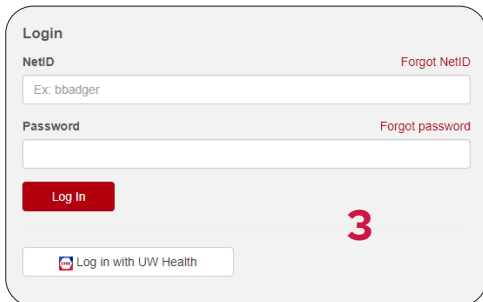
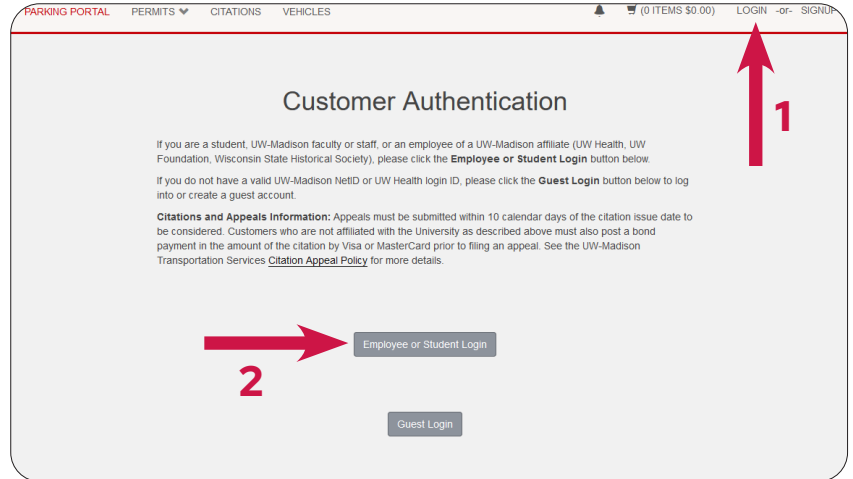


# How to add value to an active Flex Gated permit

1. Open a web browser and go to [transportation.wisc.edu/ebusiness](https://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](#)

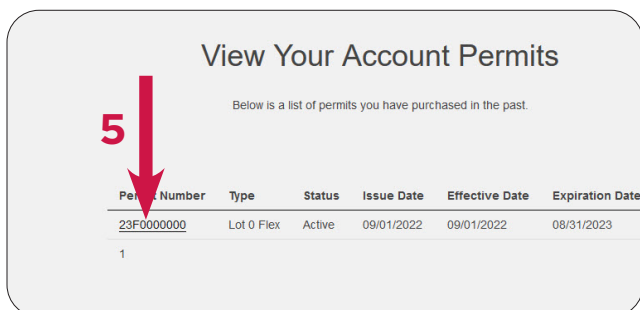
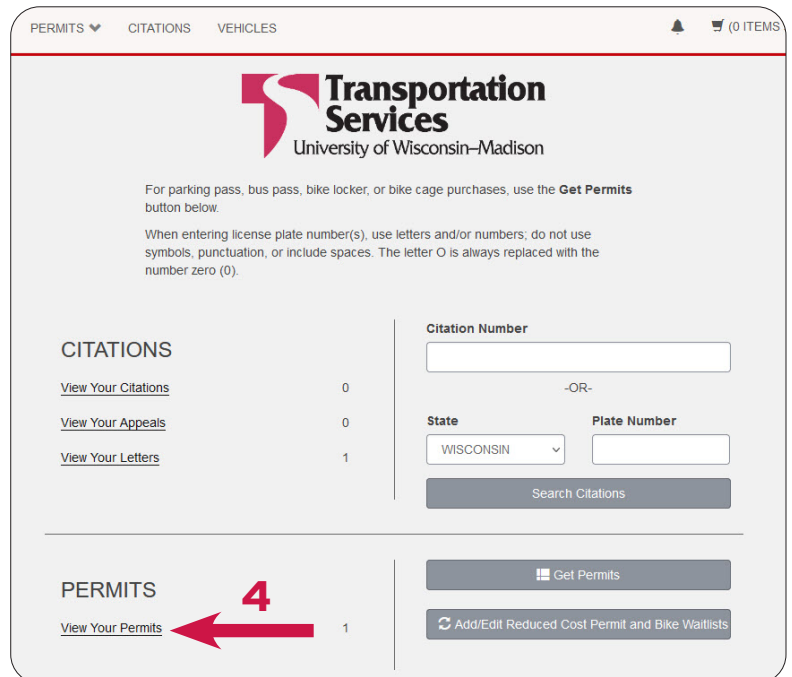
Ex: bbadger

Password [Forgot password](#)

**Log In**

 Log in with UW Health

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.

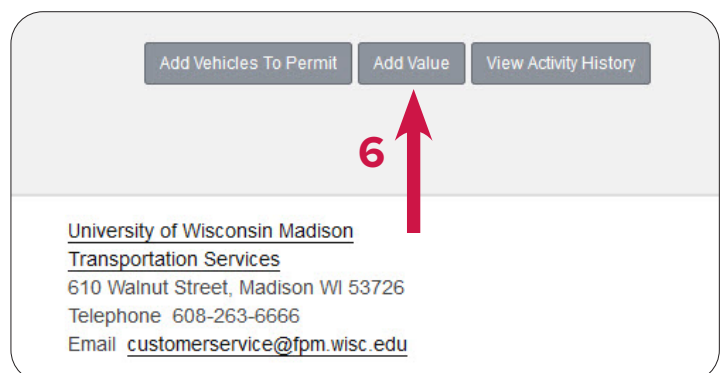


**View Your Account Permits**

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

Permit Number	Type	Status	Issue Date	Effective Date	Expiration Date
23F0000000	Lot 0 Flex	Active	09/01/2022	09/01/2022	08/31/2023

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



7. Read the note for Flex Gated customers and scroll down to begin adding value.

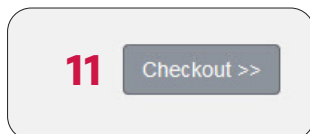
*Please note:* the Flex parking rate is a 20% discount on daily visitor parking rates. **The discount is applied when adding value to the permit**, not while parking with the permit. For example, adding \$50 of value costs \$40.

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.

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

**7** 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.

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

Select Payment Method

Cancel Purchase

**10** Checkout

Proceed to Checkout

TRANSACTION

Step 2 of 3: Payment method

Additional Information

How would you like to pay?

Payment amount \$40

\* Payment method

New credit or debit card

**12**

AMERICAN EXPRESS DISCOVER JCB UnionPay UATP MasterCard VISA