How to Purchase a Permit - Retirees and Emeritus

THE UNIVERSITY OF TEXAS AT EL PASO
Firstly, go to UTEP’s Parking website, and click on “Go to My Parking Account”
You will be taken to this page, here you will click on the “LOGIN” at the top right.
Then you will see this page. In here, you will click on “Student, Faculty/Staff Login”
It will take you to UTEP Single Sign On to Login with your credentials.
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), CR (Canada)
• License Number

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

Once you selected the permit of your preference click on “Next”
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 >>

<table>
<thead>
<tr>
<th>Select</th>
<th>State</th>
<th>Plate Number</th>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>New Mexico</td>
<td></td>
<td>2003</td>
<td>VOLKSWAGON</td>
<td>Beetle</td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>New Mexico</td>
<td></td>
<td>2011</td>
<td>TOYOTA</td>
<td>Prius</td>
<td>Gold</td>
</tr>
<tr>
<td></td>
<td>New Mexico</td>
<td></td>
<td>2011</td>
<td>TOYOTA</td>
<td>Prius</td>
<td>Gold</td>
</tr>
<tr>
<td></td>
<td>New Mexico</td>
<td></td>
<td>1992</td>
<td>FORD</td>
<td></td>
<td>White</td>
</tr>
<tr>
<td></td>
<td>New Mexico</td>
<td></td>
<td>2007</td>
<td>DODGE</td>
<td>Pickup</td>
<td>Silver</td>
</tr>
</tbody>
</table>

Select the vehicle(s) you want to link to your permit.
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.
If you wish to proceed with the purchase, click on “Pay Now”

Review your transaction. You can also see the number of item(s) in your cart and outstanding balance.
Once again, click on “Next” to continue with the payment.

<table>
<thead>
<tr>
<th>Qty</th>
<th>Type</th>
<th>Description</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Permit</td>
<td>ICRTM Orange Zones Emeritus / 220RICHT1ANN - Inner Campus</td>
<td>$37.50</td>
<td>Remove</td>
</tr>
</tbody>
</table>

Due Now: $37.50
Next you will be taken to this page to continue with your payment. Here you first select the Payment Method.
If you select the Credit Card option, you will have to fill the following information.

If you select the Electronic Card (ACH) option, you will have to fill the following information.
Once you fill the information, read the Return Policy Agreement, and then click “Continue”.

After clicking “Continue” you will get this page with the Payment Receipt. And you will also get an email with the payment confirmation.
After you have purchased your permit, go to “View Your Permits” in order to print your temporary permit.

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)
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:** Z3P  
**Amount Due:** $0.00  
**Status:** Issued  
**Issue Date:** 06/23/2022  
**Effective Date:** 06/16/2022  
**Expiration Date:** 06/15/2023

**Associated Vehicles**

<table>
<thead>
<tr>
<th>Plate Number</th>
<th>Plate State</th>
<th>Vehicle Make</th>
<th>Vehicle Model</th>
<th>Vehicle Color</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mexico</td>
<td>Gray</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mexico</td>
<td>Red</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Associated Receipts**

<table>
<thead>
<tr>
<th>Receipt Number</th>
<th>Description</th>
<th>Permit Amount</th>
<th>Date</th>
<th>Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td>504817</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No contract profiles were found on this record.
No space overages were found on this record.

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: 

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.