

## Easy Steps to Buying Transit or Paratransit Passes Online

- Click **Add to Cart** button below the pass that you would like to purchase
- Enter **Quantity** of pass desired in new window or tab from PayPal
- If you would like to buy a number of different passes, click separately on **Add to Cart** buttons below and the items will appear in your PayPal shopping cart that opened in separate tab or window.
- Click on **Check Out** to pay with a Credit Card (Visa, MasterCard, AMEX, and Discover) and enter info or click on **Check Out with PayPal** to use your PayPal account to make purchase.
- Click on **Review and Continue** after all information is entered
- If all your information is correct, click on **Pay Now**
- Transit passes and Paratransit tickets will arrive within 1 week of purchase

## Purchasing Transit or Paratransit Pass Instructions

The following rates apply to Union City Transit and Paratransit passes. Shipping is free within the United States:

- Adult Monthly Pass (age 18 to 59) - \$46.00
- Youth Monthly Pass (age 6 to 17) - \$29.00
- Senior Monthly Pass (age 60 and over) - \$19.00
- Disabled Monthly Pass (certified) - \$19.00
- Paratransit 10-Ride Ticket Sheet - \$25.00

If you would like to purchase a Transit or Paratransit pass from the City of Union City, please click on **Add to Cart** button below the item you wish to purchase. A separate tab or window will open with your PayPal shopping cart.

Once you have added a Transit pass or Paratransit tickets to your cart, you will be taken to a joint Union City/PayPal page which will allow you to adjust **Quantity** desired. All transactions are secured by PayPal and safe. Simply type a number into quantity box to change. You can also remove items from your cart if necessary. If you would like to buy a number of different passes, click separately on **Add to Cart** buttons below each item on main / first Transit / Paratransit page and the items will appear in your PayPal shopping cart that opened in separate tab or window. If you would like to update your zip code for shipping purposes, you can, but it is not necessary until you are on the payment page. Shipping is again free within the United States.

Once you have adjusted your quantity desired, click on **Check Out** to pay with a Credit Card (Visa, MasterCard, AMEX, Discover) or click on **Check Out with PayPal** to use your PayPal account to make purchase and you will be taken to a page which will allow you to enter in shipping and billing information.

Once at the billing page, you can still switch your option to pay with either a credit card (Visa, MasterCard, AMEX, and Discover only) or a valid PayPal account. Simply login to your PayPal account where directed to use that feature. Otherwise, select the option to pay without a PayPal account. If you decide to not pay with a PayPal account and the credit card you use is linked to a PayPal account, a screen will appear asking if you want to login to your PayPal account or pay as a guest. You can select either option.

Please enter all billing, shipping, and contact information. All is required and your information will not be shared. At the end of your transaction, you can opt out of sharing your telephone number with City, but it is required that you fill out all other fields unless they are specified as optional. Telephone number is only used to verify credit card information. Whether you pay by credit card or pay by PayPal account, your user experience should be almost identical.

After you have entered all pertinent billing, shipping and contact information, click on **Review and Continue**. You will be taken to a final review page. If anything is wrong on that page, click on **Change** where necessary. If you would like to cancel your transaction, click on **Cancel** at any time and you will be returned to City of Union City Transit page. If all is correct though, click on **Pay Now**. Only click once. If you paid by credit card, you will be shown a receipt which you can print out. If you paid by PayPal, you will be taken back to the City's parking page. Transaction information will be saved in your PayPal account for future reference. You will also receive an e-mail with all transaction information sent to the e-mail address you entered in billing.

Once processed, transactions are fulfilled as quickly as possible and you can expect to receive your Transit pass or Paratransit tickets within 1 week of purchase. Monthly pass sales for the upcoming month start on the 15th day of the month preceding. So if you would like to buy a pass for October, the first day it is available is September 15th. Monthly pass sales for the current month terminate on the 14th day of the month with no prorating. Monthly passes can be used up until the 3rd City Business Day of the month following the month indicated on the pass.

Transit and Paratransit operators are allowed to ask for valid identification when presenting certain passes. Operators are allowed to deny service and confiscate a pass or ticket that is used fraudulently.

If you have any questions, please feel free to contact [UCTAdmin@uctransit.org](mailto:UCTAdmin@uctransit.org). There are no refunds or exchanges for passes or tickets once purchased. Please read the conditions of use printed on the back of the pass.

Thank you for supporting public transit and riding Union City Transit.