How to Renew an Operating Period:

1. Log in to the NRDE Registration System
   https://apps.metrovancouver.org/NRDE/Security/Login.aspx

2. Your home page will look similar to the screen shot below once you have logged in:

3. Click the “Buy Operating Period” for the engine you are wanting to renew. This button will only appear if the machine is currently Not Authorized to Operate.

   If the machine is currently Authorized, then you will need to click “View Details” to purchase an operating period on the next screen.
4. The screen shot will look similar to this:

5. Select the operating period type (e.g. Monthly)
6. Click the “Select Date” button to choose the date which the operating period will begin. For Daily and Monthly operating periods, select the Start Date and the Number of Days/Months the operating period will be used for.
7. Click “Calculate Operating Period Fee”. This will show the estimated cost of operating the machine for the period selected.
8. Click “Add to Cart”. You are able to add multiple operating periods prior to checking out using the “Add Another Operating Period”.
9. Then Click “Proceed to Checkout”
10. Select your payment method (Credit Card or Cheque)
    *** If paying by credit card click the “Pay Now”
    *** If paying by cheque click the “Generate Cheque Payment Invoice”