

## 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](#)

---

**\*\*\*\*\* 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 **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](#)

---

**\*\*\*\*\* 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**.

*Stay 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**

## 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:  Authorization Code:

**Mailing Information:** Please use the address where you would like the pass to be mailed to.

\* Customers First Name:  Middle Initial:  \* Last Name:

\* Address 1:  ← **This is where the bus passes will be mailed**

Address 2:

Building #:  Room/Suite #:

\* City/Town:  \* State:  \* Zip Code:

Attention:

**Additional Contact Information:** Please provide your Area Code in the Phone Number.

\* Primary Phone #:  Extension:  Secondary Phone #:  Ext:

\* Primary Email Address:

Other Email Address:

**Login Information:**

Your **User ID** must contain a minimum of six characters.

Your **Password** must contain a minimum of six characters and must have at least one numeric value.   
Example: **TheBus13** Or **The1Bus3**

I hereby declare that I am a federal government employee eligible to participate in the Transportation Benefit program.

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

You may [login to an existing account](#) or [Create a new Account](#)

Input your User ID:

Input your Password:

[FAQ's](#) [? Forget my login](#)

---

\*\*\*\*\* **Please note** \*\*\*\*\*

**For Purchases made on or after the 18th of the current month:**

Passes may **NOT** arrive by the **1st** of the next month.

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

**Oahu Transit On-Line Services**  
**Federal Employee Transit Benefit Mailing and Contact Information verification**

\* Indicates a Required Field

**\*\*\* Please update your information where necessary \*\*\*\***

• Federal Agency Name:  x

**Mailing Information:** Please use the address where you would like the pass to be mailed to.

• Customers First Name:  Middle Initial:  • Last Name:

• Address 1:

Address 2:

Building #:  Room/Suite #:

• City/Town:  • State:  • Zip Code:

Attention:

**Additional Contact Information:** Please provide your Area Code in the Phone Number.

• Primary Phone #:  Extension:  Secondary Phone #:  Ext:

• Primary Email Address:

Other Email Address:

**Login Information:**

Your **User ID** has a minimum of six characters (no spaces or special characters).

Your **Password** has a minimum of six characters (no spaces or special characters) and must have at least one numeric value.

Example: [TheBus13](#) Or [The1Bus3](#)

**\*\*\* You may use this opportunity to change your User ID and/or Password at this time if you wish to do so \*\*\*\***

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

Adult Monthly Pass Order form (September - October)

Passes purchased after the 17th of each month may not arrive by the 1st of the next month

Adult Monthly Pass: \$ 60      Month:       Quantity:

Service Charge:      \$ 0

---

Total Payment:      \$ 60

*This is the benefit month / commuting month*



**Step 8) Confirm order and click “Pay Now”**

**Monthly Adult Bus Pass Transit Benefit Payment Confirmation**

Customers Full Name: CLAYTON SMITH

Passes purchased after the 17th of the month may not arrive by the 1st of the next month

Item Purchased: Monthly Adult Pass  
Quantity Ordered: 1

Cost: \$60  
Service Charge: \$ 0

---

Total Payment: \$60

[Back to Previous Screen](#) [Exit](#)



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

**Order Information** \* Required Fields


---

Invoice Number: TB2051

**Description:** Monthly Adult Pass

Item	Description	Qty	Taxable	Unit Price	Item Total
September	Adult Pass	1	N	US \$60.00	US \$60.00
<b>Total:</b>					US \$60.00

**Payment Information**



Card Number:  \* (enter number without spaces or dashes)

Expiration Date:  \* (mmyy)

Card Code:  \* [What's this?](#)

**Billing Information**

First Name:  \*      Last Name:  \*

Address:  \*

City:  \*

State/Province:  \*      Zip/Postal Code:  \*

   [Cancel](#)

**Enter TRANServe Debit Card Information**

**The Billing Address is the Agency Point of Contact's work address**

**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**