

HOW TO ORDER A STUDENT PARKING PERMIT

Table of Contents

| | |
|--|-----------|
| Navigating to the Parking Portal..... | 3 |
| TCNJ Students..... | 4 |
| Ordering a Permit..... | 4 |
| Reviewing the Shopping Cart..... | 12 |
| Paying for the Permit | 13 |
| Signing Out After a Payment..... | 16 |
| Reviewing the Receipt Email..... | 18 |

Navigating to the Parking Portal

Navigate to the AIMS Parking Portal using the following link: <https://tcnj.aimsparking.com/>

You may click the “Login” button or the “Order Faculty/Staff or Student Permit” button to sign into your profile (Highlighted by the Red Boxes) to begin the Permit Ordering process:



View/Manage Account

View and manage your account



View Account Fees

View all fees on your account



Pay Ticket

Pay a ticket online



Appeal Ticket

File a request to appeal a ticket

ANNOUNCEMENTS

7/25/2024 -TCNJ NEW PARKING PORTAL
OPENING AUGUST NOTE - Add announcement for
decal pickup & ticketing



Order Faculty/Staff or Student Permits

Order a TCNJ permit



Campus Map



Weekly Passes

Weekly Passes are applicable to TCNJ Students only.

TCNJ Students

Ordering a Permit

Once on the Payment Site, click "Login" at the top-right corner of the page:

TCNJ THE COLLEGE OF NEW JERSEY

Shopping cart icon | **Login**

- View/Manage Account**
View and manage your account
- View Account Fees**
View all fees on your account
- Pay Ticket**
Pay a ticket online
- Appeal Ticket**
File a request to appeal a ticket
- Order Faculty/Staff or Student Permits**
Order a TCNJ permit
- Campus Map**
- Weekly Passes**
Weekly Passes are applicable to TCNJ Students only.

ANNOUNCEMENTS
7/25/2024 - TCNJ NEW PARKING PORTAL OPENING AUGUST NOTE - Add announcement for decal pickup & ticketing

You will need to enter your TCNJ Email and Password to sign in with the SSO prompt:

TCNJ THE COLLEGE OF NEW JERSEY

Single Sign-On

Email Address

Next

Secured by Duo

TCNJ THE COLLEGE OF NEW JERSEY

Single Sign-On

[edit](#)

Password

Log in

Secured by Duo

Once authorized, you will see your profile dashboard resembling the image below:

The screenshot shows the TCNJ user profile dashboard. At the top left is the TCNJ logo. At the top right, there is a shopping cart icon and a 'Logout' button. Below the logo, the text 'TCNJ THE COLLEGE OF NEW JERSEY' is visible. A dark blue header bar contains the text 'Logged in as' followed by a redacted name. The main content area features a left-hand navigation menu with the following items: 'Account' (selected), 'Vehicles' (with a '3' badge), 'Tickets', 'Permits' (with a '2' badge), and 'Fees'. To the right of the menu, the user's 'Account #' is displayed with a redacted number, and the 'Current Balance: \$0.00' is shown below it. A 'Contact Information' button is located to the right of the account details. Below these elements are six action cards: 'Edit Contact Information' (Update or edit contact information), 'Pay Ticket' (Pay a ticket online), 'Appeal Ticket' (File a request to appeal a ticket), 'Order Permits' (Order a new permit), 'Modify Account Vehicles' (Modify vehicles on your account), and 'Campus Map'.

On the left menu panel, click the “Permits” button:

This image is a close-up of the left navigation menu. The 'Permits' button, which includes a permit icon and a '2' badge, is highlighted with a red rectangular border. Other menu items visible include 'Account', 'Vehicles' (with a '3' badge), 'Tickets', and 'Fees'.

On the Permits screen, you'll see a chart of "All Active Permits" which would **display all permits associated with your profile (including expired and current permits)**:

The screenshot shows the TCNJ website header with the logo and 'THE COLLEGE OF NEW JERSEY'. A navigation bar includes a shopping cart icon and a 'Logout' button. Below the header is a 'Logged in' status bar. On the left is a sidebar menu with options: Account, Vehicles (1), Tickets, Permits (2), and Fees. The main content area is titled 'All Active Permits:' and features two buttons: 'Order Permit' and 'View All Permits'. Below this is a table with the following data:

| <input checked="" type="checkbox"/> | Permit # | Type | Plate # | Expires | Balance | View |
|-------------------------------------|-----------|------------------------------------|---------|------------|---------|----------------------|
| | GC240063 | 23-24 Graduate Commuter Permit | M11CPX | 05/31/2024 | \$0.00 | View |
| | 25RA00001 | 24-25 Apartment Residential Permit | M11CPX | 08/25/2025 | \$0.00 | View |

Total: \$0.00

***** NOTE: If the current date is past the Expiry date, and you do not have an active permit, then you are subject to being ticketed *****

A Student is **NOT** allowed more than one active Permit on file for the current semester. Clicking the "Order Permit" button whilst having an active Permit will yield the message below:

The screenshot shows the TCNJ website header and navigation bar. The sidebar menu is the same as in the previous screenshot. The main content area is titled 'Order Permit' and displays the following message:

Please Select a Permit Type

There are currently no available permit types for selection at this time.

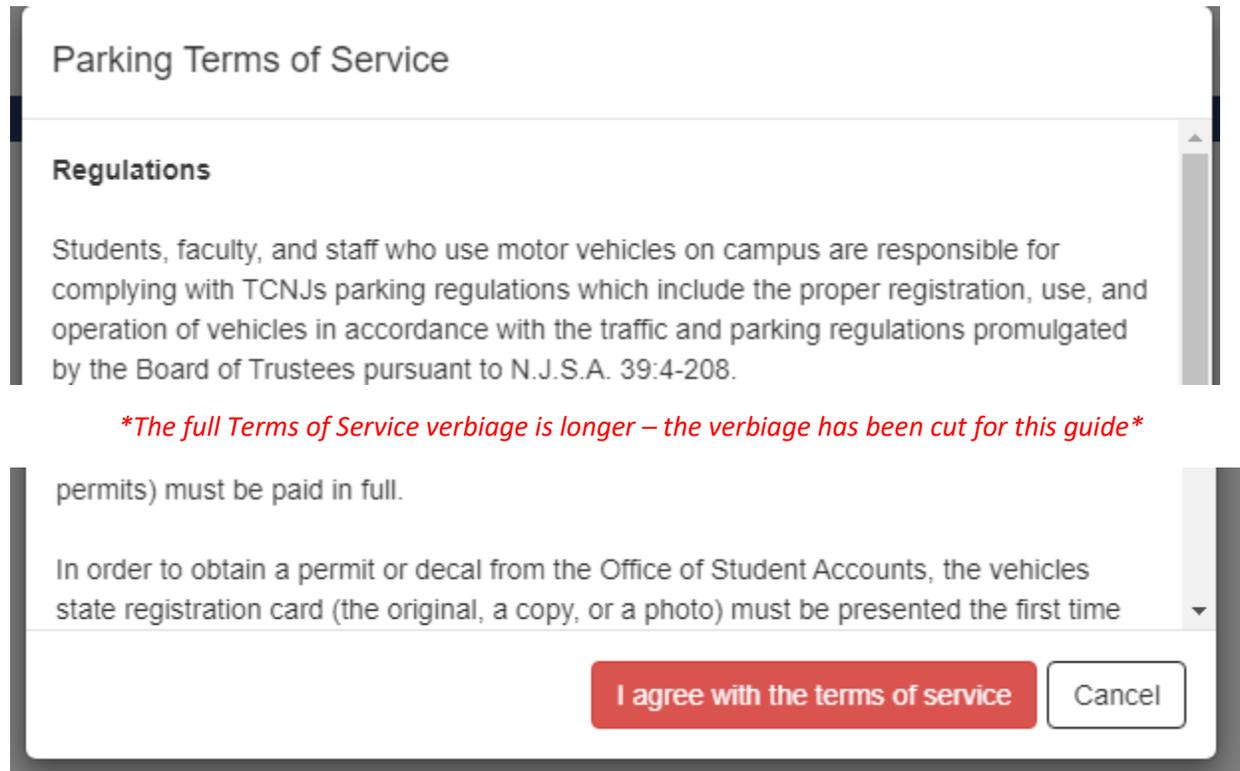
If you have never had a permit before, then your screen will resemble the image below:

The screenshot shows the TCNJ website header and navigation bar. The sidebar menu is the same as in the previous screenshots. The main content area displays the following message:

Your account currently has no active permits

Buttons for 'View All Permits' and 'Order Permit' are visible on the right side of the main content area.

Upon clicking the “Order Permit” button, you will see the **Parking Terms of Service** window appear. Please read through the Regulations and additional information in the window, then click the “I agree with the terms of service” button towards the bottom:



Parking Terms of Service

Regulations

Students, faculty, and staff who use motor vehicles on campus are responsible for complying with TCNJ's parking regulations which include the proper registration, use, and operation of vehicles in accordance with the traffic and parking regulations promulgated by the Board of Trustees pursuant to N.J.S.A. 39:4-208.

The full Terms of Service verbiage is longer – the verbiage has been cut for this guide

permits) must be paid in full.

In order to obtain a permit or decal from the Office of Student Accounts, the vehicles state registration card (the original, a copy, or a photo) must be presented the first time

I agree with the terms of service **Cancel**

Clicking “Cancel” will redirect you back to the Permits screen.

After clicking the “I agree” button for the Terms of Service, you will be brought to the Order Permit screen shown below:

TCNJ THE COLLEGE OF NEW JERSEY

Logged in as [Redacted]

Logout

Account

Vehicles

Tickets

Permits

Fees

Order Permit

Please Select a Permit Type

24-25 Student Motorcycle Permit (\$0.00 / Once)

24-25 Undergraduate Commuter Permit (\$105.00 / Once)
Valid from August to May

Fall - Undergraduate Commuter Permit (\$64.00 / Once)

Spring - Undergraduate Commuter Permit (\$64.00 / Once)

***PRICES ARE SUBJECT TO CHANGE – THIS GUIDE IS NOT A CONFIRMATION OF PARKING COSTS ***

After selecting one of the permit options, you will need to Select or Add a vehicle. Any vehicle registered to your profile would appear as an option to select from:

Order Permit

Permit Type

Fall - Apartment Residential Permit (\$160.00 / Once) ✓

Dates

08/26/2024 - 12/18/2024 ✓

Please Select 1 Vehicle

PA [Redacted] (White 2015 Honda Accord) ✓

Add Vehicle

Confirm

If you have no vehicles registered to your profile, then click “Add Vehicle”:

TCNJ THE COLLEGE OF NEW JERSEY

Logout

Logged in as

13:09 remaining to complete order

Account

Vehicles

Tickets

Permits

Fees

Order Permit

Permit Type

Spring - Undergraduate Commuter Permit (\$64.00 / Once) ✓

Dates

01/26/2025 - 05/24/2025 ✓

Please Select 1 Vehicle

Add Vehicle

Confirm

Once you click “Add Vehicle”, you will be prompted to enter the vehicle’s Plate Number, State, Year, Make, Model and Color. After these fields are populated, click “Add”:

Please Select 1 Vehicle

Add Vehicle

Confirm

Add Vehicle

Plate #*

State/Prov.*

Year*

Make*

Model*

Color*

Add Cancel

Next, you will need to select the Delivery Option. Delivery Options may vary depending if you are an Undergraduate or Graduate student:

Delivery Option

Pick Up in Office ✓

Add Permit to Cart

Review all of the information of the Permit you are ordering, then click “Add to Shopping Cart”:

TCNJ THE COLLEGE OF NEW JERSEY

Logout

Logged in as [redacted]

03:36 remaining to complete order

Account

Vehicles

Tickets

Permits

Fees

Order Permit

Permit Type

Spring - Undergraduate Commuter Permit (\$64.00 / Once) ✓

Dates

01/26/2025 - 05/24/2025 ✓

Vehicle

NJ [redacted] (Gold 2024 Bentley Other) ✓

Select Your Preferred Decal Type for Vehicle:

Attributes collected ✓

Delivery Option

Pick Up in Office ✓

Add Permit to Cart

You may see a Human Verification screen appear – click the checkbox to proceed to the Shopping Cart screen:

tcnj.aimsparking.com

Verify you are human by completing the action below.



tcnj.aimsparking.com needs to review the security of your connection before proceeding.

Reviewing the Shopping Cart

The Shopping Cart screen will resemble the image below:



Logout

Logged in as [REDACTED]

14:08 remaining to complete order

Account

Vehicles

Tickets

Permits

Fees

Your Shopping Cart

| <input type="checkbox"/> | Item | Price | View |
|---------------------------------------|---|-----------------|------|
| <input type="checkbox"/> | Permit - Spring - Undergraduate Commuter Permit Start Date: 01/26/2025 End Date: 05/24/2025 Vehicles: • NJ [REDACTED] (Gold 2024 Bentley Other) | \$64.00 Once | |
| Sub-Total | | \$64.00 | |
| NJ Sales Tax | | \$4.24 | |
| <input type="button" value="Remove"/> | Total | \$68.24 | |

Checkout

Contact Information

Email*

Continue

On Your Shopping Cart page, you may remove the Permit by clicking the checkbox next to the Permit item, then clicking "Remove" shown by the BLUE arrows:

Your Shopping Cart

| <input type="checkbox"/> | Item | Price | View |
|---------------------------------------|---|-----------------|------|
| <input type="checkbox"/> | Permit - Spring - Undergraduate Commuter Permit Start Date: 01/26/2025 End Date: 05/24/2025 Vehicles: • NJ [REDACTED] (Gold 2024 Bentley Other) | \$64.00 Once | |
| Sub-Total | | \$64.00 | |
| NJ Sales Tax | | \$4.24 | |
| <input type="button" value="Remove"/> | Total | \$68.24 | |

Checkout

Contact Information

Email*

Enter the Email that will receive the digital **items paid receipt** from the Parking site stating the item has been paid.

Continue

Paying for the Permit

After entering your email and reviewing the permit information, click “Continue” to proceed to the Payment screen:



Step 1 of 2: Payment method

1 2

How would you like to pay?

Payment amount
\$68.24

* Payment method [Change](#)

New credit or debit card

AMERICAN EXPRESS DISCOVER

* Card number

* Expiration date

* Security code

* Zip/Postal code

International cardholders may input "N/A"

This site is owned and operated by Transact Campus, Inc. I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement.

| Description | Amount |
|---|----------------|
| Permit | \$68.24 |
| <small>AIMS TRANS ID: 667992474d5b05b63307d649 AIMS NAMEFIRST: [REDACTED] AIMS NAMELAST: [REDACTED] AIMS RECEIPTNUM: W3F933ZA5781</small> | |
| Subtotal | \$68.24 |
| Total | \$68.24 |

Secure encrypted payment

Cancel Continue

After you enter your card information, click “Continue” and you will see verbiage about the Service Fee that will be added to the transaction. Please visit <https://studentaccounts.tcnj.edu/billing/bill-payment-options/credit-card-convenience-fees/> for the Service/Convenience Fee rate.

Service fee

\$2.90

This site is owned and operated by Transact Campus, Inc. If you choose to make a payment with a credit or debit card using Transact Campus SmartPay, you will be charged a service fee of **\$2.90**, so your total amount is \$71.14. This charge is assessed by Transact Campus, Inc. Service fees are included in your transaction and are paid directly to Transact Campus, Inc. Service fees are non-refundable.

By selecting continue, I acknowledge that I have read and accept the [terms and conditions](#) of the Transact Campus, Inc. user agreement and I understand that my transaction includes a non-refundable service fee of **\$2.90** for the use of Transact Campus SmartPay.

The next page will be a **Final Review** of your transaction before submitting:

Enter your email in this field to receive the **transactional receipt** from the payment site showing the transaction details, service fee, etc.

Please review your information below.

* Email address

Summary

| | |
|---|---------|
| Permit | \$68.24 |
| AIMS TRANS ID: 667992474d5b05b63307d649 | |
| AIMS NAMEFIRST: [REDACTED] | |
| AIMS NAMELAST: [REDACTED] | |
| AIMS RECEIPTNUM: W3F933ZA5781 | |

Subtotal \$68.24
Service fee \$2.90
Total \$71.14

Payment details [Change](#)

| | | |
|-----------------|------------|------|
| Card number | [REDACTED] | VISA |
| Expiration date | [REDACTED] | |
| Zip/Postal code | [REDACTED] | |

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Cancel Pay \$71.14

Review the Subtotal, Service Fee and the Total Amount for the transaction here

Your AIMS TRANS ID and AIMS RECEIPT Number will be displayed here – these values will be important for TCNJ to look up your payment, should you have any questions

Review your Card information here – verify everything is correct

Lastly, click "Pay" on the bottom-right corner of the page. You will see a confirmation pop up:



\$71.14

Thank you for your payment

The payment receipt #263 was sent to: [REDACTED]

Click the receipt number to see a digital receipt of your transaction

Click the "Sign Out" button to close the payment portal and you will be redirected back to the Parking Portal

Sign out

Upon clicking the Receipt Number, a panel showing your transaction details will appear:



Receipt
#263

Date: 6/24/24
Business date: 5/8/23
Method: Visa

Total amount
\$71.14

| Description | Amount |
|--|----------------|
| Permit AIMS TRANS ID: 667992474d5b05b63307d649 AIMS NAMEFIRST [REDACTED] AIMS NAMELAST [REDACTED] AIMS RECEIPTNUM: W3F933ZA5781 | \$68.24 |
| Subtotal | \$68.24 |
| Service Charge | \$2.90 |
| Total | \$71.14 |

| Payments received | Amount |
|---|----------------|
| VISA [REDACTED] Authorization #954181 | \$68.24 |
| VISA [REDACTED] Authorization #973063 | \$2.90 |
| Total | \$71.14 |

There will be a Print button at the top-right corner of the screen if you would like to print out your receipt:



Signing Out After a Payment

Once payment has been submitted, clicking sign out may prompt the Human Verification again:



\$71.14

Thank you for your payment

The payment receipt [#263](#) was sent to:



Sign out

tcnj.aimsparking.com

Verify you are human by completing the action below.



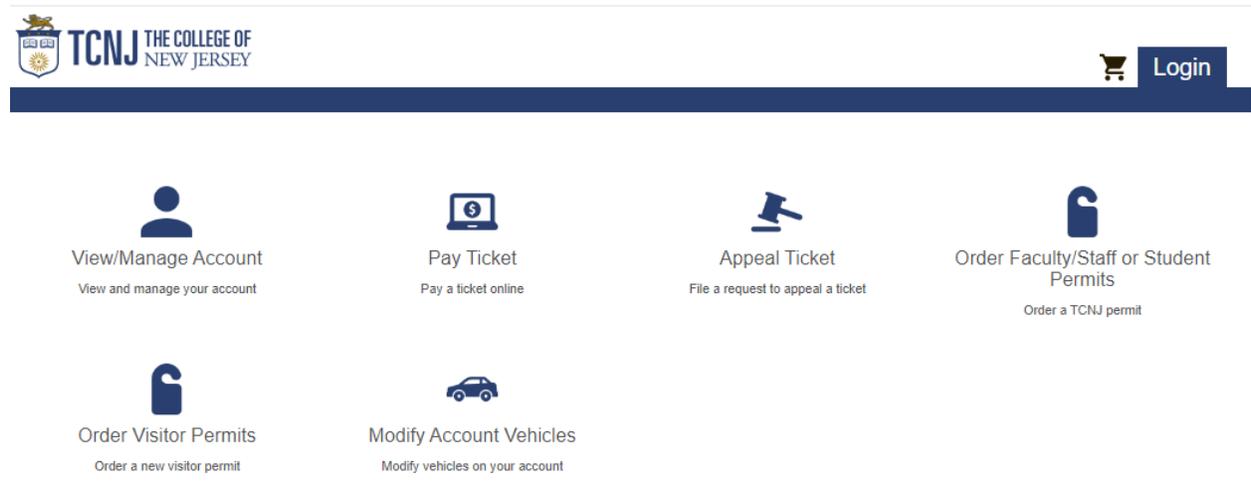
tcnj.aimsparking.com needs to review the security of your connection before proceeding.

Clicking the checkbox will redirect you back to the Parking Site with your Shopping Cart empty:



Your shopping cart is empty

Click on the TCNJ logo at the top left to be redirected back to the homepage:



Reviewing the Receipt Email

The email you will receive upon ordering a Parking Permit will resemble the image below:

parking@mm.tcnj.edu
to me

8:11AM (1 hour ago) ☆ ↶ ⋮

The College of New Jersey

Printed On: 6/25/2024 8:10 AM
Account # [REDACTED]
Receipt #: W3A9345B8091
Transaction: 6/25/2024 8:09 AM
Posted On: 6/25/2024

Items
Paid (via Internet)

| | | | | | |
|---|------------|------|--|---------|-----------------------------|
| Spring - Undergraduate Commuter Permit | [REDACTED] | Visa | Spring - Undergraduate Commuter Permit | \$64.00 | View Permit |
| Spring - Undergraduate Commuter Permit | [REDACTED] | Visa | NJ Sales Tax | \$4.24 | View Permit |

Grand Total: \$68.24
Amount Tendered:
Change Due:

Service charge is not reflected on this receipt.
THANK YOU

Annotations:

- The Account Number will display your TCNJ PAWS Number (points to Account #)
- These fields will display your Permit Number (points to [REDACTED] fields)
- You may click "View Permit" to see the permit details in the Parking Portal (points to View Permit links)

2 Attachments • Scanned by Gmail



The first attachment is a copy of the Receipt Email, the second attachment is the Temporary Parking Permit for the student to use while the parking permit order is being processed – shown on the next page.

Permit Issued to:

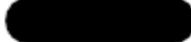
Your Name will be displayed here

The Yellow arrows are pointing to fields that display your Permit Barcode



The Blue arrows are pointing to fields that display your Permit Number

Spring - Undergraduate Commuter Permit



Below you will find your temporary parking permit which is valid for the dates printed on the permit. Please detach the permit and display this face-up on your dash.

Failure to properly display this temporary permit will result in your vehicle being ticketed and/or towed. Displaying this permit on a vehicle other than the plate provided will result in your vehicle being ticketed and/or towed and may be deemed as fraudulent activity.

If you have not received your permanent parking permit, please contact our office:

- [phone number]
- [email]
- [office location]



Temporary Parking Permit



The Blue arrows are pointing to fields that display your Permit Number

The Yellow arrows are pointing to fields that display your Permit Barcode

Spring - Undergraduate Commuter Permit

valid from
June 24, 2024 July 15, 2024

valid on license plate



The Red arrow is pointing to field that display your Vehicle Plate Number

Generated 6/24/2024 11:44:28 AM

DO NOT COPY, ALTER, OR MISUSE THIS PERMIT IN ANY WAY
Any duplication or alteration of this permit may result in severe penalties, including but not limited to ticketing, towing and suspension of parking privileges.