

A vertical decorative border on the left side of the slide, featuring a complex, repeating geometric pattern of concentric squares and lines in shades of gray and black.

# How to Redeem a Bundle Permit in AIMS

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Dept. of Transportation Services

# Step One:

First, log into your parking account.

View my account



Once you're logged in, click on the "Permits" tab; this is located on the left hand side of the screen.

The screenshot shows the University of Maryland Parking Portal. At the top left is the University of Maryland logo. The page title is "University of MARYLAND Parking Portal". In the top right corner, there is a shopping cart icon and a "Logout" button. Below this, a red banner indicates the user is "Logged in as Testudo Terrapin".

The main content area is divided into two sections. On the left is a navigation menu with the following items: "Account" (highlighted in red), "Vehicles", "Tickets", "Permits" (highlighted with a green border and a notification badge), "Fees", and "Boots/Tows". To the right of the menu, the account details are displayed: "Account # TEST11425", "Testudo Terrapin", and "Current Balance: \$0.00". A "Contact Information" button is located to the right of these details.

Below the navigation menu and account details is a grid of eight service tiles, each with an icon and a title:

- 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
- Lookup Tow**: Search for a tow
- Transportation Website**
- Campus Map**

## Step Two:

Take a look at the section called “Permit Packs.” This has a table of different permit types associated with your account.

Find the row listing “Bundle Pack,” and click on the button stating “View” on the right hand side.

UNIVERSITY OF MARYLAND Parking Portal

Logout  
Logged in as Testudo Terrapin

Account  
Vehicles 1  
Tickets  
Permits 1  
Fees  
Boots/Tows

Your account currently has no permits [Order Permit](#)

Permit Packs:

Permit #	Type	Expires	Balance	Total Uses	Uses Remaining	View
5T00003	Bundle Pack - 3 Day/Week Permits- Tier 5 (48)	∞	\$23.44	32	32	<a href="#">View</a>

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

Lookup Tow  
Search for a tow

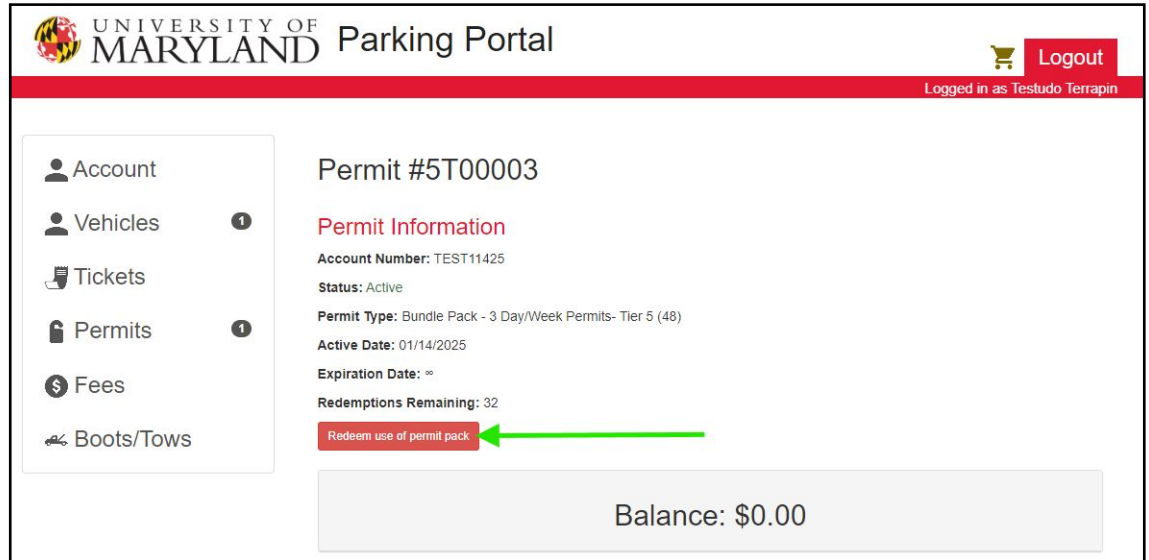
Transportation Website

Campus Map

## Step Three:

Review the permit information to ensure you are redeeming the right type of permit. In this case, you want to make sure the permit type is “Bundle Pack.”

When you’re ready, click on the red “Redeem use of permit pack” button.



The screenshot displays the University of Maryland Parking Portal interface. At the top, the University of Maryland logo and 'Parking Portal' text are visible. A red navigation bar contains a shopping cart icon, the text 'Logout', and 'Logged in as Testudo Terrapin'. On the left, a sidebar menu lists 'Account', 'Vehicles' (with a '1' notification), 'Tickets', 'Permits' (with a '1' notification), 'Fees', and 'Boots/Tows'. The main content area shows 'Permit #5T00003' and 'Permit Information'. The information includes: 'Account Number: TEST11425', 'Status: Active', 'Permit Type: Bundle Pack - 3 Day/Week Permits- Tier 5 (48)', 'Active Date: 01/14/2025', 'Expiration Date: ∞', and 'Redemptions Remaining: 32'. A red button labeled 'Redeem use of permit pack' is highlighted with a green arrow. Below this, a grey box shows 'Balance: \$0.00'.

## Step Four:

Click on the vehicle you plan to use. If you do not see the vehicle listed, click “Add Vehicle” and enter the requested information.

Once you have selected the proper vehicle, click the “Confirm” button in the bottom right.

The screenshot shows the 'Redeem Permit Pack Use' page. On the left is a navigation menu with 'Account', 'Vehicles', 'Tickets', 'Permits', 'Fees', and 'Boots/Tows'. The 'Vehicles' section has a '1' next to it. The main area is titled 'Redeem Permit Pack Use' and has a 'Vehicle' label. Below this, a red bar contains the text 'MD TERRAPNZ (Automobile Audi 90Q)' with a checkmark and a close icon. An 'Add Vehicle' button is on the left, and a 'Confirm' button is on the right. A green arrow points to the vehicle bar.

This screenshot is similar to the previous one, but the vehicle bar is now greyed out. A green arrow points to the 'Add Vehicle' button, indicating the next step in the process. The 'Confirm' button remains visible in the bottom right.

## Step Five:

Under “Redemption Date,” click on the button that looks like a grid; this action will pull up a small calendar.

Click on the date you wish to redeem the bundle permit for.

*Note: Bundle Permits cannot be redeemed for dates that have already passed.*

The screenshot shows the University of Maryland Parking Portal interface. At the top, the logo and name "UNIVERSITY OF MARYLAND" are visible, along with the text "Parking Portal". A red navigation bar contains a shopping cart icon, a "Logout" button, and the text "Logged in as Testudo Terrapin".

On the left side, there is a sidebar menu with the following items: "Account", "Vehicles" (with a notification icon), "Tickets", "Permits" (with a notification icon), "Fees", and "Boots/Tows".

The main content area is titled "Pack Use" and "Vehicle". Below this, a red bar displays the selected vehicle: "MD TERRAPNZ (Automobile Audi 90Q)" with a checkmark icon. Underneath, the "Redemption Date" section is visible, with a text input field and a "Redemption Date:" label. A button with a grid icon is located to the right of the input field, and a green arrow points to it. Below the input field is a "Confirm" button.

A calendar for January 2025 is displayed in the center, with a green border around it. The calendar shows the days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and the dates from 29 to 8. The date 29 is highlighted in grey, indicating it is the current date.

## Step Six:

Review the vehicle and date selected to ensure accuracy.

If you need to make an edit, click on the selected vehicle or date to make a change.

Once you have verified that the information is correct, click “Complete” in the bottom right to activate your Bundle Permit.

UNIVERSITY OF MARYLAND Parking Portal

Logout  
Logged in as Testudo Terrapin

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

### Redeem Permit Pack Use

Vehicle
MD TERRAPNZ (Automobile Audi 90Q) ✓

Dates
01/15/2025 ✓

Complete

## Step Seven:

When returning to the “Permits” tab of your account, you should see that the number of uses remaining for your Bundle Pack has decreased by one.

Congratulations! You have successfully redeemed a Bundle Permit.

UNIVERSITY OF MARYLAND Parking Portal

Logout  
Logged in as Testudo Terrapin

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

Your account currently has no permits [Order Permit](#)

Permit Packs:

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Lookup Tow  
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Transportation Website

Campus Map



# Have Any Questions?

*Our customer service team is here to help!*

**Hours:** 8:15 a.m.-4 p.m., Monday-Friday

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