Chestnut Permit Purchase Guide

IMPORTANT!

It is the responsibility of the permit holder to ensure the correct vehicle is registered to their permit before parking on University property.

Permit holders are allowed to register only one (1) vehicle per permit. However, you can change the registered vehicle a limited number of times at your convenience. These limitations are documented in our rolling 7-day policy.

Additionally, it is required that permit holders understand the regulations, binding upon purchase of any University of Toronto Transportation Services permit, that govern their use.

Please refer to the parking regulations on our website for more details.

Login Instructions:

If you have already logged in (or know how to do so) using UTORid credentials or email/password authentication, please skip to Step 3 (page 4).

STEP 1: Navigate to Login Page

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

Click on the "login" button in the upper right-hand corner of the screen.

STEP 2A: Login as Full Time Staff or Student (UTORid Credentials)*
(*if you are not full-time staff or student with UTORid credentials, please skip to Step 2B)

Choose your login method by clicking on the "Staff & Students" button.

Click on the "Login" button.

STEP 2A: Enter your UTORid Credentials

Enter your UTORid credentials.

Click on the "log in" button. This will take you to your account page.

STEP 2B: Login as Non-Credentialed User (using email/password authentication)*

(*if you are full-time staff or student with UTORid credentials, please return to Step 2A)

Choose your login method by clicking on the "Other" button.

This enables the option to enter your email and password authentication **OR** register a new email/password ID if it is your first time accessing your online account.

Once your authentication information is input, click on either the "Register" button to create your ID if necessary **OR** the "Login" button.

In both cases, you will be taken to the main page of your account.

STEP 3: Select Order Permit

Click on the "Order Permit" button.

STEP 4: Agree to Terms of Service

Permit holders must agree to the binding regulations that govern all permits issued by the University of Toronto Transportation Services office as well as the parking facilities we manage.

Please Note: The sections "Summary of Conditions" and "Jurisdiction" are applicable to all permit types.

Please visit our website for a full listing of parking regulations.

STEP 5: Select Permit Category

All permit categories that your account has been granted permission to purchase will be listed on this display.

Click on your requested permit category.

Please Note: For the purposes of this guide, the below screen capture is showing all four possible Chestnut permit categories. However, based on the type of permit requested, only your chosen permit category will be visible.

For the remainder of this guide, we will follow through the purchase process for an annual staff permit. However, the process is the same for all monthly/annual permit types.

STEP 6: Select Permit Type

Chose your permit category. For this example, we will continue with the purchase of an annual staff permit.

Within the permit category there can be multiple types. In the case of all Chestnut permits, there is the following:

1. Monthly (by calendar month)
2. Annual (for the full permit year – May to April)

IMPORTANT!

3. Prorating is done for both monthly and annual permits:
   - ✓ Monthly: Always prorated on the 16th of the month. Meaning you can purchase the last half of the month at half price (there is no prorated price for the first half of the month).
   - ✓ Annual: always prorated on the 16th of the month and 1st of the upcoming month.
   - 🛑 If a permit is purchased before the prorate date, the full rate will be applied.

STEP 7: Select Location

Click on the "Chestnut Residence: General" button.

All permits are linked to specific parking locations. Chestnut Residence permits, like virtually all other permits, are valid at one location.

Please Note: Review the start and end dates of the permit in the "Dates" field above. Permits are valid and active immediately upon completion of the purchase process. Purchasing a permit before a prorate date will incur additional charges.

STEP 8A: Select Vehicle*

*If you need to register a vehicle for the first time to your permit skip to Step 8B (page 10)

Click on your registered vehicle to verify your selection.

Click on the "Confirm" button.

IMPORTANT! Make sure the vehicle details are correct. In particular, your license plate.

If an incorrect license plate is registered this will result in your vehicle not being linked to a valid permit in our enforcement database. As a result, a Parking Violation Notice (ticket) would be issued to your vehicle. Under such circumstances, a ticket withdrawal will not be possible. There are no exceptions.

UNIVERSITY OF TORONTO

Transportation Services
Online Permit Renewal and Purchase

🛒 **Logout**

Logged in as Jake Gagnon
14:48 remaining to complete order

- 👤 Account
- 🚗 Vehicles   **1**
- 🔒 Permits   **1**
- 👥 Events

Order Permit

Permit Category

Chestnut Residence: Faculty/Staff   ✓

Permit Type

Chestnut Residence: Staff Annual ($1161.50 + HST)   ✓

Dates

06/23/2023 - 04/30/2024   ✓

Location

(CHESTNUT) Chestnut Residence : General   ✓

Please Select 1 Vehicle

ON ABCD123 (Passenger; Black 2020 Ford Escape)   ☑

Add Vehicle

Confirm

STEP 8B: Add Vehicle*

*If you already have a registered vehicle in your account, go back to Step 8A (page 9)

If you do not have a vehicle registered in your account, click the "Add Vehicle" button.

STEP 8B: Add Vehicle*

*If you already have a registered vehicle in your account, go back to Step 7A (page 9)

Input your vehicle information in all mandatory fields.

Click the "Add" button.

IMPORTANT! Make sure the vehicle details are correct. In particular, your license plate.

If an incorrect license plate is registered this will result in your vehicle not being linked to a valid permit in our enforcement database. As a result, a Parking Violation Notice (ticket) would be issued to your vehicle. Under such circumstances, a ticket withdrawal will not be possible. There are no exceptions.

Dates

06/23/2023 - 04/30/2024 ✓

Location

(CHESTNUT) Chestnut Residence : General ✓

Please Select 1 Vehicle

Add Vehicle

Confirm

Add Vehicle

Plate #*	ABCD123
State/Prov.*	Ontario
Make*	Ford
Model*	Escape
Color*	Black

Add   Cancel

STEP 9: Add Permit to Cart

Click on the "Add Permit to Cart" button.

STEP 10: Select Your Method of Payment

Choose one method of payment for your permit.

There are two options:
- ✓ **Credit Card**
  (a single payment for a single month permit or single advance lump sum payment for annual permits)
- ✓ **Payroll Deductions**
  (annual permits only)

Please Note: Only annual permits for appointed, full-time University of Toronto employees qualify for payment via monthly payroll deductions.

STEP 11A: Make Payment via Credit Card*

*If you are paying via payroll deductions skip to Step 11B (page 15)

Complete the mandatory email address, billing, and credit card information fields.

Press the "Checkout" button.

IMPORTANT! All receipts and confirmations will be sent to the email address registered below. Please take care to input the correct address.

Checkout

Pay By Credit Card	Pay By Payroll Deduction

Contact Information

Email*	jake.gagnon@utoronto.ca

Billing Information
Billing Address

Cardholder Name*	Jake Gagnon
Street Address*	100 College Street
City*	Toronto
State/Prov.*	Ontario
Zip/Postal*	M5G 1L5

Credit Card Information

Card Number
XXXX XXXX XXXX 9999

Expiry Date (mmyy)
0199

Security Code
123

Checkout

STEP 11B: Make Payment via Payroll Deductions*

*If you are paying via credit card go back to Step 11A (page 14)

Input your email address.

Check the "I agree" box once you've read and accept the terms of enrolling in payroll deductions.

Press the "Checkout" button.

IMPORTANT! All receipts and confirmations will be sent to the email address registered below. Please take care to input the correct address.

STEP 12: Receipt Display

After clicking the "Checkout" button, the transaction will be completed, and you will be sent to the receipt display.

At the top of the screen your receipt number and payment information are displayed.

At the bottom of the screen, you'll find details of the category type, duration, and registered license plate of your permit. As well as the cost breakdown.

STEP 13: Email Receipt

Upon completion of your purchase, you will also be sent a receipt to the email address you registered in Step 10A (credit card payment) or 10B (payroll deductions). There will also be a PDF copy attached.

IMPORTANT! If you do not receive a receipt (and/or correspondingly incorrect information was logged in the receipt display), your purchase was not processed and/or errors were made.

In such cases, contact Transportation Services for assistance at 416.978.7275 or transportation@utoronto.ca

TRANSPORTATION RECEIPT 2

TS transportation@utoronto.ca
To ● Jean-Jacques Gagnon

↩ Reply   ↩ Reply All   → Forward   ...
Fri 6/23/2023 11:48 AM

ⓘ Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

📄 attachment.pdf
125 KB
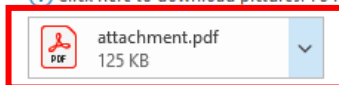
TRANSPORTATION SERVICES

Online Parking Purchase

Printed On: 6/23/2023 11:47 AM
Account #: P0001112923
Receipt #: W374051N107B
Transaction: 6/23/2023 11:47 AM
Posted On: 6/23/2023

Items Paid
Payment (via Internet)

Permit #CFSA240001		Payroll Deduction $1,161.50
ABCD123 Ontario	Permit Start Date: 2023-06-23	Permit End Date: 2024-04-30
HST Tax Permit #CFSA240001		Payroll Deduction $151.00
ABCD123 Ontario	Permit Start Date: 2023-06-23	Permit End Date: 2024-04-30

Grand Total: $1,312.50

H.S.T.# 108162330

Please Note: The license plate registered to your account is your proof of payment. If an incorrect license plate number or province has been input, enforcement officers will issue a ticket which cannot be withdrawn. Please ensure the license plate number and province you have registered matches the vehicle you are parking on campus.