

## UW Employee Bus Pass Online Ordering Instructions

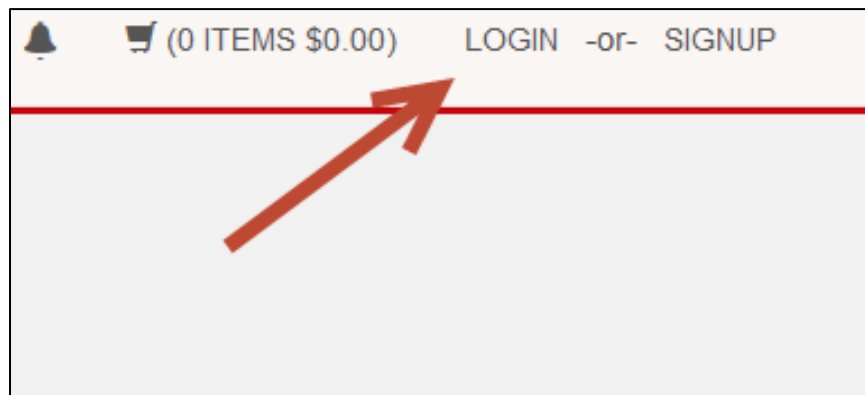
Questions? Email [tdm@fpm.wisc.edu](mailto:tdm@fpm.wisc.edu) or call 608-263-6667

**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. See [here](#) for bus pass cost. UW Health pays for passes ordered by their employees. Bus pass cost prorates monthly through April.

### ONLINE ORDERING INSTRUCTIONS

- 1) **Visit:** <https://uwtransservices.t2hosted.com/Account/Portal>
- 2) **Click “LOGIN” in upper right hand corner.**



- 3) **Click “Employee or Student Login”. Do not log in as a “Guest Login”.**
- 4) **Log in with your UW NetID\* and password.**

*\*If you do not have a Net ID, [see instructions on the last page of this document](#).  
If you receive an error message when trying to log in, email: [tdm@fpm.wisc.edu](mailto:tdm@fpm.wisc.edu) with the subject line “bus pass error message”. We will contact you with further instructions.*

5) Click "Get Permits"

Citation Number

-OR-

State

WISCONSIN

Plate Number

Search Citations

Get Permits

Add/Edit Bike Locker or Moped Waitlists

6) Click "Next"

7) Enter/Verify your address information. Click "Next". Please note the address entered is where bus pass will be mailed.

### Address Information - Step 2 of 7

Please verify your personal information below and make any necessary changes. If you are submitting your information to this system for the first time, please enter it below.

Address updates can be made on this page. This address will only be used by Transportation Services.

Note: Be sure to read "HOW DO I GET MY PERMIT?" on Step 7

Address

Address line 2

Suite/Apt #

City

State/Province

Country

Postal Code

\* Indicates a required field

Next >>

8) Select "Bus Pass" from the list of products. *Make sure you select the correct year!*

## Select Item to Purchase: Step 3 of 7

1. Scroll down the page and select the button associated with the item you wish to purchase.
2. You must read and agree to the terms below by checking the box for each term to continue with your purchase.
3. Click "Next" to continue with your purchase.

**FAQ**

- Only one item can be purchased at a time. You will need to complete the purchase process and log back in to purchase additional items.
- If you choose the wrong permit, prior to completing your order, either call Customer Service at (608) 263-6667 and they can clear it for you or wait one day and the system will clear that item out of your basket overnight.

**BUS PASSES**

| Select                | Quantity | Fee | Description       | Effective Date | Expires On |
|-----------------------|----------|-----|-------------------|----------------|------------|
| <b>Bus Passes</b>     |          |     |                   |                |            |
| <input type="radio"/> | 1        |     | Bus Pass/Bus Pass |                |            |

**AFTERNOON/NIGHT/WEEKEND PERMITS**

| Select | Quantity | Fee | Description | Effective Date | Expires On |
|--------|----------|-----|-------------|----------------|------------|
|--------|----------|-----|-------------|----------------|------------|

9) Scroll to bottom of page, review information and click all boxes. Then click "Next".

I agree to abide by UW-Madison Transportation Services parking rules and regulations.

I agree not to sell or transfer any purchased items to another user (all permits are the property of Transportation Services).

I understand my parking privileges may be canceled if I fail to comply with the parking rules and regulations.

I understand I may be required to relocate my parking assignment for managed events or due to construction.

**10) Review your order details. Click on drop down menu. Select payment method.**

- a. If you select Payroll Deduction, the "Total Paid" amount will be divided equally per pay period based on your employment.
- b. If paying with credit card, review payment information, click "Proceed to Checkout". Follow the instructions for credit card payment.


## Select Payment Method - Step 5 of 7

1. Please review your order details and select your "Payment Method" from the drop down below. If you select Payroll Deduction, the "Total Paid" amount will be divided equally per pay period based on your employment  
2. Click the "Proceed to Checkout" button at the bottom of the page to confirm your payment and continue the purchase process

| Qty | Type   | Description                                       | Amount | Actions                |
|-----|--------|---|--------|------------------------|
| 1   | Permit | Bus Pass/Bus Pass<br><a href="#">view details</a> |        | <a href="#">Remove</a> |

**Due Now:** [Redacted]

**Select Payment Method**

MasterCard 

[Cancel Purchase](#)

## Checkout

[Proceed to Checkout](#)

**11) Confirm Payment Information. Then click “Checkout”.**

## Confirm Payment Information - Step 6 of 7

1. Please review your order details


**Note:** Payroll deduction is **NOT** an option for citation payments. Citations must be paid via Visa or MasterCard

2. Click on the "Checkout" or "Confirm Payment" button below to complete your purchase/payment. You **MUST** checkout or confirm to complete your purchase

| Qty | Type   | Description   | Amount   |
|-----|--------|---|--|
| 1   | Permit | <div style="background-color: #f0f0f0; padding: 2px;">[Redacted]</div> <a href="#">view details</a> | <div style="background-color: #f0f0f0; padding: 2px;">[Redacted]</div> |

**Due Now:**

[Redacted]



**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](mailto: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](mailto: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) Be sure to keep a record of your NetID and password. You will need this to order your bus pass online.