

Purchase an Event Daily Parking Permit

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"


Student,
Employee, Dept.
Permits


Purchase Event
Permit
Lookup and Purchase a
Parking Permit for an
Event


Claim Permit
Invite
Claim a permit invite


Visitor Parking
Information

Need Help? Refer to our [step-by-step tutorials](#),
[FAQ's](#), Email transportation@stanford.edu, or call
(650) 723-9362.

3

Choose an Event Type (provided by the Event Organizer)

Click on "Daily Permits"

Stanford | Transportation

 Login

Order Event Permit

Please Select an Event Type

Monthly Permits

 Daily Permits

Login for more event type options

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

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

The screenshot shows the 'Stanford Transportation' website interface. At the top, there is a navigation bar with the Stanford logo and the word 'Transportation'. To the right of the navigation bar is a shopping cart icon and a 'Login' button. Below the navigation bar, the main heading is 'Order Event Permit'. Under this heading, there is a section for 'Event Type' with a dropdown menu currently showing 'Daily Permits' and a checkmark. Below that is a section titled 'Please Select an Event' with a list of event options. The first option is 'Welcome Center', the second is 'ACADEMIC CONFERENCE' (highlighted with a red background and a yellow arrow pointing to it), and the third is '50th Stanford Geothermal Workshop'. Below the list is a button that says 'Login for more events'. At the bottom of the page, there is a footer with links for 'LPR Policy', 'Privacy Policy', 'Refund Policy', and 'Parking Rules & Regulations', and a version number 'AIMS Web 9.0.38.83 ©2017 EDC Corporation'.

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

Then, click "Apply Voucher".

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Order Event Permit

Event Type
Daily Permits ✓

Event
ACADEMIC CONFERENCE ✓

Please Select a Permit Type

Voucher Code:
 Apply Voucher

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6 The Permit Type will appear above the Voucher Code.

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

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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

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

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Login

Order Event Permit

Event Type

Daily Permits ✓

Event

ACADEMIC CONFERENCE ✓

Permit Type

Event Daily E ✓

Date Selection

Please select a start and end date for this permit.

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

to

Confirm

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

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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".

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Order Event Permit

Event Type
Daily Permits ✓

Event
ACADEMIC CONFERENCE ✓

Permit Type
Event Daily ✓

Date Selection
Please select a start and end date.
Need to change the permit type selected? Click on the check-marked permit type to change your selection.

12/17/2024 to 12/17/2024

[Confirm](#)

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

Click "Add Vehicle" to populate the form fields.

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Order Event Permit

Event Type
Daily Permits ✓

Event
ACADEMIC CONFERENCE ✓

Permit Type
Event Daily E ✓

Dates
12/17/2024 - 12/17/2024 ✓

Add or Select a Vehicle

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***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".

The screenshot shows the Stanford Transportation website interface. At the top, there is a navigation bar with the Stanford logo and 'Transportation' text on the left, and a shopping cart icon and 'Login' button on the right. Below this, there are two dark red bars: the first contains 'Event Daily E' with a checkmark, and the second contains 'Dates' with '12/17/2024 - 12/17/2024' and a checkmark. The main section is titled 'Add or Select a Vehicle'. It features a 'Add Vehicle' button on the left and a 'Confirm' button on the right. The 'Add Vehicle' section contains four input fields: 'Plate # (if unavailable, enter temporary plate until permanent plate is placed on the vehicle)' with the value 'CAR7890', 'State/Prov.' with 'Oregon', 'Make' with 'Ford', and 'Color' with 'Black'. Yellow arrows point to each of these fields. At the bottom right of the form, there are 'Add' and 'Cancel' buttons, with a yellow arrow pointing to the 'Add' button. The footer contains links for 'LPR Policy', 'Privacy Policy', 'Refund Policy', and 'Parking Rules & Regulations' on the left, and 'AIMS Web 9.0.38.83 ©2017 EDC Corporation' on the right.

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Review the Terms and Conditions and click "Continue"

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

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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

<input type="checkbox"/>	Item	Price	View
<input type="checkbox"/>	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 <u>prorated total</u> on this receipt. Recurring payments will be charged at the <u>current monthly rate</u> until your permit is paid in full or canceled.	\$6.25 One-Time Charge	
<input type="button" value="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

[Privacy Policy](#) | [Refund Policy](#) | [Parking Rules & Regulations](#)

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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 be prompted to log in before continuing.

At the bottom right, click "Checkout"

Stanford | Transportation 🛒 \$6.25 Login

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

Billing Address

First Name*

Last Name*

Street Address*

City*

State/Prov.*

Zip/Postal* ↓

Credit Card Information

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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.

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Account

Vehicles 8

Permits 5

Events 1

My Wallet

Receipt # W[REDACTED]

Payment Information:

Account Number: SUC[REDACTED]

Payment Type: Master Card

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

Card Number: 54*****5454

Authorization Number: 17[REDACTED]

A copy of this receipt will be sent to [REDACTED]@stanford.edu

Receipt Items: