

HOW TO LINK YOUR SMART CARD

Step 1: Create a Transit Account

If you already created a Transit Account as part of ordering a Smart Card – SKIP DOWN TO STEP 2.

You need:

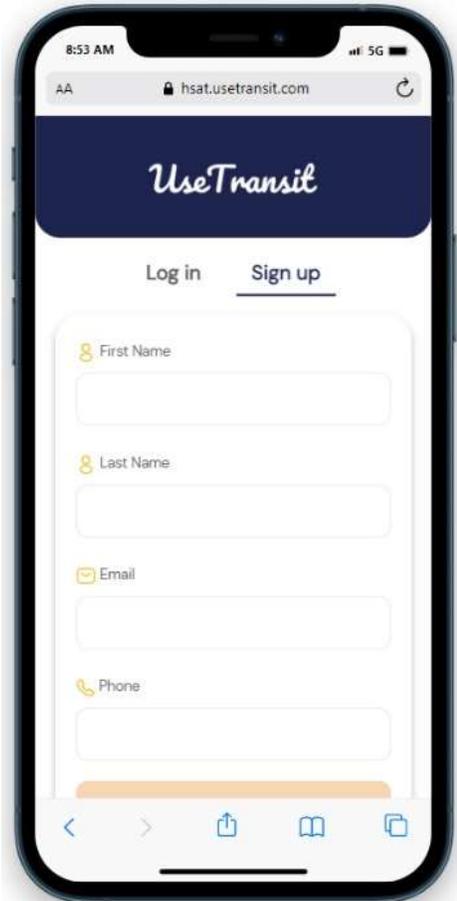
1. an email account,
2. a credit card or debit Visa
3. an 8-character password (must include one uppercase letter, one lowercase letter, one digit, and one special character)

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.

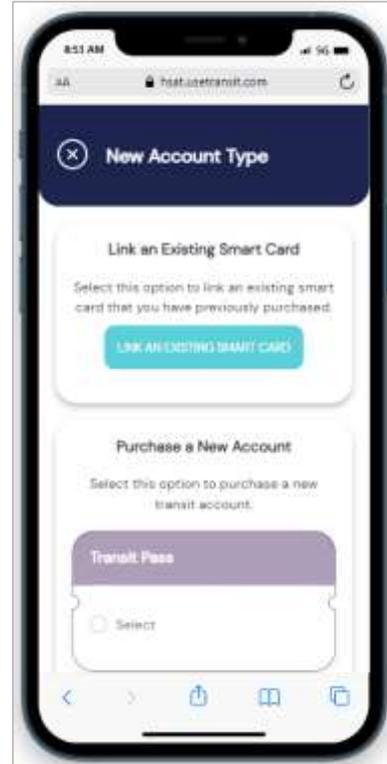
Congratulations, you now have a Transit Account.



Step 2: Link Your Card to Your Account

TRANSIT ACCOUNT DASHBOARD

- Go to <https://hsat.usetransit.com/> and **LOGIN** to your Transit Account.
- Click “**LINK AN EXISTING SMART CARD**”.

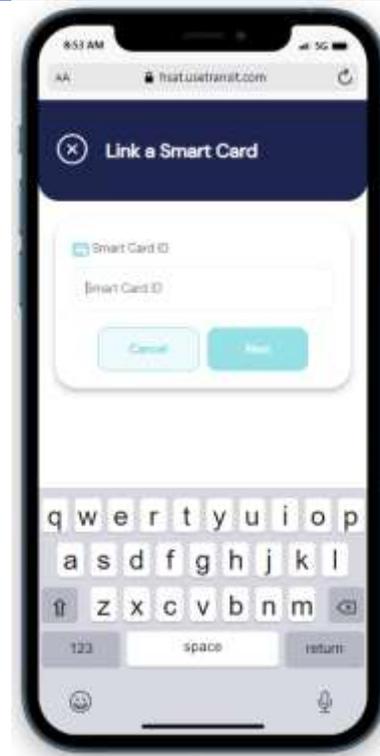


LINK THE CARD TO THE ACCOUNT

- On the next screen you will be asked for the Smart Card ID and 4-digit code.
- The Smart Card ID and 4-digit code are on the back of the card

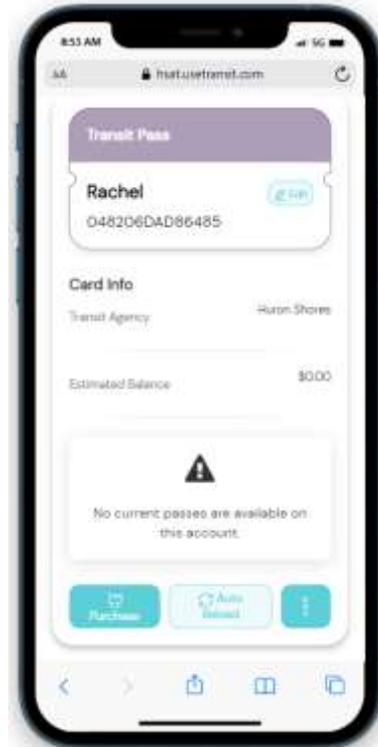
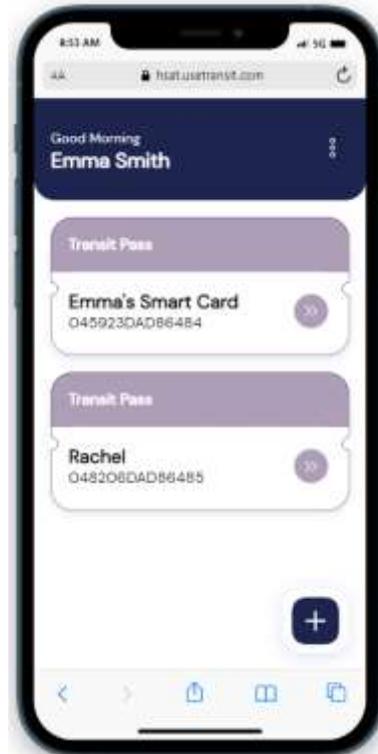
ID in the bottom left

4-digit code in the bottom right



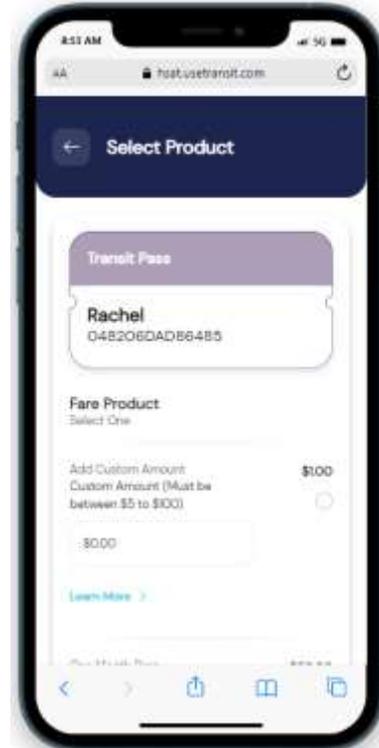
Step 3: Buy Product

- Once you have entered the card ID and 4-digit code, give your card a nickname (optional).
- This is a handy feature in case there are multiple Smart Cards linked to one Transit Account.
- Click the arrows button on the right side of the Smart Card to which you want to add dollar value.
- On the following screen, slide down to see the **“PURCHASE”** button.



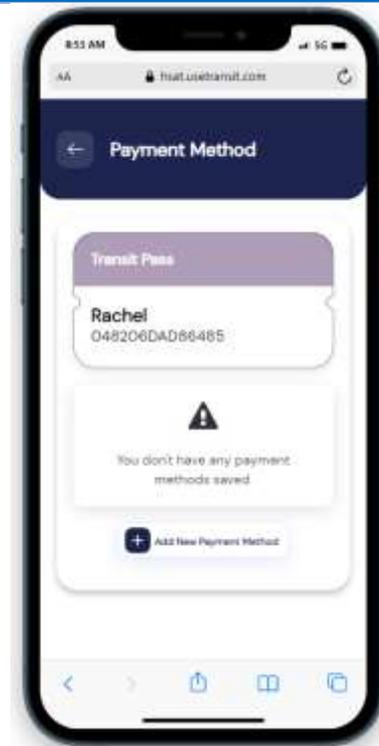
Step 3: Buy Product

- On the following screen there will be four product purchase options: custom dollar value, monthly pass, \$25 and \$50.
- Click the option of your choice. In this example, we're going to select the Monthly Pass.



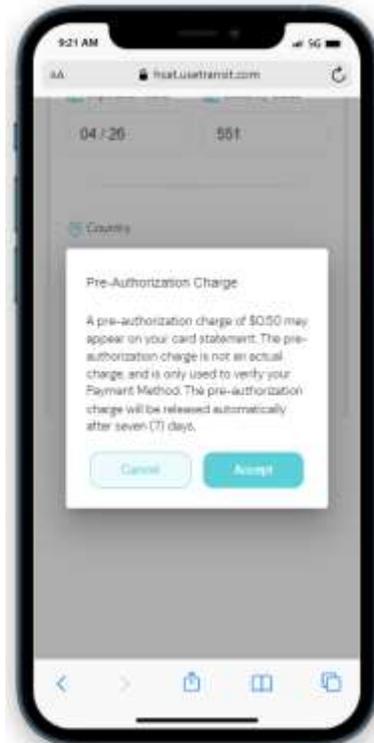
Step 4: Add Payment Method & Complete Purchase

- Click the "Add new Payment Method" link at the bottom of the screen.
- On the following screen, complete all the credit or debit card information



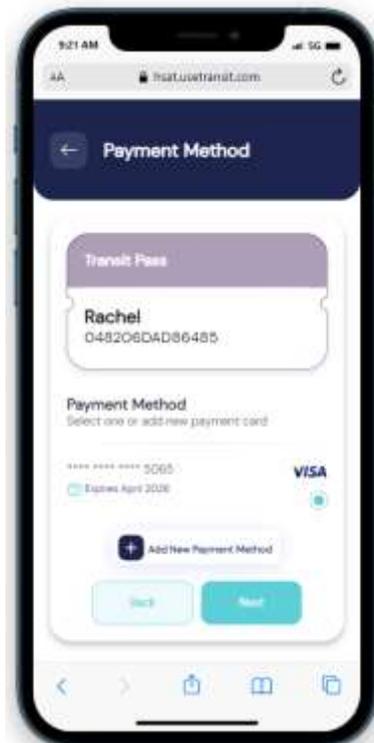
AUTHORIZATION CHARGE CONFIRMS THE LINK

- An authorization charge is used to ensure your Smart Card is linked to the payment method of your choice. Don't worry – it is automatically refunded within 7 days.
- You'll get a confirmation notice that the payment method was added successfully and then returned to your Product Purchase process.



CONFIRM & SELECT PAYMENT METHOD

- Click the circle under the payment icon and then click "NEXT".



COMPLETE PURCHASE

- Click the “PURCHASE” button to make your purchase.
- An email receipt will be sent to you.

CONGRATULATIONS! You now have a Smart Card ready for use.

