How to Issue Guest Permits
STEP 1

Go to NCSU AIMS Parking
ncsu.aimsparking.com

STEP 2

Click on Login

Welcome to our customer portal. For assistance with this website please call 919-515-3424 or visit our contact page.
**STEP 3**

**Click on Department/Retiree Tab**

You will need your department's guest online account number (begins with F)

**STEP 4**

**Enter your department's guest account number and password**

After logging in, NCSU Departments should see a link for "Send new permit invites" near the bottom of the page.
STEP 5
Click on Login

STEP 6
Click on Send New Permit Invites...
STEP 7

Enter Invite Batch Name

Send Guest Invite

Enter a name for this invite batch:

Test Batch

Confirm

STEP 8

Click on Confirm

invite batch:

Confirm
STEP 9

Enter Invitee Emails

Enter each email on a separate line

Send Guest Invite

Invite Name

Test Batch

Emails for all invitees:

Emails:

emesevent@ncsu.edu
pcu-wotfrails@ncsu.edu

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

CC Email

☐ Send me an email when an invite is claimed:

Enter your email to send yourself a copy of the invite. Up to 1 email address is allowed.

Confirm

STEP 10

Check "Send me an email when an invite is claimed"

Place one email address per line for each invite you wish

CC Email

☑ Send me an email when an invite is claimed

Enter your email to send yourself a copy of the invite. Up to 1 email:
STEP 11

Enter your email on the CC line to send yourself a copy of the invite

Emails for all invitees:

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

CC Email

Send me an email when an invite is claimed:

ncsu-transportation@ncsu.edu

Enter your email to send yourself a copy of the invite. Up to 4 email addresses are allowed.

Confirm

STEP 12

Click on Confirm

email address is allowed.

Confirm
STEP 13
Click on Temporary Guest Permit to turn the banner red

STEP 14
Enter the Start and End dates
Then click Confirm
STEP 15
Click on the preferred parking location for the invite
Use the scroll bar to see different options. Use the Interactive Campus Map to see each permit location.

![Image of a parking permit interface]

STEP 16
Enter additional messages, if necessary
Alert your guests that the University does not allow back-in or pull-through parking and that their license plate will be scanned and serves as their permit. There is no need to print a permit to display.

![Image of an event invitation interface]

NC State University
STEP 17
Click on Confirm

STEP 18
Click on the Billing Method preferred by turning the correct banner red

Please Select a Billing Option

- Bill the guest for the permit
- Bill the permit to my account
STEP 19
Click Continue to Send the Invites to your guests

STEP 20
Summary Page
The final page is a summary page. If you need to invite other guests for an already-issued invite, you may do so from this page by clicking Send Invite To Additional Guests.

Batch Summary: Test Batch

<table>
<thead>
<tr>
<th>Batch Information</th>
<th>Cost Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Batch Name:</strong> Test Batch</td>
<td><strong>Per-invite Cost:</strong> $10.00</td>
</tr>
<tr>
<td><strong>Creation Date:</strong> 10/28/2022</td>
<td><strong>Current Total Batch Cost:</strong> $0.00</td>
</tr>
<tr>
<td>Permit Type: 237/237 Temporary Guest Permit</td>
<td><strong>Maximum Total Batch Cost:</strong> $20.00</td>
</tr>
<tr>
<td>Location: (GST042) Guest: Brooks Ave. Lot: General</td>
<td><strong>Billed To:</strong> Invitee Pays</td>
</tr>
<tr>
<td><strong>Active Date:</strong> 11/14/2022</td>
<td><strong>Expiration Date:</strong> 11/14/2022</td>
</tr>
<tr>
<td>Message: No back-in or pull-through parking allowed. Your license plate will be scanned so there is no need to print a permit.</td>
<td></td>
</tr>
</tbody>
</table>

Invitee Summary

<table>
<thead>
<tr>
<th>Email</th>
<th>Access Key</th>
<th>Status</th>
<th>Permit #</th>
<th>Plate #</th>
<th>Receipt #</th>
<th>Name</th>
<th>Resend</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:tms.pcevent@ncsu.edu">tms.pcevent@ncsu.edu</a></td>
<td>pending</td>
<td>Unclaimed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><a href="mailto:ncsu.wottraits@ncsu.edu">ncsu.wottraits@ncsu.edu</a></td>
<td>pending</td>
<td>Unclaimed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>