Remove / Change Vehicle
Faculty/ Staff Annual Parking Permits Online
St. George Campus, University of Toronto.

IMPORTANT: Starting in July 2020, only one (1) vehicle will be permitted on each Faculty/ Staff permit at any time. However, a permit holder can change the vehicle on their account. It is the responsibility of the permit holder to ensure that correct vehicle is on their permit before parking it on University property. One (1) change is allowed daily.

Login Instructions:

STEP 1
Visit: https://facilities.utoronto.ca/AIMSWeb9/
Click on the Modify Account Vehicles tab marked in Red below.
(Alternatively, by using one of the other marked links, you will have to follow through to the Vehicles Section.)
STEP L2

Ensure that the option marked A; ‘U of T Faculty, Staff...’, is selected.

Press the login button marked with ‘B’

Section A: Remove Vehicle

STEP R1:

(If there are any popup asking for Contact information or Terms of Service agreement, follow through and) you will land on the following page, which will list all your vehicles, where under each plate there are 2 options. Permanent Change and Remove from Permit:

Press ‘Remove From Permit’ under all the extra license plates (one at a time).
STEP R2:

You will see a pop-up. Press ‘Remove Vehicle’ and the vehicle will be removed from your account.

Important Note:

You will not be able to remove the last vehicle because a permit must have 1 vehicle. If this is the only vehicle, or the last one left and you would like to ‘remove and replace’ it, you will have to press ‘Permanent Replacement”. If you try to remove the last (/ only) vehicle, you will encounter an error like this:
Section B: Change Vehicle

STEP C1:
Follow Step L1 and L2. Once you are on the ‘vehicles’ section of your account, press ‘Permanent Change’ under the license plate you wish to change. If you have removed extra license plates, there will only be 1 left. Press ‘Permanent Change’ under the remaining license plate that you wish to change.

STEP C2: Press the long grey button titled ‘Permanent Change’.
STEP C3: Press the long grey button with Vehicle information. (If you see more than one, you can choose the one who wish to change. If you haven’t removed extra license plates yet, you will see more than 1 here.)

STEP C4: Enter the new vehicle information in the fields that have opened, and press confirm.
STEP C5

Verify the change made and press complete.

You will be taken to the Vehicles section of your permit where you will see the changed vehicle now active on your account.

Note: When changing vehicles, please allow a few minutes time for the changes to reflect in the database used by the patrolling officers.