

UW Employee Bus Pass Online Ordering Instructions

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

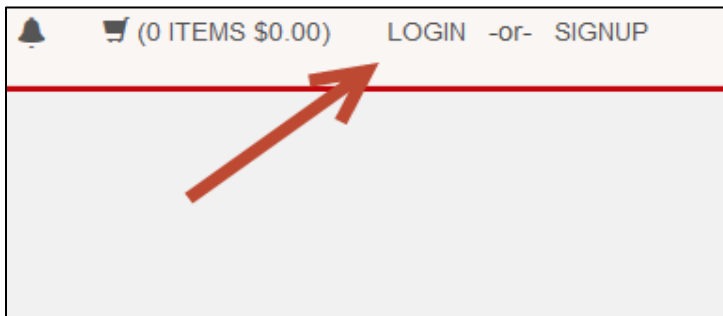
You can obtain your bus pass two ways:

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.

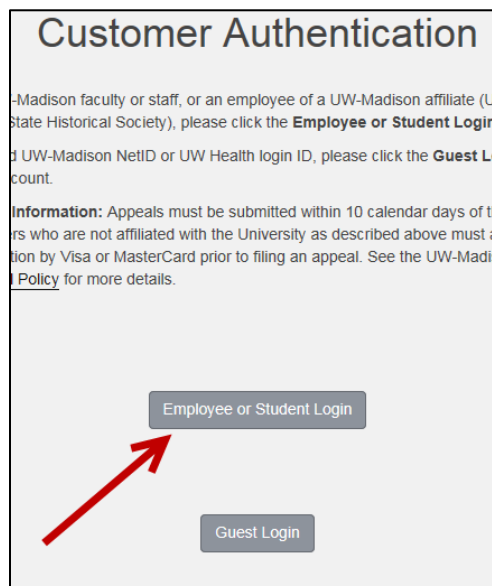
The UW Employee bus pass is \$48 for a full year and are pro-rated. UWHC and UW Medical Foundation employees are not charged for a bus pass, as UWHC covers 100% of the cost of a bus pass for their employees.

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 or for UW Health click the “Login in with UW Health” button.**

*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.

**Need help with your UW Health log-on? Contact the UW Health Help Desk at 608-265-7777.

5) Click “Get Permits”

The screenshot shows a web form with the following elements:

- Citation Number**: A text input field.
- OR-**: A separator text.
- State**: A dropdown menu currently showing "WISCONSIN".
- Plate Number**: A text input field.
- Search Citations**: A button.
- Get Permits**: A button with a red arrow pointing to it.
- Add/Edit Bike Locker or Moped Waitlists**: A button with a refresh icon.

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!*

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
<input type="radio"/>	1				

AFTERNOON/NIGHT/WEEKEND PERMITS

Select	Quantity	Fee	Description	Effective Date	Expires On
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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 understand my parking privileges may be canceled if I fail to comply with the 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 if I end employment, I must return my permit/pass immediately.
- I understand if I miss a payroll deduction payment, I will make a cash, check or credit card payment within 10 days from the date of the missed deduction. I also understand missing two consecutive deduction payments may result in the cancellation of the permit/pass; missing three or more deduction payments may result in the revocation of my payroll deduction eligibility.
- I understand I may be required to relocate my parking assignment for managed events or due to construction.
- I understand there are no refunds for products purchased via payroll deductions. Products must be returned to avoid additional charges.

Next >>

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, then 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.

Payroll deduction is NOT available for paying citations.

If you wish to appeal a citation, you must log out and log back in **after** payment to file an appeal.

Qty	Type	Description	Amount	Actions
1	Permit			Remove


Select Payment Method

MasterCard▼

[Cancel Purchase](#)

Checkout

[Proceed to Checkout](#)



11) Confirm Payment Information. Then click "Checkout" OR "Confirm payment."

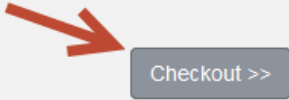
Confirm Payment Information - Step 6 of 7

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		

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 2 weeks of placing your order. If your bus pass does not arrive AFTER 2 weeks, 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: 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: 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.