Purchase an Event Daily Parking Permit

Stanford

Instructions for attendees attending events and purchasing daily parking (self-pay).

1 Navigate to **https://stanford.aimsparking.com/**

⚠️ **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.

2   Click "Purchase Event Permit"

3 Choose an Event Type (provided by the Event Organizer)

Click on "Daily Permits"

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

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

Stanford | Transportation

🛒 Login

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

AIMS Web 9.0.38.83 ©2017 EDC Corporation

5 Type in the Voucher Code (provided by the Event Organizer).

Then, click "Apply Voucher".

6 The Permit Type will appear above the Voucher Code.

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

Stanford | Transportation

🛒 Login

Order Event Permit

Event Type

Daily Permits ✓

Event

ACADEMIC CONFERENCE ✓

Please Select a Permit Type

Event Daily E

Voucher Code:

Stanford100

Apply Voucher

Login for more permit type options

LPR Policy | Privacy Policy | Refund Policy | Parking Rules & Regulations   AIMS Web 9.0.38.83 ©2017 EDC Corporation

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

Stanford | Transportation

🛒 Login

Order Event Permit

Event Type

| Daily Permits | ✓ |

Event

| ACADEMIC CONFERENCE | ✓ |

Permit Type

| Event Daily E | ✓ |

December 2024

Su	Mo	Tu	We	Th	Fr	Sa
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Date Selection

Please select a start and end date for this permit.

...ge the permit type selected? Click on the check-marked permit type or category above, allowing you to change your selection.

[   ] to [   ]

Confirm

8 Click the End Date field to open the Date Picker and select the date when the permit should expire.

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.

10 ***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"

Stanford | Transportation   🛒 Login

Dates

12/17/2024 - 12/17/2024   ✓

Vehicle(s)

OR CAR7890 (Black Ford)   ✓

Terms and Conditions

- Parking permits should only be purchased as needed. **All parking permits**, except quarterly and monthly auto-renew permits, **are invoiced in full when purchased and are non-refundable.**
- I authorize recurring payments for quarterly and monthly auto-renew permits to be charged once per month until the permit is paid in full or canceled.
- I understand only future recurring payments for quarterly and monthly auto-renew permits can be stopped.
- I understand cancellation requests must be submitted by the 15th of the month to stop future recurring payments.
- I understand I am responsible for contacting Stanford Transportation about any interruptions in scheduled payments.
- I understand that a parking permit allows me to park only one vehicle per day in the area(s) based on the permit type.
- I understand that a parking permit does not guarantee a parking space in my desired area(s). Parking is accommodated on a first-come, first-serve basis.
- I understand that the parking permits I purchase are intended for my use only on my registered vehicles and are not eligible for transfer or sharing with any other person unless explicitly indicated on the permit.
- I will not purchase a parking permit for a vehicle registered to a first-year student. This is a violation of the Frosh Parking Policy.
- I also agree to abide by the following terms and understand that violation of these terms may result in citation(s), towing at the owner's expense, and/or revocation of parking privileges.
    - Permit Cancellation/Return Policy
    - Stanford University Traffic and Parking Code
    - Full Permit Terms and Conditions

Continue

LPR Policy | Privacy Policy | Refund Policy | Parking Rules & Regulations   AIMS Web 9.0.38.83 ©2017 EDC Corporation

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

NOTE: All permit sales are final, and all payments are non-refundable.

Stanford | Transportation

Login

Your Shopping Cart

	Item	Price	View
☐	Event Permit - Event Daily E **Start Date**: 12/17/2024 **End Date**: 12/17/2024 **Vehicles**: • OR CAR7890 (Black Ford) Please note: monthly, quarterly, and monthly auto-renew permits may represent a prorated total on this receipt. Recurring payments will be charged at the current monthly rate until your permit is paid in full or canceled.	$6.25 One-Time Charge	

Remove	**Total**	$6.25

Checkout

All permit sales are final, and all payments are non-refundable. Please carefully review the details of your permit above for accuracy and complete your purchase by selecting the checkout button.

If you need to make changes to your permit, check the box next to the permit, select the remove button, and then select yes to remove the selected item.

Contact Information

Email*

Billing Information

PRR Policy | Privacy Policy | Refund Policy | Parking Rules & Regulations   AIMS Web 9.0.38.83 ©2017 EDC Corporation

13 The Payment Method Type you are eligible for will appear on the screen.

• **Credit Card** (fill out the billing info form) or **Payroll Deduction** (eligible Stanford affiliates)

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

At the bottom right, click "Checkout"

> ⓘ **NOTE**: The screen will generate a Receipt Confirmation similar to this one. A copy of the receipt will be sent to your email address. You can exit the screen or log off.

Stanford | Transportation

- 👤 Account
- 🚗 Vehicles ⑧
- 🔒 Permits ⑤
- 🌸 Events ①
- 🗂 My Wallet

Receipt # W█████████

Payment Information:

Account Number: SU0████

Payment Type: Master Card

Transaction Date: 06/17/2024, 10:10 PM

Card Number: 54***********5454

Authorization Number: 17████████

A copy of this receipt will be sent to ████████@stanford.edu

Receipt Items: