Purchasing a COVID Permit for St. George Campus Online Departments Only.

STEP 1
Visit: https://facilities.utoronto.ca/AIMSWeb9/
Click on the ‘Department Temporary Permits’ link OR Click on Login shown in the image below

STEP 2
Select the option marked A; ‘Department COVID… ’, Enter your Account # in B, and Password in C.
Press the login button marked with ‘D’
STEP 3A -I (New Accounts/ Accounts with missing contact information)

If this is the first time you are using this account, or if your account is missing Department Contact information, you may see the following page: Please enter all the information in the fields below.

**First Name:** Please enter the full name of the person responsible for managing this account and issuing permits.

**Last Name:** Department Name

**Under Emails: In Account:** please use the department email for the person managing this account.

**Under Phones: University:** please enter the best phone number to reach the department contact person.

**Address:** **First line:** Building address including suit numbers **Second Line:** Department Name.

**City:** Please enter UofT; Please fill in **Province** and **Postal code** as well.

Press **Confirm** once the information is accurately entered.
STEP 3A- II (New Accounts/Accounts with missing contact information)

Verify the information entered, and press ‘Submit’

STEP 3B (Accounts with a properly Setup Account Contact)

If you have at least one contact setup with in the accounts, upon login, you will be taken to a page that looks like the following:

Section A will show you the Account # provided to you by Transportation Services, with contact’s first and last name where it says My Name, and Department’s name where is says Test Department. See the appendix A – Accounts Contact for more information and tips on adding permit holders information for faster processing.

Section C shows a number listed in front of Vehicles and Permits. This numbers shows how many current permits are on the account, and how many Vehicles are registered to permits on this account. In the example below, it is an active account, with 1 permit.

Click on section B ‘Permits’ to proceed with Permit Purchase.
STEP 4:

Click on ‘I agree with the terms of service’ on the popup.

STEP 5:

The following screen will allow you select a category for the COVID Permits. Available Categories are 1. Daily, 2. Monthly, 3. Weekly. Click on the one you wish to purchase a permit for. The process is similar for all three types. For the purpose of creating this guide, I have chosen the Category ‘Daily Passes’ and will proceed with buying a pass for lot A.
STEP 6:

Select a Permit Type: The list shows all the available permit types (addresses/locations) with the pre-tax prices. (Tax is not charged for internal Billing). We are clicking on Lot A for this example. Next 2 pictures show the list of Permit Types available for Monthly and Weekly Permits.
**STEP 6-Alternate**

Example to show the list of Monthly Permits.

<table>
<thead>
<tr>
<th>Permit Category</th>
<th>Permit</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT - MONTHLY PERMITS</td>
<td>COVID PERMIT - LOT A - JUN</td>
<td>Valid at the Myal Parking Garage - 55 St. George St.</td>
</tr>
<tr>
<td></td>
<td>COVID PERMIT - LOT B - JUN</td>
<td>Valid at the Physics Garage - 60 St. George St.</td>
</tr>
<tr>
<td></td>
<td>COVID PERMIT - LOT C - JUN</td>
<td>Valid at the BOT Garage - 213 Huron St.</td>
</tr>
<tr>
<td></td>
<td>COVID PERMIT - LOT D - JUN</td>
<td>Valid at the OISE Garage - 71 Prince Arthur Ave.</td>
</tr>
<tr>
<td></td>
<td>COVID PERMIT - LOT E - JUN</td>
<td>Valid at the Graduate House Garage - 17 Glen Morris St</td>
</tr>
<tr>
<td></td>
<td>COVID PERMIT - LOT F - JUN</td>
<td>Valid at King's College Circle and Hart House Circle</td>
</tr>
</tbody>
</table>
STEP 6-Alternate -II  Example to show the list of Weekly Permits.

Click on the marked box to open the Calendar for Date selection.

STEP 7 (After Selecting Day Pass, Lot A).

Click on the marked box to open the Calendar for Date selection.
STEP 8

On the following screen, in section A, select the date. It will appear in section B. Then press Confirm in Section C.

STEP 9

Generally there will only be one location. This step might seem redundant but it is required in order to proceed to the next step.
STEP 10 (New Account with no vehicles)

Click on Add Vehicles. Do not click on confirm. You will get an error. A vehicle must be added (or selected – see 10A) before pressing confirm.
STEP 10 ALTERNATE - I (For account with existing vehicles).

When you follow from STEP 9, you will see a list of other vehicles already on your account like this:

You can select a vehicle from the list in **Section A**, and press **Confirm (GOTO STEP 12)** OR

press **Add Vehicle** in **Section B**, and required fields will open as shown in Step 11.
STEP 11

Entered the required information in Sections A and Press Add in Section B
STEP 12

Once a Vehicle is Confirmed, Click Contact Information to open the fields for Permit Holder’s contact information (Name, Phone, Email w/ Department’s address). This information will be used to reach out to the permit holder if there is an issue regarding the vehicle with the permit. This information should not be of the department, rather of the permit holder.
STEP 13 (w/ only 1 contact in the accounts sections)

Department Contact information will be shown above the fields. Pressing ‘Use Contact’ will copy the information. Please edit this information to reflect Permit Holder’s Name, Phone and Email in section A, and then press Confirm.
STEP 13 – Alternate (w/ multiple preset Contacts in the Accounts section).

!!NOTE!!! If you decide to add permit holders contacts in the accounts section, please ensure they are not set as Primary within the Accounts part. If a contact for a permit holder is selected as Primary, the entire account’s responsibility will switch over to the individual, and as such they will be responsible for all other permits.

If you have multiple contacts already added, they will appear above the required fields. From section A Press ‘Use Contact’ for the contact that is getting this permit (or fill in the fields below if it’s a new permit holder). Verify their information that is populated in the fields below ion Section B. Then select ‘Confirm’ in section C.
STEP 14
Press Add to cart

STEP 15:
Sections in Black Boxes show details of the permit and the price.

Press the ‘Journal Voucher’ Button marked in Red to provide Billing Account Numbers and email to receive the permit.
STEP 16:

The email field below is where the system will **automatically send the receipt and the PERMIT.** We recommend using the **department’s email address,** so you have a backup permit and invoice for your records. Once you receive this email, you may send the permit attachment to the permit holder. If you enter the incorrect email address in this field, the permit will be sent to that address.

Journal Entry/ Debit Memo Field: It is your department’s responsibility to have a contact person who is authorized to sign off on billing numbers. **By pressing checkout, you acknowledge that you are the authorized person to request billing against the billing number provided.** Note: You cannot use the billing numbers to request your own permit. Your one-up should send us an authorization to confirm that they are aware of and have authorized your permit purchase. Please provide the relevant combination of your billing numbers in the Journal Entry Field.

Press Checkout: Read the acknowledgement (mentioned above and written above the field) before you press checkout.