## Register for an Event Daily Parking Permit



Step-by-step instructions to register for event permits billed/prepaid by a Stanford department. A payment method is not displayed at checkout to the attendee.



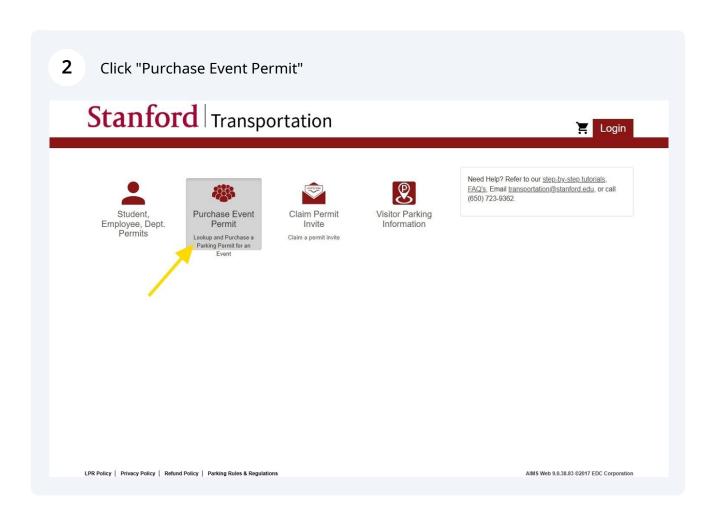
Navigate to <a href="https://stanford.aimsparking.com/">https://stanford.aimsparking.com/</a>

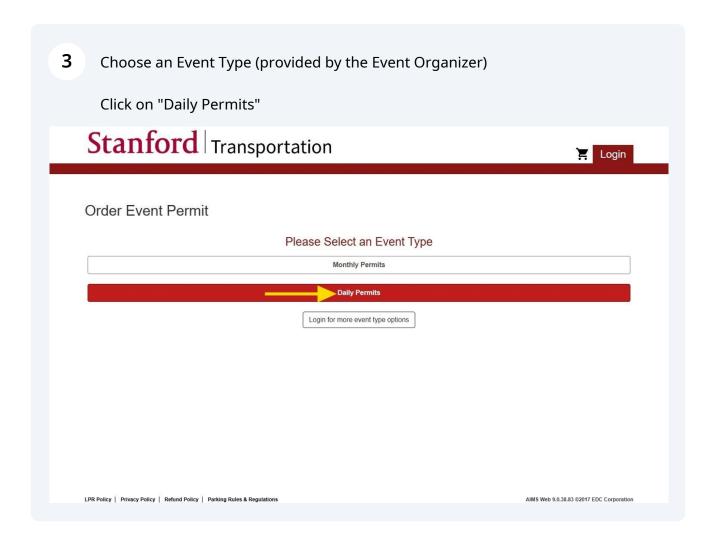


First time registering for an event? Continue to Step 2. Returning

event attendee or Stanford affiliate? Please click Login.

- **Returning non-Stanford affiliate attendees**, use the **Other Affiliate** login. Enter your personal email address and password.
  - Don't know your password? Use the "Forgot Password" link to reset it and then log in.
  - Then, continue on to Step 2.
- **Returning Stanford affiliate attendees**, use single sign-on by clicking on your organization button.





Choose the Event's Name from the list (provided by the Event Organizer)

For example, the attendee chooses the "Academic Conference" event.

Stanford Transportation

Order Event Permit

Event Type

Daily Permits

Please Select an Event

Welcome Center

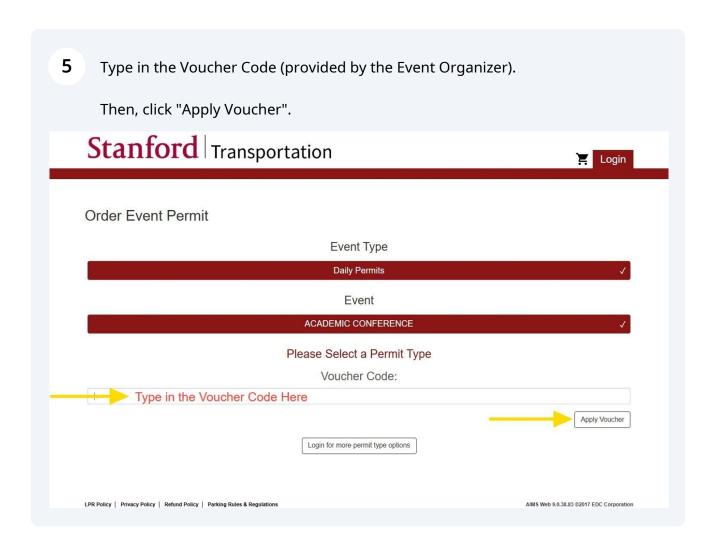
ACADEMIC CONFERENCE

50th Stanford Geothermal Workshop

Login for more events

LPR Policy | Privacy Policy | Refund Policy | Parking Rules & Regulations

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The Permit Type will appear above the Voucher Code.

In this example, click "Event Daily E" to select the daily permit type.

Stanford Transportation

Order Event Permit

Event Type

Daily Permits

Event

ACADEMIC CONFERENCE

Please Select a Permit Type

Event Daily E

Voucher Code:

Login for more permit type options

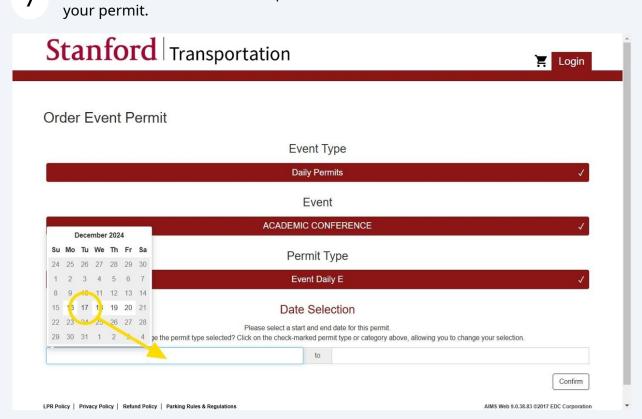
Stanford100

LPR Policy | Privacy Policy | Refund Policy | Parking Rules & Regulations

Apply Voucher

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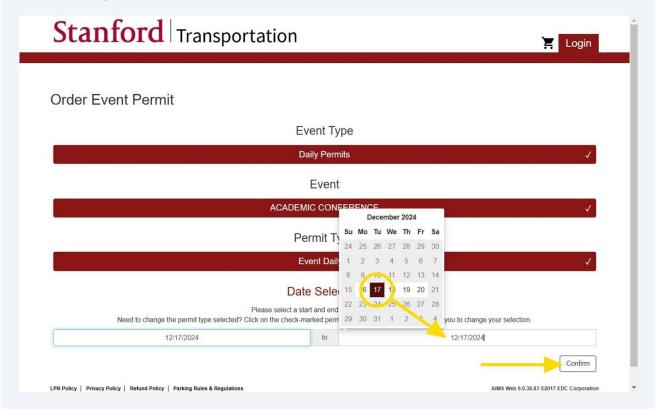
Click in the Start Date field to open the Date Picker and select the Start Date for 7 your permit.



8 Click the End Date field to open the Date Picker and select the End Date for your permit.

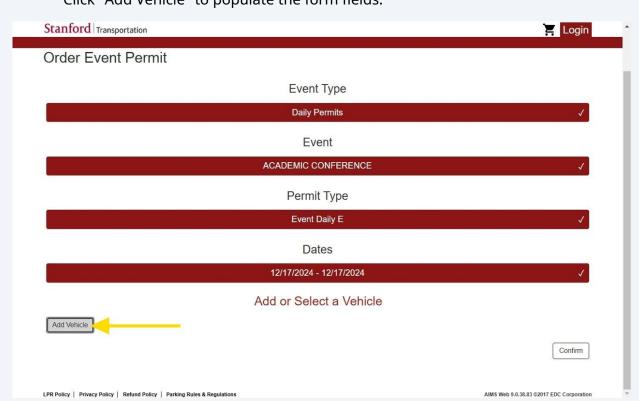
Note: Daily permits default to end on the selected date at 11:59 pm PST.

Then, click "Confirm".



9 First-time attendees will see this screen, where no vehicles have been previously registered.

Click "Add Vehicle" to populate the form fields.

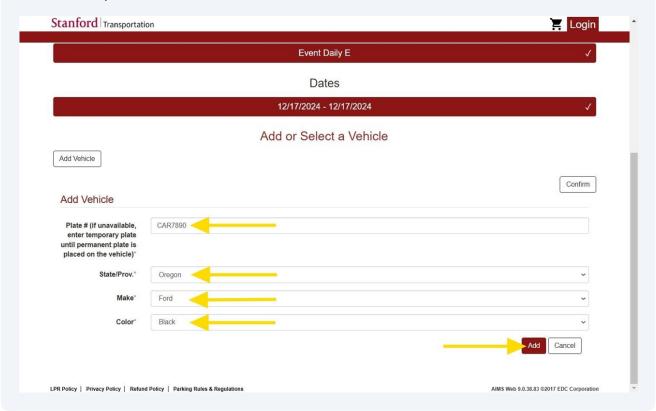


\*Required information includes: Fill in the Plate #, State/Province, Make and Color of Vehicle.

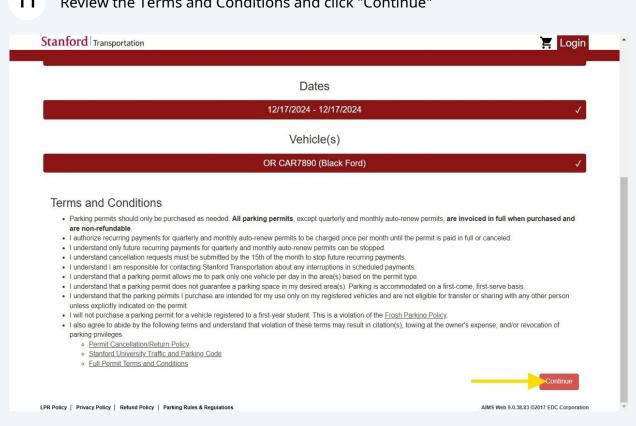
Enter the "Plate # (if unavailable, enter temporary plate until permanent plate is placed on the vehicle)" in this field.

Click "Add" to see a checkmark next to the vehicle selected.

Then, click "Confirm".



## 11 Review the Terms and Conditions and click "Continue"

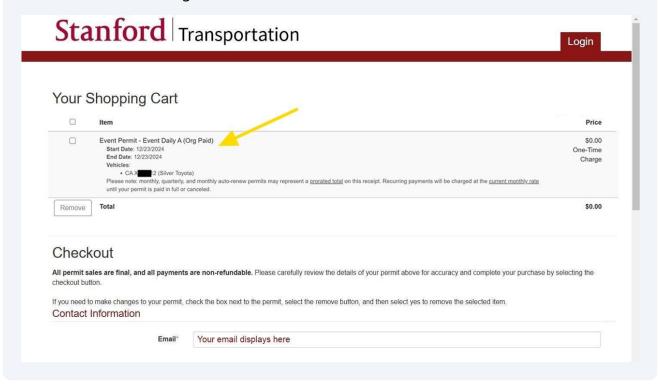


Carefully review the details of the permit in the Shopping Cart before clicking the "Checkout" button at the bottom of the page.

**Note:** If you have an existing account, you may prompted to log in before continuing.

All permit sales are final, non-refundable, and billed to the department.

At the bottom right, click "Checkout".





**NOTE**: The screen will generate a Receipt Confirmation similar to this one. A copy

