

HOW TO ORDER YOUR SMART CARD

Step 1: Create a Transitfare Account

You need:

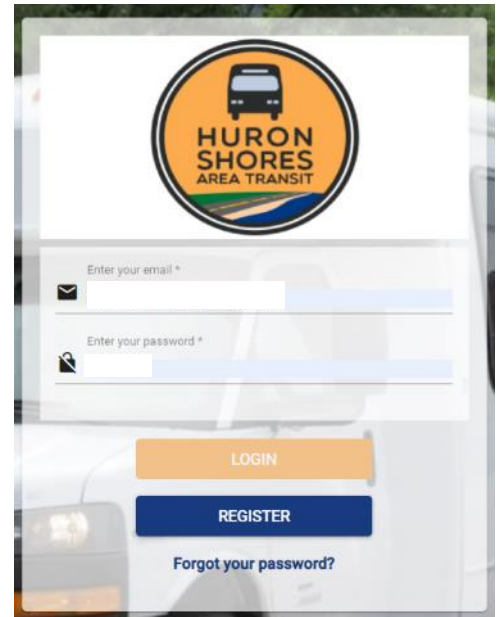
1. an email account,
2. a credit card or debit Visa
3. an 8-character password (must include one uppercase letter, one lowercase letter, one digit, and one special character)

Go online:

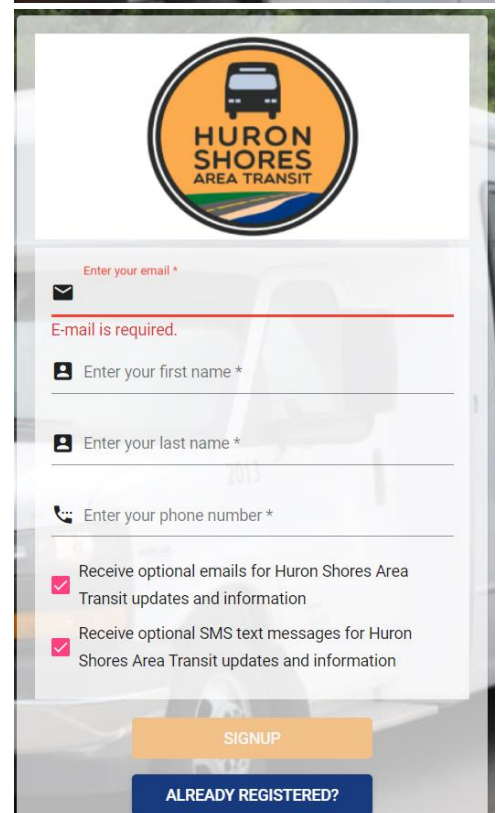
Open up your browser (Google Chrome, Apple's Safari, Microsoft Edge, or Firefox).

- Go to <https://hsat.usetransit.com/> to access the Account Creation form.
- Click **"REGISTER"**.
- Complete the form and click **"SIGNUP"**.
- Read the **"TERMS & CONDITIONS"** pop-up and click **"I AGREE"**.
- You will receive an email to confirm your registration. Click the blue **"COMPLETE REGISTRATION"** link in the email to complete the setup.

Congratulations, you now have a Transitfare Account.



The screenshot shows the top portion of the website. At the top is the Huron Shores Area Transit logo, which features a bus icon inside a circle with the text "HURON SHORES AREA TRANSIT" below it. Below the logo are two input fields: "Enter your email *" and "Enter your password *". Below these fields are two buttons: an orange "LOGIN" button and a blue "REGISTER" button. At the bottom of this section is a link that says "Forgot your password?".

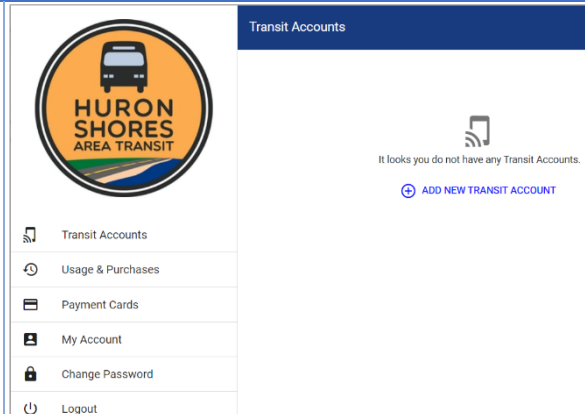


The screenshot shows the registration form. It starts with the same Huron Shores Area Transit logo. Below the logo are four input fields: "Enter your email *" (with a red error message "E-mail is required." below it), "Enter your first name *", "Enter your last name *", and "Enter your phone number *". Below these fields are two checkboxes, both of which are checked: "Receive optional emails for Huron Shores Area Transit updates and information" and "Receive optional SMS text messages for Huron Shores Area Transit updates and information". At the bottom are two buttons: an orange "SIGNUP" button and a blue "ALREADY REGISTERED?" button.

Step 2: Create a “Transit” Account in Your “Transitfare” Account

a. TRANSIT ACCOUNT DASHBOARD

- Go to <https://hsat.usetransit.com/> and **LOGIN** to your Transitfare Account.
- Click **“TRANSIT ACCOUNTS”** on the left menu.
- Click **“+ ADD NEW TRANSIT ACCOUNT”**.

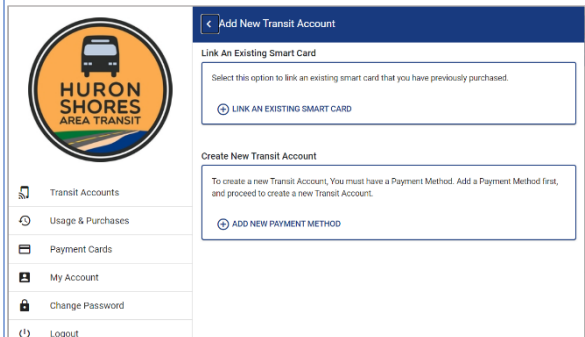


The screenshot shows the 'Transit Accounts' dashboard. On the left is a sidebar menu with the Huron Shores Area Transit logo at the top, followed by links: Transit Accounts, Usage & Purchases, Payment Cards, My Account, Change Password, and Logout. The main content area is titled 'Transit Accounts' and displays a message: 'It looks like you do not have any Transit Accounts.' Below this message is a blue button with a plus icon and the text '+ ADD NEW TRANSIT ACCOUNT'.

b. CREATE NEW TRANSIT ACCOUNT

- Click **“+ADD NEW PAYMENT METHOD”**.
- The system needs you to setup a payment method before selecting the dollar value to add to the Smart Card.

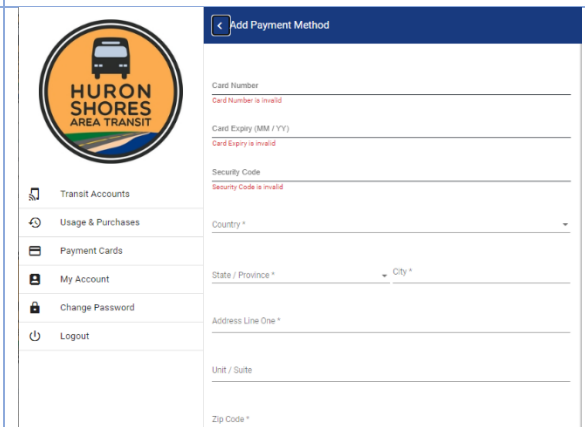
You can have multiple “Transit Accounts” in a single “Transitfare Account”. Each Transit Account is linked to a Smart Card.



The screenshot shows the 'Add New Transit Account' page. The sidebar menu is identical to the previous screenshot. The main content area has a title bar with a back arrow and 'Add New Transit Account'. Below this, there are two sections: 'Link An Existing Smart Card' with a sub-header 'Select this option to link an existing smart card that you have previously purchased.' and a button 'LINK AN EXISTING SMART CARD'; and 'Create New Transit Account' with a sub-header 'To create a new Transit Account, You must have a Payment Method. Add a Payment Method first, and proceed to create a new Transit Account.' and a button 'ADD NEW PAYMENT METHOD'.

c. ADD NEW PAYMENT METHOD

- Complete the credit card or debit Visa information form. Click **“SAVE NEW CARD”**.
- A small charge of \$0.50 is used to verify the connection between your Transit Account and your payment card. It is refunded within seven days.



The screenshot shows the 'Add Payment Method' form. The sidebar menu is identical. The main content area has a title bar with a back arrow and 'Add Payment Method'. The form contains several fields: 'Card Number' (with a red error message 'Card Number is invalid'), 'Card Expiry (MM / YY)' (with a red error message 'Card Expiry is invalid'), 'Security Code' (with a red error message 'Security Code is invalid'), 'Country *' (a dropdown menu), 'State / Province *' (a dropdown menu), 'City *' (a dropdown menu), 'Address Line One *', 'Unit / Suite', and 'Zip Code *'.

d. ADD “PRODUCT” TO YOUR NEW TRANSIT ACCOUNT

Product is the term Transitfare uses to refer to the dollar amount and/or type of card you select (i.e. \$25 set amount or a One Month Pass).

- Click **“SELECT THIS PASS”**.
- Click **“+SELECT”** beside the Smart Card dollar amount and/or type you want on the next screen.
- The one month pass provides unlimited trips in a 31 day period for \$50. If on day 31 you had \$5 left on your card, your next month’s \$50 would not be used until that remaining \$5 balance was used. The monthly pass is the most affordable option if you plan on using the bus more than 10 times in a month.
- The \$25 (5 trips) or \$50 (10 trips) are set values. The card never expires; the dollar value simply gets used over time.

e. SELECT DELIVERY OPTION TO COMPLETE YOUR ORDER

- When you complete this step, Huron Shores Area Transit receives your order. We setup a Smart Card with your selected dollar value and have it ready for pick-up at the Welcome Centre in Grand Bend OR mail it out to you.
- If you select delivery by Canada Post, **PLEASE BE SURE** to give us your full and complete postal address!
- In our example here, we’ve opted to pick up at the Welcome Centre. The final step is to click **“+SELECT THIS CARD”** beside your payment method.
- You will then be given the option to give the Smart Card a nickname and click **“PURCHASE”**.
- It’s a good idea if you have multiple Smart Cards in your household, to give each a nickname.