**STEP 1:** Look in your email for Subject: Guest Permit Invite from NCSU-Transportation@ncsu.edu

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**Guest Permit Invite**

NCSU-Transportation@ncsu.edu

to me

*** This is an automatically generated email, please do not reply. ***
You have been sent a guest parking permit invite. To claim this invite, click the link below.

https://ncsu.aimsparking.com/api/permits/index.php?cmd=claim_access_key&access_key=02V1EG2EZD

Permit Type: Temporary Guest Permit  
Suggested Location: Guest: Dan Allen Deck  
Active Date: 06/13/2019  
Expiration Date: 06/13/2019  
Access Key: 02V1EG2EZD  
Paid By: Paid by sender

Message/Instructions from sender: Please follow the link to the website and fill out the necessary information to complete your guest parking permit.
STEP 2: Click on the link provided in the email

*Note: If the link does not work, do the following:
A. Copy and paste the address in a Chrome browser.
   OR
B. Go to https://ncsu.aimsparking.com/
   1) Click "Claim Guest Permit Invite".
   2) Copy & Paste the Access Key provided in your email.
   3) Click Search.
STEP 3: Fill in the Contact Information

Guest Permit Invite Completion

Invite Summary
Access Key: 02V1EG2EZD
Invite Sent: 06/12/2019
Message: Please follow the link to the website and fill out the necessary information to complete your guest parking permit.
Permit Type: Temporary Guest Permit
Cost: Prepaid
Active Date: 06/13/2019
End Date: 06/13/2019

Additional Information

Contact
First Name: Angie
Last Name: Walker
Email: aewalke2@ncsu.edu
Phone #: 999-999-9999


**STEP 4: Select your Location.**

*Note: The inviter may preselect the location for their guest. It will be highlighted in RED. Please use the scroll bar to see the entire location list.*

<table>
<thead>
<tr>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>(GSTCL) Guest: Tennis C : General</td>
<td>View Map: <a href="https://www.google.com/maps?q=35.782937+-78.683395">https://www.google.com/maps?q=35.782937+-78.683395</a></td>
</tr>
<tr>
<td></td>
<td>Located on the East side of Varsity Dr. just south of Western Bl</td>
</tr>
<tr>
<td>(GSTCM) Guest: CVM-Deck : General</td>
<td>View Map: <a href="https://www.google.com/maps?q=35.798106+-78.705990">https://www.google.com/maps?q=35.798106+-78.705990</a></td>
</tr>
<tr>
<td>(GSTDD) Guest: Dan Allen Deck : General</td>
<td>View Map: <a href="https://www.google.com/maps?q=35.787499+-78.675435">https://www.google.com/maps?q=35.787499+-78.675435</a></td>
</tr>
<tr>
<td></td>
<td>From Hillsborough Street turn onto Dan Allen Drive. Take the first right and then the next right entrance into the deck. Park in any available unreserved space.</td>
</tr>
<tr>
<td>(GSTESK) Guest: ES King Apartments : General</td>
<td></td>
</tr>
</tbody>
</table>
STEP 5: Add a Vehicle

1. Click Add Vehicle.
2. Enter information for the required vehicle fields.
3. Click Add.
4. Click Complete guest permit invite.

Please Select 1 Vehicle

Add Vehicle

Plate #*

State/Prov.*
North Carolina

Year*

Make*
STEP 6: Checkout

- Fill in the required information for checkout.
- Click the Checkout button to complete the transaction.
- You should see a Receipt Confirmation page with all your information including the start & end dates of the permit and your vehicle information.
- You will receive a confirmation email as well.

Receipt # KE448R7

Payment Information:
Payment Type: NONE
Payment Date: 06/12/2019 03:39 PM
A copy of this receipt will be sent to

Receipt Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Invite - Temporary Guest Permit</td>
<td>$0.00</td>
<td>View</td>
</tr>
<tr>
<td>Start Date: 06/13/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>End Date: 05/13/2019</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FL DYSU23 (2013 Toyota)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

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.