INNOVATION PLACE

Helping grow Saskatchewan's tech sector.

LICENSE PLATE RECOGNITION SOFTWARE

USER PORTAL INSTRUCTIONS

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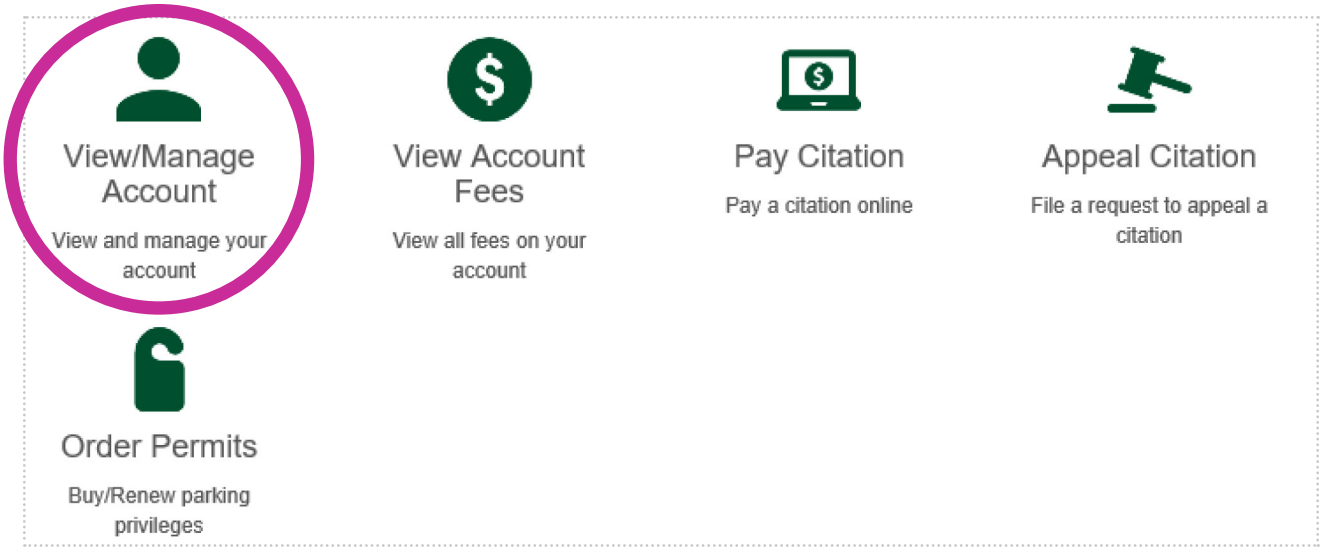
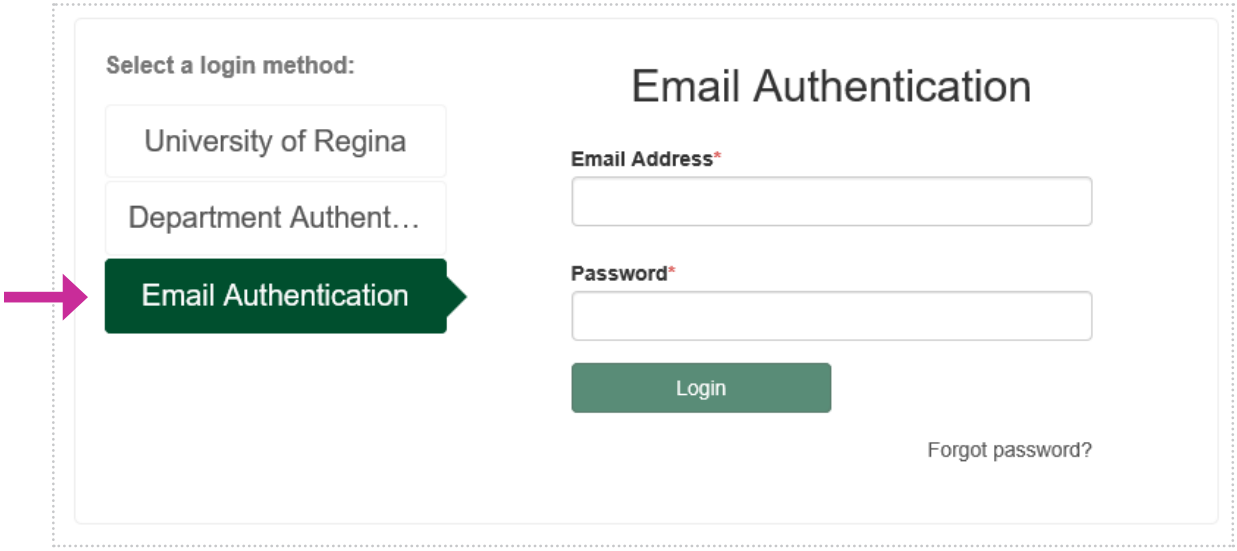
LOGGING IN TO YOUR ACCOUNT

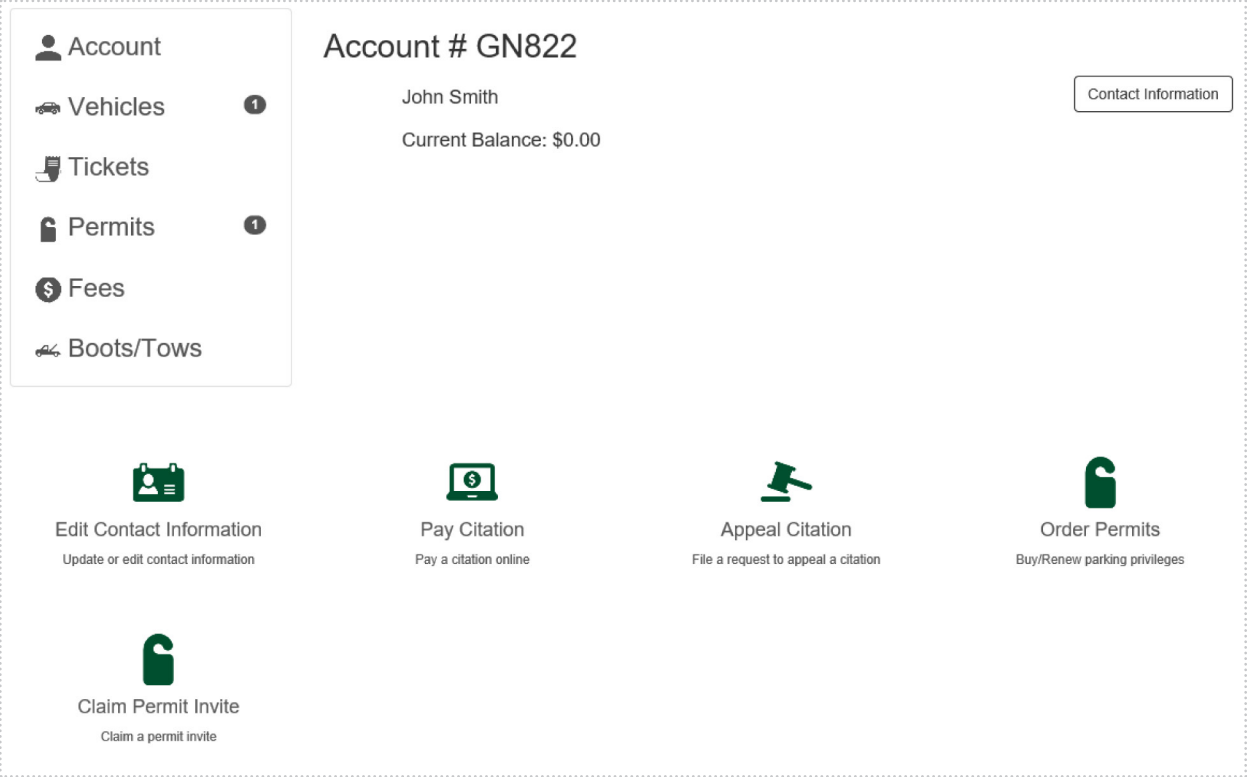
- Visit uregina.aimsparking.com to access and manage your parking account.
- Click *View / Manage Account* to log into your account.



- Enter your email address and your temporary password:

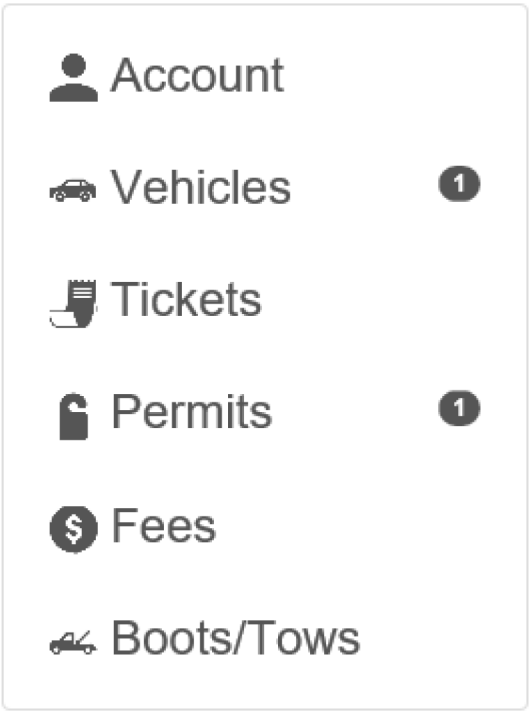


MAIN ACCOUNT SCREEN



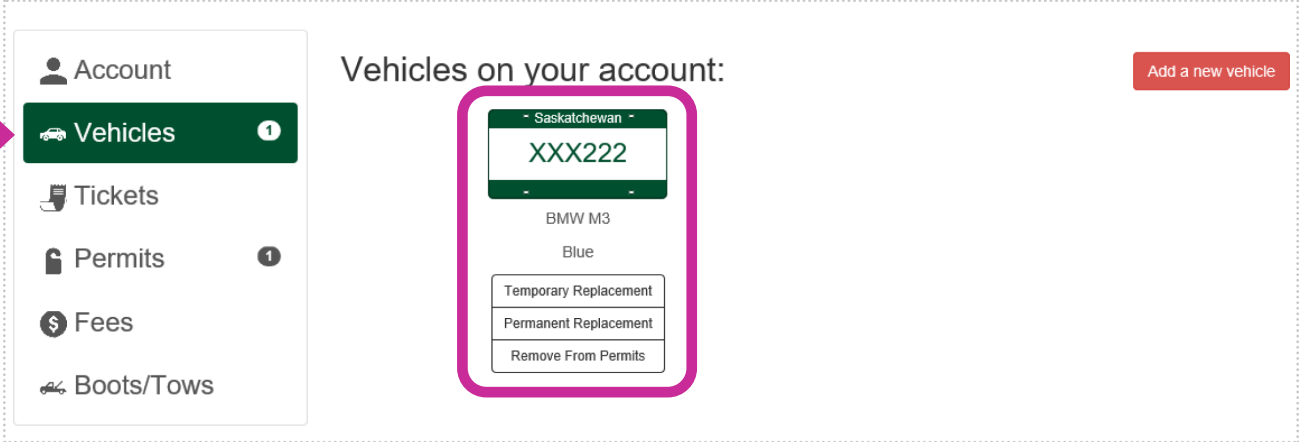
ACCOUNT MENU

- *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.



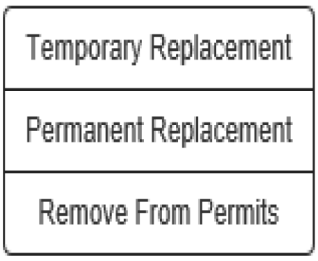
ADDING AND MODIFYING VEHICLES ON YOUR ACCOUNT

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



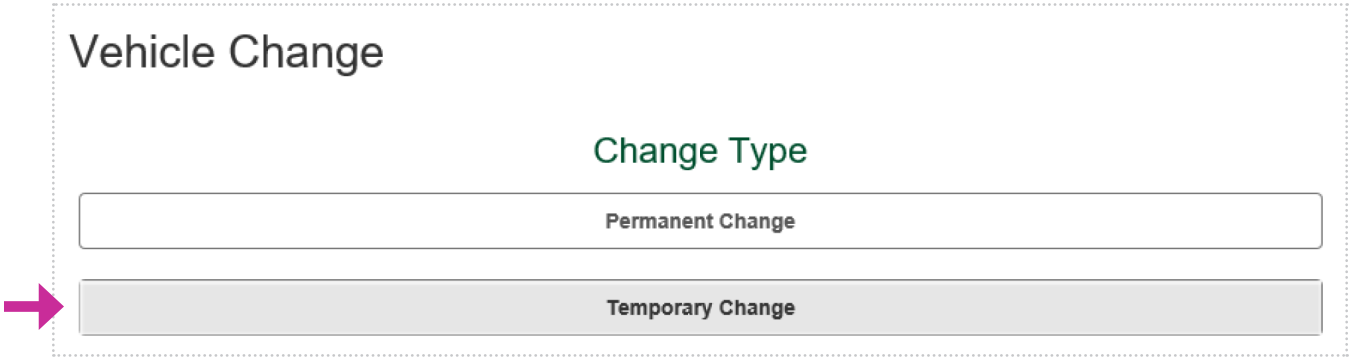
MODIFYING AN EXISTING VEHICLE

- 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.

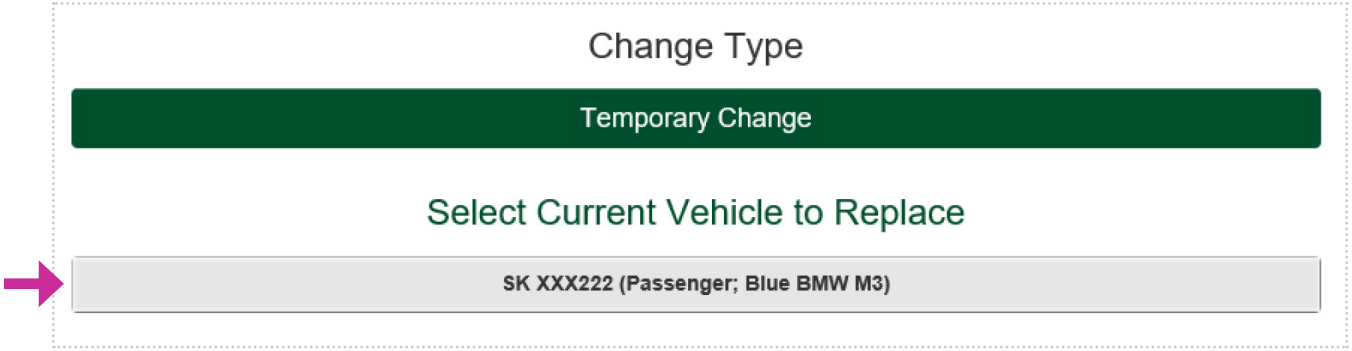


TEMPORARY REPLACEMENT

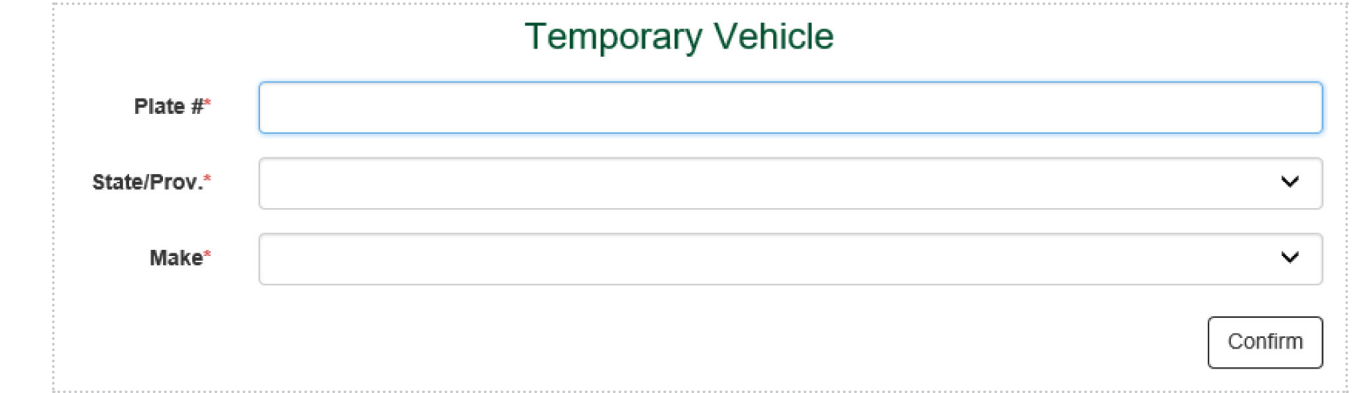
- Click *Temporary Replacement* under your vehicle, then click *Temporary Change*.



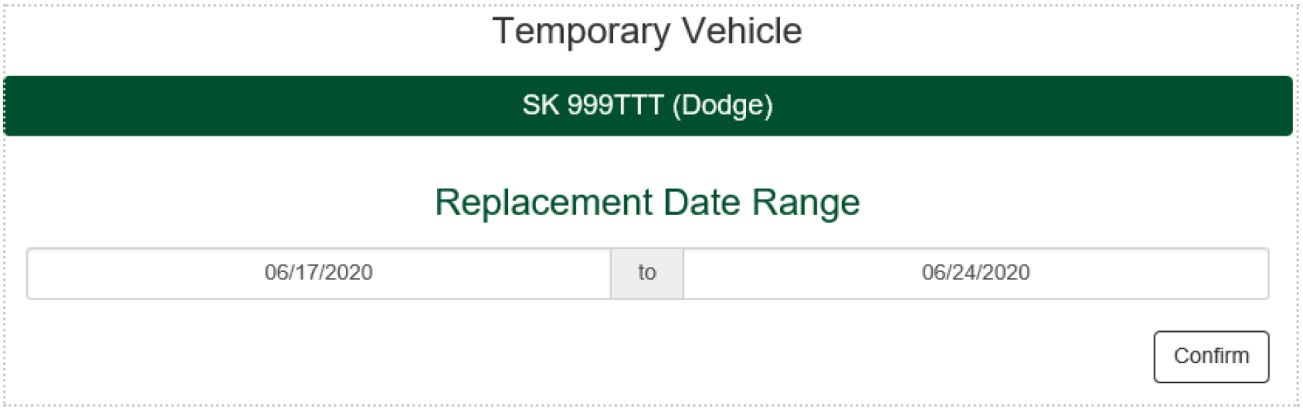
- Select the vehicle you want to temporarily replace on your account.



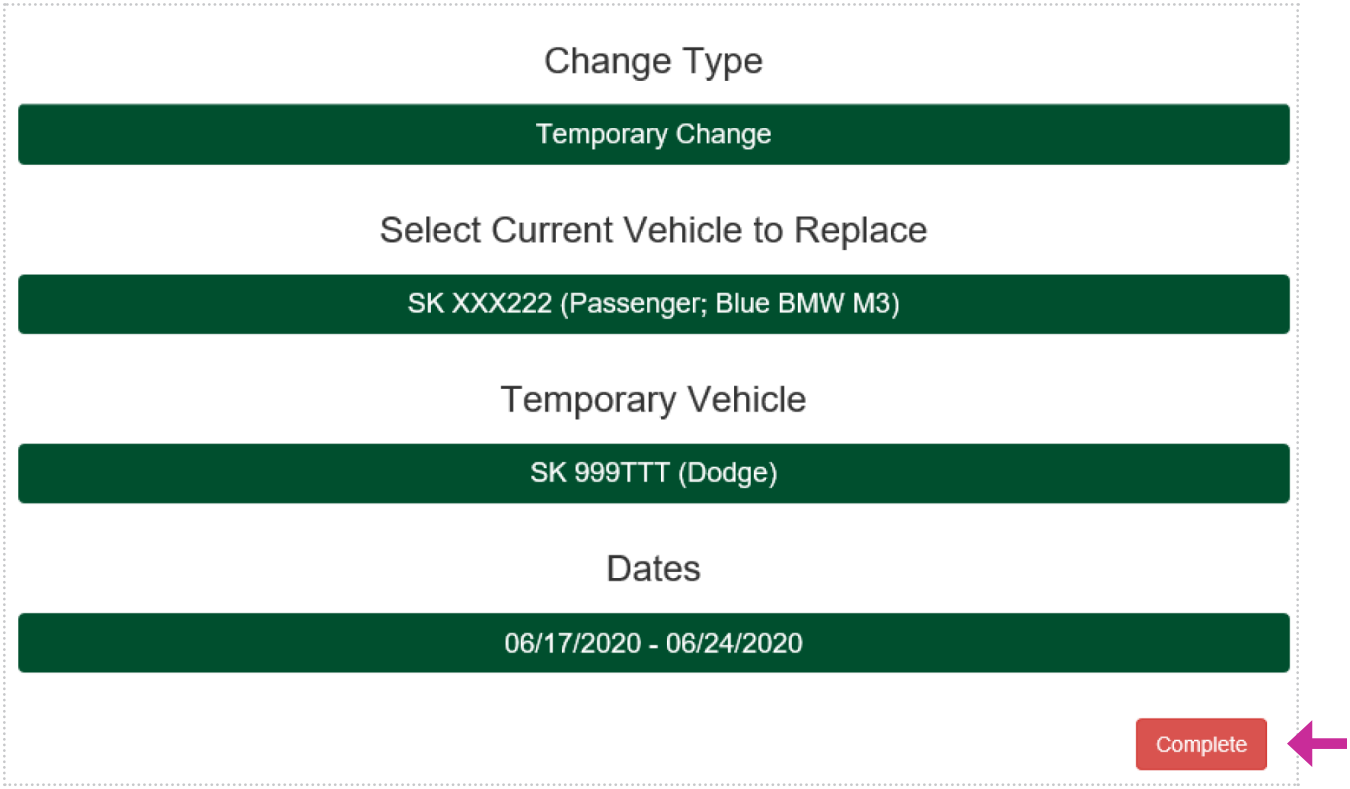
- Enter the vehicle information of your rental / loaner you wish to temporarily use on account and click *Confirm*.



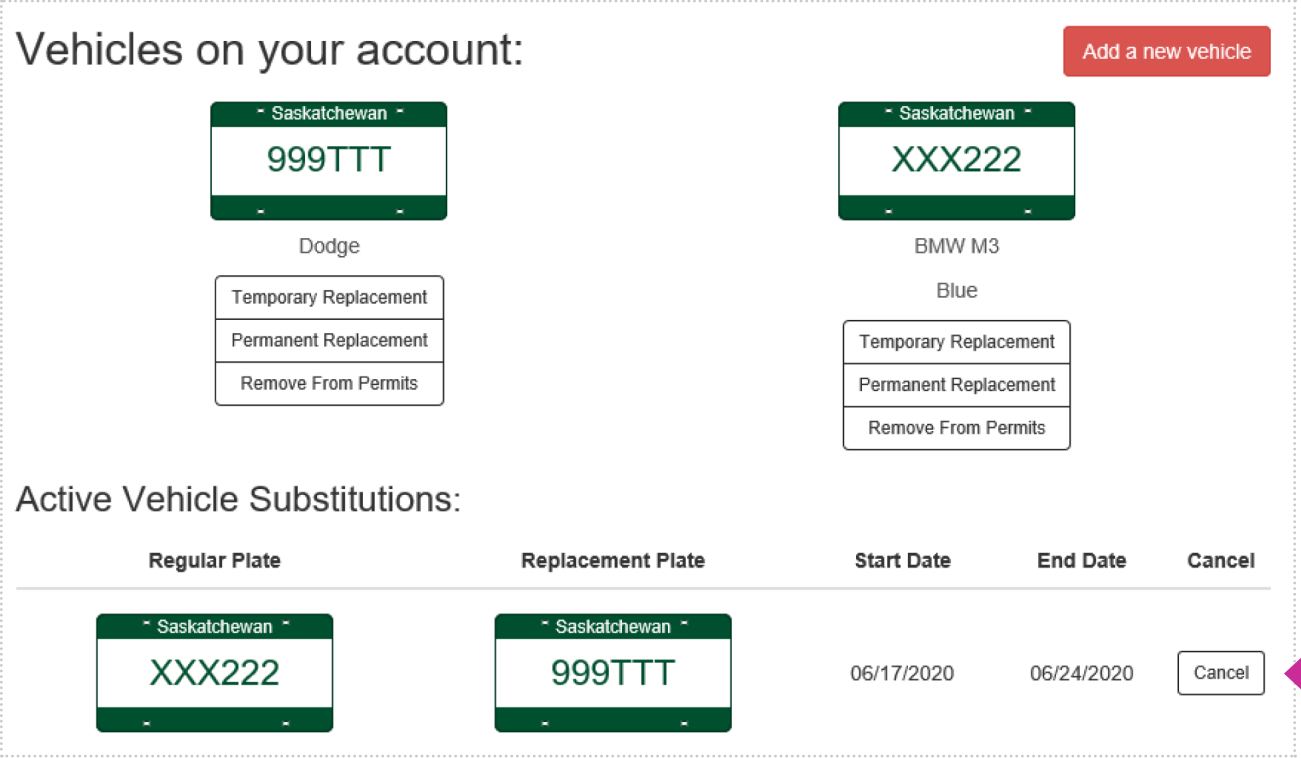
- Enter in the timeframe needed for the temporary vehicle and click *Confirm*.



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

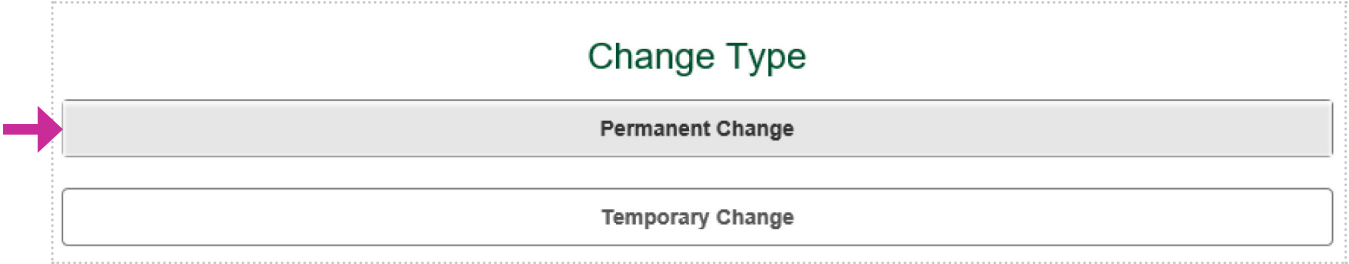


- This is how it will appear on your account. Click *Cancel* to remove the temporary vehicle from your account if you no longer need it before the timeframe has expired.

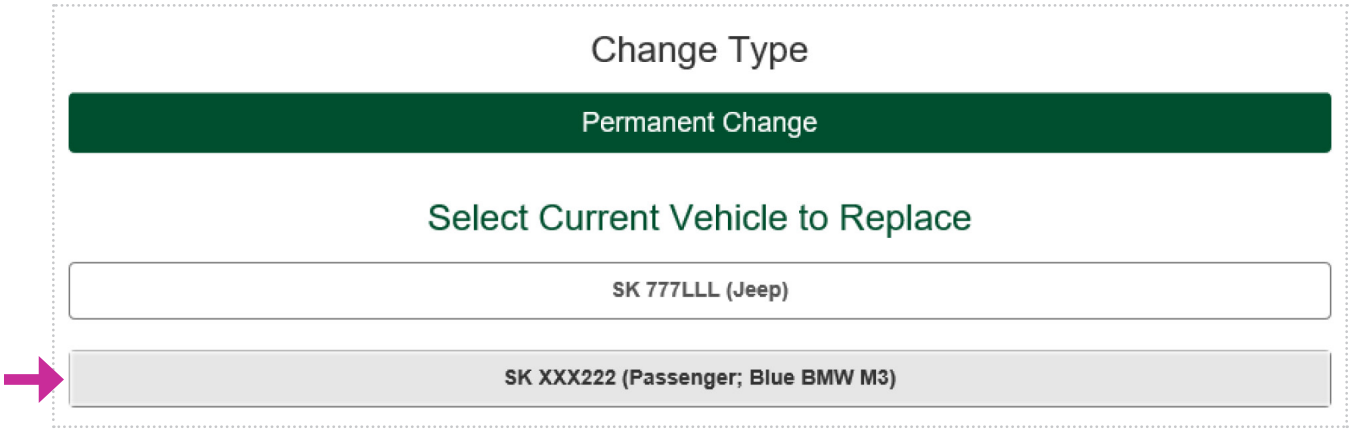


PERMANENT REPLACEMENT

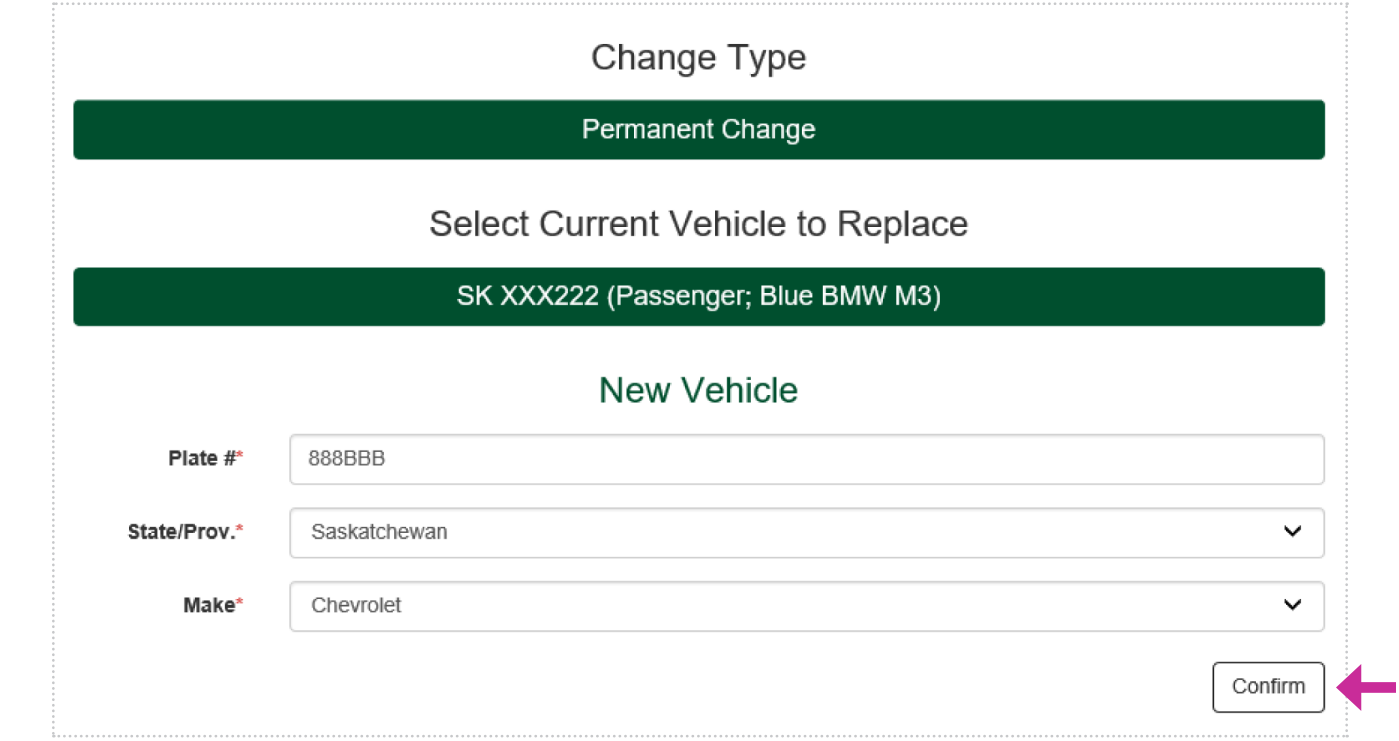
- Click *Permanent Replacement* under the vehicle, then select *Permanent Change*.



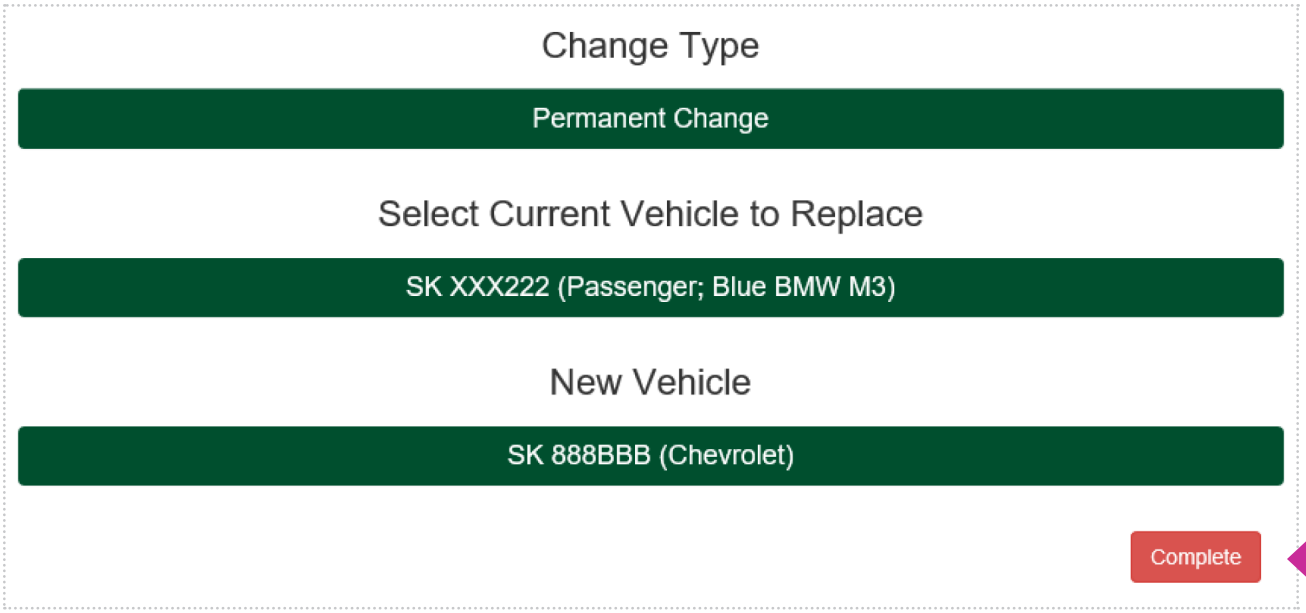
- Select the vehicle you wish to permanently replace.



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

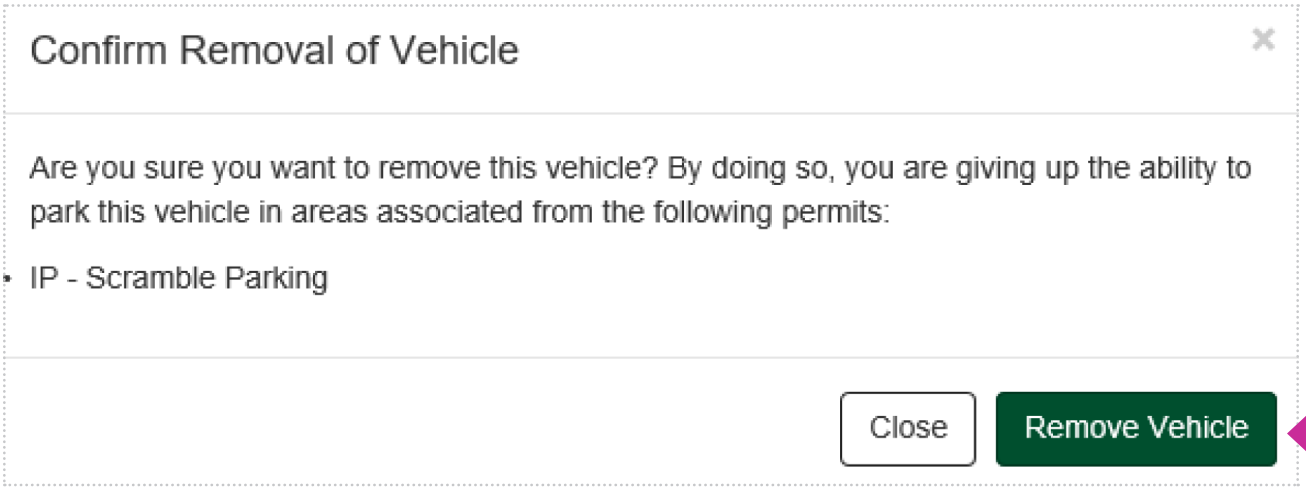


- Click *Complete* to finish added replacement vehicle.

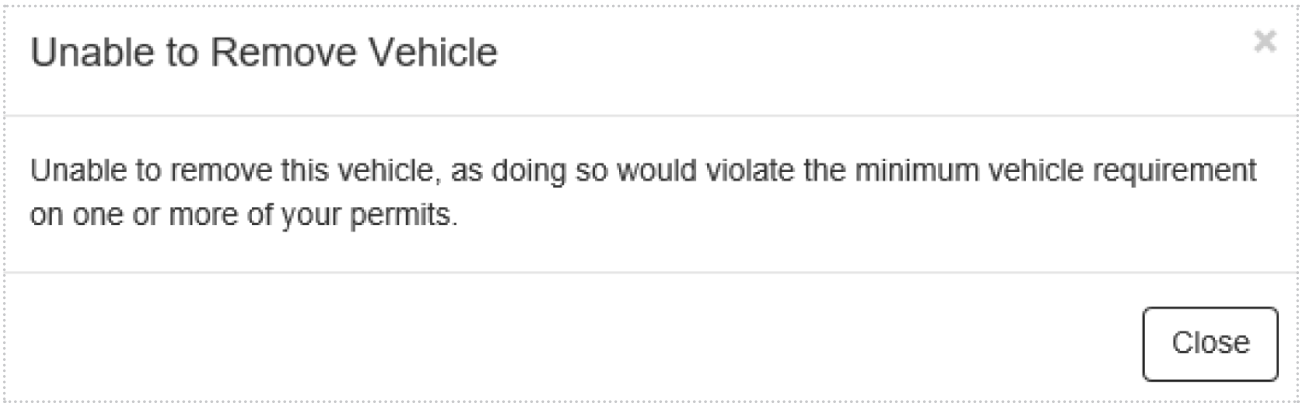


REMOVING A PERMIT

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



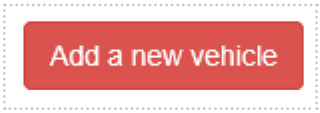
- If you only have one vehicle in your account, you cannot remove it and must replace it using the steps above.



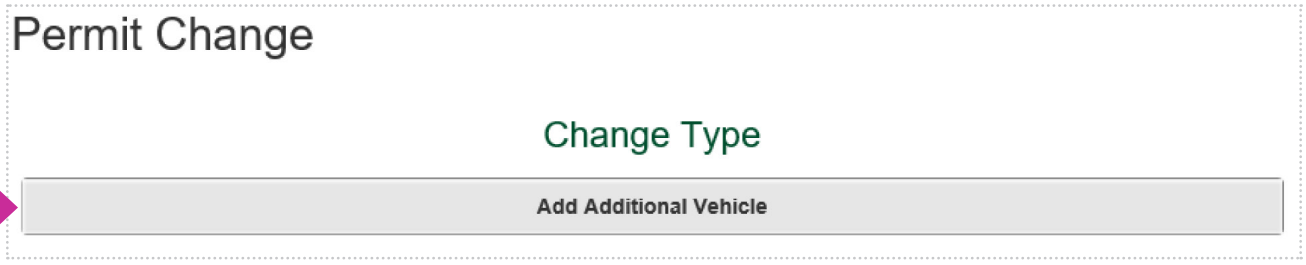
ADDING A NEW VEHICLE

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.

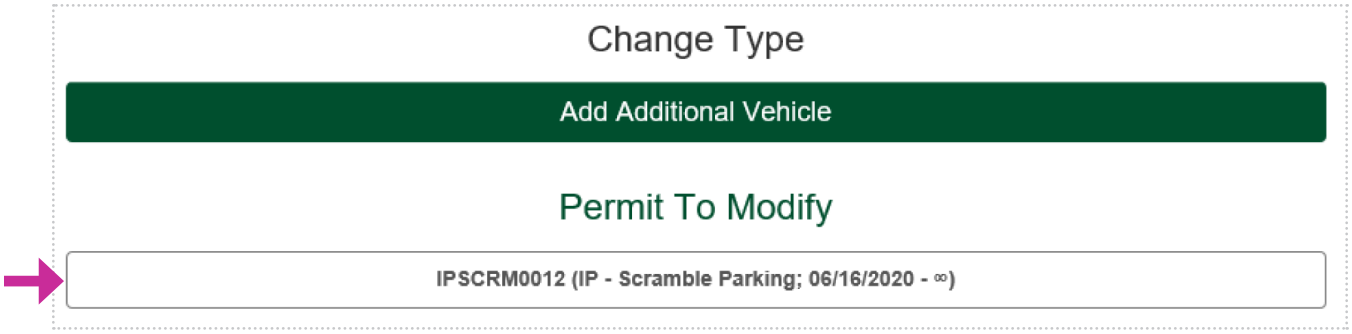
- Click *Add a new vehicle*.



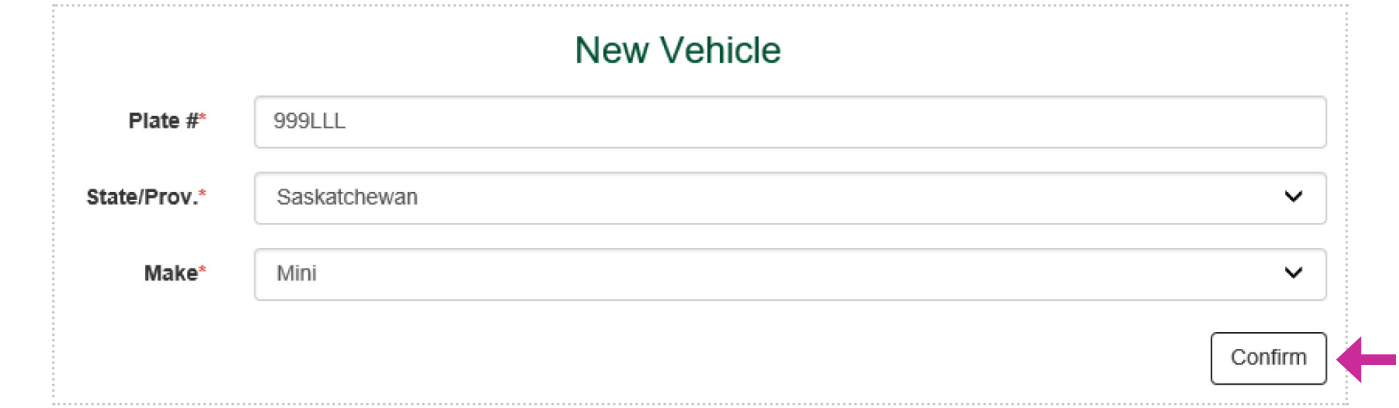
- Select *Add Additional Vehicle*.



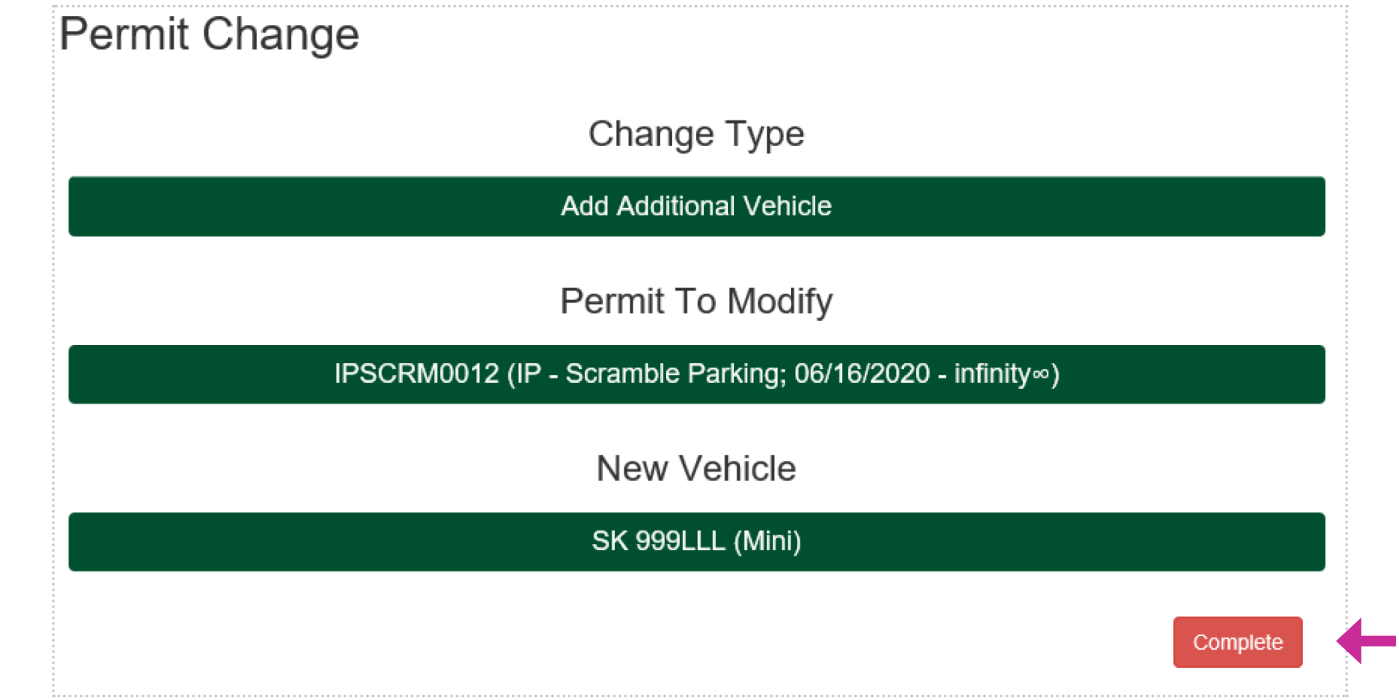
- Select a permit to modify.



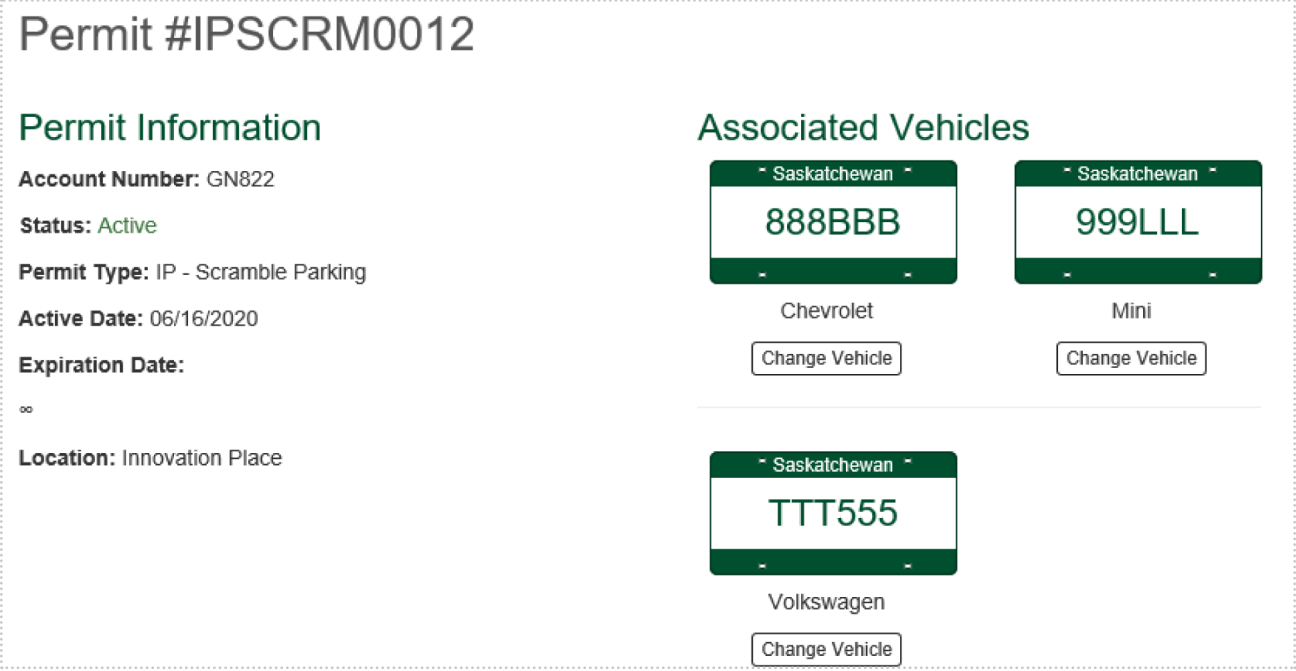
- Add new vehicle information and click *Confirm*.



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



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

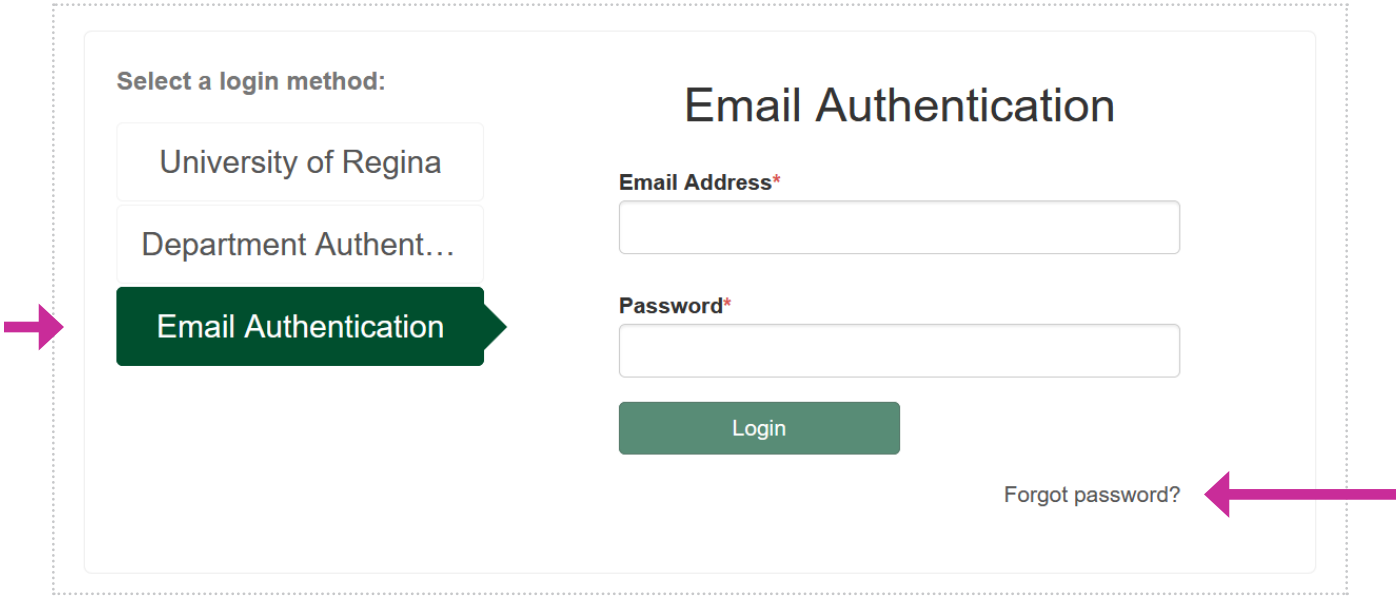


- This permit view can be found by selecting the *Permits* menu on the main screen and then selecting *View*. The permit number is system generated number. Your license plate is considered your permit.

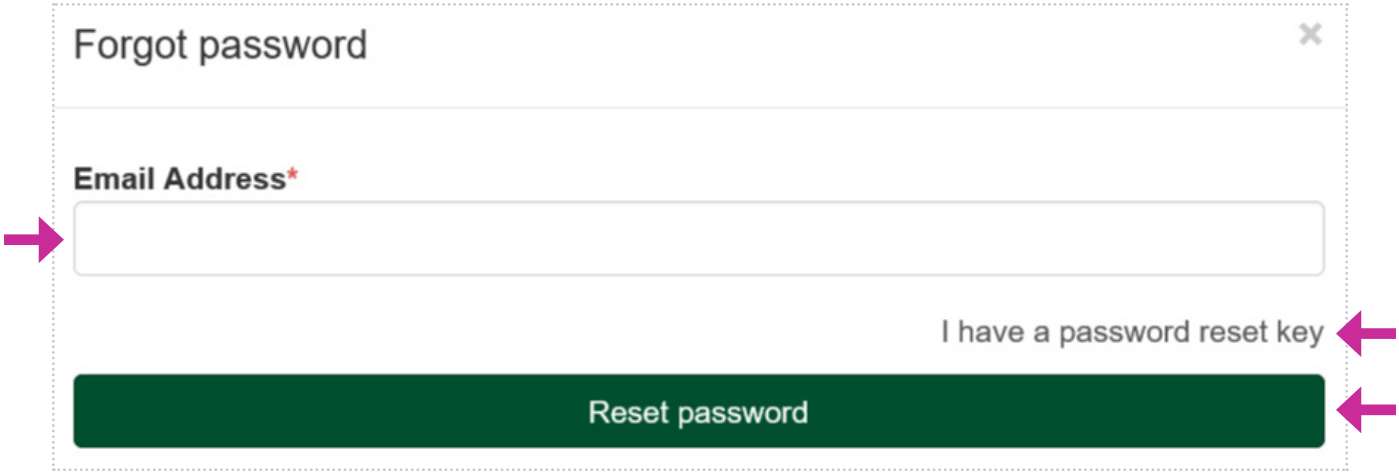
CHANGING YOUR PASSWORD

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

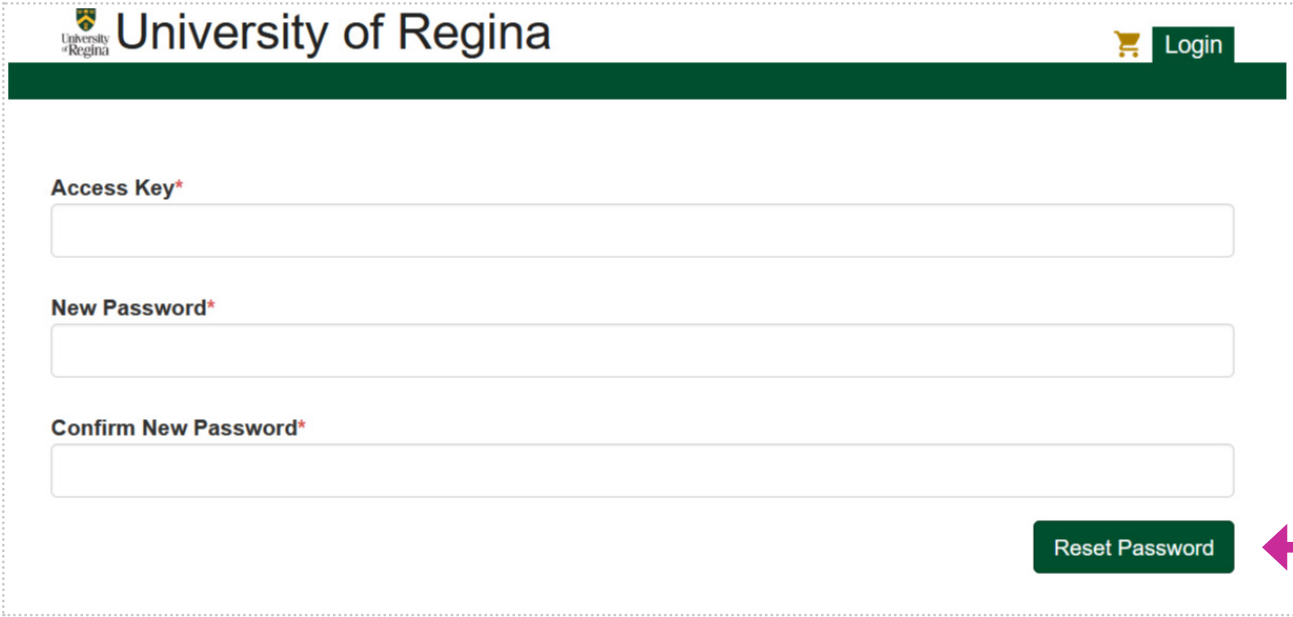
- Under *Select a login method*, click on the *Email Authentication* tab to login
- If they have forgotten your password, click on *Forgot Password*



- 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*



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



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**.

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