UNIVERSITY OF WISCONSIN SYSTEM

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. Navigate to your MyUW portal.
   a. **All UW**: Employees can access the MyUW System portal at https://my.wisconsin.edu/
   b. **UW Madison**: Employees can access the MyUW Madison portal at https://my.wisc.edu/

2. Click **Launch full app** on the *Benefit Information* Tile.

3. Click the **View Benefits Summary Details** button, located near the bottom of the page.

4. Click **Parking and Transit Selections** tab at the bottom of the left side bar.

5. Click the **Add a New Value** tab.

6. 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.

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

8. 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.

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

10. Enter the **Parking** and/or **Transit Contribution Amount**.

11. Review the Enrollment Terms and Conditions.

12. Place a check in the **I acknowledge** check box.

13. Click the **Save** button at the bottom of the page.

14. Scroll to the top of the page and click the **Submit** button.

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

16. 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. Navigate to **Parking and Transit Selections** tab.

2. Click **Search** on the *Find an Existing Values* tab

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