

# 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.

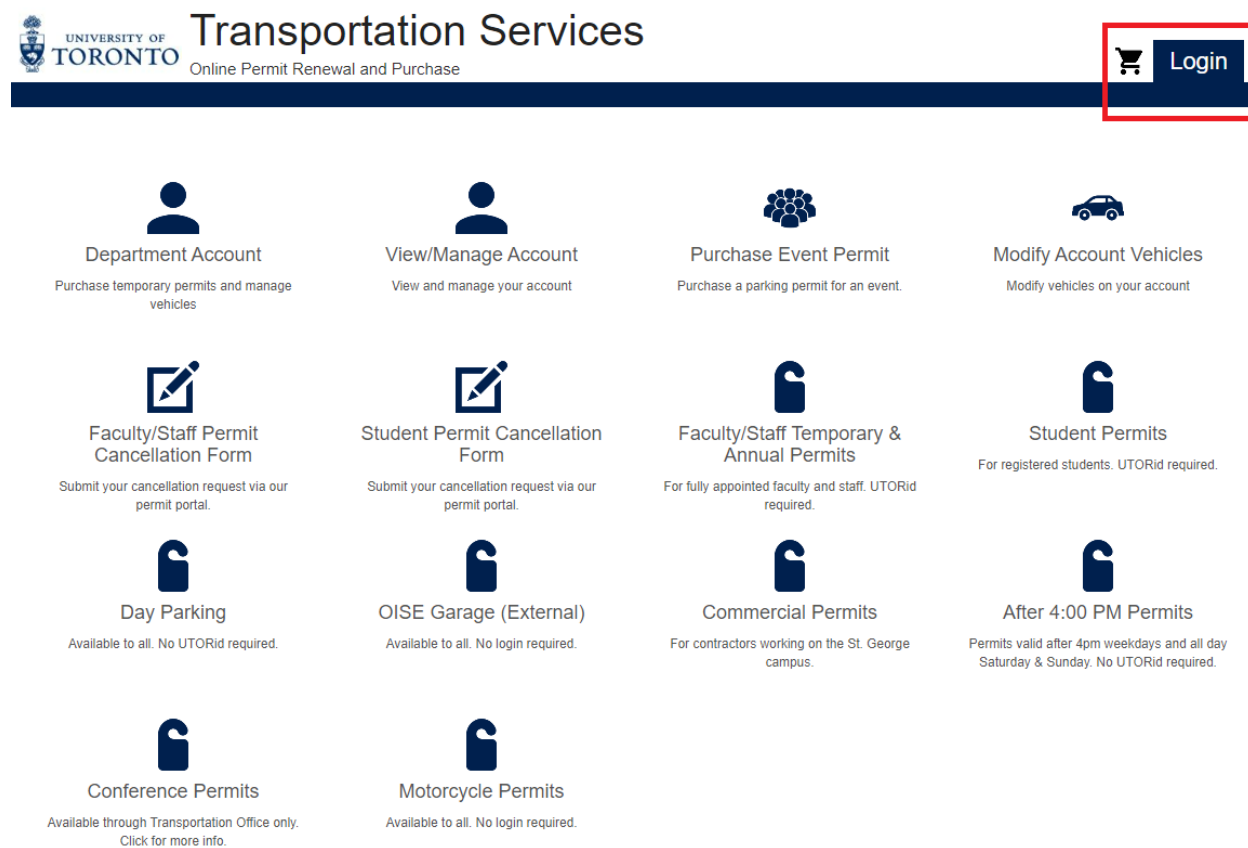
## Login Instructions:

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.



The screenshot shows the top navigation bar of the University of Toronto Transportation Services website. The logo on the left includes the University of Toronto crest and the text "UNIVERSITY OF TORONTO Transportation Services Online Permit Renewal and Purchase". On the right, a dark blue button with a shopping cart icon and the text "Login" is highlighted with a red rectangular border.

Below the navigation bar, a grid of 14 service tiles is displayed, each with an icon, a title, and a brief description:

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

## 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.

**weblogin idpz**

UNIVERSITY OF TORONTO

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

**UTORid / JOINid**

Password

**log in**

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

- ✓ Before you begin, make sure this page (URL) starts <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.

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

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

## 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: Navigate to the Registered Vehicle Display


You are now on the main page of your account.

Click on the “Change Registered Vehicle” button.





# Transportation Services


Online Permit Renewal and Purchase



Logout

Logged in as Jake Gagnon

 Account

 Vehicles 1


 Permits 1

 Events


## Account # ABC1234ON

Jake Gagnon Contact Information


Current Balance: \$0.00




**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: Registered Vehicle Display

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







### Transportation Services

Online Permit Renewal and Purchase


Logout

Logged in as Jake Gagnon

-  Account
-  Vehicles 1
-  Permits 1
-  Events

### Vehicles on your account:

Ontario


ABCD123

2020 Audi Q7

Blue


Permanent Replacement

Remove From Permits




**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

Add a new vehicle

## 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.


The screenshot shows the University of Toronto Transportation Services website. The header includes the University of Toronto logo, the text 'Transportation Services' and 'Online Permit Renewal and Purchase', a shopping cart icon, and a 'Logout' button. Below the header, the user is logged in as 'Jake Gagnon'. On the left, there is a navigation menu with 'Account', 'Vehicles' (with a notification icon), 'Permits' (with a notification icon), and 'Events'. The main content area is titled 'Vehicles on your account:' and features a red 'Add a new vehicle' button. A vehicle card is displayed for a '2020 Audi Q7' with license plate 'ABCD123' and color 'Blue'. Below the vehicle card, there are two buttons: 'Permanent Replacement' (highlighted with a red box) and 'Remove From Permits'. Below the vehicle card, there is a grid of 12 service tiles, each with an icon, a title, and a brief description:


- 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 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.

**Transportation Services**  
Online Permit Renewal and Purchase

 **Logout**  
Logged in as Jake Gagnon

-  Account
-  Vehicles **1**
-  Permits **1**
-  Events

### Vehicle Change

#### Old Vehicle

Ontario

**ABCD123**

2020 Audi Q7

Blue

#### New Vehicle

Plate #\*

State/Prov.\*

Make\*


Model\*


Color\*

## STEP 7: Confirm New Vehicle Registration

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



 Account

 Vehicles 1

 Permits 1

 Events

### Vehicle Change

#### Old Vehicle

Ontario
ABCD123
2020 Audi Q7
Blue

#### New Vehicle

Plate #*	<input type="text" value="EFGH456"/>
State/Prov.*	<input type="text" value="Ontario"/>
Make*	<input type="text" value="Chrysler"/>
Model*	<input type="text" value="200"/>
Color*	<input type="text" value="Gold"/>



## 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.

The screenshot displays the 'Transportation Services' interface. At the top left is the University of Toronto logo and the text 'UNIVERSITY OF TORONTO Online Permit Renewal and Purchase'. At the top right, there is a shopping cart icon, a 'Logout' button, and the text 'Logged in as Jake Gagnon'. On the left side, a navigation menu includes 'Account', 'Vehicles' (with a '1' notification), 'Permits' (with a '1' notification), and 'Events'. The main content area is titled 'Vehicle Change' and is divided into two sections: 'Old Vehicle' and 'New Vehicle'. The 'Old Vehicle' section shows a license plate 'ABCD123' from Ontario, with details for a '2020 Audi Q7' in 'Blue'. The 'New Vehicle' section shows a dark blue bar with the text 'ON EFGH456 (Gold Chrysler 200)' and a checkmark. A red box highlights a 'Complete' button in the bottom right corner.

UNIVERSITY OF TORONTO Online Permit Renewal and Purchase

Logout  
Logged in as Jake Gagnon

Account  
Vehicles 1  
Permits 1  
Events

Vehicle Change

Old Vehicle

Ontario  
ABCD123  
2020 Audi Q7  
Blue

New Vehicle

ON EFGH456 (Gold Chrysler 200) ✓

Complete

## 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.

UNIVERSITY OF TORONTO **Transportation Services**  
Online Permit Renewal and Purchase

Logged in as Jake Gagnon

Account

**Vehicles** 1

Permits 1

Events

**Vehicles on your account:**

Ontario  
EFGH456  
2020 Chrysler 200  
Gold  
Permanent Replacement  
Remove From Permits

Add a new vehicle

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

Subject    Permanent Vehicle Change Request Received

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 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.