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

IMPORTANT: Starting in July 2020, the new virtual permit system allows only one (1) vehicle registered 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. Limited changes are allowed within the last rolling 7 days period. Reaching the limit will prevent you from making any further changes, until enough time has lapsed. These changes are not intended for permit sharing, rather to facilitate convenience of bringing a different vehicle owned/ in use by the original permit holder. Please refer to parking regulations on our website.

Login Instructions:

STEP L1
Visit: https://utoronto.aimsparking.com/

Click on the Modify Account Vehicles tab marked in Red below.

(Alternatively, by using one of the other marked links, your 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’

STEP C1:

Depending on how you logged in, if you see popups for ‘Collect Contact’ or ‘Agree to terms’, follow through with those. Then access the section titled ‘Vehicles’. You will see your currently registered vehicle in this section. Under the license plate, press ‘Permanent Replacement’.

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, please select the one that you need to change). This should be the vehicle that is currently registered to your permit.

**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.

We highly suggest that you click the ‘Permits’ Menu, and look for your permit info. At the end of the line, press ‘view’ button. It will show you detailed information regarding your permit, including the currently registered vehicle. This should reflect the change made.

You should also receive an email regarding the change made. Please ensure that correct changes were made. Any errors (extra characters, missing characters, wrong province, etc) will result in the vehicle not appearing as a valid permit holder. As such, it may get ticketed.

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