



This is a quick guide to assist you in navigating the contractor parking procedures. Please save this for future reference. It is our recommendation that this communication be printed, and the hard copy filed for future reference.

If the company does not have an established account with Security & Parking Operations an account must be established before permits may be requested. To establish an account with Parking Operations, please complete and submit the online company contact information form, located at <https://www.parking.txst.edu/construction-contractors.html> When Parking Operations receives the company contact information form they will forward it to the contracting department for verification and approval. When the contracting department verifies the company wishes to establish an account Parking operations will build the company an account, notify the company and provide login credentials. Once the company has established an account with Parking Operations permit requests may be submitted.

Prior to submitting any online contractor forms, please fully review all information located on this webpage <https://www.parking.txst.edu/construction-contractors.html>

Only individuals who the company chooses to authorize to the company account, via the online company contact information form, may submit contractor request forms, be granted access to the company login portal, be provided with the company's confidential login credentials, and/or appeal citations on behalf of the company. Individuals authorized to the account are authorized by the company to incur fees and fines that will be the sole responsibility of the company to pay.

To obtain a parking permit the company must complete and submit a Construction\Contractor parking permit request form every time. The portal the company logs in to for making payment is only for making payment on fines/fees already on the company account and reviewing information on the company account. The company will NEVER be able to simply login and purchase a permit or update a permit/vehicle, the company will ALWAYS have to submit the request form and await approval and processing.

The Construction\Contractors parking permit request forms are located here:
<https://www.parking.txst.edu/construction-contractors.html>

To request parking permits please utilize the steps below.

- 1) Go to the above URL
- 2) Carefully review all information on this page
- 3) Select the button at the bottom of the page, that leads to the request form
 - a. If you want to request yearly permits, select “ANNUAL PERMITS”
 - b. If you want weekly temporary permits, select “WEEKLY PERMITS”
- 4) Carefully review all information on this page
- 5) Fill in all necessary information on the form
- 6) Click on the “SUBMIT” button, located at the bottom of the form
- 7) Await emailed notification that the permits are on the account awaiting payment
- 8) Use the link provided in that email and the company login credentials to login and make payment

After the form has been completed and submitted, Parking Operations will verify that the form is complete and correct, if there are problems with the form, they will contact you. If there are no problems with the form, they will forward it for approval. When they receive the approval back, they will process the request and notify the company by email with instructions for making payment. Permit approval takes 3 – 5 business days. Permit processing times takes 3 – 5 business days. At peak times, such as preparing for the start of a new academic year, permit approval and processing may take longer.

If the company needs to park unpermitted vehicles on university property, the company may contact the contracting department about the possibility of obtaining daily scratch-off permits. Sub-contractors may need to consult with the general contractor. *Please be advised that contractors are not eligible to utilize the pay-by-app option to purchase day permits; contractor vehicles found using the pay-by-app option are subject to a \$200 fine for fraudulent use of a permit and immobilization (boot/tow). Neither the Edward Gary Street pay-to-park garage nor the LBJ Student Center pay-to-park garage may

be utilized, contractor vehicles found parking in these two, pay-to-park, garages are subject to citation and immobilization (boot/tow).

It is the company's responsibility to track the company login credentials and the vehicles associated with each of the permits the company purchases. It is strongly recommended that the company create and maintain a spreadsheet to track this information. All of the company permits, and which vehicles are associated with each permit, can be viewed online. To access this information, login using this URL <https://txstate.aimsparking.com/login/index.php> and the company login credentials.

Permits can be updated, to correct incorrect vehicle information/transfer to a different vehicle/update license plates that have changed, via the online permit/vehicle update request form. Authorized company contact information can be updated via the online company contact information request form. All contractor request forms are located here <https://www.parking.txst.edu/construction-contractors.html>

If the company has any questions, please contact Security & Parking Operations. The fastest way to contact Security & Parking operations with construction\contractor questions is by email at parking@txstate.edu



Parking Services

UPD Security / Parking Operations

Matthews St. Parking Office

Texas State University

202 Student Center Dr.

O: 512.245.2887

parking.txstate.edu