STEP 1: Visit ncsu.aimsparking.com and click on “View/Manage Account”
STEP 2: Click on “Department”,
Enter Account # (Begins with F) & Password and click login

Select a login method:

Employee/Student
Department

Department Authentication

Retirees should enter the login credentials provided in your permit assignment letter.

Departments should enter the letter F followed by their login number. For example: **F123456**

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

Account #*

Password*

Login
STEP 3: Click on “Send New Permit Invites”
**STEP 4:** Enter Name For Invite Batch and Click Confirm

Enter a name for this invite batch:

- Testing
STEP 5: Enter Email for Invitees (if you complete for your guests enter your email, note that on/after July 1, 2018 you will need guests license plate number in a later step to complete purchase)

Enter Email on CC Line send yourself a copy and click confirm
STEP 6: Select Permit Type

Send Guest Invite

Invite Name

Testing

Invitees

Emails collected

Please Select a Permit Type

Temporary Guest Permit
STEP 7: Select “Suggested Parking Location” by clicking to highlight red
STEP 8: Select Date Range

Send Guest Invite

Invite Name

Invitees

Permit Type

Location

(GSTHILL) Guest: 2806 Hillsborough : General

Date Selection

Please select a start and end date for this permit:

06/07/2018 to 06/07/2018

Confirm
STEP 9: Add additional messaging to guest if desired & Click Confirm

Send Guest Invite

Invite Name
Testing

Invitees

Emails collected

Permit Type
Temporary Guest Permit

Location
(GSTHILL) Guest: 2806 Hillsborough : General

Dates
06/07/2018 - 06/07/2018

Additional Message
Come to the front desk upon arrival.
STEP 10: Select Billing Option

06/13/2018 - 06/13/2018

Message

Test301

Please Select a Billing Option

- Bill the guest for the permit
- Bill the permit to my account
**STEP 11:** If you plan for the guest to complete invite, stop here.

If you plan to claim the permit for your guest click “Refresh” until the “access key” populates & continue to step 12.
**STEP 12:** Steps 12 – 14 will be completed by either the guest or the department completing on behalf of the guest. *Please note that the previously selected location will auto populate.*

Enter Guest Contact Information

**Invitation Summary**
- **Access Key:** 0CA1D4ISEX
- **Message:** Test 301
- **Invite Sent:** 06/14/2018
- **Permit Type:** Temporary Guest Permit
- **Cost:** Prepaid
- **Active Date:** 05/14/2018
- **End Date:** 06/14/2018

**Additional Information**
**Contact**
- **First Name**
- **Last Name**
- **Email**
- **Phone #**

**Location**
- (GSTCD) Guest: Coliseum Deck : General
- View Map: https://www.google.com/maps?z=12&q=loc:35.782765+78.668027 From Pullen Rd, turn on Dunn Ave then turn left on Jensen Dr and right into the Coliseum Deck.
- (GSTDD) Guest: Dan Allen Deck : General
**STEP 13:** Select “Add Vehicle” and enter vehicle plate, state, year and make. Click “Add” and “Complete Guest Permit Invite”
STEP 14: That’s It! Permit is purchase is complete. The license plate entered is automatically valid and credentialed to park in the area chosen. Receipt has been emailed.

![Receipt](image)

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.