Parking and Transit Selections Form

**WARNING**: The Parking and Transit Accounts must be used for eligible expenses. Pre-tax deductions already taken through payroll for parking at your workplace are not considered eligible expenses.

**Submit a Request**

1. Sign into my.wisconsin.edu

2. Click on the Forms tile.

3. Select the Parking and Transit Selections tab on the left side bar.
   **WARNING**: The form will open in a new tab. If the form does not open, enable pop ups from this site.

4. Click the Add a New Value tab.

5. The form will open with Name, Empl ID and Department ID information filled in.
   **NOTE**: Do not change information in these fields, any changed fields will revert back when saved.

6. Enter information in the remaining fields:
   - Phone Number
   - Email Address

7. Enter the Plan Year that the request is for.
   **NOTE**: Plan year runs 1/1/XX to 12/31/XX, specify current or future year.

8. Select the Parking and/or Transit Account Action drop down to start, change or stop the request.

9. Enter the Parking and/or Transit Contribution Amount.

10. Review the Enrollment Terms and Conditions.

11. Place a check in the I acknowledge check box.

12. Click the Save button at the bottom of the page.

13. Scroll to the top of the page and click the Submit button.

14. Click OK.
   **NOTE**: The request will be submitted for review and approval.

15. An email will be sent once the request has been approved or denied.
   **NOTE**: If a request is denied, click the link in the email to access the form, make any changes and resubmit the form.
Review a Submitted Request

1. Sign into my.wisconsin.edu

2. Click on the Forms tile.

3. Select the Parking and Transit Selections tab on the left side bar.  
   WARNING: The form will open in a new tab. If the form does not open, enable pop ups from this site.

4. Click Search on the Find an Existing Values tab

5. The submitted form will open.
   NOTE: If multiple requests have been submitted, click the request from the list, that you would like to view.