

# 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.

The screenshot shows the top navigation bar of the University of Toronto Transportation Services website. The logo for the University of Toronto is on the left, followed by the text "Transportation Services" and "Online Permit Renewal and Purchase". On the right side of the navigation bar, there is a shopping cart icon and a "Login" button, which is highlighted with a red rectangular box.

|  |  |  |   |
|--|--|--|---|
|  <p><b>Department Account</b><br/>Purchase temporary permits and manage vehicles</p>                              |  <p><b>View/Manage Account</b><br/>View and manage your account</p>   |  <p><b>Purchase Event Permit</b><br/>Purchase a parking permit for an event.</p>  |  <p><b>Modify Account Vehicles</b><br/>Modify vehicles on your account</p>   |
|  <p><b>Faculty/Staff Permit Cancellation Form</b><br/>Submit your cancellation request via our permit portal.</p> |  <p><b>Student Permit Cancellation Form</b><br/>Submit your cancellation request via our permit portal.</p> |  <p><b>Faculty/Staff Temporary &amp; Annual Permits</b><br/>For fully appointed faculty and staff. UTORid required.</p> |  <p><b>Student Permits</b><br/>For registered students. UTORid required.</p>   |
|  <p><b>Day Parking</b><br/>Available to all. No UTORid required.</p>  |  <p><b>OISE Garage (External)</b><br/>Available to all. No login required.</p>                              |  <p><b>Commercial Permits</b><br/>For contractors working on the St. George campus.</p>                                 |  <p><b>After 4:00 PM Permits</b><br/>Permits valid after 4pm weekdays and all day Saturday &amp; Sunday. No UTORid required.</p> |
|  <p><b>Conference Permits</b><br/>Available through Transportation Office only. Click for more info.</p>          |  <p><b>Motorcycle Permits</b><br/>Available to all. No login required.</p>                                  |  |   |

## 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.



Select a login method:

**Staff & Students**  
(UTORid credentials)

Department Account  
(account/password)

Other  
(email/password)

Faculty, Staff and Students Login

Clicking log in will redirect you to the UTORid log in page.

**Login**

## STEP 2A: Enter your UTORid Credentials

Enter your UTORid credentials.

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

UNIVERSITY OF TORONTO

weblogin idpz

Protect Your Account | Login Problems | Forgotten Password | How to Log Out | Finding Help

UTORid / JOINid

Password

**log in**

**Warning:** Your password may not be sync'd. Visit our [verify password](#) page.

**Alert:** Completely exit your web browser when you are finished.

**Steps you should take to protect your account:**

- Before you begin, make sure this page (URL) starts [https://idpz.utorauth.utoronto.ca/...](https://idpz.utorauth.utoronto.ca/)
- When using a public computer, **close all windows** and exit the browser.
- Keep your password a secret at all times.

Tip: U of T will **never** ask for your password or other personal information by e-mail.

## 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.



## Transportation Services

Online Permit Renewal and Purchase



Login

Select a login method:

Staff & Students  
(UTORid credentials)

Department Account  
(account/password)

**Other**  
(email/password)

### Commercial Permits, UofT Affiliation (incl. After 4pm Permits, OISE external permits)

**For existing permit holders** - If no password was set-up, please click "forgot password".  
**For new permit holder requests** - click on register.  
**Note:** Passwords must contain 1 upper case, 1 lower case, 1 number (0-9), 1 special character and must be between 10-32 digits long.

After successfully logging in, please select '**Order Permit**'.

Email Address\*

Password\*


  
  

Register      Login

[Forgot password?](#)

## STEP 3: Select Order Permit


Click on the “Order Permit” button.




**UNIVERSITY OF TORONTO**


Transportation Services


Online Permit Renewal and Purchase



Logout

Logged in as Jake Gagnon

 Account

 Vehicles 1

 Permits 1


 Events

### Account # P0001112923

Jake Gagnon


Current Balance: \$0.00

Contact Information




**Order Permit**

Purchase a permit




**View/Manage Account**

View and manage your account




**Purchase Event Permit**

Purchase a parking permit for an event.




**Submit Event Request**

Submit a request to host an event




**Request Flexpass**

Submit a request for a Flexpass. UTORid required.




**Claim Flexpass**

Claim a day pass from your Flexpass Package. UTORid required.




**Edit Contact Information**

Update or edit contact information




**Change Registered Vehicle**

Modify vehicles on your account




**Faculty/Staff Permit Cancellation Form**

Submit your cancellation request via our permit portal.



**Student Permit Cancellation Form**

Submit your cancellation request via our permit portal.



**Reset Email Authenticated Account Password**

Reset the password on your email authenticated account

## 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.](#)

The screenshot displays the University of Toronto Transportation Services online permit request interface. A modal dialog box titled "Parking Terms of Service" is centered on the screen. The dialog contains the following text:

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. By selecting "I agree with the terms of service" you agree to the University's [Parking Regulations](#). Please [click here](#) to view our Data Retention policy.

At the bottom of the dialog, there are two buttons: "I agree with the terms of service" (highlighted in red) and "Cancel".

The background interface shows the University of Toronto logo and "Transportation Services Online Permit Request" header. A navigation menu on the left includes "Account", "Vehicles" (with a '1' indicator), "Permits" (with a '2' indicator), and "Events". The top right corner shows a shopping cart icon, a "Logout" button, and the text "Logged in as Jake Gagnon". Below the dialog, three permit type options are visible: "Chestnut Residence: External", "Chestnut Residence: Faculty/Staff", and "Chestnut Residence: Student".

## 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.**

UNIVERSITY OF TORONTO  
Online Permit Renewal and Purchase

Logout  
Logged in as Jake Gagnon

Account  
Vehicles  
Permits  
Events

Order Permit

Permit Category

- Chestnut Residence: Courthouse
- Chestnut Residence: External
- Chestnut Residence: Faculty/Staff
- Chestnut Residence: Student





## 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 prorated date will incur additional charges.

**Transportation Services**  
Online Permit Renewal and Purchase

 **Logout**  
Logged in as Jake Gagnon  
12:26 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 ✓

Please Select a Location

(CHESTNUT) Chestnut Residence : General

Valid Only at the Chestnut Residence






### 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.



## 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

**Add Vehicle**

Confirm

## 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.



- 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 ✓

#### Vehicle

ON ABCD123 (Passenger; Black 2020 Ford Escape) ✓

Add Permit to Cart


## 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.



### Transportation Services

Online Permit Renewal and Purchase

[Logout](#)  
 Logged in as Jake Gagnon  
 14:40 remaining to complete order

Account

Vehicles 1

Permits 1

Events

### Your Shopping Cart

| <input type="checkbox"/> Item   | Price            | View |
|---|------------------|------|
| <input type="checkbox"/> Permit - Chestnut Residence: Staff Annual<br>Start Date: 06/23/2023<br>End Date: 04/30/2024<br>Vehicles:<br><ul style="list-style-type: none"> <li>• ON ABCD123 (Passenger; Black 2020 Ford Escape)</li> </ul> | \$1161.50        |      |
| <b>Sub-Total</b>  | <b>\$1161.50</b> |      |
| <b>HST</b>  | <b>\$151.00</b>  |      |
| <b>Total</b>  | <b>\$1312.50</b> |      |

[Remove](#)

### Checkout

Pay By Credit Card
Pay By Payroll Deduction

## 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\*

#### Billing Information

##### Billing Address

Cardholder Name\*

Street Address\*

City\*

State/Prov.\*

Zip/Postal\*

#### Credit Card Information

Card Number

Expiry Date (mmyy)

Security Code



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.



### Transportation Services

Online Permit Renewal and Purchase

[Logout](#)

Logged in as Jake Gagnon

Order Time Expired [I need more time](#)

Account

Vehicles 1

Permits 1

Events

### Your Shopping Cart

| <input type="checkbox"/> Item   | Price            | View |
|---|------------------|------|
| <input type="checkbox"/> Permit - Chestnut Residence: Staff Annual<br><small>Start Date: 06/23/2023<br/>End Date: 04/30/2024<br/>Vehicles:<br/>• ON ABCD123 (Passenger; Black 2020 Ford Escape)</small> | \$1161.50        |      |
| <b>Sub-Total</b>  | <b>\$1161.50</b> |      |
| <b>HST</b>  | <b>\$151.00</b>  |      |
| <b>Total</b>  | <b>\$1312.50</b> |      |

[Remove](#)

### Checkout

Pay By Credit Card
Pay By Payroll Deduction

#### Contact Information

Email\*

By checking the “I agree” box below, I am confirming that: 1. I am a full time, appointed UofT Faculty/ Staff member, and 2. Transportation Services has my permission to deduct parking charges from my monthly payroll, until the expiry date of the permit, or until I cancel the permit, by way of submitting a completed cancellation form, available on Transportation Services website. Note: Casual, Part-time, or Contract (etc) employment status is not eligible for Monthly Payroll Deductions.

I agree


Checkout

## 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.







# Transportation Services

Online Permit Renewal and Purchase

[Logout](#)

Logged in as Jake Gagnon

-  Account
-  Vehicles 1
-  Permits 2
-  Events

### Receipt # W374051N107B

**Payment Information:**

Account Number: P0001112923

Payment Type: Payroll Deduction

Payment Date: 06/23/2023 11:47 AM

A copy of this receipt will be sent to [jake.gagnon@utoronto.ca](mailto:jake.gagnon@utoronto.ca) when your permit is ready to print.

**Faculty and Staff: NO PHYSICAL PERMIT WILL BE ISSUED.** Your vehicle licence plate will be proof of purchase therefore please make sure that the plate number you entered is correct (see your vehicles section of your account to verify) . If the plate number you entered is incorrect, make the necessary changes on your account.Vehicles that are not registered to a permit will not appear in the enforcement database. Therefore, they will not have parking privileges and be subject to enforcement.

**Departments: NO PHYSICAL PERMIT WILL BE ISSUED.** The vehicle licence plate will be proof of purchase therefore please make sure that the plate number you entered is correct. If the plate number you entered is incorrect, log in to the account and make the necessary changes.Vehicles that are not registered to a permit will not appear in the enforcement database. Therefore, they will not have parking privileges and be subject to enforcement.

**Students: NO PHYSICAL PERMIT WILL BE ISSUED.** Your vehicle licence plate will be proof of purchase therefore please make sure that the plate number you entered is correct (see your vehicles section of your account to verify) . If the plate number you entered is incorrect, make the necessary changes on your account.Vehicles that are not registered to a permit will not appear in the enforcement database. Therefore, they will not have parking privileges and be subject to enforcement.

**Contractor, After 4pm and Summer Resident/Conference Permits: NO PHYSICAL PERMIT WILL BE ISSUED.** Your vehicle licence plate will be proof of purchase therefore please make sure that the plate number you entered is correct (see below in the receipt section to verify) . If the plate number you entered is incorrect, email [transportation@utoronto.ca](mailto:transportation@utoronto.ca) as soon as possible so we can make the changes to your account.Vehicles that are not registered to a permit will not appear in the enforcement database. Therefore, they will not have parking privileges and be subject to enforcement.

PLEASE PRINT THIS PAGE FOR YOUR RECORDS.

PARKING REGULATIONS

Please print or download the parking regulations for your records.

### Receipt Items:

| Item   | Price            | View   |
|--|------------------|--|
| Permit - Chestnut Residence: Staff Annual<br>Start Date: 06/23/2023<br>End Date: 04/30/2024<br>Vehicles:<br><ul style="list-style-type: none"> <li>• ON ABCD123 (Passenger, Black 2020 Ford Escape)</li> </ul> | \$1161.50        | <a href="#" style="border: 1px solid #ccc; padding: 2px 5px;">View</a> |
| <b>Sub-Total</b>   | <b>\$1161.50</b> |  |
| <b>HST</b>   | <b>\$151.00</b>  |  |
| <b>Total</b>   | <b>\$1312.50</b> |  |



## 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](mailto:transportation@utoronto.ca)

### TRANSPORTATION RECEIPT 2

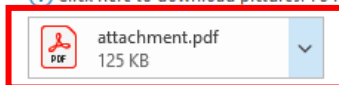


transportation@utoronto.ca  
To Jean-Jacques Gagnon



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.



## 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.