How to add value to an active Flex Gated permit

1. Open a web browser and go to transportation.wisc.edu/ebusiness. Click the “LOGIN” link in the upper-right corner of the page.

2. Click the “Employee or Student Login” button.

3. You will be directed to a log-in page. Enter your UW-Madison NetID or UW Health login ID and multi-factor authentication.

4. After logging in, you will be returned to the parking portal main page. Click the “View Your Permits” link.

5. Click on your active Flex permit number.

6. On the “Your Permit Details” page, scroll to the buttons near the bottom of the page and select “Add Value.”

(continued on next page)
7. Read the note for Flex Gated customers and scroll down to begin adding value.

*Please note:* the Flex parking rate is a 20% discount on daily visitor parking rates. **The discount is applied when adding value to the permit,** not while parking with the permit. For example, adding $50 of value costs $40.

8. Near the bottom of the page, go to the “Additional Value to Add” dropdown menu. In the example shown to the right, $50.00 was selected to add $50 of value to the permit.

The 20% discount on the daily visitor parking rate will be reflected in the “Cost For Value Added” field as $0.80. The discounted amount you pay is listed in the “Total Additional Cost” field, in this example $40.00.

9. When ready to proceed, click the “Next” button.

10. On the next page, select a payment method from the dropdown menu. Click the “Proceed to Checkout” button to begin the checkout process.

11. Please confirm your order details and click the “Checkout” button to continue.

12. You will be directed to the Transact Payments portal to securely enter your payment information and complete the transaction.