

# Permit Purchase Guide

## A Step-By-Step Guide for Purchasing Your Parking Permit

**University-  
Affiliated  
Parking**

**Step 1:** Navigate to [www.utrgv.edu/myparking](http://www.utrgv.edu/myparking).

**Step 2:** Once there, scroll down and click on “Get Permits”.

**Step 3:** Click on the “Student/Employee” button.

**Step 4:** 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 clicking on the terms and conditions, 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, click the “Pay Now” button. Students can pay through Student Account. Employees can pay through Payroll Deduction or credit card if not eligible for Payroll Deduction.

**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. 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.

**Step 12:** 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 Parking & Transportation a week after online purchase.

For questions, call us at 956.665.2738 (Edinburg) or 956.882.7051 (Brownsville).  
Or email (slower response time): [parking@utrgv.edu](mailto:parking@utrgv.edu)