Renew Faculty/ Staff Annual Parking Permits Online
St. George Campus, University of Toronto.

STEP 1

Visit: https://facilities.utoronto.ca/AIMSWeb9/

Click on the ‘Faculty/ Staff Renewal’ link OR Click on Login shown in the image below

STEP 2

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

Press the login button marked with ‘B’. Use your UTORid credentials to login on the next screen.
STEP 2A (Accounts with missing contact information)

If your account is missing Contact information, you may see the following page: Please enter all the information in the fields below

Contact information fields as requested.

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.

(In the example below, Cell Number is missing.)
STEP 2A- II (Accounts with missing contact information)

Please Verify the information entered, and press ‘Submit’

STEP 2B: Agree to Terms of Service. (Will show up if you logged in using the renewal link).

Important Note 1

Depending on how you logged in, you might land on a page that says ‘No permits available’, or you might land on your ‘Account’ tab. Please ignore this, and ONLY FOLLOW THE RENEWAL PROCESS AS EXPLAINED BELOW.

Important Note 2

Please ensure your account now only has 1 vehicle. In order to do so, follow the detailed guide, ‘Removing/ Changing Vehicles’ from Faculty/ Staff account. In summary, you may just click on Vehicles tab and press ‘remove from permit’ under all the plates that you do not intend to use. You may only have 1 vehicle on a permit at one time. When (if) there is only 1 vehicle on your account, follow the next step.
STEP 3

Click the ‘Permits’ Tab marked with A (or ensure that ‘Permits’ Tab marked with A is already selected. In this section, you should see 1 active permit, with your current Permit Number, Permit Type and a ‘Renew’ Button Marked with B. The number marked in the Green Star should be 1 before you proceed. This number reflects vehicles on your permit. As of July 2020, only 1 vehicle is permitted on a permit at one time.

Press the ‘Renew’ button marked with B, in front of your currently active permit on the following image.

STEP 4:

A new page for renewal will open. Click on ‘I agree with the terms of service’ on the popup.

(This example has multiple vehicles on this permit. They will result in an error, which is shown in the next steps). If there are no more than 1 vehicles on your account, you will not encounter the following error.
Error Prevention Tip;

If you have multiple vehicles on your account. You will see them on the following page:

When Pressing Renew, you will get the following error: If you have reached this screen, please press ok, and go back to Vehicles section to remove extra vehicles. Refer to the ‘Remove/ Change Vehicle’ Guide.
STEP 5:

If you only have 1 vehicle and have followed all the steps correctly until Step 4, the next screen should look like the one below, where you will press ‘Renew Permit Now’ Button Marked in Section C.

Section A, will show your current Permit Number, Account #, which is the letter ‘P’ followed by your 10 digit Employee Number, your current Permit’s Type, Location and Dates.

Section B, will show the renewal information. Permit Type must be the same as the current one, and permit dates must be June 30, 2020 – June 30, 2021. The price shown is without 13% HST which will be added at the time of payment in the next screen. If the dates or the type is not exactly as stated, please contact Transportation Services, and do not complete the process.
**STEP 6: Payment Screen.**

Section A will show the type of Permit you are renewing.

Section B will show the price, tax and total payable for the permit.

Section C will allow you to choose either Payroll or Pay by Credit Card.

Please note, when paying by Credit Card, one lumpsum payment for the entire year will be charged. If a permit is cancelled during the year, we refund all unused months. Please refer to the Cancellation Policy for refund details regarding the months that a permit is cancelled within.

If paying by Payroll Deductions, we will submit your information to payroll department for monthly payroll deductions. If you are paid bi-weekly, the full monthly payment comes out in the second pay periods of the month. Some employees will not be eligible for payroll deductions. If this happens, we will contact you.
STEP 7A: Selecting Payroll Deductions as a payment option:

Enter your email address. Check the box marked with I agree, and press checkout.
STEP 7B: Selecting Credit Card as a payment option:

Please enter your email address.

Name and billing information should be as per your credit card account.

Credit Card number must be entered without any spaces or dashes. Numbers only!

Expiry Date must only be 4 digits (numbers only). No Spaces or dashes or any other characters.

Security Code is the 3 or 4 digit code on the back of your card. Must be entered as-is, without any spaces or any other characters.

Press Checkout.
Once you have successfully completed the renewal process, you will be taken to the receipt confirmation screen, which will look like this:

![Receipt Screen](image-url)

After a few minutes, you should be able to see your new permit in the Permits section. It will now show two permits. One, that is expiring on June 30th, 2020 and one that will expire the following year, on June 30th, 2021. Please note that while you see 2 active permits, the patrol officers’ database will only show 1 active permit on their end. The new permit will register with the patrol officers’ database when the current one expires.