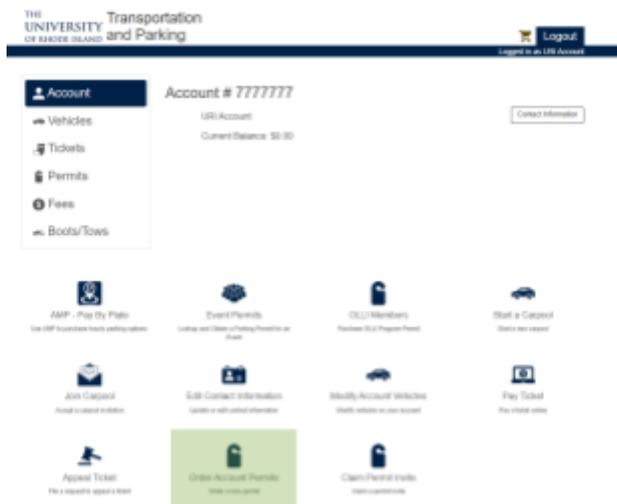


## How to Order an Annual Permit Through AIMS

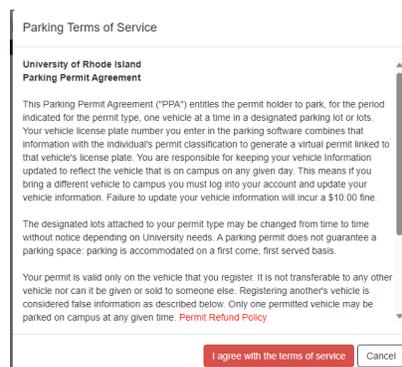
1. Go to [uri.aimsparking.com](http://uri.aimsparking.com) (do not use www)
2. Click “login” in the top right corner



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.



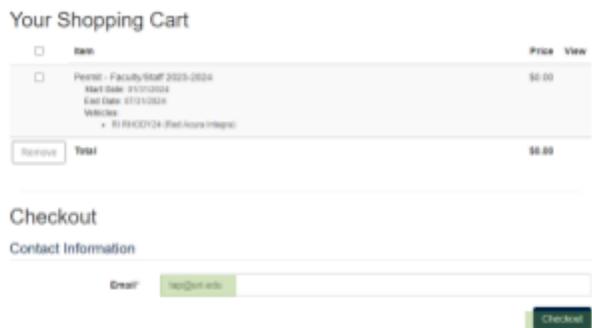
9. Select your commuting city.



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.**

Receipt # W3Y72463895T

Payment Information:

Account Number: 7777777

Payment Date: 01/31/2024 12:35 PM

A copy of this receipt will be sent to [tap@uri.edu](mailto:tap@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](http://uri.edu/transportation)

Follow us on twitter: <https://twitter.com/tapuri2017>

Receipt Items:

Item	Price	View
Permit - Faculty/Staff 2023-2024 Start Date: 01/31/2024 End Date: 07/31/2024 Vehicles: • RI RHODY24 (Red Acura Integra)	\$0.00	<input type="button" value="View"/>
<b>Total</b>	<b>\$0.00</b>	

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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).**