1. Login <u>uww.aimsparking.com</u> using "UWW SSO"

| $\mathcal{W}$ | University of Wisconsin<br>Whitewater  | ces   | Login |
|---------------|--|---|-------|
|               | Select a login method:<br>UW-W SSO<br>UW-W Single Sign-On<br>Department Authentication<br>Email Authentication | UW-W Single Sign-On<br>UW-W Single Sign-On<br>Login |       |

## 2. Choose Permits



3. Click "View" on the line showing your active permit you want to update.

| Account        |   | All Active | Permits:                     |         | Order Permit | View All Permits |
|----------------|---|------------|------------------------------|---------|--------------|------------------|
| 🛲 Vehicles     | 2 | Permit #   | Туре                         | Plate # | Expires      | Balance View     |
| <b>Tickets</b> |   | 24F \$0673 | Faculty/Staff (Blue) 2023-24 |         | 08/31/2024   | \$0.00 View      |
| Permits        | 1 |            |                              |         | Total: \$0.  | 00               |
| S Fees         |   |            |                              |         |              |                  |
| & Boots/Tows   |   |            |                              |         |              |                  |
| Events         |   |            |                              |         |              |                  |

- 4. Next screen shows the vehicles associated with your permit
- 5. Choose "Temporary" or "Permanent" replacement under the license plate you want to change
  - a. Temporary change you will need to enter dates; a maximum of 30 days and it will revert back to the original plate

NOTE: Temporary Replacement should be used when you have a loaner or rental vehicle

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| Account<br>Vehicles 2 | Permit #24FS0673<br>Permit Information   | Associated  |  |  |
|-----------------------|--|---|--|--|
| J Tickets             | Account Number: Status: Active   | Vehicles  |  |  |
| Permits 1             | Permit Type: Faculty/Staff (Blue) 2023-24<br>Valid to park in Lots 1, 2, 4, 7, 9 (outer sections), 11, 12, 14, 15, 16, 18, 19,<br>21, 24 - NO PARKING IN STALLS WITH SIGNS |   |  |  |
| S Fees                | Active Date: 08/31/2023<br>Expiration Date: 08/31/2024   | Vinite Truck Marcon 4000.   |  |  |
| & Boots/Tows          |  | Temporary Replacement Temporary Replacement Permanent Replacement Permanent Replacement |  |  |
| Events                |  |   |  |  |
|                       | Balance: \$0.0   | 00  |  |  |
|                       | Print This Permit  |   |  |  |

- 6. Enter new plate and state
- 7. Enter make, model, and color
- 8. Click Confirm

| University of Wis<br>Whitewa  | Ater Parking Services | Logout      |
|---|-----------------------|-------------|
| <ul> <li>Account</li> <li>Tickets</li> <li>Permits</li> <li>Fees</li> <li>Koots/Tows</li> </ul> | Vehicle Change        | Old Vehicle |
| Events  |                       | New Vehicle |
|   | Plate #*              | <br>▼       |
|   | Make*                 | ~           |
|   | Model*                | ~           |
|   | Color <sup>4</sup>    | Confirm     |

9. If you do not receive an email confirmation, the change did not process.