Department Guest Pass Process

Transportation and Parking:
Phone: 401-874-9281
44 Lower College Rd
Kingston, RI 02881
Tap@uri.edu
Step 1: Visit
https://uri.aimsParking.com/
Step 2: Click Log In, Click on “Department”
Step 3: Click on “Send New Permit Invites”
Step 4: Enter Name for Invite Batch and Click Confirm

Name  batch example: VIP Meeting; Spring Conference, Visiting Professor
Step 5: Enter Email for Invitees, Enter your email on CC line for a copy of the invite
Step 6: Select Permit Type, Click on “Guest Pass”
Step 7: Select Date Range

Send Guest Invite

Invite Name
Test

Invitees
Emails collected

Permit Type
Guest Pass ($0.00)

Date Selection
Please select a start and end date for this permit:

From
To

Confirm
Step 8: Add any messages you wish your guests to know about. Click Confirm.
Step 9: Select Billing Option. Select “Bill the Permit to my account.” Hit Continue.
Step 10: If you plan for the guest to complete the invite, STOP HERE.

If you plan to claim the permit for your guest, click “refresh” until the access key populates and continue on.

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**Batch Summary: Test**

**Batch Information**
Batch Name: Test  
Creation Date: 09/28/2018  
Permit Type: Guest Pass  
Active Date: 09/29/2018  
Expiration Date: 09/29/2018

**Cost Information**
Per-invite Cost: $0.00  
Current Total Batch Cost: $0.00  
Maximum Total Batch Cost: $0.00  
Billed To: Inviter Pays

**Invitee Summary**

<table>
<thead>
<tr>
<th>Email</th>
<th>Access Key</th>
<th>Status</th>
<th>Permit #</th>
<th>Receipt #</th>
<th>Name</th>
<th>Resend</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:r.littlefield@uri.edu">r.littlefield@uri.edu</a></td>
<td>01R1DTWJZP</td>
<td>Unclaimed</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 11: Enter Guest Contact Info and Click “Add Vehicle”

*please note that these steps can be completed by the guest or the department

Guest Permit Invite Completion

Invite Summary
Access Key: 01R1DTWJZP
Invite Sent: 09/28/2018
Permit Type: Guest Pass
Cost: Prepaid
Active Date: 09/29/2018
End Date: 09/29/2018

Additional Information
Contact
First Name
Last Name
Email: rjlittlefield@uri.edu

Please Select 1 to 2 Vehicles
Add Vehicle

Complete guest permit invite
Step 12: Add Vehicle Info, Click “Add” and “Complete Guest Permit Invite”
Step 13: That’s It! The guest permit process is complete! Receipt has been emailed to recipient.

Receipt # W0F915FR3490

Payment Information:
Payment Type: NONE
Payment Date: 09/28/2018 11:49 AM

A copy of this receipt will be sent to jlittlefield@uri.edu

URI uses a virtual permitting system which means, your license plate is your permit. It is extremely important that you ensure your license plate is accurate on your account.

To avoid a citation:
1. Keep your vehicle information updated to reflect the vehicle you will be parking on campus.
2. Only park in the lot(s) that your permit is assigned to.
3. Park your vehicle so that the license plate is visible from the lane of travel.
4. Only have one vehicle listed on your account on the campus at a time.

For more information go to: uri.edu/transportation

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Receipt Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Invite - Guest Pass</td>
<td>$0.00</td>
<td>View</td>
</tr>
<tr>
<td>Total</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
Department Guest Pass Process
Account Set-up & Training

Contact: Cody Oches or Mary Beth
Transportation and Parking:
Phone: 401-874-9281
44 Lower College Rd
Kingston, RI 02881
Tap@uri.edu