# How to - Purchase Monthly/ Annual OISE External Permit for St. George Campus Online

1

### STEP 1

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

Or follow the link to purchase the OISE-External permit, by visiting www.transportation.utoronto.ca, click on Parking Permits, and following the link from the External Permits Sections

### STEP 2

#### Click on OISE- External



# Select 'I agree with the terms of service' popup

Transportation Services	× +				2
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	ation Services		×	Logi	1
	Parking Terms of Service				
Order Permit	These terms of service govern your access to and use of your permit so please read everything carefully. Terms apply to all individuals purchasing a permit regardless of whether or not they are employed by the University of Toronto. Your access to and use of your permit is conditional upon compliance with these terms.				
	I agree with the terms of service				
	TEMPORARY PERMIT (UofT Faculty/Staff only)				
	DEPARTMENT - DAILY PASSES				
	OISE EXTERNAL				
	SUMMER CONFERNCE/RESIDENT				
	DAY PASSES				
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### STEP 4

### Select 'OISE EXTERNAL'

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# Order Permit

# Permit Category



### OISE EXTERNAL PARKING PERMIT ONLINE PURCHASE GUIDE - TRANSPORTATION SERVICES

### STEP 5

Select the permit you wish to purchase.

You will see 2 -3 permits here, based on the duration, depending on when you try to buy a permit. Pre-Tax Payable amount is shown with each permit type.

- Annual Permit is valid from 'now until the end of following June'.
- Monthly Permit (s) with the month name and payable amount.
  - You will see a current month permit for 1 month of payment, prorated on 15<sup>th</sup> of the month to half month cost.
  - You may see next month's permit. (Available generally from 22<sup>nd</sup> of the current month\* onwards).

\*Full schedule is available on our website.

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DEPUBLIC OF Transportation Servi	ces	۲. Lo
Order Permit		
	Permit Category	
	OISE EXTERNAL	
Annual (Valid: Now until the	Please Select a Permit Type	
end of following June	OISE GARAGE - EXT ANNUAL (\$1203.49 + HST)	3
Monthly: 1 full month. Verify		
the month before purchase	OISE GARAGE - EXT-NOV (\$141.59 + HST)	
Monthly: Half month. Available	Valid at the OISE Garage ONLY - 71 Prince Arthur Ave.	
b/w 15 - end of the month.	OISE GARAGE - EXT-OCT (\$70.80 + HST)	
ö	Valid at the OISE Garage ONLY - 71 Prince Arthur Ave.	

### STEP 6:

The dates will be pre-filled. Please click on the location bar to confirm.



### STEP 7:

Please click on 'Add Vehicle'. (Do not click on confirm.)



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### STEP 8:

5 new fields will open up. Please enter vehicle information in the fields marked 1-5, then press 'Add' marked with number 6.

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	ansportation Services			Ħ	Login	8
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Order Permit

Permit Category

OISE EXTERNAL

Permit Type

OISE GARAGE - EXT ANNUAL (\$1203.49 + HST)

Dates

10/27/2020 - 06/30/2021

Location

(LOTI - EXTERNAL) LOT I - EXTERNAL : General



Please Select 1 Vehicle

Vehicle			Co
Plate #*	ABCD123	1	
State/Prov.*	Ontario	2	,
Make*	Honda	3	
Model*	Accord	4	
Color*	White	5	×

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Contact information bar will appear. Please click on the grey bar with text 'Contact Information'.

Trononto Concernent and Purchase	🔀 Login
13:10 remaining to complete order	
Order Permit	
Permit Category	
OISE EXTERNAL	
Permit Type	
OISE GARAGE - EXT ANNUAL (\$1203.49 + HST)	
Dates	
10/27/2020 - 06/30/2021	
Location	
(LOTI - EXTERNAL) LOT I - EXTERNAL : General	
Vehicle	
ON ABCD123 (White Honda Accord)	
Contact Information	
Click Here Contact Information	

In section 1, please enter your contact information, and then press 'Confirm' marked with number 2

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	11:39 remaining to complete order (LUTI - EXTERNAL) LUTT - EXTERNAL . General
	Vehicle
	ON ABCD123 (White Honda Accord)
	Contact Information
	Contact Information
	Contact Information
First Name:	FirstName For commercial permit requests - input the full name of the contact person.
Middle Name: Fo	Staff Temporary permit OR Caretaker After 4 pm permit requests - input input your personnel number.
Last Name: * For commercial p	LastName ermit requests - input your company name.YOUR COMPANY NAME IS REQUIRED IN ORDER TO QUALIFY FOR A COMMERCIAL PERMIT.
Phone:*	4169787275
Email:*	transportation@utoronto.ca
Street Address* For i	100 College St, RM 222 ommercial permit requests - enter your business address. Departments, enter your Department address.
City*	Toronto
State/Prov.*	Ontario 🖌
Zip/Postal*	M5G 1L5

t the red button, 'Add Permit to Cart'		
Contact Information		
Contact Information		
4169787275 transportation@utoronto.ca 100 College St, RM 222		
	Add Permit to Cart	

8

# STEP 11:

The top section will show you the amount payable, tax included, permit's start and end date, and the registered vehicle. Please verify the information, and if anything needs to be changes, you can select the permit, and remove it from the cart to start over. If everything in this section is correct, please complete sections 1, 2, 3 for Payment information, and then press 'Checkout' marked with number 4.

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UNIVERSITY	Transpor	tation Services		
ORON	10 Online Permit Renewal and	d Purchase		Login
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C Item		1		Price View
<ul> <li>Perr</li> <li>st</li> </ul>	iit - OISE GARAGE - EXT ANNUAL art Date: 10/27/2020	Permit Start/ End Dates	P	re-tax Price \$1203.49
Er Ve	d Date: 06/30/2021 hicles:	Degistered Vehicle		
Sub	ON ABCD123 (White Honda Accord) Total	Registered Venicle		\$4302.49
100	Total			\$1253.45
Tota	0		To	tal incl Tay 54359 94
Remove			10	
Billing Inform Billing Addres	nation s			
	Cardholder Name*			
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2	City*			
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Card Number				
Expiry Date (mn	lvvi			
Security Code				
Security Code				
Security Code	3			
Security Code	0			

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