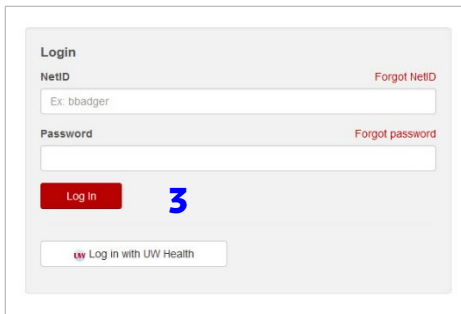


How to pay a Flex Gated amount due

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

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.

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

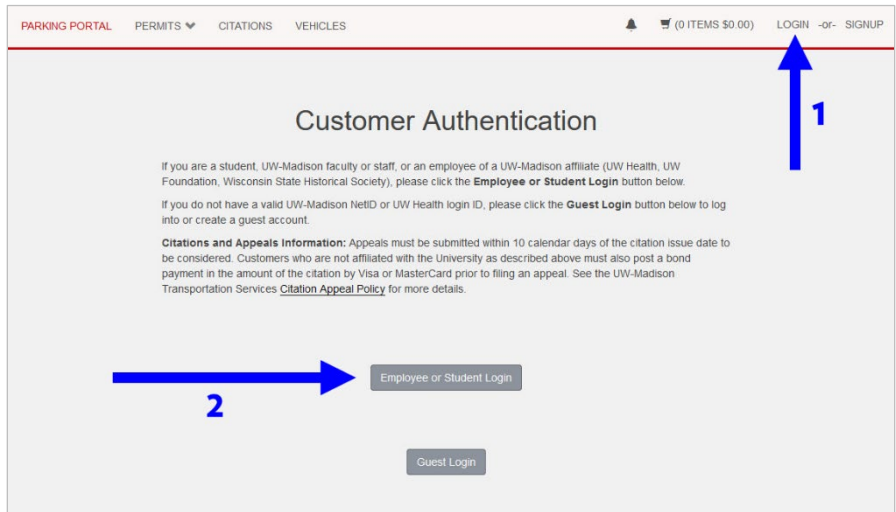
NetID Forgot NetID

Ex: bbadger

Password Forgot password

3 Log in

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.

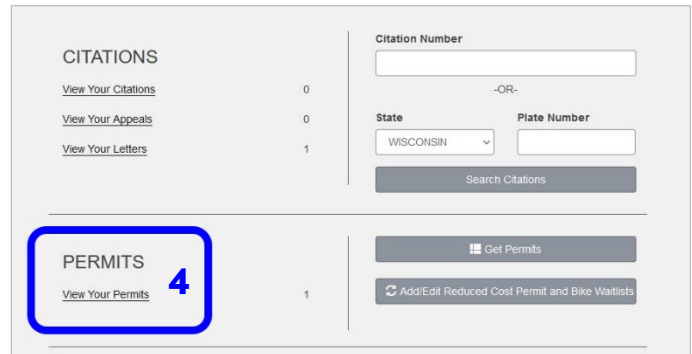
If you do not have a valid UW-Madison NetID or UW Health login ID, please click the **Guest Login** button below to log into or create a guest account.

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.

2 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.



CITATIONS

[View Your Citations](#) 0

[View Your Appeals](#) 0

[View Your Letters](#) 1

Citation Number

-OR-

State Plate Number

WISCONSIN

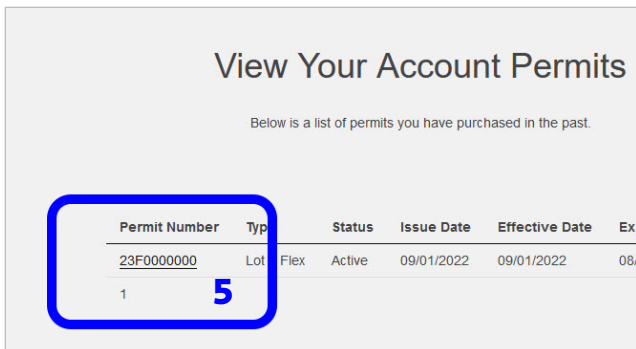
Search Citations

PERMITS

4 [View Your Permits](#) 1

Get Permits

Add/Edit Reduced Cost Permit and Bike Waivers

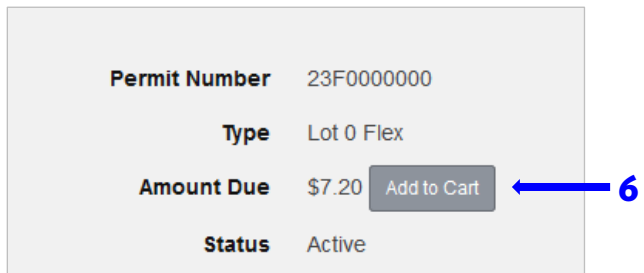


View Your Account Permits

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

Permit Number	Type	Status	Issue Date	Effective Date	Exp
23F0000000	Lot Flex	Active	09/01/2022	09/01/2022	08/
5 1					

6. On the “Your Permit Details” page, please note the “Amount Due” and click the “Add to Cart” button.



Permit Number 23F0000000

Type Lot 0 Flex

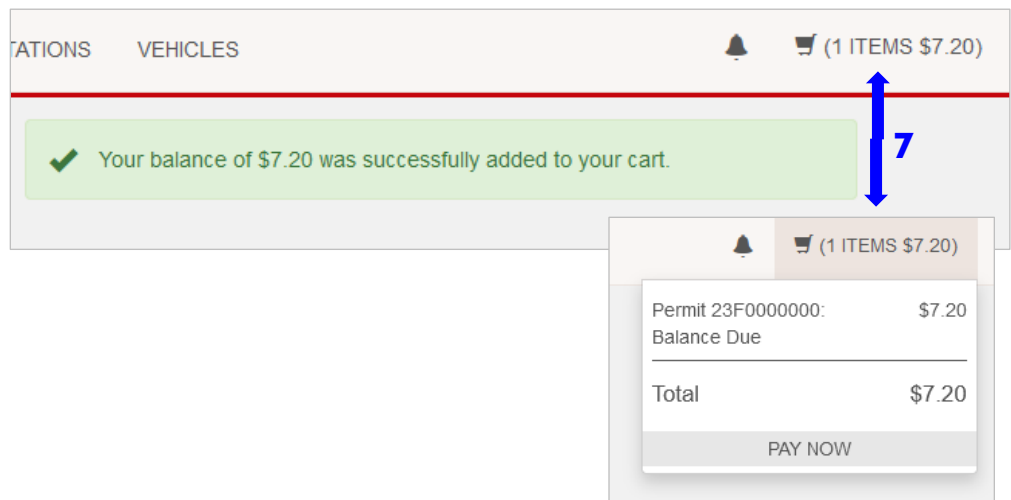
Amount Due \$7.20 **6** Add to Cart

Status Active

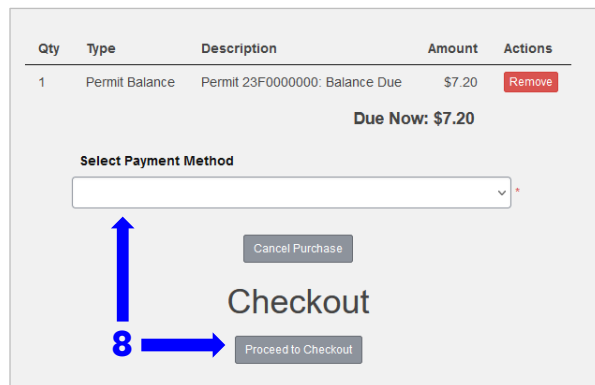
(continued next page)

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

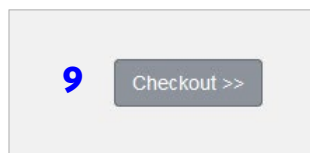
Click on the cart icon and text in the top menu and choose “Pay Now” to begin the transaction process.



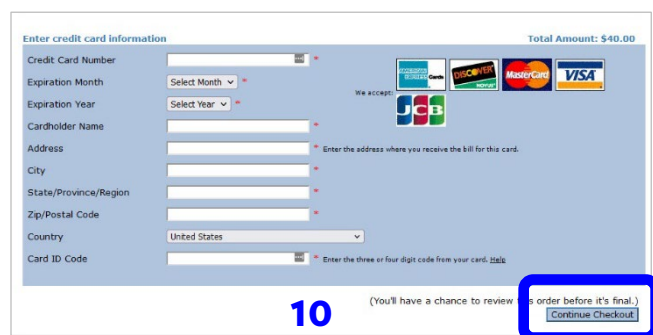
8. On the next page, select a payment method from the dropdown menu and click the “Proceed to Checkout” button.



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



10. 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.



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

