



Helping grow
Saskatchewan's
tech sector.

LICENSE PLATE RECOGNITION SOFTWARE

USER PORTAL INSTRUCTIONS

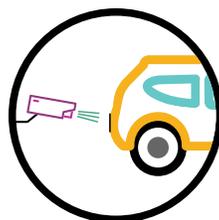


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LOGGING IN TO YOUR ACCOUNT

- Visit uregina.aimsparking.com to access and manage your parking account.
- Click *View / Manage Account* to log into your account.


View/Manage Account
 View and manage your account


View Account Fees
 View all fees on your account


Pay Citation
 Pay a citation online


Appeal Citation
 File a request to appeal a citation


Order Permits
 Buy/Renew parking privileges

- Enter your email address and your temporary password:

Select a login method:

University of Regina

Department Authent...

➔ Email Authentication

Email Authentication

Email Address*

Password*

Login

[Forgot password?](#)

MAIN ACCOUNT SCREEN

-  Account
-  Vehicles 1
-  Tickets
-  Permits 1
-  Fees
-  Boots/Tows

Account # GN822

John Smith Contact Information

Current Balance: \$0.00



Edit Contact Information
Update or edit contact information



Pay Citation
Pay a citation online



Appeal Citation
File a request to appeal a citation



Order Permits
Buy/Renew parking privileges



Claim Permit Invite
Claim a permit invite

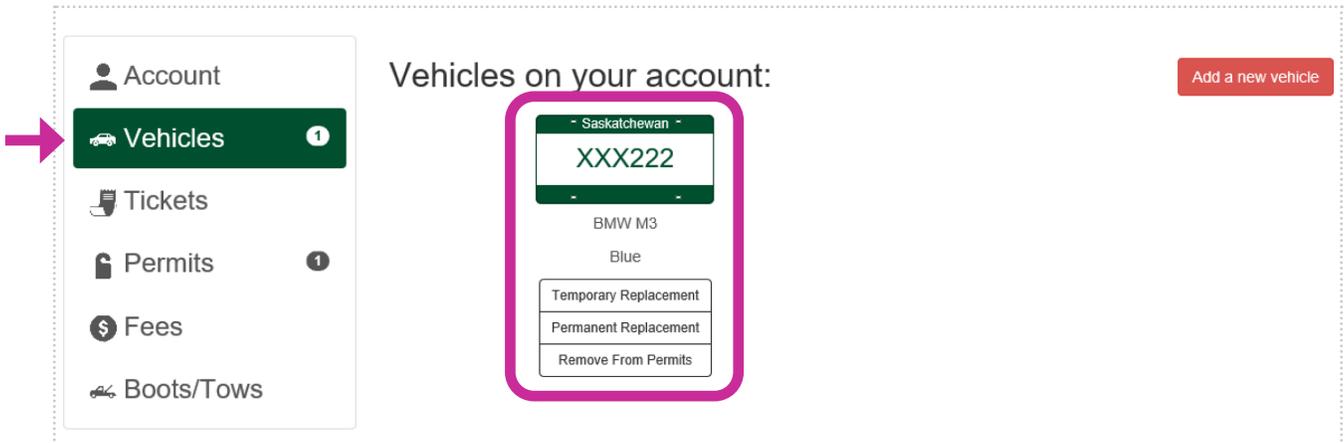
ACCOUNT MENU

- *Vehicles* — This shows the vehicles associated with your account.
- *Tickets* — This shows any tickets associated with your account.
- *Permits* — This shows the active permits on your account. This is a system generated permit #. Your license plate acts as your physical permit.
- *Fees* — This is the area where any amounts owing will be located. If your parking is paid through your employer you won't see an amount owing in this section.
- *Boots / Tows* — This is where you would find information relating to your vehicle being towed.

-  Account
-  Vehicles 1
-  Tickets
-  Permits 1
-  Fees
-  Boots/Tows

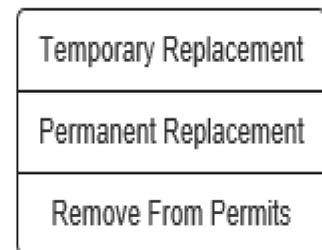
ADDING AND MODIFYING VEHICLES ON YOUR ACCOUNT

- Click *Vehicles* and you will see one vehicle on your account. This is your primary vehicle.



MODIFYING AN EXISTING VEHICLE

- Click one of the following under a vehicle:
 - *Temporary Replacement* — allows you to add a rental / loaner vehicle for a designated timeframe that overrides your primary vehicle.
 - *Permanent Replacement* — allows you to replace your primary vehicle on your account with a different one.
 - *Remove from Permits* — allows you to remove your vehicle. But if you only have one vehicle on your account you will need to update it using the permanent replacement mentioned above.



TEMPORARY REPLACEMENT

- Click *Temporary Replacement* under your vehicle, then click *Temporary Change*.

Vehicle Change

Change Type

Permanent Change

Temporary Change



- Select the vehicle you want to temporarily replace on your account.

Change Type

Temporary Change

Select Current Vehicle to Replace

SK XXX222 (Passenger; Blue BMW M3)



- Enter the vehicle information of your rental / loaner you wish to temporarily use on account and click *Confirm*.

Temporary Vehicle

Plate #*

State/Prov.*

Make*

Confirm

- Enter in the timeframe needed for the temporary vehicle and click *Confirm*.

Temporary Vehicle

SK 999TTT (Dodge)

Replacement Date Range

06/17/2020
to
06/24/2020

Confirm

- Once all information has been entered, verify for accuracy and click *Complete*.

Change Type

Temporary Change

Select Current Vehicle to Replace

SK XXX222 (Passenger; Blue BMW M3)

Temporary Vehicle

SK 999TTT (Dodge)

Dates

06/17/2020 - 06/24/2020

Complete 

- This is how it will appear on your account. Click *Cancel* to remove the temporary vehicle from your account if you no longer need it before the timeframe has expired.

Vehicles on your account: Add a new vehicle

- Saskatchewan -

999TTT

Dodge

Temporary Replacement

Permanent Replacement

Remove From Permits

- Saskatchewan -

XXX222

BMW M3

Blue

Temporary Replacement

Permanent Replacement

Remove From Permits

Active Vehicle Substitutions:

Regular Plate	Replacement Plate	Start Date	End Date	Cancel
<div style="border: 1px solid #333; padding: 5px; background-color: #004d00; color: white; font-weight: bold; font-size: 0.8em;">- Saskatchewan -</div> <div style="border: 1px solid #333; padding: 10px; background-color: white; font-weight: bold; font-size: 1.2em; margin: 5px;">XXX222</div>	<div style="border: 1px solid #333; padding: 5px; background-color: #004d00; color: white; font-weight: bold; font-size: 0.8em;">- Saskatchewan -</div> <div style="border: 1px solid #333; padding: 10px; background-color: white; font-weight: bold; font-size: 1.2em; margin: 5px;">999TTT</div>	06/17/2020	06/24/2020	<div style="border: 1px solid #333; padding: 2px 5px; font-size: 0.8em;">Cancel</div>

PERMANENT REPLACEMENT

- Click *Permanent Replacement* under the vehicle, then select *Permanent Change*.

Change Type

Permanent Change

Temporary Change

- Select the vehicle you wish to permanently replace.

Change Type

Permanent Change

Select Current Vehicle to Replace

SK 777LLL (Jeep)

SK XXX222 (Passenger; Blue BMW M3)

- Enter the information of the replacement vehicle and click *Confirm*.

Change Type

Permanent Change

Select Current Vehicle to Replace

SK XXX222 (Passenger; Blue BMW M3)

New Vehicle

Plate #*

State/Prov.* ▼

Make* ▼

- Click *Complete* to finish added replacement vehicle.

Change Type

Permanent Change

Select Current Vehicle to Replace

SK XXX222 (Passenger; Blue BMW M3)

New Vehicle

SK 888BBB (Chevrolet)

Complete



REMOVING A PERMIT

- Click *Remove From Permits* underneath your vehicle and select *Remove Vehicle*.

Confirm Removal of Vehicle ×

Are you sure you want to remove this vehicle? By doing so, you are giving up the ability to park this vehicle in areas associated from the following permits:

- IP - Scramble Parking

Close

Remove Vehicle



- If you only have one vehicle in your account, you cannot remove it and must replace it using the steps above.

Unable to Remove Vehicle
✕

Unable to remove this vehicle, as doing so would violate the minimum vehicle requirement on one or more of your permits.

Close

ADDING A NEW VEHICLE

You can have three vehicles in your account. One vehicle is allowed in the lot at a time. If more than one vehicle is found in the lot, the second vehicle will be ticketed.

- Click *Add a new vehicle*.

Add a new vehicle

- Select *Add Additional Vehicle*.

Permit Change

Change Type

Add Additional Vehicle



- Select a permit to modify.

Change Type

Add Additional Vehicle

Permit To Modify

IPSCRM0012 (IP - Scramble Parking; 06/16/2020 - ∞)

- Add new vehicle information and click *Confirm*.

New Vehicle

Plate #*

State/Prov.* ▼

Make* ▼

- Verify your information is correct and click *Complete*.

Permit Change

Change Type

Add Additional Vehicle

Permit To Modify

IPSCRM0012 (IP - Scramble Parking; 06/16/2020 - infinity∞)

New Vehicle

SK 999LLL (Mini)

- Once entered, you will see a summary screen of the vehicles on your account.

Permit #IPSCRM0012

Permit Information

Account Number: GN822

Status: Active

Permit Type: IP - Scramble Parking

Active Date: 06/16/2020

Expiration Date:
∞

Location: Innovation Place

Associated Vehicles

Saskatchewan

888BBB

-

Chevrolet

Change Vehicle

Saskatchewan

999LLL

-

Mini

Change Vehicle

Saskatchewan

TTT555

-

Volkswagen

Change Vehicle

- This permit view can be found by selecting the *Permits* menu on the main screen and then selecting View. The permit number is system generated number. Your license plate is considered your permit.

- Account
- Vehicles 3
- Tickets
- Permits 1
- Fees
- Boots/Tows

All Active Permits:

Order Permit
View All Permits

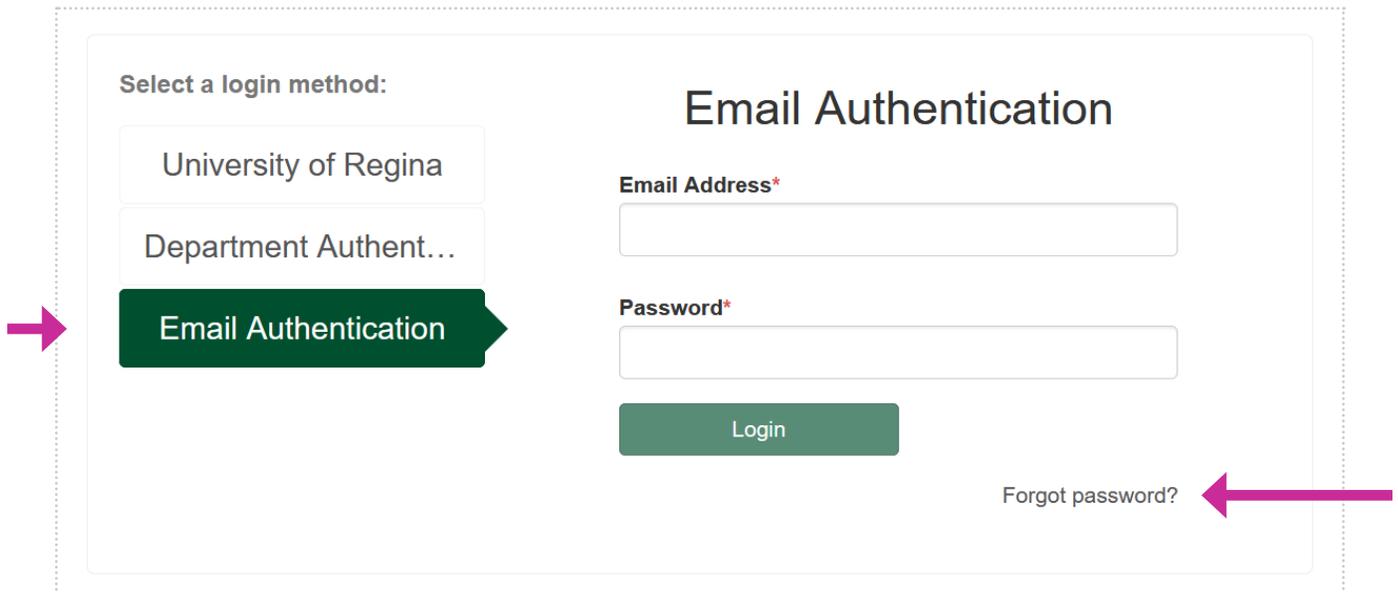
<input checked="" type="checkbox"/> Permit Number	Type	Expires	Balance	View
IPSCRM0012	IP - Scramble Parking	∞	\$0.00	View
			Total: \$0.00	

CHANGING YOUR PASSWORD

- Visit uregina.aimsparking.com and click on the *Login* tab



- Under *Select a login method*, click on the *Email Authentication* tab to login
- If they have forgotten your password, click on *Forgot Password*



- If you chose *Forgot Password*, a new window will open where you can enter the email address linked with your account; then click *Reset Password*
 - An email with a link and a password reset key will be sent to you
 - Once received, you can click on the link in the email **or** on the *I have a password reset key*

The screenshot shows a window titled "Forgot password" with a close button (X) in the top right corner. Below the title is a horizontal line. Underneath is the label "Email Address*" followed by a text input field. A pink arrow points to the left side of this input field. To the right of the input field is a link that says "I have a password reset key". A pink arrow points to the right side of this link. Below the link is a dark green button with the text "Reset password". A pink arrow points to the right side of this button.

- A new window will open
- Enter the access key is along with the new password and then click *Reset Password* to save changes

The screenshot shows the top of the University of Regina user portal. The header includes the University of Regina logo and name on the left, and a shopping cart icon and a "Login" button on the right. Below the header is a dark green horizontal bar. Underneath this bar are three text input fields, each with a label: "Access Key*", "New Password*", and "Confirm New Password*". At the bottom right of the form area is a dark green button with the text "Reset Password". A pink arrow points to the right side of this button.

PARKING INFORMATION

- For more information relating to parking at Innovation Place in Regina, visit innovationplace.com/regina/parking.php.
- View the Regina parking map at innovationplace.com/regina/docs/Parking-Regina.pdf.
- To change / cancel your permit account, please contact your company parking contact or Innovation Place at 306.798.7275 or regina@innovationplace.com.



Helping grow
Saskatchewan's
tech sector.

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