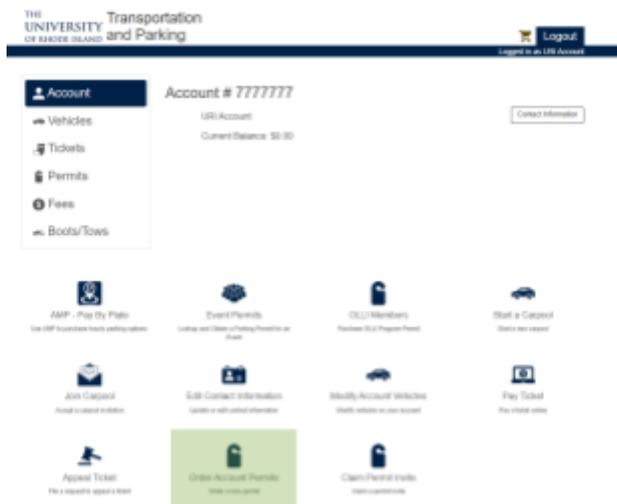# How to Order an Annual Permit Through AIMS

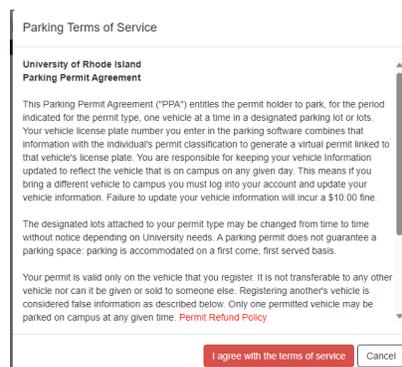1. Go to uri.aimsparking.com **(do not use www)**

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.
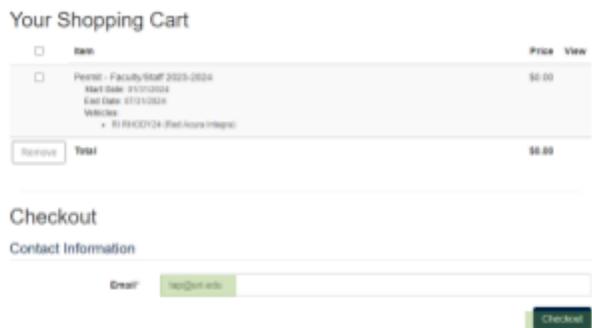

9. Select your commuting city.

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 <u>only</u>. Click the **parking map** for more details.
Your permit must be renewed annually by July 31.

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.