Step-by-Step Screen Shot Instructions for the account set-up and use of Oahu's On-Line Transit Store

Audience- TRANServe Program Participants

Date of Instructions: Nov 6, 2014

Step 1) Go to the Oahu Transit On-Line Store at:

http://webapps.thebus.org/datacardonline

Good Morning and Welcome to Oahu Transit On-Line Services You may login to an existing account or Create a new Account Input your User ID: Input your Password: FAQ's ? Forgot my login Login Create new account Please note Only Senior Pass Renewals may be purchased today: Your Renewed Senior Pass should arrive in approximately two weeks and before the 1st of the next month. Federal Government Employees may purchase next months pass On-Line starting on the 10th of the current month thru the 25th of the current month. Passes may be purchased prior to the 10th and after the 25th in person at TheBus Pass Office located at the Kalihi Transit Center on the corner of Middle Street & Kamehameha Highway.

Step 2) First time users click on "Create a new Account":

Good Mornin	g and Welco	me to Oahi	u Trans	sit On-Lir	ne Services
					4
You may	login to an exis	sting account	or Crea	ate a new A	ccount
Input your User ID:					
Input your Password:					
FAQ's				?	Forgot my login
	Login	Crea	te new a	ccount	
	****	Please note	. **	* * *	
Only Senior Pas	ss Renewals ma	y be purchase	d today:		
	ved Senior Pass of the next month		in appro	ximately tv	vo weeks and
Federal Government Starting on the	vernment Emplo 10th of the curre	oyees may pure ent month thru	the 25th	xt months of the cur	pass On-Line rent month.
TheBus Pass O	y be purchased ffice located at t Kamehameha h	the Kalihi Tran			
ay informed of the latest	On-Line Sales Schedule	•			

Step 3) Enter Authorization Code-

SEE YOUR AGENCY POINT OF CONTACT FOR THIS CODE

Input the authorization code and click "Create a Federal Account"

Oahu Transit On-Line Services
Create a New Account Selection Screen
To create a Federal Employee TRANServe participant account: (Authorized Federal Employees Only)
Please input your Authorization Code and click on the Create a Federal Account button Create a Federal Account
To create a Senior Pass renewals account: (Renewals Only)
Please input the ID number that appears at the bottom of your renewal letter
Click on the Create a Senior Pass Renewal Account button Create a Senior Pass Renewal Account
Back

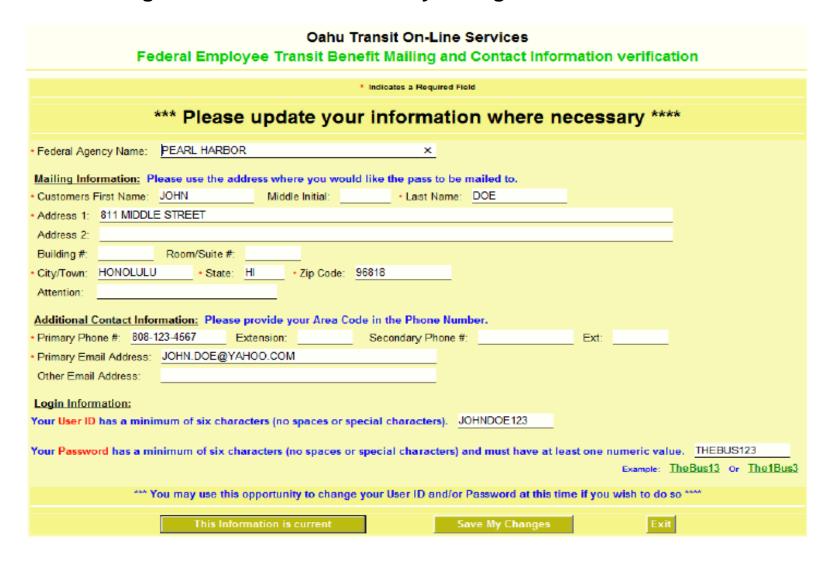
Step 4) Populate all required and applicable fields:

Oahu Transit On-Line Services Setup a Federal Employee TRANServe Account * Indicates a Required Field * Federal Agency Name: Pearl Harbor Authorization Code Mailing Information: Please use the address where you would like the pass to be mailed to. Customers First Name: John Middle Initial: Last Name: Doe This is where the bus Address 1: 811 Middle Street passes will be mailed Address 2: Building #: Room/Suite #: Attention: Additional Contact Information: Please provide your Area Code in the Phone Number. Primary Phone #: 808-123-4567 Extension: Secondary Phone #: Ext: Primary Email Address: john.doe@yahoo.com Other Email Address: Login Information: Your User ID must contain a minimum of six characters. johndoe123 Your Password must contain a minimum of six characters and must have at least one numeric value. thebus 123 Example: TheBus13 or The1Bus3 ✓ I hearby declare that I am a federal government employee eligible to partcipate in the Transportation Benefit program. Save My Information Exit

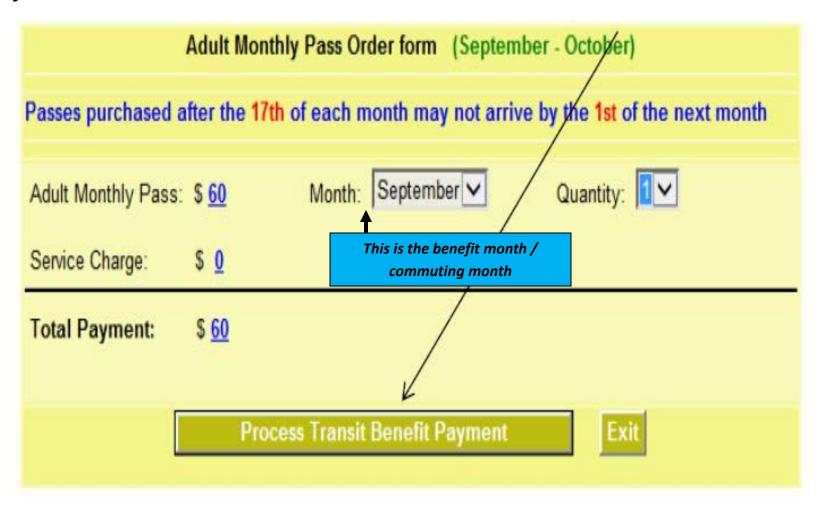
Step 5) Once account has been created and saved, log-in with credentials



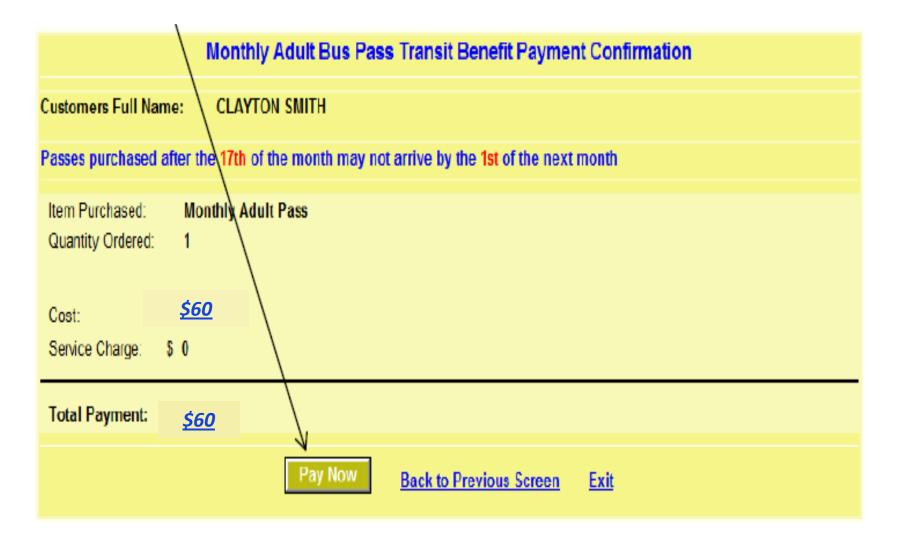
Step 6) Confirm account information -if no changes click "This Information is current" – if changes are made click "Save My Changes"



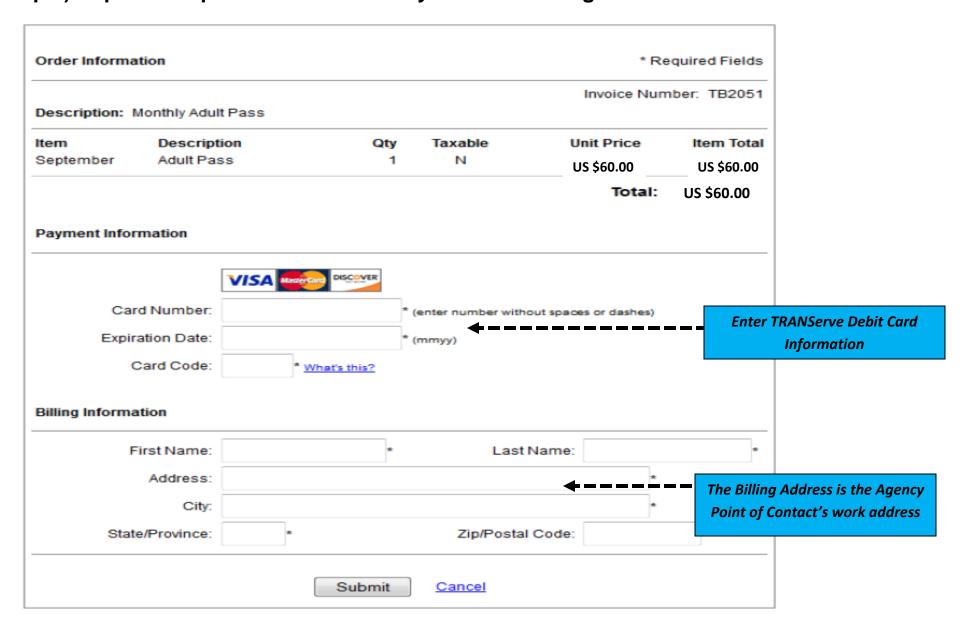
Step 7) Select the appropriate Monthly Bus Pass and Click "Process Transit Benefit Payment".



Step 8) Confirm order and click "Pay Now"



Step 9) Populate required fields under Payment and Billing Information:



Step10) Receive transaction approval confirmation

This transaction has been approved.

Confirmation Number: 6436855665

Item Purchased: Monthly Adult Pass

Amount Charged: US \$60.00

Please close your browser to insure a secure and complete logoff of your account

Thank you for using Oahu Transit Services On-Line Services