How to Register for a Free RTA Bus Pass

Instruction Guide
for Students, Faculty & Staff

Revised 3/27/2023

1 Login on the Parking Portal
https://parkingportal.ucr.edu

2 Click on "Get Permits"
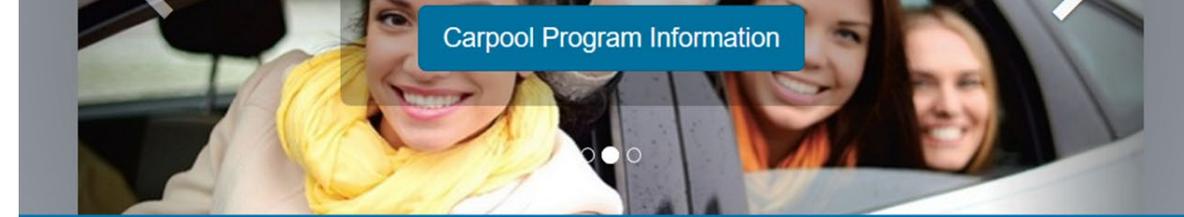
Carpool Program Information

Parking Portal

Welcome! Use your Parking Portal to make purchases in the parking system and manage your parking account.

CITATIONS

Citation Number

-OR-

State   **Plate Number**

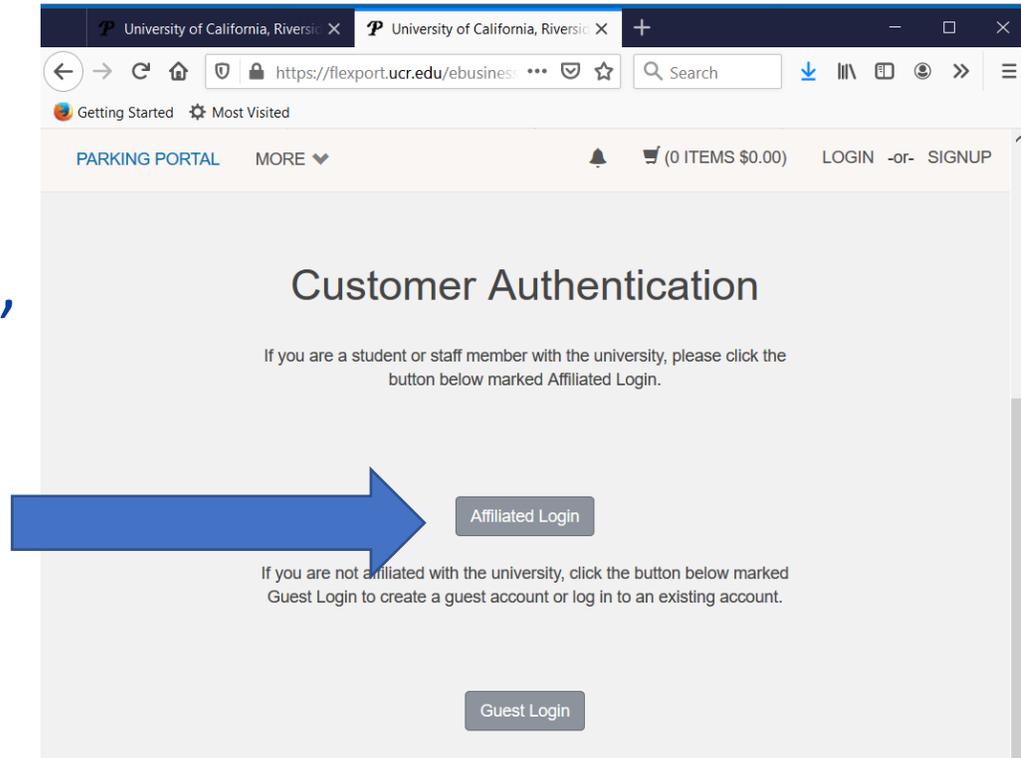CALIFOR ˅

Search Citations

PERMITS

≣ Get Permits

⟳ Add/Edit Waitlists

Manage Alternative Transportation Account
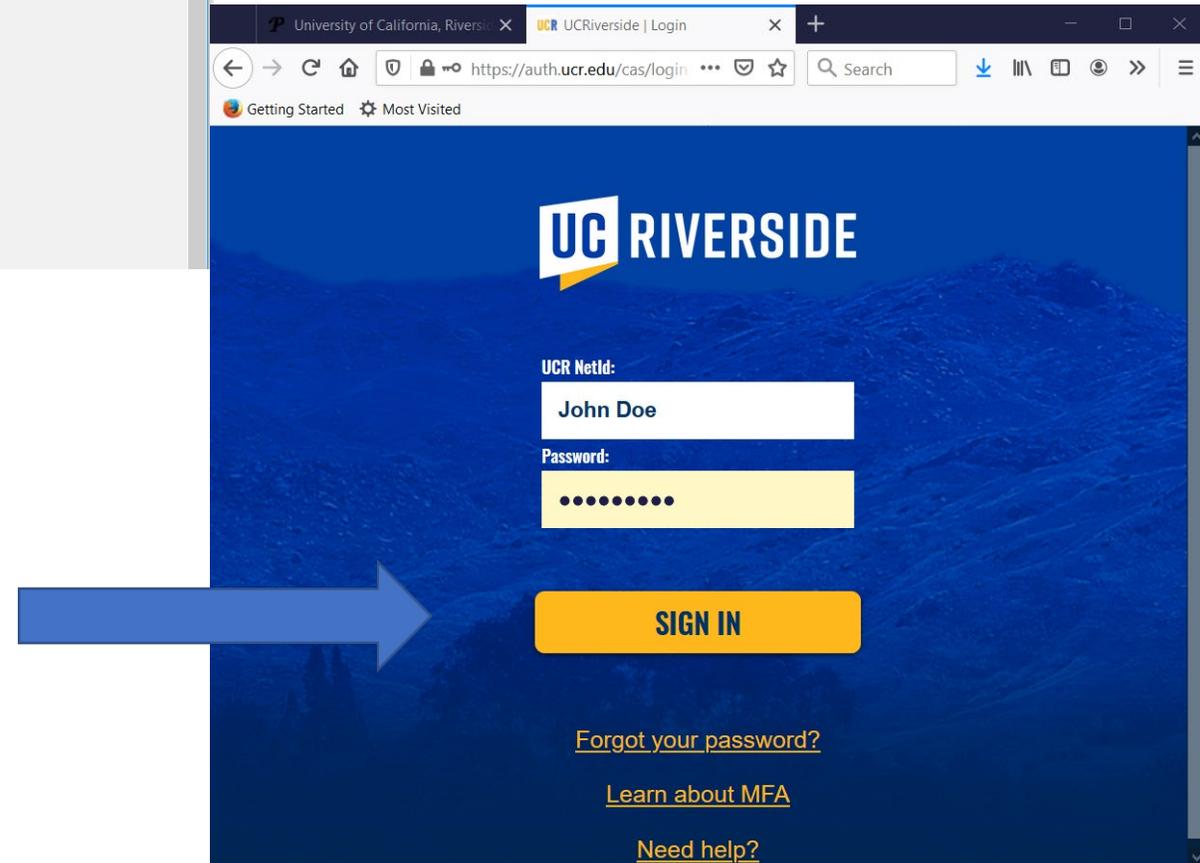
View Vanpool Routes

Citation Codes & Definitions

Visit TAPS Facebook page

Follow TAPS on Twitter

Contact Us

3

Click on
"Affiliated Login"

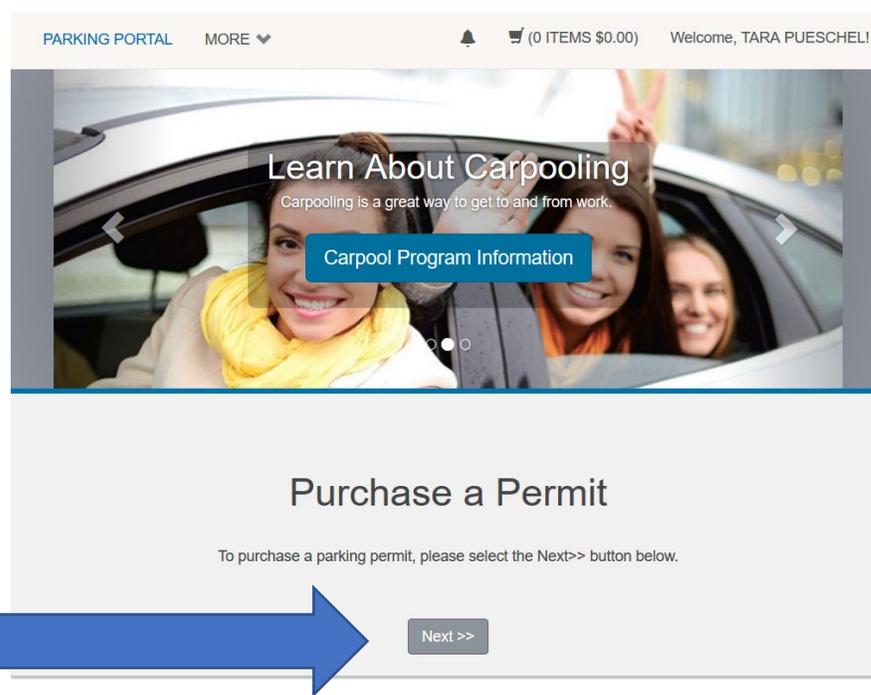**Customer Authentication**

If you are a student or staff member with the university, please click the button below marked Affiliated Login.

Affiliated Login

If you are not affiliated with the university, click the button below marked Guest Login to create a guest account or log in to an existing account.

Guest Login

4 Sign In using Net ID

PARKING PORTAL   MORE ⌄   (0 ITEMS $0.00)   LOGIN -or- SIGNUP

UC RIVERSIDE

UCR NetId:
John Doe

Password:
●●●●●●●●●

SIGN IN

Forgot your password?

Learn about MFA

Need help?

5

Click on "Next" to purchase a permit

6

Confirm contact information. You must provide your UCR NetID email (NetID@ucr.edu) and mobile phone number in order to receive your bus pass via text.

PARKING PORTAL   MORE ⌄   🔔   🛒 (0 ITEMS $0.00)   Welcome, TARA PUESCHEL!

Learn About Carpooling

Carpooling is a great way to get to and from work.

Carpool Program Information

Purchase a Permit

To purchase a parking permit, please select the Next>> button below.

Next >>

RIVERSIDE

State/Province

CALIFORNIA

Country

United States of America

Postal Code

92503

Email Address

* Required Field

Mobile Phone

* Required Field

* indicates a required field

Click Next to go to next page   Next >>

7 Select the free RTA bus pass, then review disclosure.

Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
○	1	$364.50	Gold AcadAnn 063021-Online	09/28/2020	06/30/2021
○	1	$121.50	GOLD FALL	09/28/2020	12/31/2020
○	1	$0.00	Free RTA Bus Pass-I agree my mobile # will be provided to RTA	07/01/2020	06/30/2021

☐ I have reviewed and understand the **Citation Codes & Definitions**.

Click Next to go to next page

Next >>

UC RIVERSIDE
Transportation Services
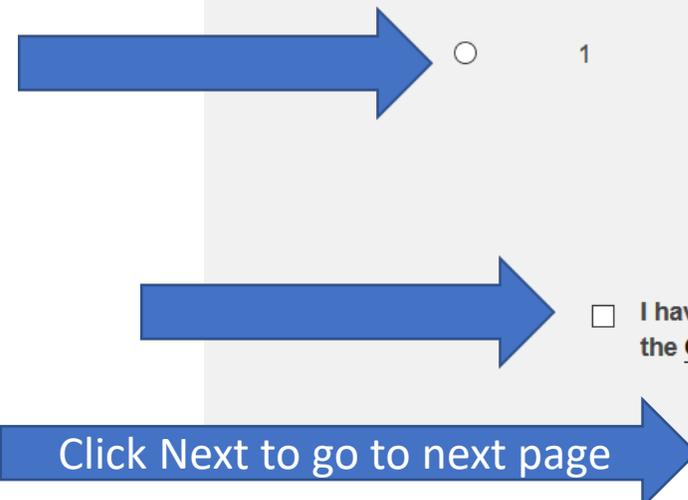
8

View Cart and Checkout.
Click the 'Next" button.

View Cart

Below are the items in your cart. Select your payment method if available. Click Pay Now to proceed with your payment or return to add more permits or citations to your cart. Please note that a $25.00 fee will be charged for lost, stolen or returned permits.

STUDENT COMMUTER PERMITS - Payment for your permit(s) must be made in full, regardless of payment method.

STUDENT RESIDENCE HALLS / GLEN MOR / UCR CAMPUS APARTMENT PERMITS -
There is one payment option available:
Transfer to Student Account - Your receipt from this transaction will show the full permit price to be transferred to your student account based on the permit rate at this time. The parking permit price may increase in October. Permits will be billed in **3 quarterly installments (in September, December and March)** to your Banner student account at the current rate for that quarter. For annual permits, the September billing will include both Summer and Fall.

OBAN FAMILY HOUSING PERMITS -
If you choose to purchase a second permit, the full amount will be billed to your student account in September.

PERMITS PURCHASED ON PAYROLL -
Your permit will be billed to payroll until you return your permit to the parking office.

Qty	Type	Description	Amount	Actions
1	Permit	Free RTA Bus Pass-I agree my mobile # will be provided to RTA (07/01/2020 - 06/30/2021) view details	$0.00	Remove

Due Now: $0.00

[Cancel Purchase] [Add Citations] [Add Permits]

Checkout

Email Address

[   ]

[Next >>]

9 Confirm Payment Information is $0.00

Click to verify and then click 'Pay Now"

Payment Information

Please review the totals below and click Submit to proceed to make your payment.

Qty	Type	Description	Amount	Actions
1	Permit	Free RTA Bus Pass-I agree my mobile # will be provided to RTA (07/01/2020 - 06/30/2021) view details	$0.00	Remove

Due Now: $0.00

There was no charge for your purchase.

☐ **I have read and understand the above statements.**

Pay Now

10 View your Transaction Summary. A receipt will be emailed to you.

Your transaction is complete. Please print this page for your records.

Purchased Items

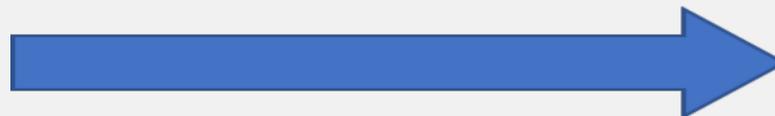| Qty	Type	Description	Amount
1	Permit	Free RTA Bus Pass-I agree my mobile # will be provided to RTA [RTA202100013] (07/01/2020 - 06/30/2021) view details	$0.00

Total Paid: $0.00

Transaction Summary

CC Receipt Number   NO CHARGE

Payment Method   No Charge

**Payment Date**   08/31/2020 12:36:37 PM

Logout

11 Download the RTA GoMobile app available on the Apple App Store and GooglePlay Store using same UCR NetID email you used to register.

12 Select "My Passes". You will see your UC Riverside mobile pass once the pass has been processed. It can take up to 7-10 days before the pass is ready.

Tap on the pass to activate it. Once it's activated and ready for use you will see a QR code and scrolling timestamp on the bottom of the screen.
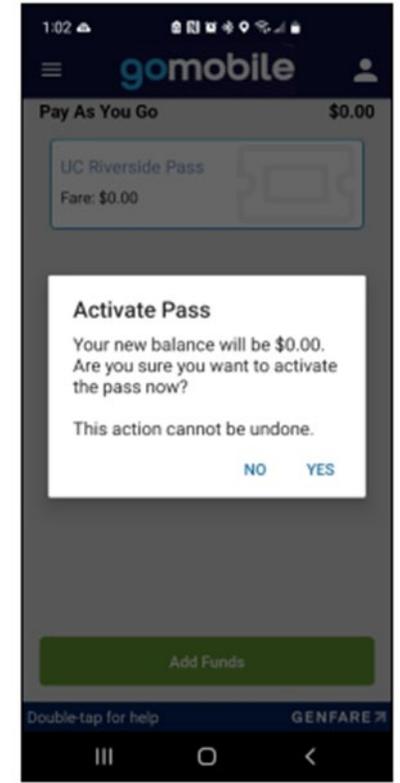
13

You're all done! To use your pass, simply scan the QR code with the reader on the top of the farebox. The farebox will beep confirming your pass has been accepted.

If you are unable to scan your pass, show the screen with the QR code and scrolling timestamp to the driver.

UC RIVERSIDE
Transportation Services
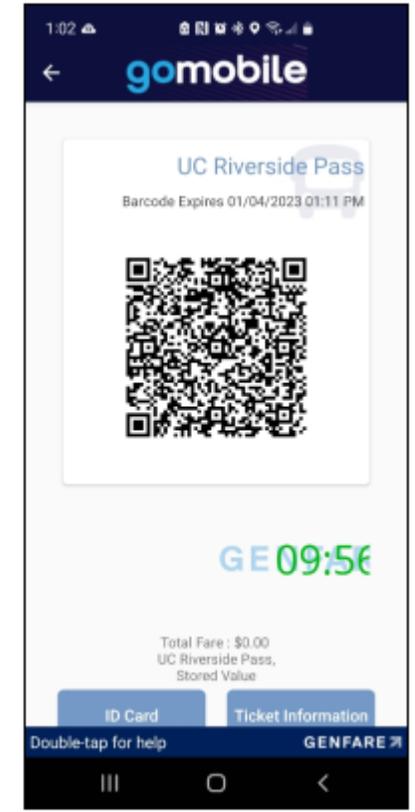
Moving You Forward

For questions on how to register for UCR's free bus pass, contact TAPS at (951) 827-8277 or email alttransportation@ucr.edu

For questions or issues accessing your RTA bus pass,
call RTA directly at (951) 565-5002
Available: Mon-Fri from 6am-10pm and Weekends 8am-10pm