

Smartcard

GUIDE FOR RIDERS WITHOUT AN ACCOUNT

Your organization wants to issue you a transportation pass.
In order to receive the pass, you need to:

- 1. CREATE AN ACCOUNT**
- 2. VERIFY YOUR ACCOUNT**
- 3. LINK YOUR ACCOUNT TO A SMARTCARD**



1

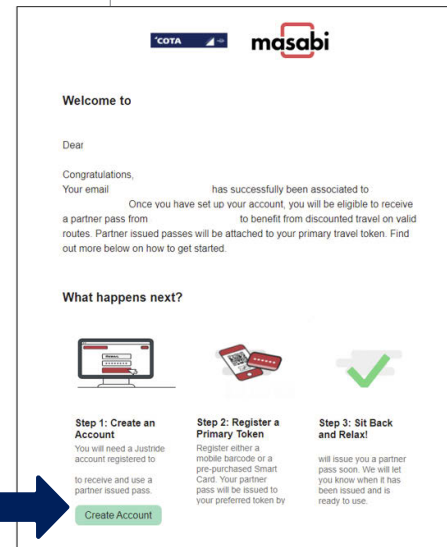
CREATE AN ACCOUNT

Register for your account at
<https://passes.cota.com/login>

1. Click **Sign Up**
2. Enter your email address
3. Create a password
4. Click the **Sign In** button

If you have not registered for an account but your organization would like to issue you a pass (using your email address), you will receive a welcome email that looks like the picture shown to the right.

Click **Create Account**

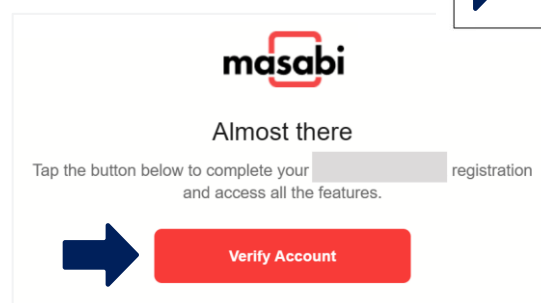


2

VERIFY YOUR ACCOUNT

You will also receive an email requesting account verification.

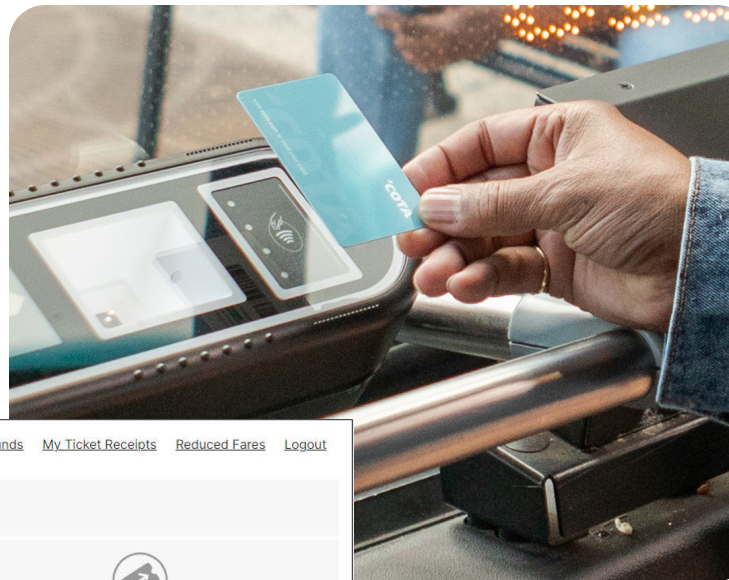
Click the **Verify Account** button



3

LINK A SMARTCARD TO YOUR ACCOUNT

Perform these steps on the COTA website where you created your account:



COTA [My Account](#) [Buy Tickets](#) [Add Funds](#) [My Ticket Receipts](#) [Reduced Fares](#) [Logout](#)

[Add Funds](#) Account Balance: \$0.00

[Select tickets](#) [Pay](#) [Collect tickets](#)

1. Click **My Account**
2. Under **Your Travel Tokens**, click **Add a Smartcard**
3. Enter the first 10 digits located on the bottom left corner of your card (no dashes or spaces)
4. Give your card a name
5. Agree to the Terms and Conditions
6. Click the **Register** button

Register your COTA Smart Card

You may register another Smart Card in order to share the Account Balance with your family. You can pick up a Smart Card at most local newsagents or other retailers. If you have a card with an existing balance this will transfer over.

Smart Card Number
To register your COTA card, please enter the first 10 digits located on the bottom left corner of your card (no dashes or spaces).

Token Name

Characters Remaining: 32

☒ I agree to the [Terms and Conditions](#)

[Cancel](#) [Register](#)