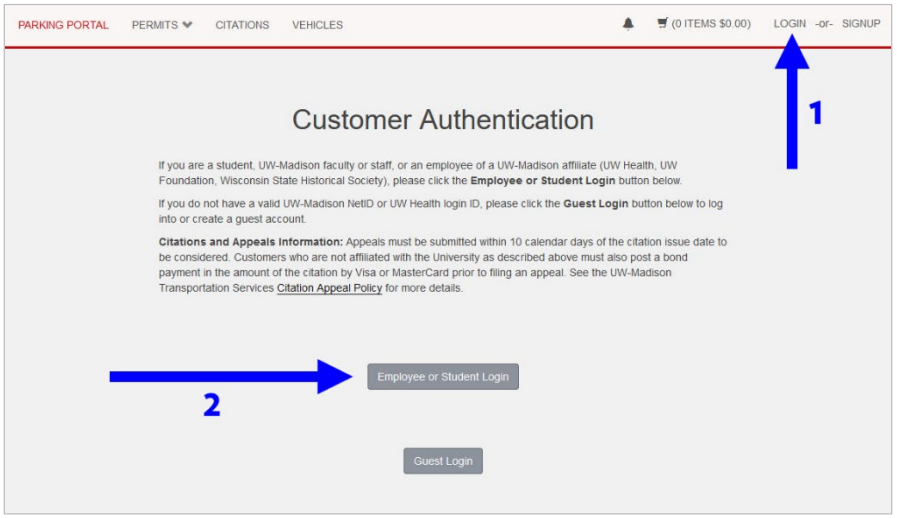
# How to add value to an active Flex Gated permit

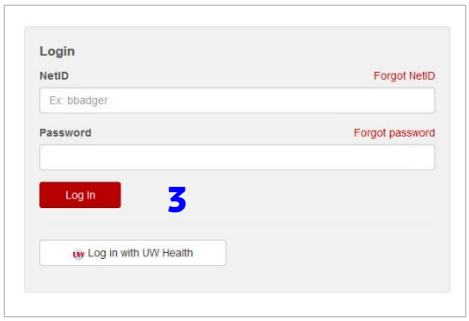
Transportation Services
University of Wisconsin–Madison

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



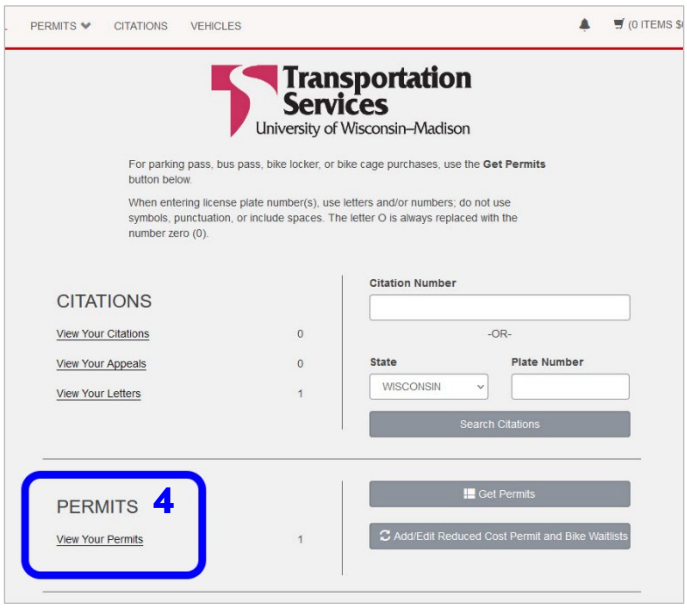

2. Click the "Employee or Student Login" button.

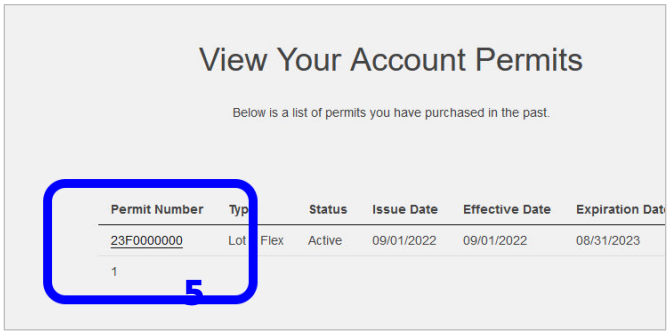
3. You will be directed to a log-in page. Enter your UW-Madison NetID or UW Health login ID and multi-factor authentication.



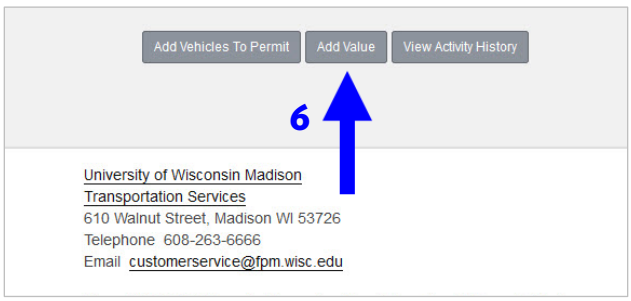

4. After logging in, you will be returned to the parking portal main page. Click the "View Your Permits" link.

5. Click on your active Flex permit number.



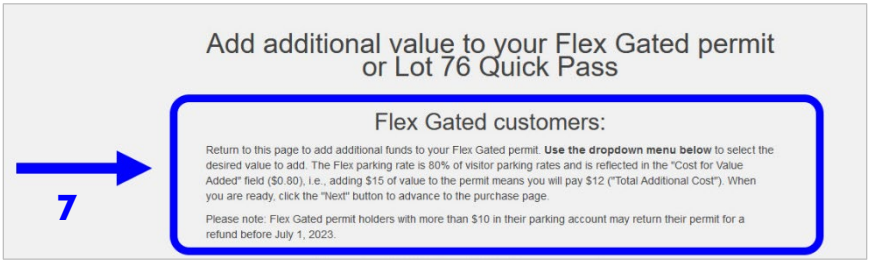

6. On the "Your Permit Details" page, scroll to the buttons near the bottom of the page and select "Add Value."




*(continued 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.



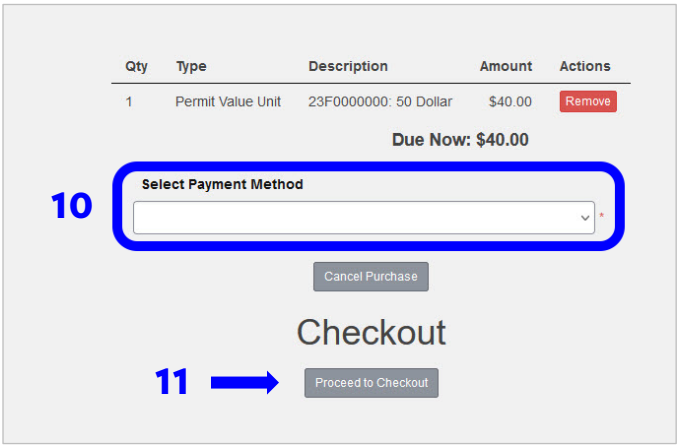

8. Near the bottom of the page, go to the "Additional Value to Add" dropdown menu. In the example to the right, $50.00 was selected to add $50 of value to the permit.

   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.

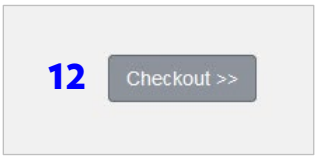
9. When ready to proceed, click the "Next" button.

10. On the next page, select a payment method from the dropdown menu.

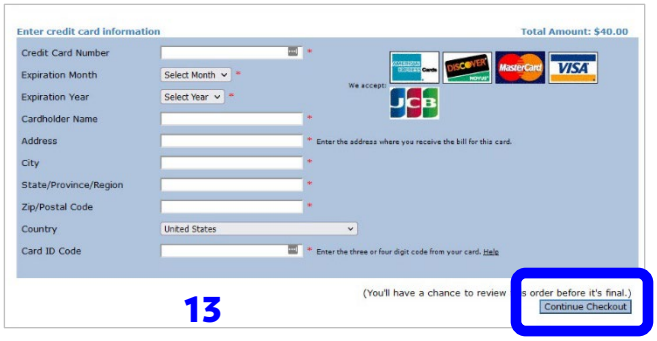
11. Click the "Proceed to Checkout" button to begin the checkout process.




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.