ACCESSING THE PORTAL

LOGGING IN

• Navigate to the parking portal in your web browser at missouri.aimsparking.com.

• Log in using the credentials provided by MU Parking and Transportation.
  • Account numbers and passwords are managed by the parking portal admins working in MU Parking and Transportation.
ACCESSING THE PORTAL

CLICK ON “VIEW/MANAGE ACCOUNT”
CHOOSE “DEPARTMENT AUTHENTICATION”
ISSUING PERMITS

SELECT “SEND NEW PERMIT INVITES”
ISSUING PERMITS

ENTER A NAME FOR INVITE BATCH

Send Guest Invite
Enter a name for this invite batch:

April 5, 2023 or guest name

Confirm
ISSUING PERMITS

ENTER UP TO FIVE GUEST EMAILS FOR INVITE
ISSUING PERMITS

SELECT A PERMIT TYPE

- Available guest/visitor parking location options will be shown in a later step based on lot/structure.
- Current costs are listed within portal; also available on rates webpage.
ISSUING PERMITS

SELECT A
START DATE

• Dates can be selected up to seven days in advance.
ISSUING PERMITS

CHOOSE AN AVAILABLE LOCATION

• The only options for guest/visitor parking will be what you see available.
ISSUING PERMITS

ENTER PARKING INFORMATION

• Add the required parking information in the “Additional Message” box.
ISSUING PERMITS

ADD ATTACHMENT IF NEEDED

Email Attachments
You may upload any attachments you wish to have included in the invite email

+ Add Attachment
Acceptable file types: .jpg, .gif, .png, .bmp, .pdf Max file size: 5Mb

Confirm
ISSUING PERMITS

SELECT A BILLING OPTION

Permit Type
- Daily Dept. Visitor Lot ($7.00 / day)

Dates
- 04/05/2023 - 04/05/2023

Location
- (RC9) RC9

Message
- Please Park in lot RC9 for your visit

Attachments
- None collected

Please Select a Billing Option
- Bill the permit to this department account
- Bill the permit to a journal voucher

Journal Voucher Code Must Be Provided Below

Confirm
ISSUING PERMITS

REVIEW THE BATCH SUMMARY
GUEST EXPERIENCE

GUEST RECEIVES EMAIL INVITATION

MISSOURI PERMIT INVITE

noreply@parking-receipt.com
To: MU PARKING

WARNING: This message has originated from an External Source. This may be a phishing expedition that can result in unauthorized access to our IT System. Please use proper judgment and caution when opening attachments, clicking links, or responding to this email.

Parking & Transportation
University of Missouri

4/5/2023 10:19:32 AM

Event Registration Notice

We are pleased to inform you that your event has been setup for parking registration. Please use the provided link below which will take you through the necessary steps to register your license plate.
License Plate, make, style, and color will be needed.

Permit Type: Daily Dept. Visitor Lot
Suggested Location: RC9
Active Date: 04/05/2023
Expiration Date: 04/05/2023
Access Key: 0031J2V4C4
Paid By: Paid by sender

Message/Instructions from sender: Please Park in lot RC9 for your visit

Online Registration Link

Click here to register your vehicle for the event
GUEST EXPERIENCE

GUEST COMPLETES INVITE REGISTRATION

Guest Permit Invite Completion

Invite Summary
- Access Key: 00312V4C4
- Invite Sent: 04/05/2023
- Permit Type: Daily Dept. Visitor Lot
- Cost: Prepaid
- Active Date: 04/05/2023
- End Date: 04/05/2023
- Message: Please Park in lot RC9 for your visit

Additional Information

Contact
- First Name
- Last Name*
- Email* umeparking@missouri.edu
- Street Address*
- City*
- State/Prov.*
- Zip/Postal*

Location
- (RC9) RC9:
ISSUING PERMITS

VIEW INVITE STATUS
IN DEPT. PORTAL