A Step-By-Step Guide to Purchasing Your Parking Permit

**Step 1:** Navigate to www.utrgv.edu/myparking.

**Step 2:** Once there, click on “Purchase Permits”.

**Step 3:** Click on the “Affiliated Login” button.

**Step 4:** On the Customer Authentication Page, enter your UTRGV credentials (the same username and password you use to log in to your email account). Then click on the “Log In” button.

**Step 5:** Click on the “Next >>” button.

**Step 6:** The next page will show the types of permits available for purchase.

**Step 7:** Select the permit you wish to purchase and after reading the permit agreement click the “Next >>” button.

**Step 8:** Select or add a vehicle that you want to use with your permit. A vehicle is required (maximum of 2 vehicles) with the purchase of a parking permit click the “Next>>” button.

**Step 9:** Select or add the mailing address you wish to have your permit mailed to and your UTRGV email address then click the “Next >>” button.

**Step 10:** View your cart and check your cart amount, select a Payment Method from the drop down box then click the “Pay Now” button. (Payment methods available to STUDENTS: Student Account, Credit Card/E-Check. Payment methods available to EMPLOYEES: Payroll Deduction, Credit Card/E-Check.)

**Step 11:** View your payment information to make sure everything looks correct, verify the “Due Now” amount and if everything looks accurate click on the “Pay Now” button. **Do not hit the back button.**

**Step 12:** Once transaction is complete a confirmation of payment receipt can be printed for your records. An email with copy of your receipt will be sent to you as well. Click on “Print Permit” to print a temporary permit for your dashboard while you wait for your permit in the mail. Permits purchased online should arrive between 5-7 business days from the date of purchase. Students residing on campus and that have selected a “Resident” permit will need to pick up their permit with Residence Life a week after the online purchase.

For questions or issues, email parking@utrgv.edu or call us at 956.665.2738.

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