

How to Purchase a Permit - Retirees and Emeritus

THE UNIVERSITY OF TEXAS AT EL PASO





PARKING AND TRANSPORTATION

ANNOUNCEMENTS ▾ ABOUT ▾ PARKING ▾ TRANSPORTATION ▾ OTHER SERVICES ▾ PEOPLE ▾ FAQs ▾ CONTACT ▾

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ABOUT

Vision and Mission

MY PARKING ACCOUNT

CITATIONS

EVENT PARKING

SCHEDULE APPOINTMENT

CONNECT WITH US

The University of Texas at El Paso
Parking and Transportation
Mike Loya Academic Services Building
Room 122
El Paso, Texas 79902

E: parking@utep.edu
P: (915)747-5724

UTEP > PARKING AND TRANSPORTATION

Parking and Transportation



My Parking Account

- Purchase parking permit
- Update permit record / vehicle information

[Go to My Parking Account](#)

Firstly, go to UTEP's Parking website, and click on "Go to My Parking Account"

PTS Apps

- [Miner Metro Passio GPS Tracker](#)

Parking Services

Learn the basics about how to park and move around campus. However, the way to become completely informed of the campus parking rules is to read the Parking Regulations.





You will be taken to this page, here you will click on the “LOGIN” at the top right

CITATIONS

Citation Number *

State *

Plate Number *

Search Citations

PERMITS

Get Permits

Submit Form





Customer Authentication

If you are a student or staff member with the university, please click the button below to Login.

Student, Faculty/Staff Login

If you are not affiliated with the university, click the button below marked Guest Login to create a guest account or log in to an existing account.

Guest Login

Then you will see this page. In here, you will click on “Student, Faculty/Staff Login”





UTEP Single Sign On

The username format is “**user**” from your email address “**user**@domain.edu”.
Please do not enter your entire email address for the username.

Please login

<input type="text" value="User Name"/>	<input type="password" value="Password"/>
--	---

[Forgot password?](#)

Login

Unauthorized use of this system is prohibited. Usage may be subject to security testing and monitoring. Misuse is subject to criminal prosecution; and no expectation of privacy except as otherwise provided by applicable privacy laws. Use of this site is subject to UTEP's policies. Any use of this site not covered by UTEP policy is prohibited.

It will take you to UTEP Single Sign On to Login with your credentials





CITATIONS

[View Your Citations](#)

5

[View Your Letters](#)

0

Citation Number *

State *

Texas ▼

Plate Number *

Search Citations

PERMITS

[View Your Permits](#)

0

[View Wait List Request](#)

0

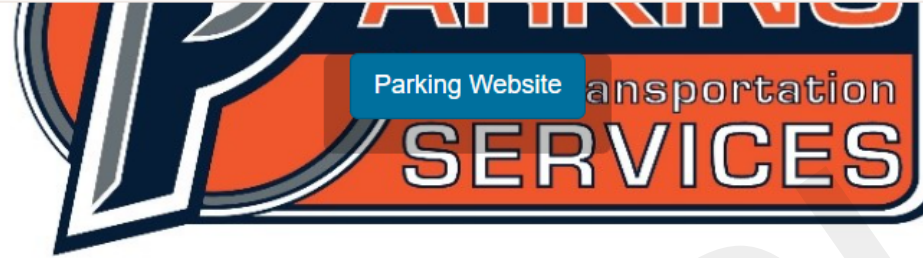
Get Permits

Submit Form

Add Waitlist

Click on "Get Permits"





PURCHASE NEW PERMIT

Let's Get Started!

Ensure you have all the necessary information before starting.

Driver's License Information:

- License Number
- License State - ex: TX

Mailing Address Information:

- Street or PO Box #
- City
- State
- Zip Code

Vehicle Information for each vehicle registered:

- Year of Manufacture
- Make - ex: Chevy or Ford
- Model - ex: Tahoe or Mustang
- License State - ex: TX, MX (Mexico), CN (Canada)
- License Number

If you have all the information required, click on "Next"

Next >>





Select Permit and Permit Agreement

IMPORTANT NOTICE

Only ONE parking permit will be issued per customer. All customers have the option to purchase either a automobile permit or a motorcycle permit. Automobile permits may be registered to and displayed on multiple vehicles while motorcycle permits are restricted to a single vehicle.

Additional parking permits are allowed only for housing residents or motorcycles as a secondary vehicle and must be purchased by contacting Parking and Transportation Services.

All the permits that are available for you to purchase will show up in this screen. You must select the one you prefer to continue with the purchasing process

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input checked="" type="radio"/>	1	\$37.50	ICRTM Orange Zones Emeritus / 22ORICH1ANN - Inner Campus Emeritus	08/16/2021	08/15/2022
<input type="radio"/>	1	\$40.00	T21	01/01/2022	12/31/2022

* Pro-Rated prices shown with an asterisk.

I agree to follow the rules and regulations as outlined in the Parking Handbook.

Next >>

Once you selected the permit of your preference click on "Next"





i You may select between 1 and 5 vehicles for this permit.

Assign a Vehicle to the Permit

Select the vehicle(s) that are currently on your record that you want to use with your permit. If you need to add new vehicles, choose "Add Vehicle" below. When finished, click Next >>

Select	State	Plate Number	Year	Make	Model	Color
<input checked="" type="checkbox"/>	New Mexico	-----	2003	VOLKSWAGON	Beetle	White
<input checked="" type="checkbox"/>	New Mexico		2011	TOYOTA	Prius	Gold
<input checked="" type="checkbox"/>	New Mexico		2011	TOYOTA	Prius	Gold
<input checked="" type="checkbox"/>	New Mexico		1992	FORD		White
<input checked="" type="checkbox"/>	New Mexico		2007	DODGE	Pickup	Silver

Add Vehicle

Next >>

Select the vehicle(s)
you want to link to
your permit





Mailing Address

Parking permits will NOT be mailed outside of the Continental United States or APO addresses.

Permits ship directly from the vendor and may take 7-10 business days to arrive.

Delivery Option

 *

Your permit will be shipping to the following address. Permits ship directly from the vendor and may take 7-10 business days to arrive.

Please ensure that the address is correct.

Email Status To

 *

* indicates a required field

Next >>

Select the address your permit will be shipping to. For addresses outside the US do not add address and have permit shipped to the office





View Cart

Review your order.

Select your method of payment. (If only one payment method is available, your payment information is selected automatically)

Click Pay Now to proceed with your transaction.

Qty	Type	Description	Amount	Actions
1	Permit	ICRTM Orange Zones Emeritus / 22ORICH1ANN - Inner Campus Emeritus [22OICRTM07] (08/16/2021 - 08/15/2022) view details	\$37.50	Remove

Due Now: \$37.50

[Cancel Purchase](#)

Checkout

[Pay Now](#)

Review your transaction. You can also see the number of item(s) in your cart and outstanding balance

If you wish to proceed with the purchase, click on "Pay Now"





Payment Information

Please review the totals below and click next to proceed to make your payment.

Qty	Type	Description	Amount	Actions
1	Permit	ICRTM Orange Zones Emeritus / 22ORICH1ANN - Inner Campus Emeritus [22OICRTM07] (08/16/2021 - 08/15/2022) view details	\$37.50	Remove

Due Now: \$37.50

Once again, click on “Next”
to continue with the
payment

Next >>





Payment

Payment Information

* Indicates required information

Total:

\$50.00

Payment Method:*



Select a Payment Method

Select a Payment Method

Credit Card

Electronic Check (ACH)

Next you will be taken to this page to continue with your payment. Here you first select the Payment Method

Cancel this payment transaction.

Continue



If you select the Credit Card option, you will have to fill the following information.

e Credit

u will

following

Payment

* Indicates required information

Total:

\$50.00

Payment Method:^{*}

Credit Card

Account Information

* Indicates required information

Credit Card Type:^{*}

Select a Credit Card Type

Account Number:^{*}

Expiration Date:^{*}

06

2022

Security Code:^{*}

Name on Card:^{*}

[View Example](#)

Billing Information

* Indicates required information

Street Address 1:^{*}

Street Address 2:

City:^{*}

State:^{*}

Texas

Zip Code:^{*}

Country:^{*}

United States

Contact Information

* Indicates required information

Email:^{*}

name@email.com

Day Phone:

(555) 555-5555

Night Phone:

(555) 555-5555

Mobile Phone:

(555) 555-5555

Return Policy Agreement

Parking and Transportation Services Refund Policies Refunds are processed by Parking and Transportation Services Office based on the original method of payment. Generally, all credit balances are initially credited back to a student via direct deposit to the financial institution on file or by check and mailed to the individual's mailing address on file. Credit Card payments will be refunded by mailed check, unless a mistake or overpayment is brought to the attention of PTS within 24 hours of the transaction taking place. Those funds will be credited back to the owner's credit card.

☒ By clicking Continue, I agree to the above Return Policy.

Cancel this payment transaction.

Continue



Payment

Payment Information

Total: \$50.00

Payment Method:*
Electronic Check (ACH)

Account Information

Account Type:*
Select an Account Type

ABA Routing Number:*

[View Example](#)

Account Number:*

Re-enter the Account Number:*

Name on the Account:*

Billing Information

Street Address 1:*

Street Address 2:

City:*

State:*
Texas

Zip Code:*

Country:*
United States

Contact Information

Email:*
name@email.com

Day Phone:

Night Phone:

Mobile Phone:

Return Policy Agreement

Parking and Transportation Services Refund Policies Refunds are processed by Parking and Transportation Services Office based on the original method of payment. Generally, all credit balances are initially credited back to a student via direct deposit to the financial institution on file or by check and mailed to the individual's mailing address on file. Credit Card payments will be refunded by mailed check, unless a mistake or overpayment is brought to the attention of PTS within 24 hours of the transaction taking place. Those funds will be credited back to the owner's credit card.

☒ By clicking Continue, I agree to the above Return Policy.



Cancel this payment transaction.

Payment Information

* Indicates required information

Total: \$50.00

Payment Method:*

Account Information

* Indicates required information

Credit Card Type:*

Account Number:*

Expiration Date:*

Security Code:*

[View Example](#)

Name on Card:*

Billing Information

* Indicates required information

Street Address 1:*

Street Address 2:

City:*

State:*

Zip Code:*

Country:*

Contact Information

* Indicates required information

Email:*

Day Phone:

Night Phone:

Mobile Phone:

Business Correspondence Address

STUDENT BUSINESS SERVICES
500 WEST UNIVERSITY
EL PASO, TX
79968
UNITED STATES

Return Policy Agreement



Parking and Transportation Services Refund Policies Refunds are processed by Parking and Transportation Services Office based on the original method of payment. All refund requests must be received within 30 days of the transaction date. Refunds are initially credited back to a student via direct deposit to the financial institution on file or by check and will be mailed to the physical address on file. Credit Card payments will be refunded by mailed check, unless a mistake or overpayment is brought to the attention of the office within 24 hours of the transaction taking place. Those funds will be credited back to the owner's credit card.

By clicking Continue, I agree to the above Return Policy.

[Cancel this payment transaction.](#)

[Continue](#)

[PARKING PORTAL](#)

[PERMITS](#)

[CITATIONS](#)

[VEHICLES](#)



[\(0 ITEMS \\$0.00\)](#)

Welcome, Yvonne Delgado!



Payment Receipt

Your transaction is complete. Please print the page for your records.

Purchased Items

Qty	Type	Description	Amount
1			
			Total Paid:

Transaction Summary

CC Receipt Number

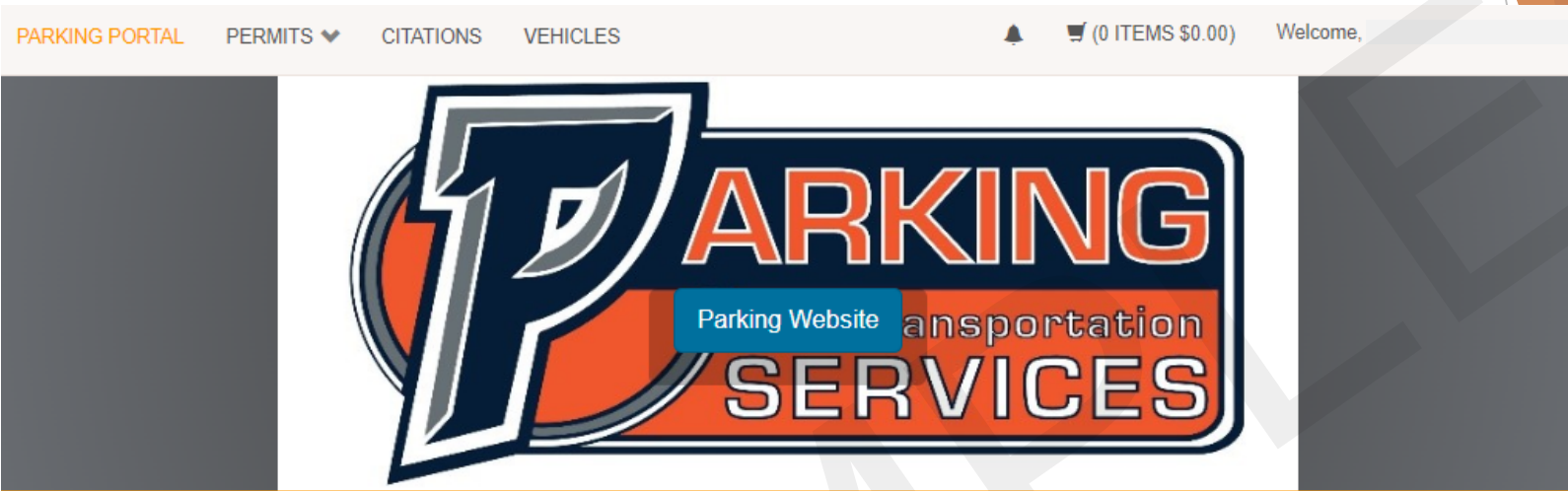
Payment Method

Payment Date

[Logout](#)

After clicking "Continue" you will get this page with the Payment Receipt. And you will also get an email with the payment confirmation

Once you fill the information, read the Return Policy Agreement, and then click "Continue"



NOTE: Sometimes the permits don't get delivered on time, in those cases, use the temporary permit (while you wait for the actual parking permit)

Faculty & Staff Permits for 2022-2023 are now on sale!
Student Permits for 2022-2023 will be on sale July 19, 2022 at 9:00 AM MST.

CITATIONS

[View Your Citations](#)

0

[View Your Letters](#)

0

Citation Number *

State *

Plate Number *

Search Citations

PERMITS

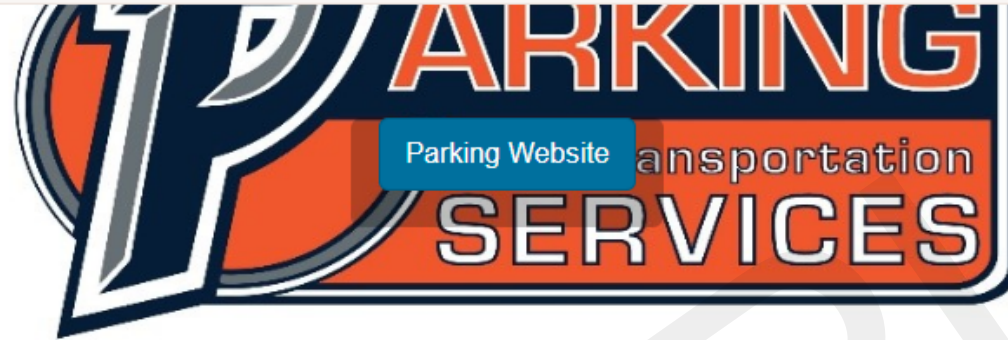
[View Your Permits](#)

5

[Get Permits](#)

[Submit Form](#)

After you have purchased your permit, go to "View Your Permits" in order to print your temporary permit.



View Your Account Permits

Permits associated with your account are listed below. You may click on the permit for additional details.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
22XS	22P;	Active	06/30/2021	08/16/2021	08/15/2022
23XS	23P;	Issued	06/23/2022	08/16/2022	08/15/2023
21XS	21P;	Expired	06/23/2020	08/16/2020	08/15/2021
20XS	20P;	Expired	07/10/2019	08/16/2019	08/15/2020
19EG		Expired	01/24/2019	01/24/2019	08/15/2019

In this page you can see all the permits you have purchased. Click on the permit you recently got

NOTE: In case you forget the name of the permit you got, you can see the date under the "Issue Date" column, which would be the day you purchased the permit





Your Permit Details

Below are the details for your Permit.

Permit Number 23
Type 23P
Amount Due \$0.00
Status Issued
Issue Date 06/23/2022
Effective Date 08/16/2022
Expiration Date 08/15/2023

Associated Vehicles

Plate Number	Plate State	Vehicle Make	Vehicle Model	Vehicle Color	Actions
	Mexico			Gray	<button>Delete</button>
	Mexico			Red	<button>Delete</button>

Associated Receipts

Receipt Number	Description	Permit Amount	Date	Payment Method
504817				

No contract profiles were found on this record.

No space overages were found on this record.

Add Vehicles To PermitPrint Permit

This page shows you details about your permit and at the bottom you can see the option "Print Permit"



You will get a PDF file with the Temporary Parking Permit that you have to print and display it on your dashboard

The University of Texas at El Paso

Temporary Parking Permit:

Valid For:

- Location:
- Dates:
- Vehicles:
-

and Transportation
SERVICES

Must be displayed on Dashboard

Permit is not valid at parking meters, 24 hour reserved lots, reserved numbered spaces, silver lots, handicap parking areas, fire zones or loading/unloading zones.

Disclaimer: by displaying this temp permit you agree to all PTS rules and regulations found at parking.utep.edu

NOTE: This is a temporary permit, once you receive your actual permit in the mail, or at the parking office, you have to stop using the temporary one and use the actual permit in order to not receive a citation

