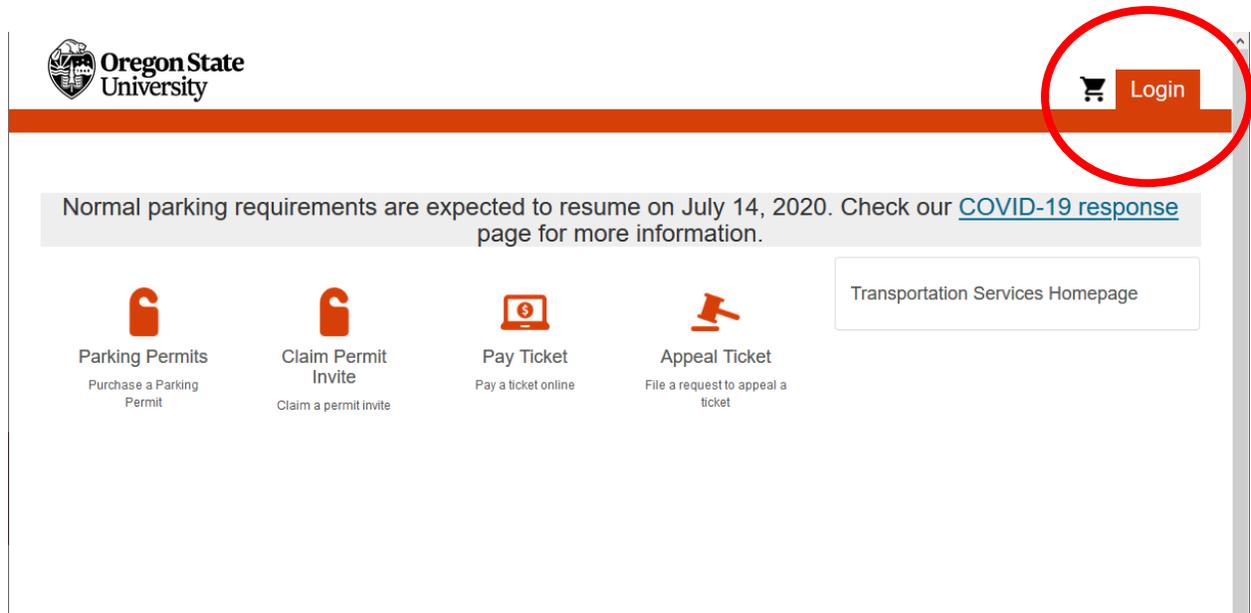


Instructions to Purchase for Permits Department-Owned Vehicles

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/department-permits>.

Log in to Your Department's Account

1. Visit <https://aims.parking.oregonstate.edu/>
2. 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

Oregon State University

Logout
Logged in as Mark Zandonella

Account

Vehicles

Tickets

Permits

Fees

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

Account # 932775536

Mark Zandonella

Current Balance: \$0.00

Contact Information

Parking Permits
Purchase a Parking Permit

OSU Department Login
Log into your department's account

Claim Permit Invite
Claim a permit invite

Start a Carpool
Start a new carpool

Join Carpool

View Account Fees

Pay Ticket

Appeal Ticket

Terms and Conditions | Privacy Policy | Appeals Policy

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3. 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 OSU Faculty and Staff** 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.**

Oregon State University

Logout
Logged in as Mark Zandonella

Account

Vehicles

Tickets

Permits

Fees

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

OSU Department Login

Enter your department's ORG Code*

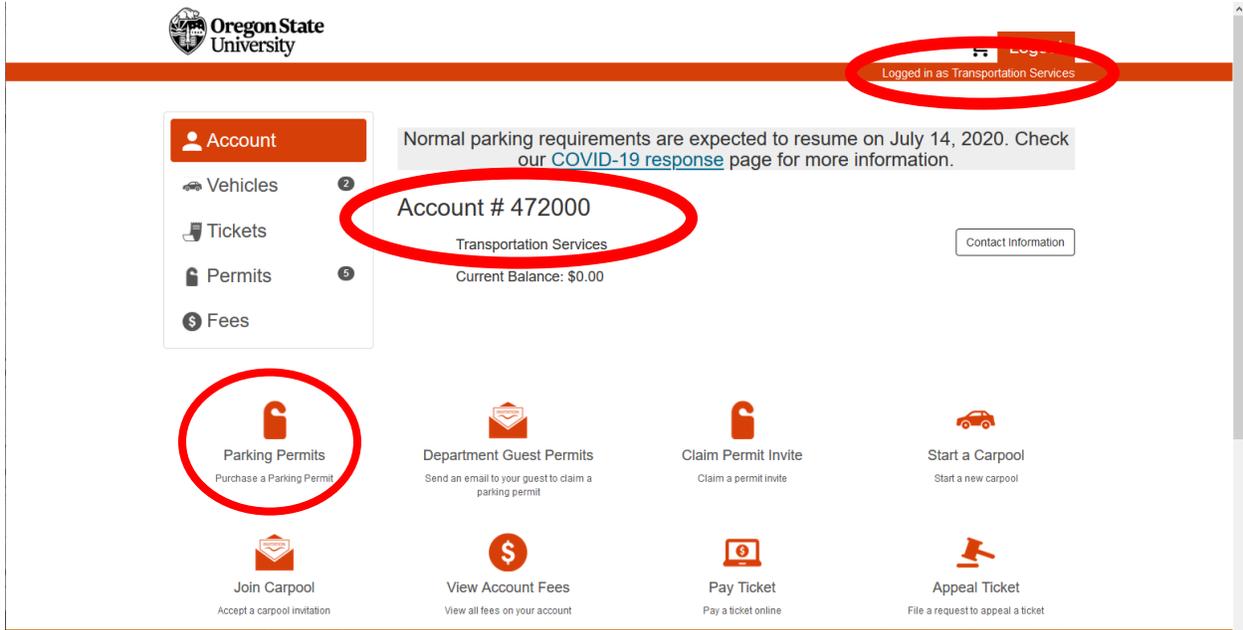
472000

List of OSU Department ORG Codes

Alphabetical List of OSU Department ORG Codes

Login to your department's account

4. 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.

- 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)

- 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.

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.

- 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. At the top right, there is a shopping cart icon with a total of \$84.00 and a 'Logout' button. Below this, a notification bar states 'Logged in as Transportation Services' and '13:24 remaining to complete order'. A banner for 'our COVID-19 response page for more information.' is visible. On the left, a navigation menu includes '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' for \$84.00. Below the table is a 'Remove' button and a 'Total' of \$84.00. A 'Checkout' button is located at the bottom right. The 'Checkout' section includes a 'Contact Information' form with an 'Email' field containing 'mark.zandonella@oregonstate.edu'. Below this is a field for 'Index' with the value 'QTS120-QBBS'. A 'Checkout' button is at the bottom right of the checkout section. The footer contains 'Terms and Conditions | Privacy Policy | Appeals Policy' and 'AIMS Web 9.0.22.40b ©2017 EDC Corporation'.

- 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. At the top right, there is a 'Logout' button. Below this, a notification bar states 'Logged in as Transportation Services'. A banner for 'Normal parking requirements are expected to resume on July 14, 2020. Check our COVID-19 response page for more information.' is visible. On the left, a navigation menu includes 'Account', 'Vehicles' (3), 'Tickets', 'Permits' (17), and 'Fees'. The main content area is titled 'Receipt # W1J848707530'. Below this is a 'Payment Information' section with the following details: 'Account Number: 472000', 'Payment Type: Journal Voucher', and 'Payment Date: 07/07/2020 01:33 PM'. A note states 'A copy of this receipt will be sent to mark.zandonella@oregonstate.edu'. Below this is a 'Receipt Items' section with a table containing one item: 'Permit - 2019-20 Annual Internal Service Permit' for \$84.00. Below the table is a 'Total' of \$84.00. The footer contains 'Terms and Conditions | Privacy Policy | Appeals Policy' and 'AIMS Web 9.0.22.40b ©2017 EDC Corporation'.

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.