Order a Temporary Parking Permit Online

In your browser, navigate to columbusstate.aimsparking.com
Order a Temporary Parking Permit Online

You should see this screen after logging into your account.

Select "order permits"
Order a Temporary Parking Permit Online

Read and accept the Terms of Service. All permits MUST be picked up at the Parking Services Office in Illges Hall.
Order a Temporary Parking Permit Online
Select the permit type you would like to order. Please note there is a limit on the number of temporary passes one account can order. These permits are designed for guests you may have to campus.
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Select the dates your guest will need the temporary pass. Passes can be ordered up to one week in advance.

Order Permit

Date Selection
Please select a start and end date for this permit:
06/05/2018 to 06/08/2018

Online temporary passes are valid for a maximum of 3 calendar days. If you need a temporary pass to be valid longer than 3 days, please visit the Parking Service Office.
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It is the user’s responsibility to verify and update vehicle information, especially license plate information. Failure to enter accurate vehicle information could result in a citation for parking an “unregistered vehicle.”
Order a Temporary Parking Permit Online

After adding and editing applicable vehicles, add the permit to your cart.

<table>
<thead>
<tr>
<th>Account</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicles</td>
<td>1</td>
</tr>
<tr>
<td>Tickets</td>
<td></td>
</tr>
<tr>
<td>Permits</td>
<td>1</td>
</tr>
<tr>
<td>Fees</td>
<td></td>
</tr>
<tr>
<td>Boots/Tows</td>
<td></td>
</tr>
</tbody>
</table>

**Order Permit**

- **Permit Type**: 2018 - 2019 FACULTY / STAFF
- **Dates**: 08/01/2018 - 07/31/2019
- **Vehicle(s)**: GA BGH5482 (Gold Pontiac)

[Add Permit to Cart]

Notice there is a time limit to finish entering vehicle information.
Order a Temporary Parking Permit Online

Complete the checkout process online.

Your Shopping Cart

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit - TEMPORARY VISITOR</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

Total: $0.00

Checkout

Contact Information

Email: smith_amanda3@columbusstate.edu

This is e-mail address that will receive the temporary pass for printing. Since printing is not necessary if the vehicle information is correct, we recommend sending the confirmation to your own e-mail.
Order a Temporary Parking Permit Online
After selecting “Checkout” on the previous screen, you will receive your receipt where you can print the temporary pass.

Receipt # W0K7496B566P

Payment Information:
Payment Type: NONE
Payment Date: 06/05/2018 08:46 AM

A copy of this receipt will be sent to smith_amanda3@columbusstate.edu when your permit is ready to print.

Receipt Items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit - TEMPORARY VISITOR</td>
<td>$0.00</td>
<td>View</td>
</tr>
<tr>
<td>Total</td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>

click "View" to print the temporary pass online
Order a Temporary Parking Permit Online

After selecting “View,” there are several options.

You can change the vehicle associated with this temporary pass.

You can print the permit, but this is not required if an accurate license plate was entered above.

You will also receive a copy of the receipt and permit via e-mail and within minutes of checking out.
Order a Temporary Parking Permit Online
This is an example of a Temporary Parking Pass, should you choose to print it. It is only valid for the registered license plate.

This TEMPORARY VISITOR is valid for the date printed on the permit. Please display this permit face-up on your dash.

Your permit is valid in spaces designated for visitors and any of our many white-lined parking spaces on 06/08/2018.

Failure to properly display this permit could result in your vehicle being ticketed and/or towed.

For more information regarding parking, please refer to our website at parking.columbusstate.edu or call our office at (706) 507-8203.

Generated 6/5/2018 8:46:30 AM by AIMS_WEB.