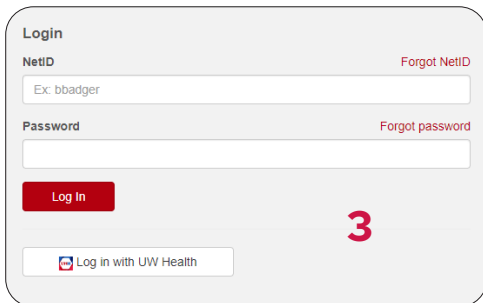
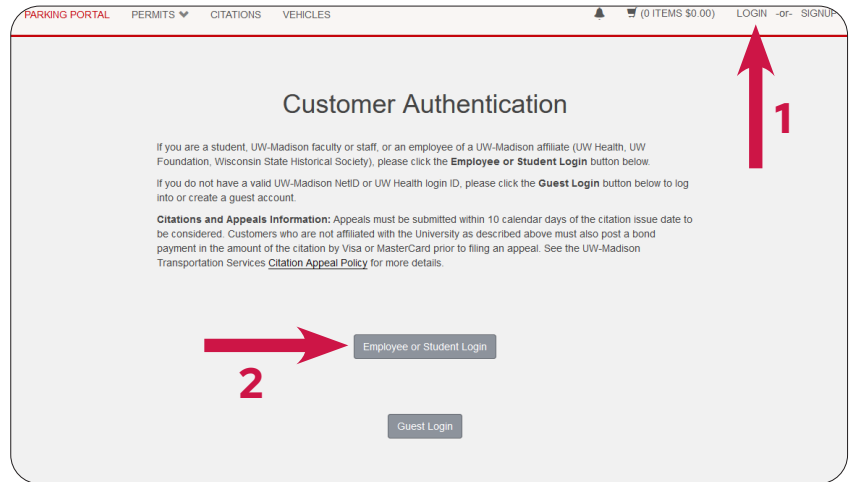


How to pay a Flex Gated amount due

These are instructions for paying an “Amount Due” on a Flex Gated permit. You cannot pay an amount due by adding more value to your account. Even if you add more value to your account, an amount due will remain on your permit until it is separately paid.

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

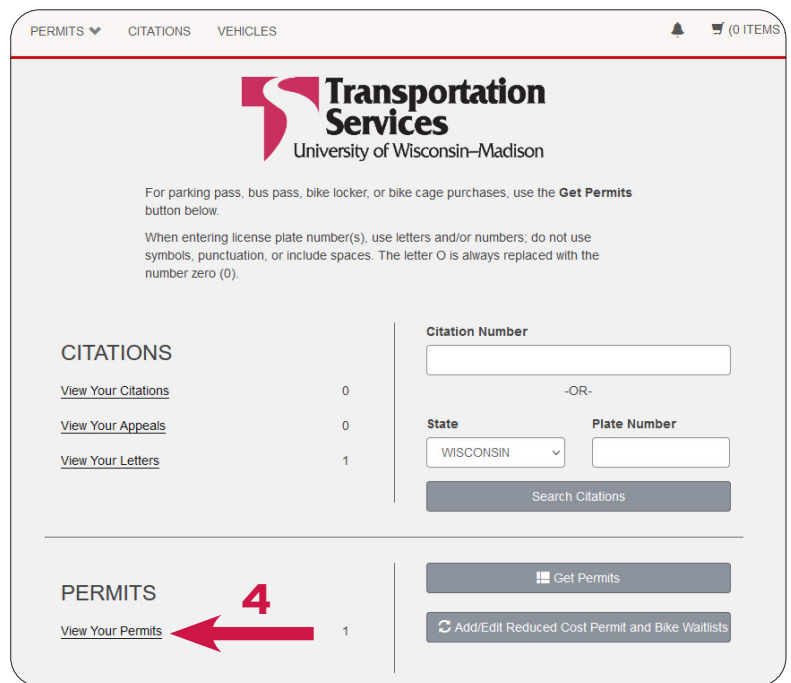
Ex: bbadger

Password Forgot password

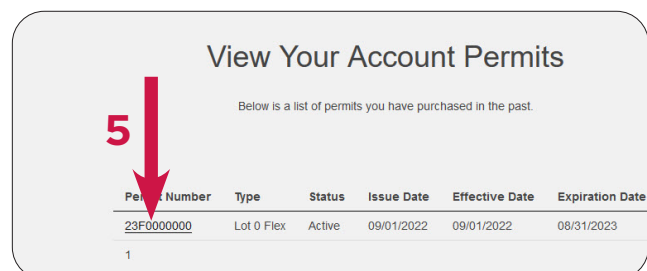
Log In

 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.



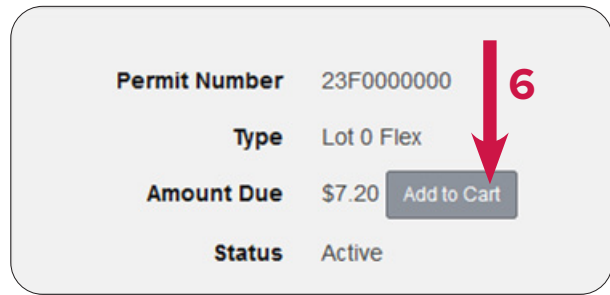
View Your Account Permits

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

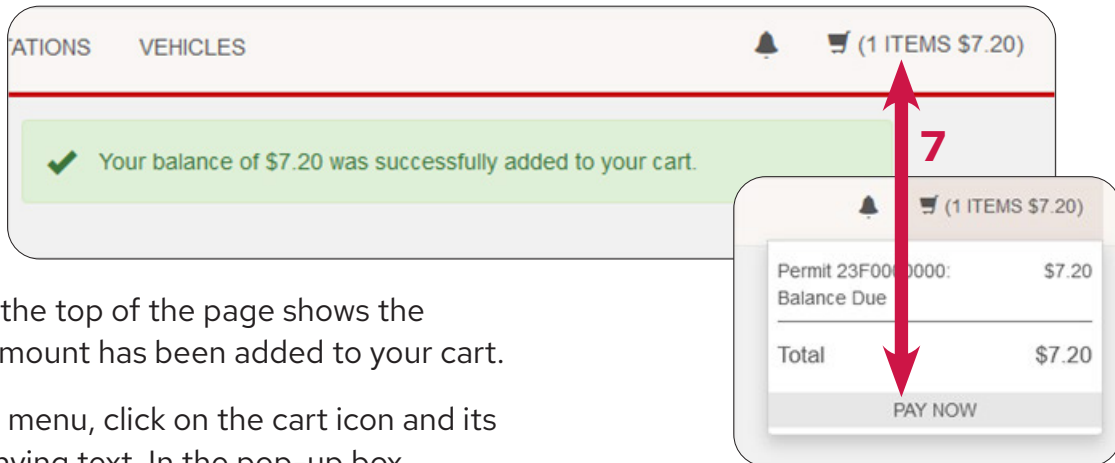
(continued on next page)

- On the "Your Permit Details" page, please note the "Amount Due" and click the "Add to Cart" button.



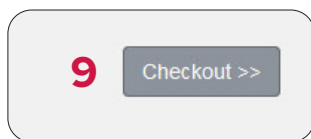
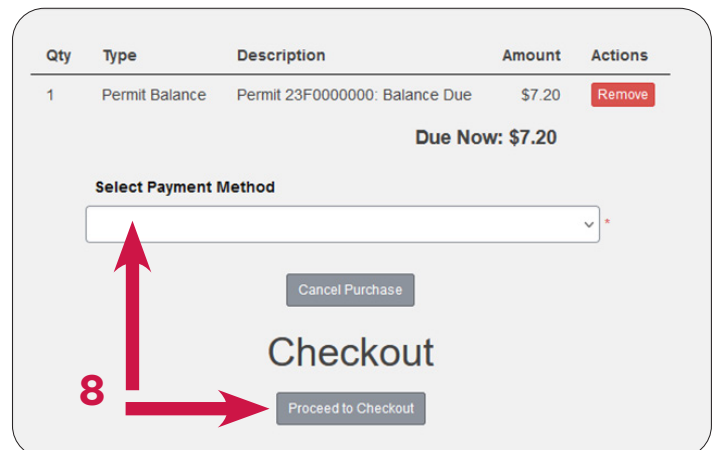
- A note at the top of the page shows the balance amount has been added to your cart.

In the top menu, click on the cart icon and its accompanying text. In the pop-up box, choose "Pay Now" to begin the transaction process.



- On the next page, select a payment method from the dropdown menu and click the "Proceed to Checkout" button.

- Please confirm your order details and click the "Checkout" button to continue.



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

