How to Purchase a Permit - Employee

THE UNIVERSITY OF TEXAS AT EL PASO
Go to utep.edu/parking-and-transportation/ and click on “My Parking Account”.
It will take you to the new Parking portal. Click on “Login” to start with the process.
Faculty, Full-time and Part-time Employees click on “Student, Faculty/Staff Login”.

For more information visit our webpage.
It will take you to UTEP Single Sign On to Login with your credentials.

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

User Name  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.
Click on “Get Permits”
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”.

### Select Permit and Permit Agreement

**IMPORTANT NOTICE**

Only ONE parking permit will be issued per customer. All customers have the option to purchase either an 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.

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Permit Fee</th>
<th>Permit Description</th>
<th>Permit Effective</th>
<th>Permit Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>$575.00</td>
<td>SBG Sun Bowl Garage Fac/Stf / 24PG1AECFALL - SBG Sun Bowl Garage PG1 Fac/Stf (2022-2023)</td>
<td>08/16/2022</td>
<td>08/15/2023</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>$40.00</td>
<td>T2Test / T2Test</td>
<td>01/01/2022</td>
<td>12/31/2022</td>
</tr>
</tbody>
</table>

* Pro-Rated prices shown with an asterisk.

I agree to follow the rules and regulations as outlined in the Parking Handbook.
Select the vehicle(s) you want to link to your 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 >>

<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>Mexico</td>
<td>ELL8082</td>
<td>2016</td>
<td>NISSAN</td>
<td>Sentra</td>
<td>Beige</td>
</tr>
</tbody>
</table>

Add Vehicle

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.
Select the vehicle(s) you want to link to your permit. Once you selected the vehicle(s) 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 >>

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Add Vehicle

Next >>
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”.
Full-time employees payment method is automatically set to payroll deductions. You can choose between “One-Time Payment” or “Monthly Payments”.

For more information on payroll deduction click [HERE](#).
After your permit purchase is processed successfully, you will be taken to the “Payment Receipt” screen. Now you have purchased your permit!
To print your temporary permit, click “PERMITS” on top of the screen and select “View Your Permits”.
View Your Account Permits

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

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Type</th>
<th>Status</th>
<th>Issue Date</th>
<th>Effective Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>24GRN00122</td>
<td>24GMAFALL - GRN Green Remote Fac/Stf</td>
<td>Returned</td>
<td>05/31/2022</td>
<td>08/16/2021</td>
<td>08/15/2022</td>
</tr>
<tr>
<td>24DA100680</td>
<td>24P05AFALL - DA1 Dawson 1 Fac/Stf (2022-2023)</td>
<td>Issued</td>
<td>06/29/2022</td>
<td>08/16/2022</td>
<td>08/15/2023</td>
</tr>
<tr>
<td>24SBG00246</td>
<td>24PG1AEFALL - SBG Sun Bowl Garage PG1 Fac/Stf (2022-2023)</td>
<td>Issued</td>
<td>08/23/2022</td>
<td>08/16/2022</td>
<td>08/15/2023</td>
</tr>
</tbody>
</table>
Scroll down and click on “Print Permit”. A PDF file will open, this is your temporary permit. 😊
You will get a PDF file with a Temporary Parking Permit that you can print and display 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

This is a temporary permit, once you receive your physical permit. You must display the physical permit instead. If you do not receive your physical permit before your temporary expires Contact our office.