UW Employee Bus Pass
Online Ordering Instructions

Questions? Email tdm@fpm.wisc.edu or call 608-263-6667.

You can obtain your bus pass two ways:

1. Order your bus pass online. Your bus pass will be mailed to you. Directions are below.
2. Pick up your bus pass at one of our offices. Bring your Wiscard, employee ID or photo ID.

Bus passes cost $24. UW Health pays for passes ordered by their employees. Bus pass cost is pro-rated monthly through April.

ONLINE ORDERING INSTRUCTIONS

2. Click “Log In” on the upper right of the screen.
3. Click “Employee or Student Login”. Do not log in as a “guest”.
4. Log in with your UW NetID and password. 
   If you do not have a Net ID, see instructions below.
   If you receive an error message when trying to log in, email tdm@fpm.wisc.edu with the subject line “bus pass error message”. We will contact you with further instructions.
5. Click “Manage Your Email Addresses”. Make sure your preferred email is listed in the #1 position. If it is not listed or in the wrong order, follow the directions to update your email. Once complete, click “Transportation Services Account Main Home Page”.
6. Click “Purchase Permits or Bus Passes”.
7. Click “Next”.
8. Complete your preferred mailing address information. Click “Next”.
9. Select “Bus Pass” from the list of products. Make sure you select the correct year!
10. Scroll to the bottom of the screen, agree to the terms and click “Next”.
11. Review your cart details, select your payment method and click “Proceed to Checkout”.
   a. If paying with payroll deduction, review payment information, click “Confirm Payment”.
   b. If paying with credit card, review payment information, click “Checkout”. Follow the instructions for credit card payment. Click “Continue Checkout”.
12. Carefully review your receipt, including mailing or pick up information! You will receive email confirmation of your order. Your bus pass will be mailed to the address you entered.
Orders are processed and mailed the following business day. You should expect your bus pass to arrive within 7 business days of placing your order. If your bus pass does not arrive AFTER 7 business days, please email tdm@fpm.wisc.edu with the subject line “bus pass lost in mail” or visit our offices.

Process for getting a Net ID:

1. Obtain your campus ID number one of two ways.
   
   a. Acquire a Wiscard. Wiscards are free and available at Union South. For more information see http://www.wiscard.wisc.edu/contact.html.

   b. Those who work in the health sciences can obtain their campus ID by emailing healthsciencesparking@mailplus.wisc.edu with the subject line “Need campus id #”. The number will be emailed to you.

2. Visit https://www.mynetid.wisc.edu/activate. Follow the instructions.

3. Record your NetID information. Be sure to keep a record of your NetID and password. You will need this to order your bus pass online.