

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

Guest Permit Invite Inbox x



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.

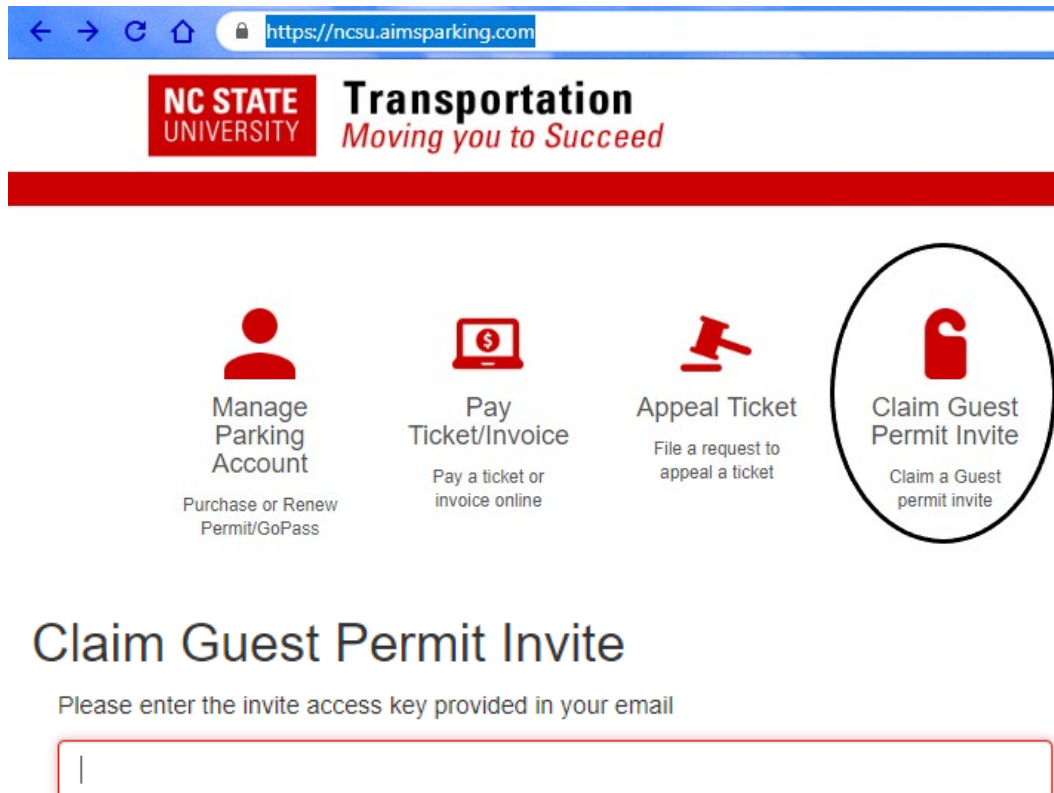
OR

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.



The screenshot shows a web browser window with the URL <https://ncsu.aimsparking.com/>. The page header includes the NC State University logo and the text "Transportation Moving you to Succeed". Below the header is a navigation menu with four options: "Manage Parking Account", "Pay Ticket/Invoice", "Appeal Ticket", and "Claim Guest Permit Invite". The "Claim Guest Permit Invite" option is circled in black. Below the navigation menu is a section titled "Claim Guest Permit Invite" with a sub-header "Please enter the invite access key provided in your email". There is a text input field and a "Search" button.

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

Manage Parking Account
Purchase or Renew Permit/GoPass

Pay Ticket/Invoice
Pay a ticket or invoice online

Appeal Ticket
File a request to appeal a ticket

Claim Guest Permit Invite
Claim a Guest permit invite

Claim Guest Permit Invite

Please enter the invite access key provided in your email

Search

STEP 3: Fill in the Contact Information

Guest Permit Invite Completion

Invite Summary

Access Key: 02V1EG2EZD

Invite Sent: 06/12/2019

Permit Type: Temporary Guest Permit

Cost: Prepaid

Active Date: 06/13/2019

End Date: 06/13/2019

Message:

Please follow the link to the website and fill out the necessary information to complete your guest parking permit.

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.

Location

(GSTCL) Guest: Tennis C : General

View Map: <https://www.google.com/maps?z=12&q=loc:35.782937+-78.683395>
Located on the East side of Varsity Dr. just south of Western BI

(GSTCVM) Guest: CVM-Deck : General

View Map: <https://www.google.com/maps?z=12&q=loc:35.798106+-78.705990>

(GSTDD) Guest: Dan Allen Deck : General

View Map: <https://www.google.com/maps?z=12&q=loc:35.787499+-78.675435>
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.

(GSTESK) Guest: ES King Apartments : General



scroll bar

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 **1**

Add Vehicle

2

Plate #*

State/Prov.*

Year*

Make*

3

Add Cancel

4

Complete guest permit invite

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:

Item	Price	View
Permit Invite - Temporary Guest Permit Start Date: 06/13/2019 End Date: 06/13/2019 Vehicles: <ul style="list-style-type: none">• FL DYSU23 (2013 Toyota)	\$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.