You can obtain your bus pass two ways:

1. Order your bus pass online. Your bus pass will be mailed to you. Directions are below.
2. Pick up your bus pass at one of our offices. Bring your Wiscard, employee ID or photo ID.

See [here](#) for bus pass cost. UW Health pays for passes ordered by their employees. Passes cost $48 for a full year and are pro-rated.

**ONLINE ORDERING INSTRUCTIONS**

1) Visit: [https://uwtransservices.t2hosted.com/Account/Portal](https://uwtransservices.t2hosted.com/Account/Portal)

2) Click “LOGIN” in upper right hand corner.

3) Click “Employee or Student Login”. Do not log in as a “Guest Login”.

4) Log in with your UW NetID* and password.

*If you do not have a Net ID, see instructions on the last page of this document.

If you receive an error message when trying to log in, email: tdm@fpm.wisc.edu with the subject line “bus pass error message”. We will contact you with further instructions.
5) Click “Get Permits”

6) Click “Next”

7) Enter/Verify your address information. Click “Next”. Please note the address entered is where bus pass will be mailed.
8) Select “Bus Pass” from the list of products. Make sure you select the correct year!

### Select Item to Purchase: Step 3 of 7

1. Scroll down the page and select the button associated with the item you wish to purchase.
2. You must read and agree to the terms below by checking the box for each term to continue with your purchase.
3. Click "Next" to continue with your purchase.

**FAQ**

- Only one item can be purchased at a time. You will need to complete the purchase process and log back in to purchase additional items.
- If you choose the wrong permit, prior to completing your order, either call Customer Service at (608) 263-8867 and they can clear it for you or wait one day and the system will clear that item out of your basket overnight.

### BUS PASSES

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Fee</th>
<th>Description</th>
<th>Effective Date</th>
<th>Expires On</th>
</tr>
</thead>
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<td>1</td>
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</table>

### AFTERNOON/NIGHT/WEEKEND PERMITS

<table>
<thead>
<tr>
<th>Select</th>
<th>Quantity</th>
<th>Fee</th>
<th>Description</th>
<th>Effective Date</th>
<th>Expires On</th>
</tr>
</thead>
</table>
9) Scroll to bottom of page, review information and click all boxes. Then click “Next”.

- I agree to abide by UW-Madison Transportation Services parking rules and regulations. I understand my parking privileges may be canceled if I fail to comply with the parking rules and regulations.
- I agree not to sell or transfer any purchased items to another user (all permits are the property of Transportation Services).
- I understand if I end employment, I must return my permit/pass immediately.
- I understand if I miss a payroll deduction payment, I will make a cash, check or credit card payment within 10 days from the date of the missed deduction. I also understand missing two consecutive deduction payments may result in the cancellation of the permit/pass; missing three or more deduction payments may result in the revocation of my payroll deduction eligibility.
- I understand I may be required to relocate my parking assignment for managed events or due to construction.
- I understand there are no refunds for products purchased via payroll deductions. Products must be returned to avoid additional charges.
10) Review your order details. Click on drop down menu. Select payment method.

a. If you select Payroll Deduction, the "Total Paid" amount will be divided equally per pay period based on your employment.

b. If paying with credit card, review payment information, click “Proceed to Checkout”. Follow the instructions for credit card payment.
11) Confirm Payment Information. Then click “Checkout”.

12) Carefully review your receipt, including mailing or pick up information! You will receive email confirmation of your order. Your bus pass will be mailed to the address you entered.

Orders are processed and mailed the following business day. You should expect your bus pass to arrive within 7 business days of placing your order. If your bus pass does not arrive AFTER 7 business days, please email tdm@fpm.wisc.edu with the subject line “bus pass lost in mail” or visit our offices.

Process for getting a Net ID:

1) Obtain your campus ID number one of two ways.
   a. Acquire a Wiscard. Wiscards are free and available at Union South. For more information see: http://www.wiscard.wisc.edu/contact.html
   b. Those who work in the health sciences can obtain their campus ID by emailing healthsciencesparking@mailplus.wisc.edu with the subject line “Need campus id #”. The number will be emailed to you.

2) Visit: https://www.mynetid.wisc.edu/activate. Follow the instructions.

3) Be sure to keep a record of your NetID and password. You will need this to order your bus pass online.