Purchasing a Commercial Permit for St. George Campus Online

STEP 1
Visit: https://facilities.utoronto.ca/AIMSWeb9/
Or follow the link to purchase the commercial permit, by visiting Transportation.utoronto.ca, click on Parking Permits, click on Online Commercial Permit Purchase, and click on the big blue button

STEP 2
STEP 3

Click on Commercial Permits:

For Existing Accounts: Enter Email and Password and Press Login

For Existing Accounts with no password information, click ‘Forgot password?’

For New Accounts, Press Register. A new popup window will open asking for Email and Password.
STEP 4 (Existing Accounts). Your homepage that looks like the image below. Click on the ‘Permits’

STEP 5 (Existing Accounts). Click on Order Permits. Then go to Step 6
STEP 4A (For New Accounts/ Accounts with missing information/ Account w/o permits):
Enter the information and press confirm at the bottom of the page.

STEP 5A: Click Commercial under the Category and press Submit
STEP 6: A popup will appear asking you to agree to Terms of Service (Available on our website).

Press the red button, saying ‘I agree with the terms of service’, and then select either Monthly or Weekly Commercial Permit. (In this example Weekly is selected in next step)

STEP 7: 1. Weekly Permit is selected, 2. Click this box to open the Calendar for Start Date, 3. Select a Start date for this permit from the available options in the Calendar, 4. Confirm.
STEP 8: Select the location (COMMERCIAL) COMMERCIAL: General
STEP 9: If this is the first permit, Press ‘Add Vehicle’, and it will show the fields 1-6 below. Fill in Vehicle information and press Add (marked in number 7). Go to Step 10
STEP 9A: If there are other active permits those vehicles will be listed as shown in the image below. If you had a vehicle on a permit which expired, it may show in the list under ‘Please Select 1 Vehicle’. You may select it, which will populate the fields shown in the previous step. You may ignore it, and press ‘Add Vehicle, which will show you the field shown in the previous step. Once the information has been entered, press ‘Confirm’

STEP 10: Press Contact Information
STEP 11: Section A will show any contacts already in the account. Step B will need to be completed for this permit purchase. Clicking on any available contact will populate the fields in the section B. Please see that it might not populate all the fields. Next step shows Section B

STEP 12: Fields 1 – 7 must be completed. Please follow instructions under Field 1, 2, and 5. When complete press Confirm.
STEP 13: Press Add to Cart

STEP 14: Complete sections A, B, C for Payment information.