UW Employee Bus Pass
Online Ordering Instructions

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 with the subject line “bus pass error message”. We will contact you with further instructions.
5) Click “Get Permits”

6) Click “Next”

7) Enter/Verify your address information. Click “Next”. Please note the address entered is where bus pass will be mailed.
8) Select “Bus Pass” from the list of products. *Make sure you select the correct year!*

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<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Fee</th>
<th>Description</th>
<th>Effective Date</th>
<th>Expires On</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td></td>
<td>Bus Pass/Bus Pass</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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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.
11) Confirm Payment Information. Then click “Checkout”.

![Confirm Payment Information - Step 6 of 7](image)

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](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](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.