How to Order an Annual Permit Through AIMS

1. Go to uri.aimsparking.com (do not use www)

2. Click “login” in the top right corner

3. Use your SSO to login, and confirm your identity using two-factor authentication (if asked!)

4. Click on Order Account Permits

5. Agree with the Terms of Service by clicking the red button.
6. Select your permit option: Click the *Faculty/Staff* box.

7. Click *Add Vehicle*.

8. Fill in all the required fields with the red star (*). Then click *Add* (1) and *Confirm* (2) in the top left corner.

9. Select your commuting city.

10. Click *Add Permit to Cart*. 
11. Add your URI email address to the Contact Information. This is where you will receive your permit receipt. Click *Checkout* when you are done.

12. The screen will reload and you will be able to view your receipt, and your permit is now valid. Please park your vehicle in Faculty/Staff lots only. Click the [parking map](#) for more details.

*Your permit must be renewed annually by July 31.*

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For Faculty/Staff who need access to West Alumni & White Hall: Please fill out this [form](#) for gate access. After you have filled this form, you will receive an email with further instructions on how to access the gate.

Thank you. For any questions, contact TAP at [tap@uri.edu](mailto:tap@uri.edu).