Change Vehicle Guide

IMPORTANT!

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.

Reaching the limit will prevent you from making any further changes, until enough time has passed. Vehicle changes are not intended to allow permit sharing. Rather to facilitate the ability for permit holders to use a different vehicle when needed. Please refer to the parking regulations on our website for more details.

Please Note: it is the responsibility of the permit holder to ensure the correct vehicle is registered to their permit before parking on University property.
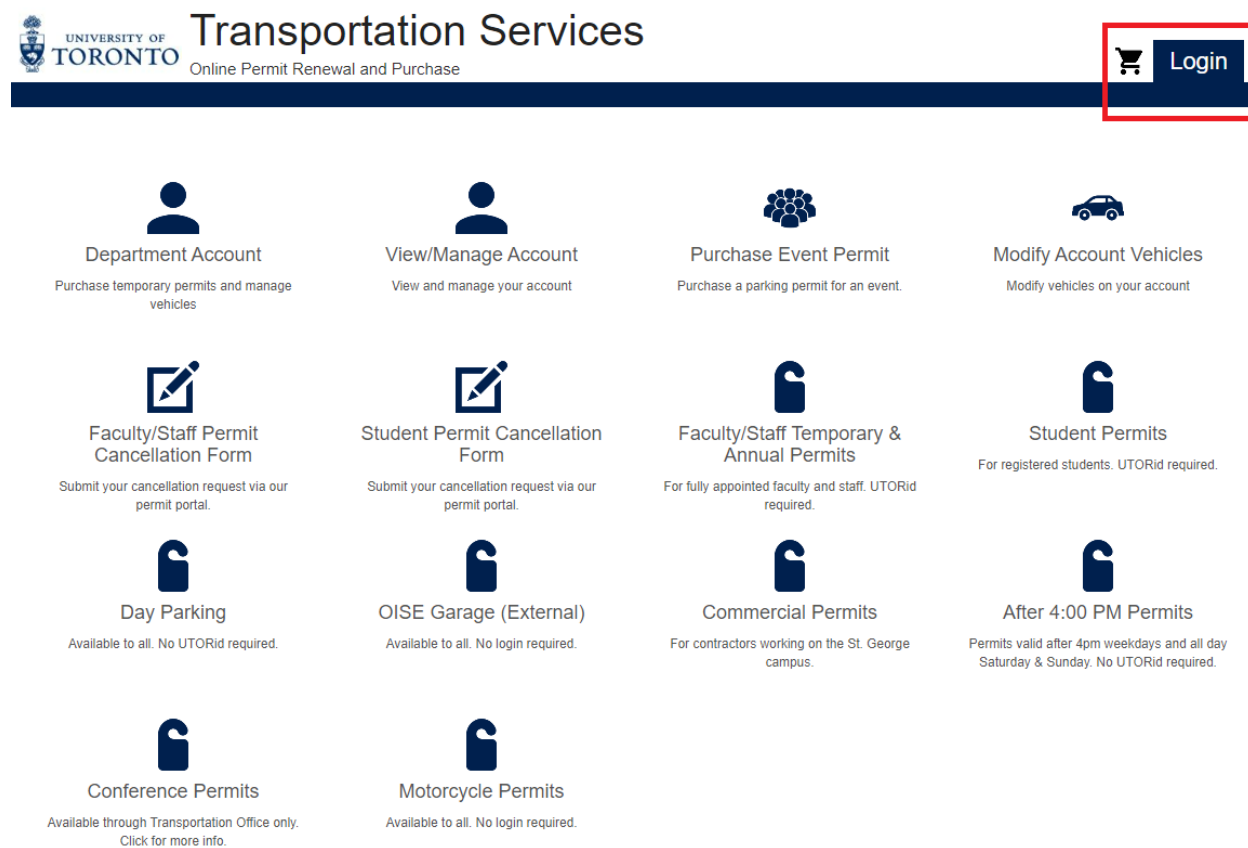
Login Instructions:

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: Navigate to the Registered Vehicle Display

You are now on the main page of your account.

Click on the "Change Registered Vehicle" button.

STEP 4: Registered Vehicle Display

The vehicle currently registered (including plate number, make, model and color) are displayed at the top of the screen.

STEP 5: Navigate to the Replace Vehicle Display

To change your registered vehicle, click on the "Permanent Replacement" button.

Please Note: The designation **"permanent replacement"** refers to the fact that once you change your vehicle, the system will not automatically switch back to the previously registered license plate at a later date on its own. The new vehicle will remain registered until the permit holder manually changes it to another.

Example: if you change your registered vehicle to a rental car, you will need to make another permanent replacement at a later date of your choosing to switch back to your own vehicle.

STEP 6: Replace Vehicle Display

Your currently registered vehicle is listed under the "Old Vehicle" heading.

Required fields detailing the new vehicle you want to register are under the "New Vehicle" heading.

STEP 7: Confirm New Vehicle Registration

Once you've filled all mandatory fields, click on the "Confirm" button.

STEP 8: Complete New Vehicle Registration

Once you've confirmed the new vehicle details are accurate, click on the "Complete" button.

IMPORTANT! 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.

STEP 9: Vehicle Management Display

Once you've completed the process of registering a new vehicle, you will be returned to the Vehicle Management Display within your account.

The vehicle presently registered to your permit will be displayed at the top of the page.

STEP 10: Email Receipt

Upon completion of registering a new vehicle, you will also be sent a receipt to the email address registered to your account.

This email provides the following:
- time the vehicle change was made.
- detailing the old and new license plates involved in the transaction.
- attached PDF copy of the receipt.

IMPORTANT! If you do not receive a receipt (and correspondingly do not see the new vehicle displayed in your Vehicle Management Display), your vehicle change was not processed.

In such cases, please repeat the process and/or contact Transportation Services for assistance at 416.978.7275 or transportation@utoronto.ca

Subject	Permanent Vehicle Change Request Received

attachment.pdf
46 KB

Account #: ABC1234ON

Dear Jake Gagnon,

This email is a confirmation of the permanent vehicle change request you recently made. Please ensure that the following information regarding this request is correct:

Start Date:	6/22/2023 11:46:49 AM
Old Plate Number:	ABCD123 ON
New Plate Number:	EFGH456 ON

If you notice any errors, please contact the parking office.