

# How To Pay A Citation -Guests

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THE UNIVERSITY OF TEXAS AT EL PASO





## PARKING AND TRANSPORTATION

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### ABOUT

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### 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](mailto: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  
“Guest Login”





## Guest Login

Enter your ID and Password. If you do not have an ID and password you may [create one](#) or you may [retrieve your lost information](#) if you have lost it.

Email Address

Password

\* indicates a required field

Log In

In this page, enter the following information if you had created an account before.

**NOTE:** If you have not created an account before, click on “Create One” or if you have forgotten your credentials, click on “Retrieve your lost information”





## Guest User Registration

Enter all required information below and click "Create Account"

Email Address

\*

Email Address (confirm)

\*

First Name

\*

Middle Name

Last Name

\*

Phone 1

Password

\*

Password (confirm)

\*

\* indicates a required field

Create Account

If you are creating an ID, fill all the information required to create the account. After filling the information, click on "Create Account"





## Recover lost ID and Password

Enter the email address associated with your account and your account information will be mailed to you. If you do not have an email address on file you may answer the security question to obtain your password.

If you have created an account before but don't remember your password, enter your email address used and click "Submit"

Email Address

\* indicates a required field

Submit







Once you have entered to your account, you will see this page where you can search your unpaid citation.

## CITATIONS

[View Your Citations](#)

0

[View Your Letters](#)

0

Citation Number \*

State \*

Plate Number \*

Type the citation and the plate number and click on "Search Citations"

## PERMITS

[View Your Permits](#)

0

For more information visit our [webpage](#)







## View your Parking Citations

UTEP Students, Faculty, and Staff must pay citations through Pete's Payments.  
my.utep.edu

[Click here to be redirected to my.utep.edu to sign in with your UTEP credentials.](#)

Once signed in, please select the Pete's Payment Options icon (pictured below).



Once you have searched for the citation, you will see the citations linked to the vehicle you have typed

Guests and visitors may pay below. If you are unable to add a citation to your basket please contact the parking office at parking@utep.edu or call us at 915-747-5724

YOUR CITATION(S) TOTAL

Add To Basket

Citation #	Status	Balance	Issue Date	License Plate	Location	Appeal this Citation	Pay this Citation
<u>Y107</u>							Add to Basket
<u>1720</u>							Add to Basket





## Your Citation Details

Below are the details for your Citation.

Citation Number

Issue Date

Description

Location

Balance

Status

Responsible Party

Add to Basket

If you click on the Citation # you will be taken to this page with the citation details. In order to pay, click on "Add to Basket"

## Appeals

No appeals were found on this record.

## Receipts

No receipts were found on this record.

For more information visit our [webpage](#)





## View Cart

If you pay, you can't appeal

Qty	Type	Description	Amount	Actions
1	Citation	1720		<a href="#">Remove</a>

Due Now:

[Cancel Purchase](#)[Add Citations](#)

## Checkout

[Pay Now](#)

When you click on your basket, you will be able to view your cart. Once you are ready to pay, click on "Pay Now" under the Checkout





## Payment Information

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

Qty	Type	Description	Amount	Actions
1	Citation	1720		<a href="#">Remove</a>

Due Now:

When you click on "Pay Now" you will be taken to this page. Click on "Next"

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.

Credit  
You will  
following

ation Services





Payment

Total:

\$50.00

Payment Method:<sup>\*</sup>

Credit Card



Account Information

Credit Card Type:<sup>\*</sup>

Select a Credit Card Type

Account Number:<sup>\*</sup>

Expiration Date:<sup>\*</sup>

06

2022

Security Code:<sup>\*</sup>

Name on Card:<sup>\*</sup>

Billing Information

Street Address 1:<sup>\*</sup>

Street Address 2:<sup>\*</sup>

City:<sup>\*</sup>

State:<sup>\*</sup>

Texas

Zip Code:<sup>\*</sup>

Country:<sup>\*</sup>

United States

Contact Information

Email:<sup>\*</sup>

name@email.com

Day Phone:

(555) 555-5555

Night Phone:

(555) 555-5555

Mobile Phone:

(555) 555-5555

Return Policy Agreement

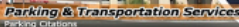

Parking and Transportation Services Refund Policies Refunds are processed by Parking and Transportation Services Office based on the original method of payment. Generally, all credit balances are initially credited back to a student via direct deposit to the financial institution on file or by check 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



\* Indicates required information

Total:

\$50.00

Payment Method:

Electronic Check (ACH)

### Account Information

\* Indicates required 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

\* 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

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

Cancel this payment transaction.



Continue

## 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 submitted 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	Citation	1720	
			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"