TRANSIT PASS ORDERS

1. From the side menu select **'Place an Order'**.
2. Select your preferred mode of transportation from the list of options.
3. Enter your zip codes, then click **'Next'**.
4. Select your product from the list of options.
5. Enter your order details, select your recurring options and click **'Next'**.
6. View your cart, and click **'Proceed to Checkout'**.
7. Review your order. If everything is correct, click **'Place Order'**.
8. A confirmation will display that your order has been placed.

helpful tips

RECURRING ORDERS

When you set your order to recur monthly, your order will be placed automatically each month. You won't have to log back into your account unless you want to make changes to your order.

If there are any months that you do not need your order, simply select 'Yes', and select the months you do not need from the calendar.

EDITING OR DELETING YOUR ORDER

You can make changes to your order from your dashboard. Under the 'Options' button, select 'Edit Order' or 'Delete Order'.

Changes to your order can be made up until the last date to place an order. Your company's last date to order is displayed on the dashboard.