

STEP 1: Visit ncsu.aimsparking.com and click on “View/Manage Account”



Transportation
Moving you to Succeed



Login



View/Manage Account

View and manage your account



Pay Ticket/Invoice

Pay a ticket or invoice online



Appeal Ticket

File a request to appeal a ticket



Purchase Event Permit

Lookup and Purchase a Parking Permit for an Event

Welcome to our new customer portal.

STEP 2: Click on “Department”,

Enter Account # (Begins with F) & Password and click login

Select a login method:

Employee/Student

Department

1

Department Authentication

Retirees should enter the login credentials provided in your permit assignment letter.

Departments should enter the letter F followed by their login number. For example: **F123456**

After logging in, NCSU Departments should see a link for "Send new permit invites" near the bottom of the page.

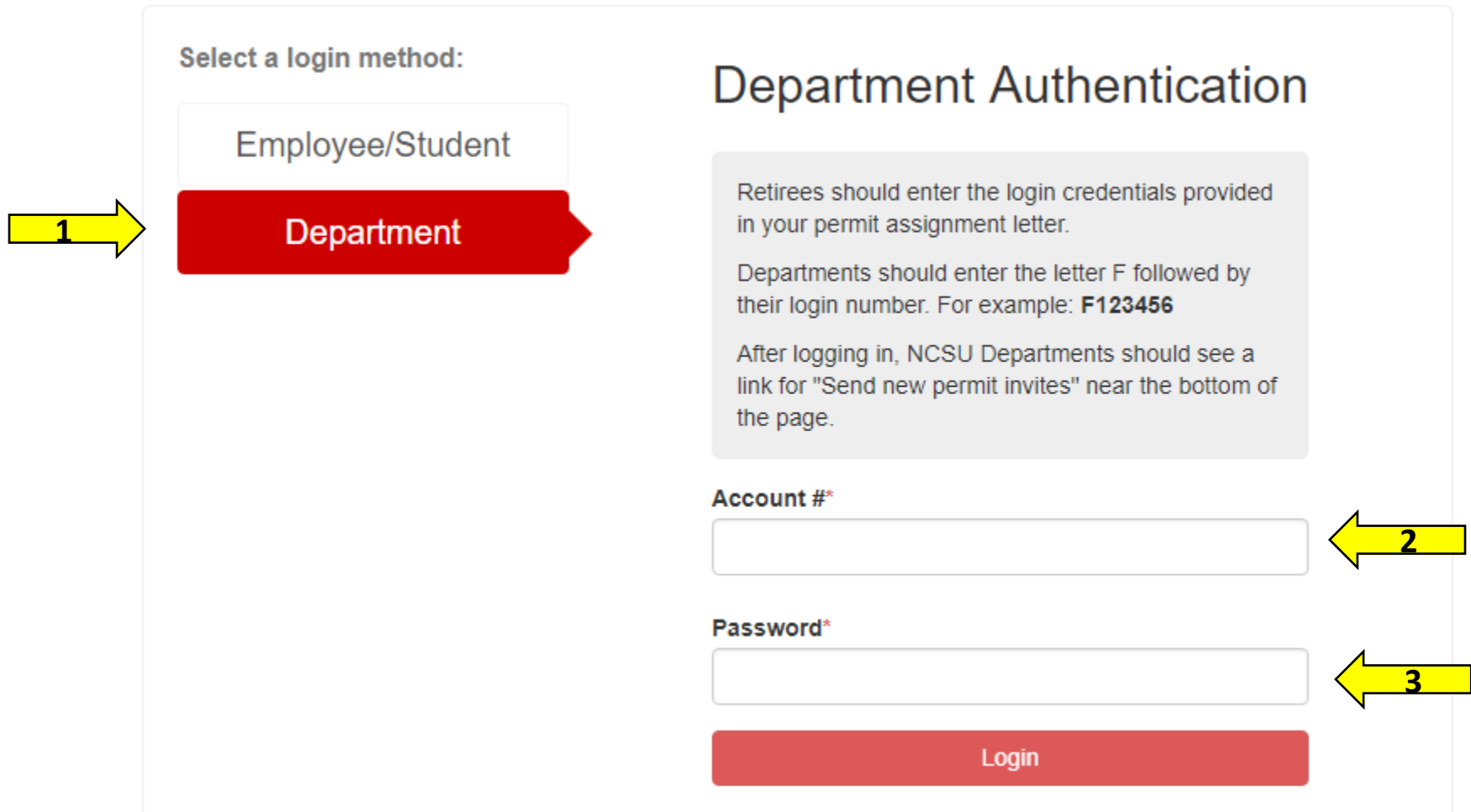
Account #*

2

Password*

3

Login



STEP 3: Click on “Send New Permit Invites”



Transportation
Moving you to Succeed



Logout

Logged in as Guest-Transportation


 Account

 Permits/GoPasses 2

 Vehicles

 Tickets/Invoices

 Fees

 Boots/Tows

Account # F300396

Guest-Transportation

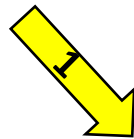
Current Balance: \$0.00

Contact Information



Pay Ticket/Invoice

Pay a ticket or invoice online



Send New Permit Invites

Send a new permit invite




Claim Permit Invite


Claim a permit invite

Welcome to our new customer portal.


STEP 4: Enter Name For Invite Batch and Click Confirm



 Account

 Permits/GoPasses ²

 Vehicles

 Tickets/Invoices

 Fees

 Boots/Tows

Send Guest Invite

Enter a name for this invite batch:

Testing

Confirm

STEP 5: Enter Email for Invitees (if you complete for your guests enter your email, note that on/after July 1, 2018 you will need guests license plate number in a later step to complete purchase)

Enter Email on CC Line send yourself a copy and click confirm

NC STATE UNIVERSITY **Transportation**
Moving you to Succeed

Logout

Logged in as Guest-Transportation

Account

Permits/GoPasses 2

Vehicles

Tickets/Invoices

Fees

Boots/Tows

Send Guest Invite

Invite Name

Testing

Emails for all invitees:

testing@ncsu.edu

Place one email address per line for each invite you wish to send

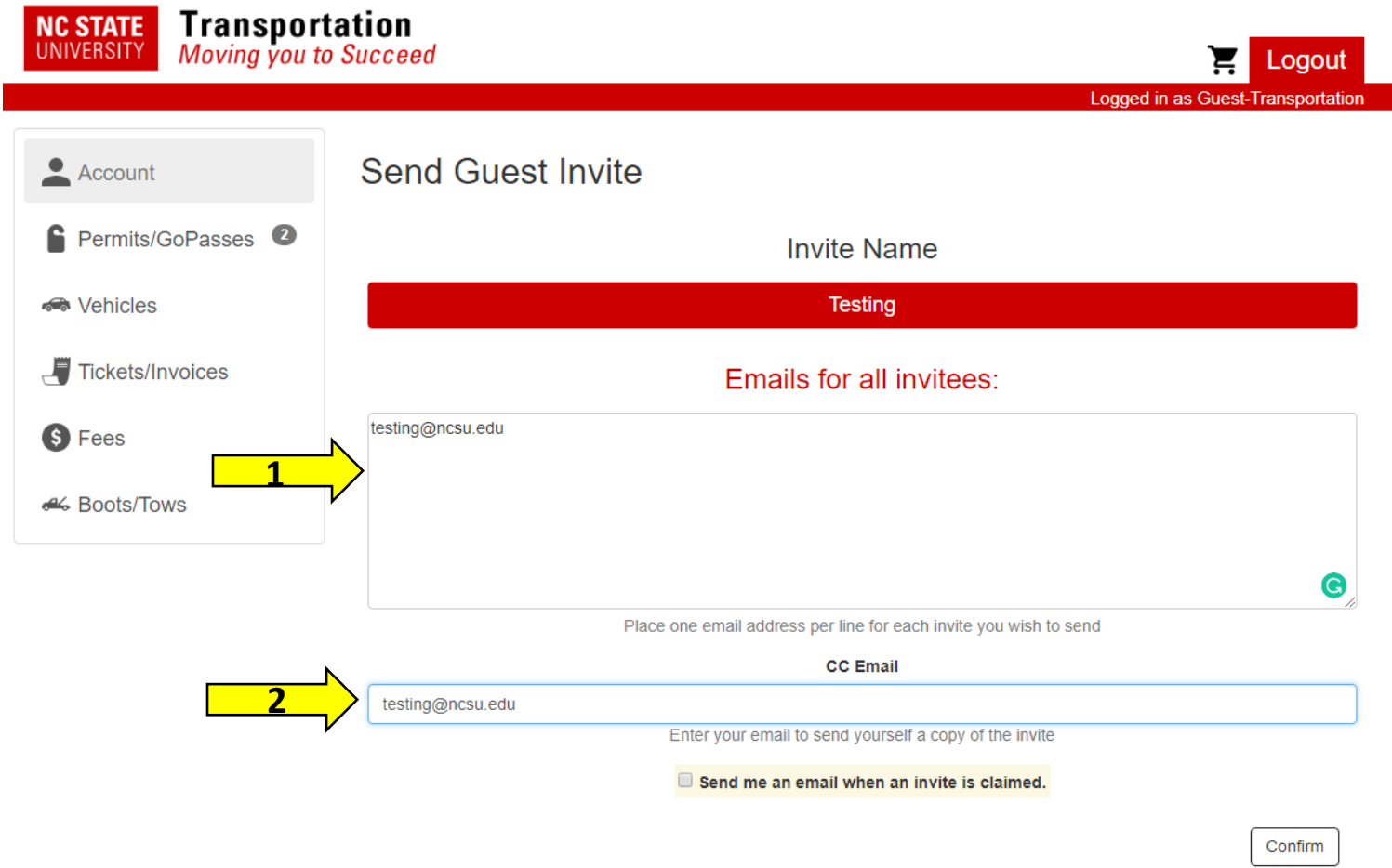
CC Email

testing@ncsu.edu

Enter your email to send yourself a copy of the invite

Send me an email when an invite is claimed.

Confirm




The screenshot shows a web interface for sending guest invites. On the left is a navigation menu with options: Account, Permits/GoPasses (with a '2' badge), Vehicles, Tickets/Invoices, Fees, and Boots/Tows. A yellow arrow labeled '1' points from the 'Fees' option to the 'Emails for all invitees:' text area. This area contains a text input field with 'testing@ncsu.edu' and a green 'G' icon in the bottom right corner. Below this field is the instruction 'Place one email address per line for each invite you wish to send'. Another yellow arrow labeled '2' points from the 'Fees' option to the 'CC Email' text area. This area contains a text input field with 'testing@ncsu.edu' and the instruction 'Enter your email to send yourself a copy of the invite'. Below this field is a checkbox labeled 'Send me an email when an invite is claimed.' and a 'Confirm' button.

STEP 6: Select Permit Type



 Account

 Permits/GoPasses 2

 Vehicles

 Tickets/Invoices

 Fees

 Boots/Tows

Send Guest Invite

Invite Name

Testing

Invitees

Emails collected


Please Select a Permit Type

Temporary Guest Permit







1

STEP 7: Select “Suggested Parking Location” by clicking to highlight red

NC STATE UNIVERSITY **Transportation**
Moving you to Succeed

 **Logout**

Logged in as Guest-Transportation

-  Account
-  Permits/GoPasses **2**
-  Vehicles
-  Tickets/Invoices
-  Fees
-  Boots/Tows

Send Guest Invite

Invite Name

Testing

Invitees

Emails collected

Permit Type

Temporary Guest Permit

Please Select a Suggested Location

(GSTHILL) Guest: 2806 Hillsborough : General

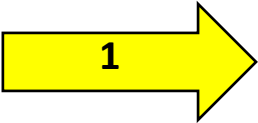
View Map: <https://www.google.com/maps?z=12&q=loc:35.789516+-78.674319>
2806 Hillsborough

(GSTAH) Guest: Accessible Handicapped : General







Valid only when State Issued Placard is Displayed

(GSTAFC) Guest: Avent Ferry Complex : General

View Map: <https://www.google.com/maps?z=12&q=loc:35.778915+-78.677666>
Avent Ferry Complex is located south of Western Blvd. .2 of a mile on the right.



STEP 8: Select Date Range

-  Account
-  Permits/GoPasses **2**
-  Vehicles
-  Tickets/Invoices
-  Fees
-  Boots/Tows

Send Guest Invite

Invite Name

Testing

Invitees

Emails collected

Permit Type

Temporary Guest Permit

Location

(GSTHILL) Guest: 2806 Hillsborough : General

Date Selection

Please select a start and end date for this permit:

06/07/2018







to

06/07/2018

Confirm



STEP 9: Add additional messaging to guest if desired & Click Confirm

-  Account
-  Permits/GoPasses 2
-  Vehicles
-  Tickets/Invoices
-  Fees
-  Boots/Tows

Send Guest Invite

Invite Name

Testing

Invitees

Emails collected

Permit Type

Temporary Guest Permit

Location

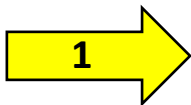
(GSTHILL) Guest: 2806 Hillsborough : General

Dates

06/07/2018 - 06/07/2018

Additional Message

Come to the front desk upon arrival.



STEP 10: Select Billing Option

06/13/2018 - 06/13/2018

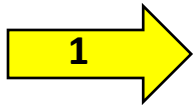
Message

Test301

Please Select a Billing Option

Bill the guest for the permit

Bill the permit to my account



STEP 11: If you plan for the guest to complete invite, stop here.

If you plan to claim the permit for your guest click “Refresh” until the “access key” populates & continue to step 12.

Logged in as Guest Transportation

- Account
- Permits/GoPasses **4**
- Vehicles **2**
- Tickets/Invoices
- Fees
- Boots/Tows

Batch Summary: Tes301

Batch Information

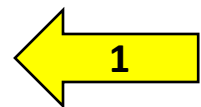
Batch Name: Tes301
Creation Date: 06/13/2018
Permit Type: Temporary Guest Permit
Location: (GSTHILL) Guest: 2806 Hillsborough : General
Active Date: 06/13/2018
Expiration Date: 06/13/2018
Message:
Test301

Cost Information

Per-invite Cost: \$5.00
Current Total Batch Cost: \$0.00
Maximum Total Batch Cost: \$5.00
Billed To: Invitee Pays

Invitee Summary

[Send New Invites](#) [Refresh](#)



| Email | Access Key | Status | Permit # | Receipt # | Name | Resend |
|------------------|------------|-----------|----------|-----------|------|------------------------|
| yljones@ncsu.edu | 08J1DJ2S5W | Unclaimed | | | | Resend |

STEP 12: Steps 12 – 14 will be completed by either the guest or the department completing on behalf of the guest.

Please note that the previously selected location will auto populate.

Enter Guest Contact Information

- Account
- Permits/GoPasses **2**
- Vehicles
- Tickets/Invoices
- Fees
- Boots/Tows

Guest Permit Invite Completion

Invite Summary

Access Key: 0CA1DJ4SEX **Message:**
Invite Sent: 06/14/2018 Test 301
Permit Type: Temporary Guest Permit
Cost: Prepaid
Active Date: 06/14/2018
End Date: 06/14/2018

Additional Information

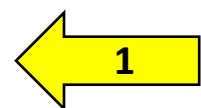
Contact

First Name

Last Name*

Email*

Phone #*



Location

(GSTCD) Guest: Coliseum Deck : General

View Map: <https://www.google.com/maps?z=12&q=loc:35.78276+-78.668027>
From Pullen Rd, turn on Dunn Ave then turn left on Jensen Dr and right into the Coliseum Deck.

(GSTDD) Guest: Dan Allen Deck : General

STEP 13: Select “Add Vehicle” and enter vehicle plate, state, year and make.
Click “Add” and “Complete Guest Permit Invite”

Please Select 1 Vehicle

Add Vehicle

Add Vehicle

Plate #*

State/Prov.*

Year*

Make*

3

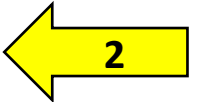
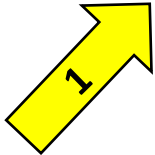
Add

Cancel

Complete guest permit invite

2

4



STEP 14: That's It! Permit is purchase is complete. The license plate entered is automatically valid and credentialed to park in the area chosen. Receipt has been emailed.

- Account
- Permits/GoPasses 3
- Vehicles 1
- Tickets/Invoices
- Fees
- Boots/Tows

Receipt # K2W5LR2

Payment Information:

Payment Type: NONE

Payment Date: 06/14/2018 09:03 AM

A copy of this receipt will be sent to yljones@ncsu.edu

Receipt Items:

| Item | Price | View |
|----------------------------------------|---------------|-------------------------------------|
| Permit Invite - Temporary Guest Permit | \$0.00 | <input type="button" value="View"/> |
| Total | \$0.00 | |

Note: Employees & Students - Pull-thru and back-in parking requires a Front License Plate. [Click here to purchase one.](#)

Note: Guests - Pull-thru and back-in parking is not allowed.