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.

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, please note the “Amount Due” and click the “Add to Cart” button.

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.
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.