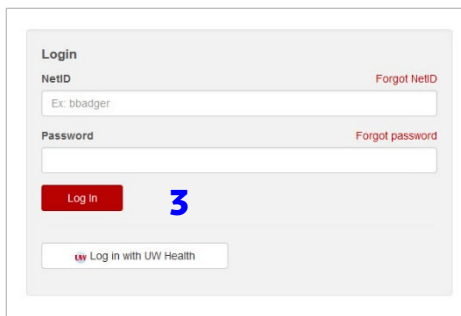


How to add value to an active Flex Gated permit

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.



Login

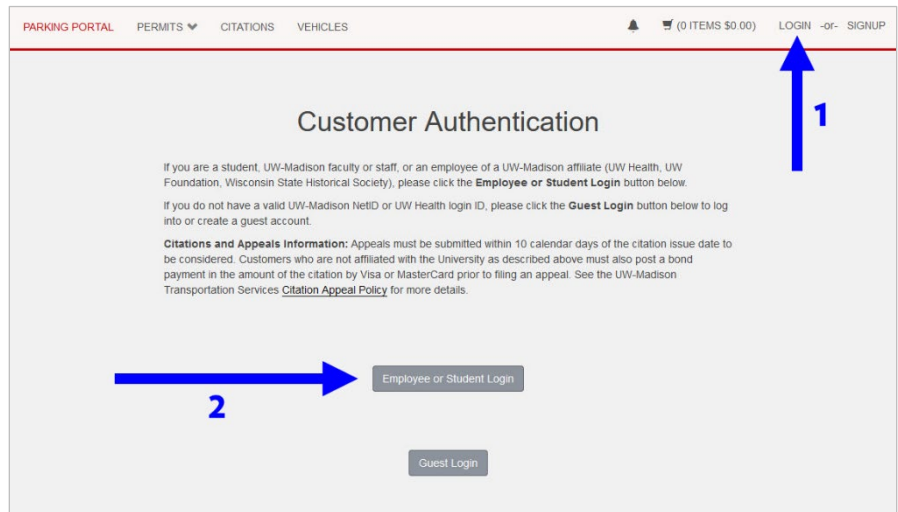
NetID Forgot NetID

Ex: bbadger

Password Forgot password

Log in 3

[Log in with UW Health](#)



PARKING PORTAL PERMITS CITATIONS VEHICLES

(0 ITEMS \$0.00) LOGIN -or- SIGNUP

Customer Authentication

If you are a student, UW-Madison faculty or staff, or an employee of a UW-Madison affiliate (UW Health, UW Foundation, Wisconsin State Historical Society), please click the **Employee or Student Login** button below.

If you do not have a valid UW-Madison NetID or UW Health login ID, please click the **Guest Login** button below to log into or create a guest account.

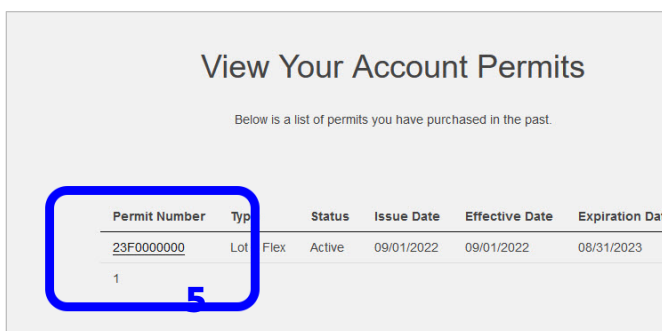
Citations and Appeals Information: Appeals must be submitted within 10 calendar days of the citation issue date to be considered. Customers who are not affiliated with the University as described above must also post a bond payment in the amount of the citation by Visa or MasterCard prior to filing an appeal. See the UW-Madison Transportation Services [Citation Appeal Policy](#) for more details.

Employee or Student Login

Guest Login

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.

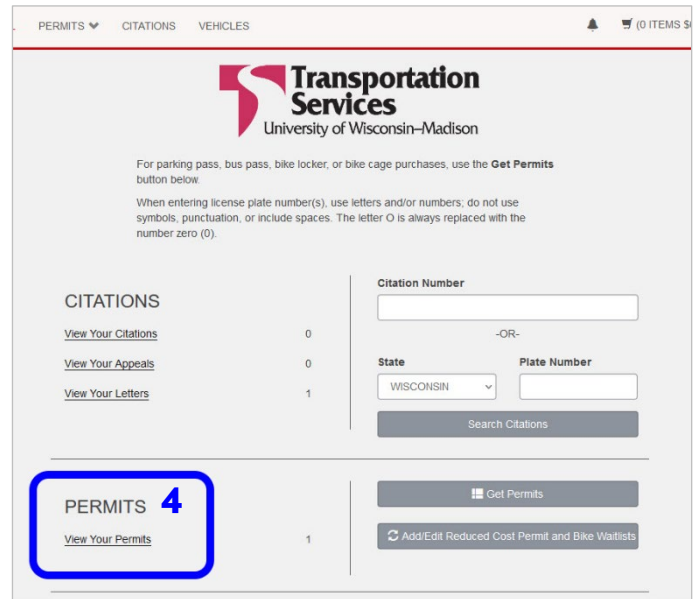


View Your Account Permits

Below is a list of permits you have purchased in the past.

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
23F0000000	Lot	Flex	Active	09/01/2022	09/01/2022 08/31/2023

1 5



PERMITS CITATIONS VEHICLES

(0 ITEMS \$0.00)

Transportation Services

University of Wisconsin–Madison

For parking pass, bus pass, bike locker, or bike cage purchases, use the **Get Permits** button below.

When entering license plate number(s), use letters and/or numbers; do not use symbols, punctuation, or include spaces. The letter O is always replaced with the number zero (0).

CITATIONS

[View Your Citations](#) 0

[View Your Appeals](#) 0

[View Your Letters](#) 1

PERMITS 4

[View Your Permits](#) 1

Citation Number

-OR-

State **Plate Number**

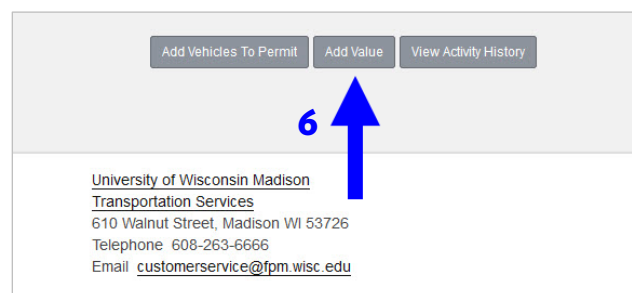
WISCONSIN

Search Citations

Get Permits

Add/Edit Reduced Cost Permit and Bike Waivers

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



Add Vehicles To Permit **Add Value** **View Activity History**

6

University of Wisconsin Madison
Transportation Services
610 Walnut Street, Madison WI 53726
Telephone 608-263-6666
Email customerservice@fpm.wisc.edu

(continued 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 only \$40.

8. Near the bottom of the page, go to the “Additional Value to Add” dropdown menu. In the example 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 the customer will 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.
11. Click the “Proceed to Checkout” button to begin the checkout process.

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

13. Enter your credit card information via the CASHNET payment portal. When ready, click the “Continue Checkout” button to proceed to a final review of the order.

14. Confirm your payment information and click the “Submit Payment” button to complete the transaction.

Add additional value to your Flex Gated permit or Lot 76 Quick Pass

Flex Gated customers:

Return to this page to add additional funds to your Flex Gated permit. **Use the dropdown menu below** to select the desired value to add. The Flex parking rate is 80% of visitor parking rates and is reflected in the “Cost for Value Added” field (\$0.80), i.e., adding \$15 of value to the permit means you will pay \$12 (“Total Additional Cost”). When you are ready, click the “Next” button to advance to the purchase page.

Please note: Flex Gated permit holders with more than \$10 in their parking account may return their permit for a refund before July 1, 2023.

7 →

Current Value \$0.00

8 Additional Value To Add \$50.00

Cost For Value Added \$0.80

Total Additional Cost \$40.00

Total Value On Permit \$50.00

9 → Next >>

Qty	Type	Description	Amount	Actions
1	Permit Value Unit	23F0000000: 50 Dollar	\$40.00	Remove

Due Now: \$40.00

10 Select Payment Method

Cancel Purchase

Checkout

11 → Proceed to Checkout

12 Checkout >>

Enter credit card information

Total Amount: \$40.00

Credit Card Number:

Expiration Month: Select Month

Expiration Year: Select Year

Cardholder Name:

Address: Enter the address where you receive the bill for this card.

City:

State/Province/Region:

Zip/Postal Code:

Country: United States

Card ID Code: Enter the three or four digit code from your card.

We accept:

(You'll have a chance to review your order before it's final.)

13 Continue Checkout

Payment Information

Credit Card Number:	Card XXXXXXXXXXXX0000
Expiration Date:	0000
Cardholder Name:	Cardholder Name
Address:	610 Walnut St
City:	Madison
State/Province/Region:	WI
Zip/Postal Code:	53726
Country:	United States

14 → Submit Payment