- 2nd Province/State (Optional): Province/State
- Primary Phone Number (Required): 4311343134

The '2nd Licence Plate Number' field is highlighted with an orange circle. The form also includes 'Back' and 'Add to Cart' buttons at the bottom.

MANITOBA E-licensing



How to Sell a Multi-vehicle Permit

14. Click "Province/State".

Identify Customer ✓ Confirm Customer ✓ 3 Add Items to Cart 4 Review & Print

← Add Items to Cart

Park Permits

Vehicle Park Permit

Annual Park Vehicle Permit

Park vehicle permit is only valid for the date and date listed. Licence plat...

\$44.50

Bus Park Permits

Annual Park Vehicle Permit for Customer Vehicle

Additional information to purchase

Licence Plate Number (Required) Province/State (Required)

KLK 467 Manitoba

2nd Licence Plate Number (Optional) 2nd Province/State (Optional)

LCC 888 Province/State

Primary Phone Number (Required)

4311343134

Back Add to Cart

Select

15. Click "Add to Cart".

Identify Customer ✓ Confirm Customer ✓ 3 Add Items to Cart 4 Review & Print

← Add Items to Cart

Park Permits

Vehicle Park Permit

Annual Park Vehicle Permit

Park vehicle permit is only valid for the date and date listed. Licence plat...

\$44.50

Bus Park Permits

Annual Park Vehicle Permit for Customer Vehicle

Additional information to purchase

Licence Plate Number (Required) Province/State (Required)

KLK 467 Manitoba

2nd Licence Plate Number (Optional) 2nd Province/State (Optional)

LCC 888 Manitoba

Primary Phone Number (Required)

4311343134

Back Add to Cart

Select



MANITOBA E-licensing



How to Sell a Multi-vehicle Permit

16. The shopping cart is displayed with the selected product and vehicle details.

The screenshot shows the Manitoba E-licensing shopping cart interface. The main area displays 'Add Items to Cart for Customer Vehicle' with tabs for 'Park Permits', 'Angling', 'Hunting', 'Trapping', and 'Forestry'. Under 'Park Permits', there are two options: 'Annual Park Vehicle Permit' for \$44.50 and 'Casual Park Vehicle Permit (3-day)' for \$16.50. The 'Annual Park Vehicle Permit' is selected. The shopping cart summary on the right shows the 'Annual Park Vehicle Permit' with details: Valid From: Feb 4, 2026; Valid To: Dec 31, 2026; Licence Plate: KLK 467; Province/State: Manitoba; 2nd Licence Plate: LCC 888; 2nd Province/State: Manitoba; Price: \$44.50; Transactional Fee: \$0.00. The sub total is \$44.50 and there is a 'Review Order' button.

Identify Customer ✓ Confirm Customer ✓ 3 Add

← Add Items to Cart for Customer Vehicle

Park Permits Angling Hunting Trapping Forestry

Vehicle Park Permits

Annual Park Vehicle Permit
Park vehicle permit must be displayed and is only valid for the licence plate(s) and... ⓘ
\$44.50 **Select**

Casual Park Vehicle Permit (3-day)
Park vehicle permit is only valid for the licence plate and dates listed. Licence... ⓘ
\$16.50 **Select**

Bus Park Permits

Shopping Cart

Licences/Permits for Customer Vehicle

Annual Park Vehicle Permit **Remove**

Valid From: Feb 4, 2026 Valid To: Dec 31, 2026

Licence Plate: KLK 467 Province/State: Manitoba

2nd Licence Plate: LCC 888 2nd Province/State: Manitoba

Price **\$44.50**

Transactional Fee ⓘ **\$0.00**

Sub total \$44.50

Review Order

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How to Sell a Multi-vehicle Permit

17. Before proceeding, confirm all the details, including the vehicle licence plate numbers with the customer as this information will not be displayed on the checkout screen.

You may now choose to continue shopping for additional licences and permits, or if the customer is done shopping, review the order to complete the transaction. For the purposes of this example, we will select "Review Order".

← Add Items to Cart for Customer Vehicle

Park Permits Angling Hunting Trapping Forestry

Vehicle Park Permits

Annual Park Vehicle Permit Park vehicle permit must be displayed and is only valid for the licence plate(s) and... \$44.50 <input type="button" value="Select"/>	Casual Park Vehicle Permit (3-day) Park vehicle permit is only valid for the licence plate and dates listed. Licence... \$16.50 <input type="button" value="Select"/>
---	--

Bus Park Permits

Annual Park Bus Permit Park vehicle permit must be displayed and...	Casual Park Bus Permit (3-day)
---	---------------------------------------

Annual Park Vehicle Permit

Valid From: Feb 4, 2026	Valid To: Dec 31, 2026
Licence Plate: KLK 467	Province/State: Manitoba
2nd Licence Plate: LCC 888	2nd Province/State: Manitoba
Price	\$44.50
Transactional Fee ⓘ	\$0.00

Sub total \$44.50

MANITOBA E-licensing



How to Sell a Multi-vehicle Permit

18. Click "Review Order".

Vehicle Park Permits

Annual Park Vehicle Permit Park vehicle permit must be displayed and is only valid for the licence plate(s) and... \$44.50 Select	Casual Park Vehicle Permit (3-day) Park vehicle permit is only valid for the licence plate and dates listed. Licence... \$16.50 Select
--	---

Bus Park Permits

Annual Park Bus Permit Park vehicle permit must be displayed and is only valid for the licence plate(s) and... \$114.50 Select	Casual Park Bus Permit (3-day) Park vehicle permit is only valid for the licence plate and dates listed. Licence... \$39.50 Select
---	---

Annual Park Vehicle Permit

Valid From: Feb 4, 2026 Valid To: Dec 31, 2026

Licence Plate: KLK 467 Province/State: Manitoba

2nd Licence Plate: LCC 888 2nd Province/State: Manitoba

Price: \$44.50

Transactional Fee: \$0.00

Sub total: \$44.50

[Review Order](#) [Continue Shopping](#)

19. Review the order, then, click "Continue".

Annual Park Vehicle Permit

Licence Year: 2025
Valid Until: 2026-12-31
Valid From: 2026-02-04

Price: \$44.50
Transactional Fee: \$0.00

Mailing Address

This order requires mailing address.

Street	City/Town	
321 Main St	Brandon	
Province	Postal Code	Country
Manitoba	R7A 1C4	Canada

Licences and Permits

Annual Park Vehicle Permit	\$44.50
Subtotal	\$44.50
Transaction Fee	\$0.00
Total	\$44.50

[Back](#) [Continue](#)

MANITOBA E-licensing



How to Sell a Multi-vehicle Permit

20. Check with the customer if they would like to make a gift to the Fish and Wildlife Enhancement Fund. Gifts can be made for any amount with a minimum of \$1. All gifts for amounts of \$10 or more are eligible to receive a charitable tax receipt. If the gift amount exceeds \$10, and the customer wishes to receive a tax receipt, remember to check the box at the bottom of the gift section.

✓ Identify Customer ✓ Confirm Customer ✓ Add Items to Cart **4 Review & Print**

← **Review & Print for Customer Vehicle**

✓ Review Order **B Gifts** C Payment & Confirmation D Print & Complete

Fish and wildlife enhancement fund

Your gift will support projects, programs and studies designed to help ensure that Manitoba fisheries and wildlife resources remain healthy and productive.
[Show more](#) ✓

Amount
Min \$1

\$5 \$10 \$25

I consent to the release of my contact information to The Winnipeg Foundation for the purposes of issuing a charitable tax receipt of \$10 or more.

Licences and Permits

Annual Park Vehicle Permit	\$44.50
Subtotal	\$44.50
Transaction Fee	\$0.00
Total	\$44.50

[Back](#) [Continue](#)

MANITOBA E-licensing




How to Sell a Multi-vehicle Permit

21. The total amount of the purchase is displayed, including any gift amounts. Click "Continue".

← **Review & Print for Customer Vehicle**

✓ Review Order — **B Gifts** — C Payment & Confirmation — D Print & Complete

 **Fish and wildlife enhancement fund**

Your gift will support projects, programs and studies designed to help ensure that Manitoba fisheries and wildlife resources remain healthy and productive.
Show more ▾

Amount
Min \$1

I consent to the release of my contact information to The Winnipeg Foundation for the purposes of issuing a charitable tax receipt of \$10 or more.

Licences and Permits

Annual Park Vehicle Permit	\$44.50
Subtotal	\$44.50
Gifts	\$5.00
Transaction Fee	\$0.00
Total	\$49.50

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How to Sell a Multi-vehicle Permit

22. Select the payment method. For this example, we will select "MasterCard".

The screenshot shows the 'Review & Print for Customer Vehicle' screen in the Manitoba E-licensing system. The interface includes a navigation menu on the left with options: Transaction History, Supplies, Reports, and Support. The main content area has a progress bar with four steps: Review Order (checked), Gifts (checked), Payment & Confirmation (active), and Print & Confirm. Below the progress bar are payment method buttons: Cash, Debit, Visa, MasterCard (highlighted with an orange circle), and Cheque. The total amount is displayed as \$49.50. On the right, there is a 'Licences and Permits' section with a dropdown menu for 'Annual Park Vehicle Permit' and a 'Total' field. Below that is a 'POS Transaction Confirmation Number' section with a text input field and a label 'Confirmation number (optional)'.

MANITOBA E-licensing



How to Sell a Multi-vehicle Permit

23. Complete the payment. You may optionally choose to enter the POS Transaction Confirmation Number. When the payment is complete, click "Confirm Payment".

✓ Review Order ✓ Gifts **C Payment & Confirmation** D Print & Complete

Cash Debit Visa MasterCard

Cheque

Total _____ **\$49.50**

Licences and Permits	
Annual Park Vehicle Permit	\$44.50
Subtotal	\$44.50
Gifts	\$5.00
Transaction Fee	\$0.00
Total	\$49.50

POS Transaction Confirmation Number
Enter the confirmation number from your POS terminal for record reconciliation.
Confirmation number (optional)

e.g., POS-2024-ABC123XYZ

MANITOBA E-licensing



How to Sell a Multi-vehicle Permit

24. Click "Continue to Print & Complete".

The screenshot shows the 'Payment & Confirmation' step of the e-licensing process. A modal window is displayed over the payment details, indicating a successful transaction. The modal text reads: 'Successful Payment', 'Please Print and complete the Purchase', and a button labeled 'Continue to Print & Complete'. The background shows a payment summary table and a 'POS Transaction Confirmation Number' input field.

Licences and Permits	
Permit	\$44.50
	\$44.50
	\$5.00
	\$0.00
Total	\$49.50

POS Transaction Confirmation Number
Enter the confirmation number from your POS terminal for record reconciliation.
Confirmation number (optional)

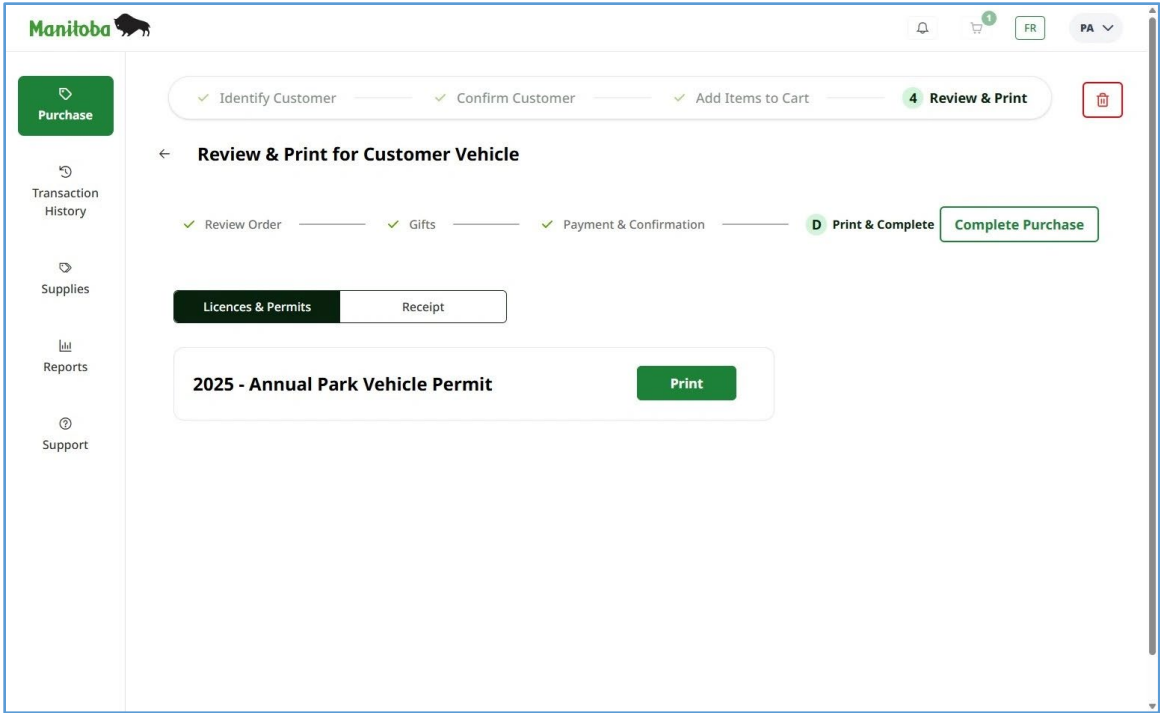
e.g., POS-2024-ABC123XYZ

[Split Payment](#) [Confirm Payment](#)

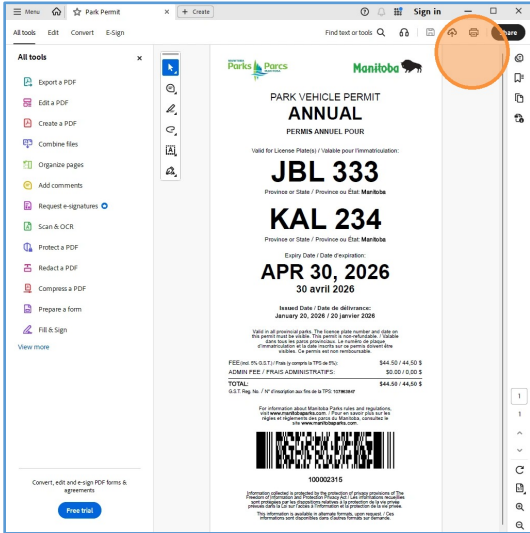


How to Sell a Multi-vehicle Permit

25. To print the purchased licences and permits, click "Print".



26. The vehicle permit is displayed. Click "Print".



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How to Sell a Multi-vehicle Permit

27. The print dialog box opens. Click "Print".

The screenshot shows a PDF viewer interface with a sidebar of tools on the left. The main document is titled "PARK VEHICLE PERMIT ANNUAL" and features the Manitoba Parks and Recreation logo. A "Print" dialog box is overlaid on the document, showing the following settings:

- Printer: Microsoft Print to PDF
- Copies: 1
- Print in grayscale (black and white):
- Save ink/toner:
- Pages to Print: All (selected), Current, Pages: 1
- Page Sizing & Handling: Shrink oversized pages (selected), Custom Scale: 100%
- Orientation: Auto (selected), Portrait, Landscape
- Comments & Forms: Document and Markups

The dialog box also displays a preview of the permit document, which includes the following information:

- PARK VEHICLE PERMIT ANNUAL
- Permit Number: JBL 333
- Permit Number: KAL 234
- Permit Valid Until: APR 30, 2026
- Issued On: 2025

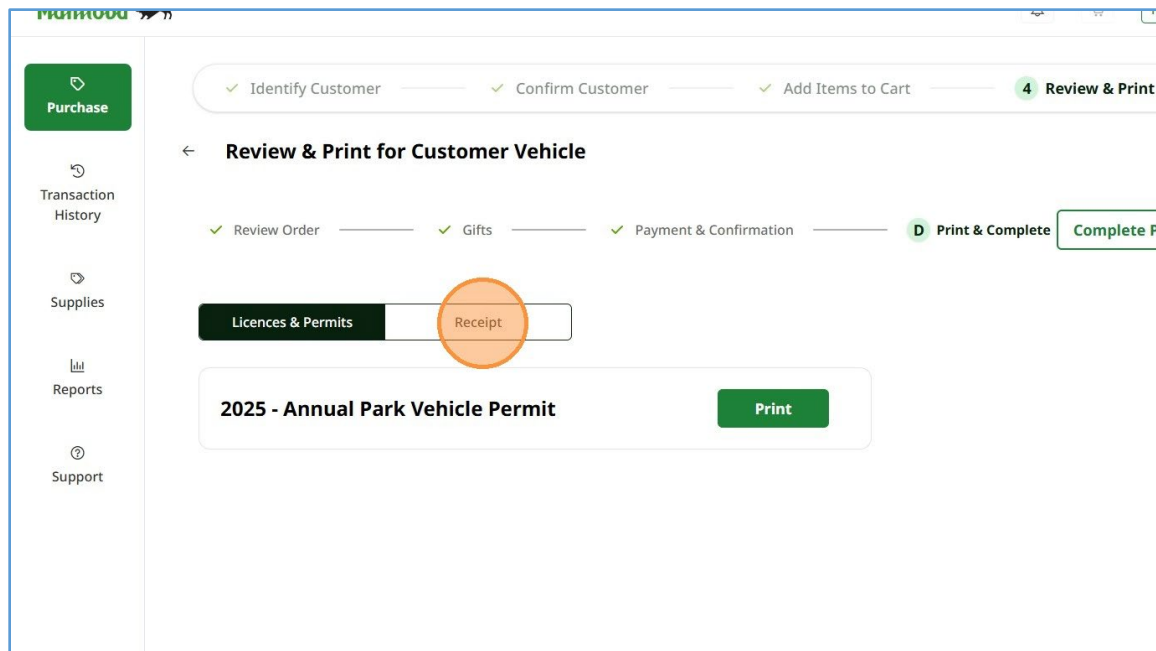
The "Print" button in the dialog box is circled in orange, indicating the next step in the process. Below the dialog box, a large barcode is visible, along with the number 100002315.

MANITOBA E-licensing

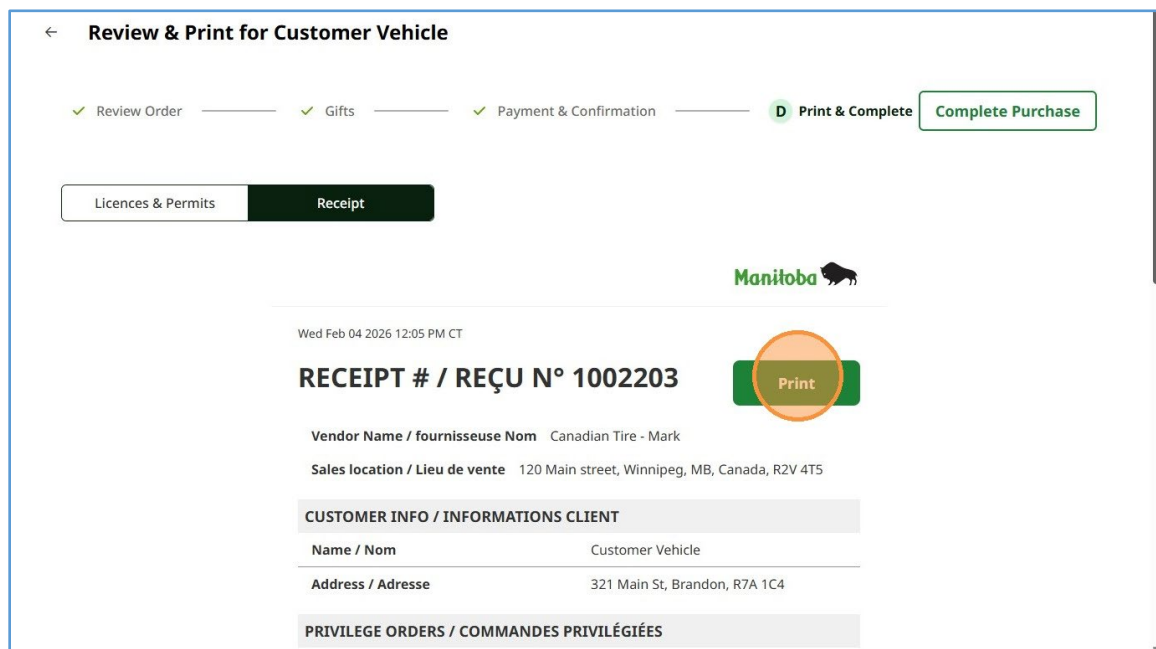


How to Sell a Multi-vehicle Permit

28. To print the receipt, click "Receipt".



29. The purchase receipt is displayed. Click "Print".



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How to Sell a Multi-vehicle Permit

30. The customer receipt will now be printed.

Sales location / Lieu de vente 120 Main street, Winnipeg, MB, Canada, R2V 4T5

CUSTOMER INFO / INFORMATIONS CLIENT

Name / Nom	Customer Vehicle
Address / Adresse	321 Main St, Brandon, R7A 1C4

PRIVILEGE ORDERS / COMMANDES PRIVILÉGIÉES

Order / Commande 100005211	Vehicle, Customer (200000442) (2025) Annual Park Vehicle Permit / Permis d'accès annuel pour automobile
Licence # / Permis #	100002971
Valid to / Valable jusqu'au	Thursday, December 31, 2026
Amount / Montant	\$44.50

Order / Commande 100005211	Vehicle, Customer (200000442) (2025) Fish and Wildlife Enhancement Fund / Fonds de mise en valeur du poisson et de la faune
Licence # / Permis #	N/A
Amount / Montant	\$5.00

If you have any further questions, please email elicensing@gov.mb.ca

