GUEST TEMPORARY PARKING PERMIT INSTRUCTIONS

To obtain a Guest Temporary Parking Permit online, follow these instructions.

• Open a web browser and navigate to https://cuwaa.aimsparking.com/ and click on the Order Parking Permit button.



- Read and agree to the CUWAA Parking Terms of Service Agreement.
- Click on the Login for more permit type options button.



Click on the <u>Guest Login</u> button.
 Click on the <u>Guest Login</u> button.



• Enter your email address and a password for your Guest Account.



• Enter the required contact information, then click the Confirm button.

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• Click on the Guest Account category button, then click the Submit button.



• You'll now be on your AIMS account home screen. Click on the Order Parking Permit button again.



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• The CUWAA Parking Terms of Service Agreement will open, click on the <u>I agree with the terms of service</u> button.



• Click on the <u>CUW Guest Temporary Permit</u> button.



• Enter the Start and End Date for the permit. Guest Parking Permits are limited to three days. Click on the <u>Confirm</u> button.





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• Enter your vehicle information, then click the <u>Add</u> button.



• Click the Add Permit to Cart button.



The Shopping Cart will show a summary of the permit and your account email address. The email address displayed on this
screen is the email address that the Guest Temporary Permit will be emailed to. Click the <u>Checkout</u> button.

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• You'll now see your receipt for your Guest Parking Permit. As indicated on this screen, Guest Temporary permits do not need to be printed or displayed in the vehicle. Your permit purchase is complete.

