



Oregon State
University

Transportation Services

Oregon State University
850 SW 35th Street
Corvallis, Oregon 97333

P 541-737-2583


transportation.oregonstate.edu


Instructions to Purchase for Permits Department-Owned Vehicles

These instructions are for using Transportation Services' permit sales website, aims.parking.oregonstate.edu. These instructions will walk you through purchasing permits for internal use (annual service permits, Dept. 3-hr permits, etc.) for department vehicles. For more information about permits for departments visit <https://transportation.oregonstate.edu/parking/departments-permits>.


Log in to Your Department's Account


1. Contact Transportation Services at transportation@oregonstate.edu or visit <https://transportation.oregonstate.edu/parking/departments-permits> to request access to your department's account.
2. Visit <https://aims.parking.oregonstate.edu/>
3. Login to your account by clicking the Login button in the upper-right corner of the page.
 - You will NOT be logged in automatically.
 - You will be taken through the ONID login process.
 - Once there, you will notice a new option – OSU Department Login.


 **Oregon State University**


 **Login**

Normal parking requirements are expected to resume on July 14, 2020. Check our [COVID-19 response](#) page for more information.

 **Parking Permits**
Purchase a Parking Permit

 **Claim Permit Invite**
Claim a permit invite

 **Pay Ticket**
Pay a ticket online

 **Appeal Ticket**
File a request to appeal a ticket

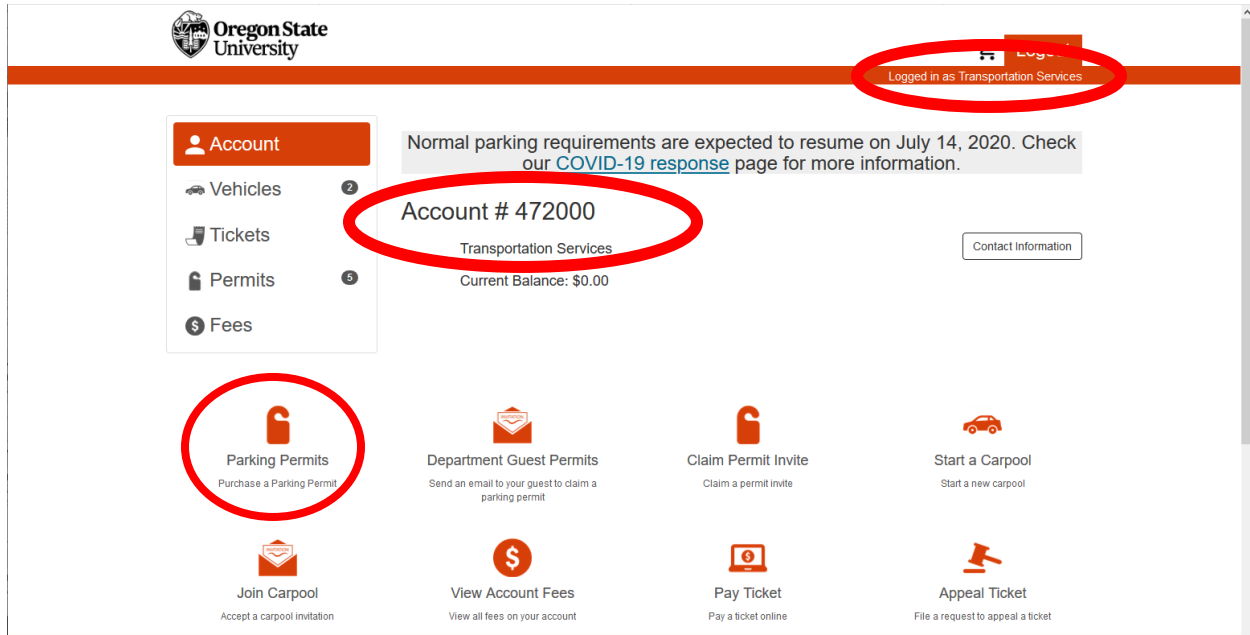
Transportation Services Homepage

4. Select OSU Department Login. On the login screen, use your department's ORG code to access the account. A few notes about the login process:

- **Only individuals who already have contacted Transportation Services** can access the OSU Department Login.
- Unit accounts are rolled up into their larger ORG codes for their department.
 - i. For example, the parking unit of Transportation Services has an ORG code of 472120, but our account to purchase permits is the main Transportation Services' ORG code 472000.
- There are links on the OSU Department Login page to numeric and alphabetical listings of ORG Codes, and which account number (higher ORG code) they are associated.
- Individuals must be connected to their department account in our database in order to access their department's account. You will not be able to access another department's

account. **If you are unable to access your department's account, contact us at 541-737-2583, and we can set up your access.**

5. After successfully logging into the department account, you will notice that in the upper right corner of the page you are now Logged in as [your department], and the account number and name near the center of the home screen shows your department's account number and name.



Purchasing Permits for Department-Owned Vehicles

1. Log in to your department's account (instructions above).
2. Select Parking Permits from the home screen to purchase a permit for a department-owned vehicle. A number of permits are available for department vehicles.

Logout

Logged in as Transportation Services

Account

Vehicles 3

Tickets

Permits 15

Fees

Normal parking requirements are expected to resume on July 14, 2020. Check our [COVID-19 response](#) page for more information.

Order Permit

Please Select a Permit Type

OSU Parking Map

2019-20 Zone A1 - Annual Permit

Join Waiting List

This is a virtual permit assigned to the license plate of the vehicle(s)

2019-20 Zone A2 - Annual Permit

Join Waiting List

This is a virtual permit assigned to the license plate of the vehicle(s)

2019-20 Zone A3 - Annual Permit

This is a virtual permit assigned to the license plate of the vehicle(s)

2019-20 Zone B1 - Annual Permit

This is a virtual permit assigned to the license plate of the vehicle(s)

2019-20 Zone B2 - Annual Permit

This is a virtual permit assigned to the license plate of the vehicle(s)

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Logout

Logged in as Transportation Services

2019-20 Zone B3 - Annual Permit

This is a virtual permit assigned to the license plate of the vehicle(s)

2019-20 Zone C - Annual Permit

This is a virtual permit assigned to the license plate of the vehicle(s)

Zone A - Monthly Permit

This is a virtual permit assigned to the license plate of the vehicle(s)

Zone B - Monthly Permit

This is a virtual permit assigned to the license plate of the vehicle(s)

Zone C - Monthly Permit

This is a virtual permit assigned to the license plate of the vehicle(s)

2019-20 Annual Internal Service Permit

This is a virtual permit assigned to the license plate of the vehicle(s)

2019-20 Department Permit - 3HR

This is a physical permit that will be fulfilled based on the selected delivery method.

2019-20 Annual Utility Cart

This is a physical permit assigned to the license plate of the selected vehicle and will be fulfilled based on the selected delivery method.

- The purchase flow is very similar to purchasing a permit on your individual account for a personally-owned vehicle. There are many permits available to departments. For this example, we will purchase a 2019-20 Annual Internal Service Permit. Start by selecting the permit type.

Order Permit

Permit Type
2019-20 Annual Internal Service Permit

Dates
07/07/2020 - 09/22/2020

Please Select 1 or More Vehicles

- OR 876HTC (Blue Honda Other) ☐
- OR ATHR (Mini) ☐
- OR E280422 (White Ford VAN) ☒
- OR E280428 (White Ford VAN) ☐

[Add Vehicle](#) [Confirm](#)

Terms and Conditions | Privacy Policy | Appeals Policy

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4. Select the dates. Some permit types, like annual permits (or other permits defined by active dates, like terms), have preset dates associated with the permit. Other permits, like monthly permits, allow the user to select the start date or end date for the permit type.
5. Select 1 vehicle to associate with the permit. Highlight the vehicle you want to associate with the permit and select Confirm in the lower right corner. If you do not see a vehicle listed, you can select Add Vehicle in the lower right corner, and then Confirm. **Note: A permit will need to be purchased for each vehicle. While a permit may be associated with more than one vehicle, both vehicles with the same permit may not be parked on campus at the same time (University Standard 07-025 5.2.6a). Do not select multiple vehicles for a department purchased permit, unless only one of those vehicles will be parked on campus at a time.**
6. Agree to the Terms and Conditions, and select Add Permit to Cart in the lower right corner.

Terms and Conditions

- By purchasing a parking permit, you are agreeing to comply with Oregon State University Standard 07-025.
- I agree that I meet the eligibility requirements as listed on OSU Transportation Services' Permit Types web page.
- Failure to follow state laws, OSU Standards or posted signs may result in fines, vehicle immobilization (boot), permit revocation or vehicle removal.
- NO REFUNDS are issued for daily or monthly permits.
- Oregon State University does not assume responsibility for any vehicle or its contents when parked on university property. The university does not assume responsibility for damage to vehicles that are immobilized or towed.
- Parking permits are NOT valid at metered parking spaces. Meter hours are 7 a.m. to 7 p.m., Monday through Friday.
- Purchasing a parking permit does not guarantee a parking space in a specific location.
- Parking permits are not valid during OSU Athletics events. For Football Game Day information, please call Athletics at 541-737-7375.
- Payroll Deductions are available as a payment type for OSU Faculty and Staff, and CGE-represented employees.
 - By selecting Payroll Deduction as your payment type you hereby authorize Oregon State University to deduct the appropriate amount from my payroll checks.
 - Payroll deduction as a payment option is available through October 31, 2019. Deductions will be taken over nine months from October through June. If you purchase your permit after October 1, 2019, your first deduction will be a double draw for October and November.
 - CGE-represented employees must submit this form by September 30, 2019. The deductions will be taken over three months – October, November, December – during the fall term.
 - By selecting Payroll Deduction as your payment type you agree to the following:
 - Pay any remaining cost of the parking permit that is not deducted from my payroll check.
 - I expect to receive a payroll check for the duration of my payroll deduction period.
 - If I leave/terminate OSU before Wednesday, June 10, 2020, I understand my permit will be cancelled unless I pay the remaining balance of the permit.
 - If I leave/terminate employment at OSU, then I will be charged on a prorated basis for the months used, and I will be obligated to pay the remaining balance in full to keep the permit active.

☒ I have read and agree to the terms and conditions above, and affirm that the information submitted for this permit request is true and accurate.

[Add Permit to Cart](#)

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7. In the Shopping Cart, enter your email address under Contact Information, and enter the index into the field labeled Index. If adding an activity code, use a dash between the index and activity code, and select Checkout.

The screenshot shows the 'Your Shopping Cart' page. On the left is a sidebar with navigation links: Vehicles (3), Tickets, Permits (16), and Fees. The main content area is titled 'Your Shopping Cart' and contains a table with one item: 'Permit - 2019-20 Annual Internal Service Permit' with a price of \$84.00. Below the table is a 'Remove' button and a 'Total' of \$84.00. To the right of the cart is a button to 'Add Discounted Motorcycle Permit'. Below the cart is the 'Checkout' section, which includes a 'Contact Information' field for 'Email' (marked with an asterisk) containing 'mark.zandonella@oregonstate.edu'. Below this is a field for 'Index' (marked with an asterisk) containing 'QTS120-QBBS'. A 'Checkout' button is at the bottom right of the checkout section. At the very top right, there is a shopping cart icon with '1' item, a total of '\$84.00', and a 'Logout' button. A banner at the top states 'Logged in as Transportation Services' and '13:24 remaining to complete order'. A footer at the bottom contains 'Terms and Conditions', 'Privacy Policy', 'Appeals Policy', and 'AIMS Web 9.0.22.406 ©2017 EDC Corporation'.

Your Shopping Cart

Item	Price	View
<input type="checkbox"/> Permit - 2019-20 Annual Internal Service Permit Start Date: 07/07/2020 End Date: 09/22/2020 Vehicles: • OR E280422 (White Ford VAN)	\$84.00 One-Time	

Total \$84.00

Checkout

Contact Information

Email* mark.zandonella@oregonstate.edu

Enter your Index and Activity Code
(If adding an Activity Code, enter a "-" between the Index and Activity Code)

Index* QTS120-QBBS

8. The permit is now assigned to the vehicle and your department's account, and the transaction is complete. After Checkout, you are taken to a receipt screen with a summary of your order, and a receipt will be emailed to the address provided at checkout.

The screenshot shows the 'Receipt' page. On the left is a sidebar with navigation links: Account, Vehicles (3), Tickets, Permits (17), and Fees. The main content area is titled 'Receipt # W1J848707530'. It includes 'Payment Information' with fields for 'Account Number: 472000', 'Payment Type: Journal Voucher', and 'Payment Date: 07/07/2020 01:33 PM'. Below this is a note: 'A copy of this receipt will be sent to mark.zandonella@oregonstate.edu'. Below the payment information is the 'Receipt Items' section, which contains a table with one item: 'Permit - 2019-20 Annual Internal Service Permit' with a price of \$84.00. Below the table is a 'Total' of \$84.00. At the top right, there is a 'Logout' button. A banner at the top states 'Logged in as Transportation Services'. A banner below the navigation sidebar states 'Normal parking requirements are expected to resume on July 14, 2020. Check our COVID-19 response page for more information.' A footer at the bottom contains 'Terms and Conditions', 'Privacy Policy', 'Appeals Policy', and 'AIMS Web 9.0.22.406 ©2017 EDC Corporation'.

Receipt # W1J848707530

Payment Information:

Account Number: 472000
Payment Type: Journal Voucher
Payment Date: 07/07/2020 01:33 PM
A copy of this receipt will be sent to mark.zandonella@oregonstate.edu

Receipt Items:

Item	Price	View
<input type="checkbox"/> Permit - 2019-20 Annual Internal Service Permit Start Date: 07/07/2020 End Date: 09/22/2020 Vehicles: • OR E280422 (White Ford VAN)	\$84.00 One-Time	<input type="button" value="View"/>

Total \$84.00

9. If you need to purchase a permit for another vehicle, select Account from the navigation menu on the left and complete the process for another transaction. If you are done, select Logout in the top right corner of the page.