



How to Register for a Free RTA Bus Pass

Instruction Guide

1 Login on the Parking Portal

<https://flexport.ucr.edu/ebusiness/Account/Portal>

2 Click on “Get Permits”



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

Search Citations

PERMITS

Get Permits

Add/Edit Waitlists

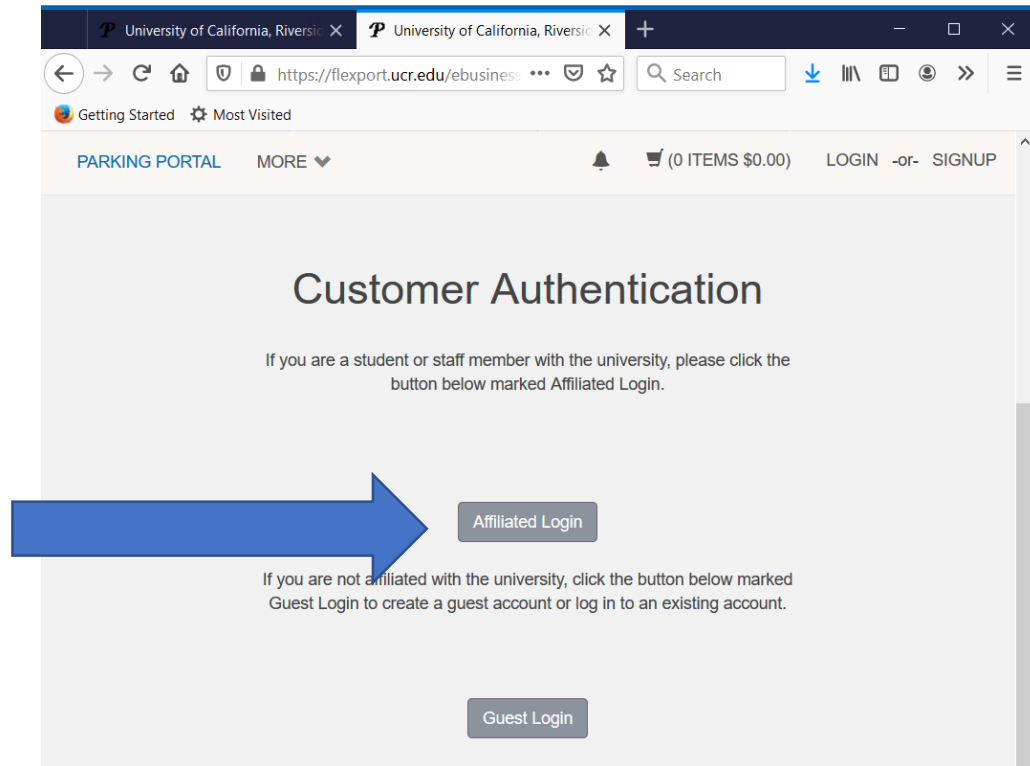
[Manage Alternative Transportation Account](#)
[View Vanpool Routes](#)

[Citation Codes & Definitions](#)

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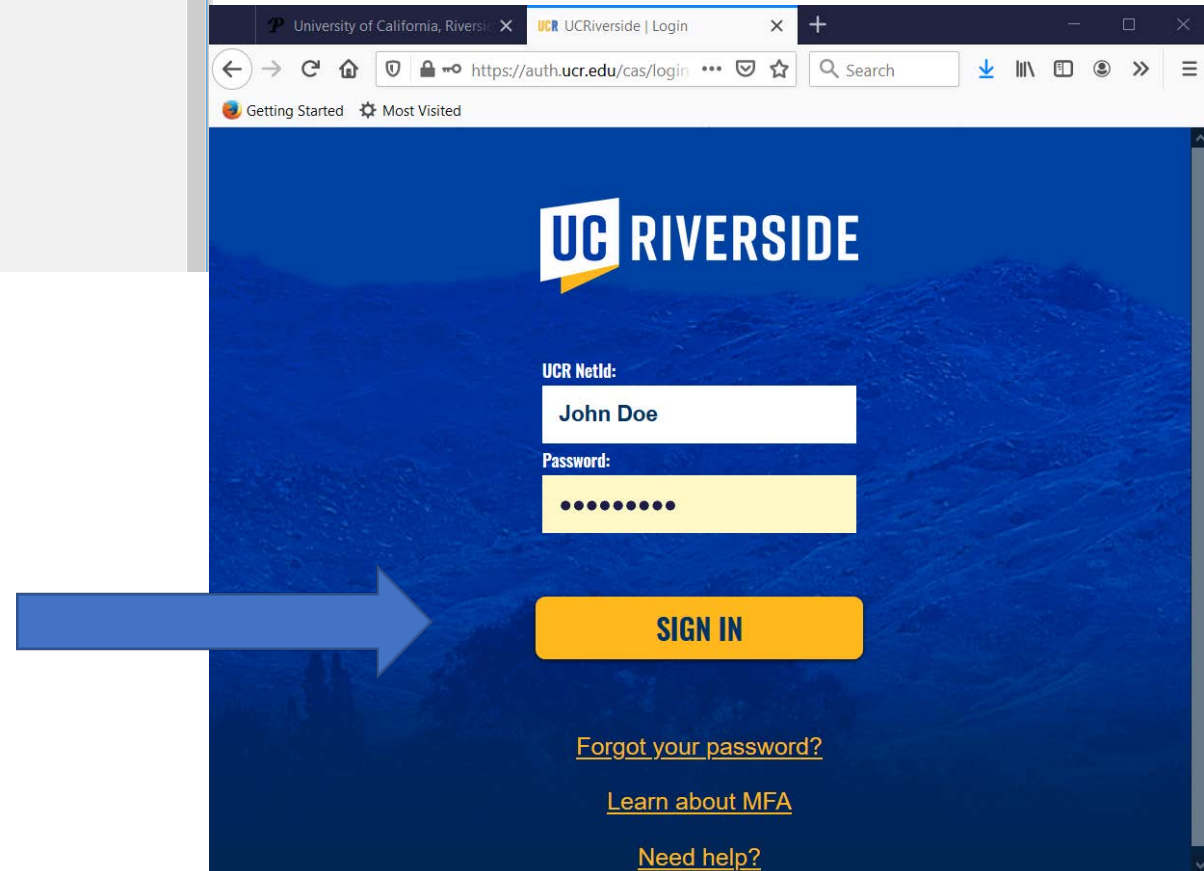
3

Click on
“Affiliated
Login”



4

Sign In using
Net ID



5

Click on
“Next” to
purchase a
permit



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

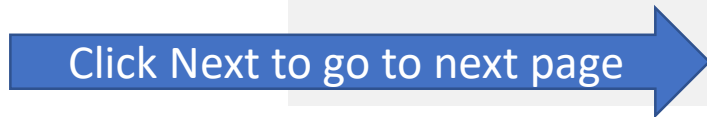
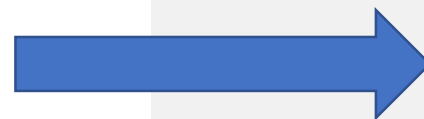
Purchase a Permit

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

Next >>

6

Confirm contact
information. You must
provide a mobile phone
number in order to
receive your bus pass
via text.



State/Province
CALIFORNIA

Country
United States of America

Postal Code
92503

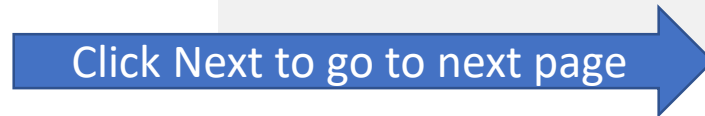
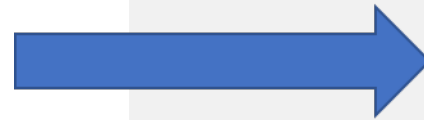
Email Address
* Required Field

Mobile Phone
* Required Field

* indicates a required field

Next >>

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



Select	Quantity	Permit Fee	Permit Description	Permit Effective	Permit Expires
<input type="radio"/>	1	\$364.50	Gold AcadAnn 063021-Online	09/28/2020	06/30/2021
<input type="radio"/>	1	\$121.50	GOLD FALL	09/28/2020	12/31/2020
<input type="radio"/>	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.

Next >>

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

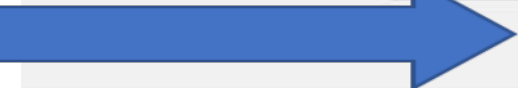
Due Now: \$0.00

[Cancel Purchase](#) [Add Citations](#) [Add Permits](#)

Checkout

Email Address

[Next >>](#)



8

Confirm Payment Information is \$0.00

Click to verify and then click 'Pay Now'

PARKING PORTAL MORE ▾ 🔔 🛒 (1 ITEMS \$0.00) Welcome, T

Payment Information

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

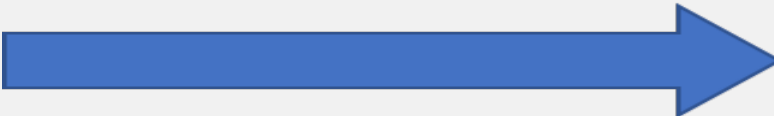
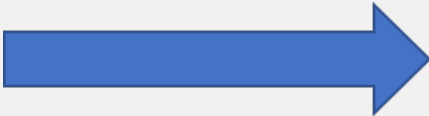
Qty	Type	Description	Amount	Actions
1	Permit	Free RTA Bus Pass-I agree my mobile # will be provided to RTA (07/01/2020 - 06/30/2021) view details	\$0.00	Remove

Due Now: \$0.00

There was no charge for your purchase.

I have read and understand the above statements.

[Pay Now](#)



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



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

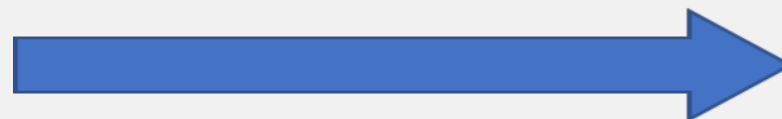
Purchased Items

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

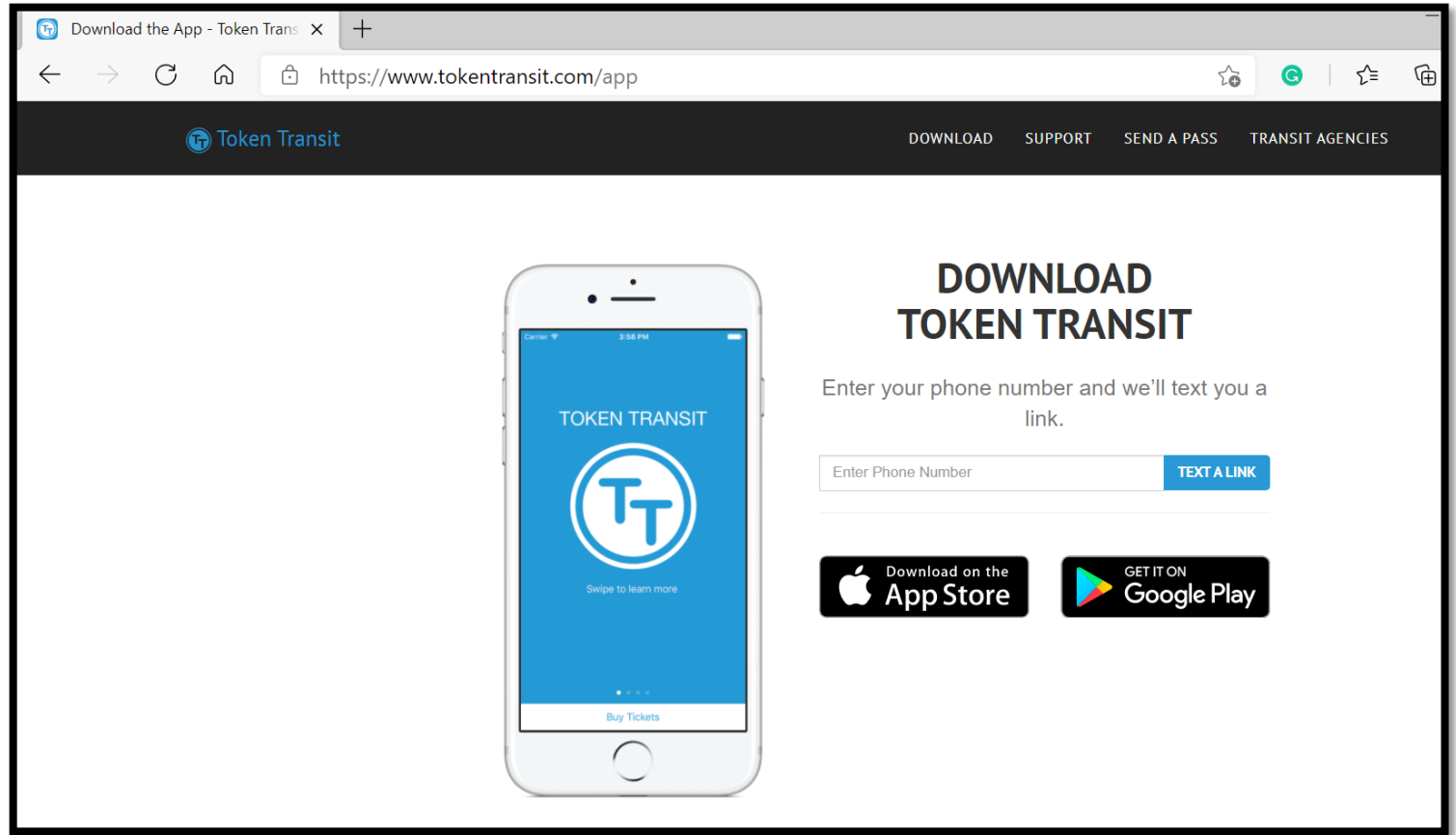
CC Receipt Number NO CHARGE
Payment Method No Charge
Payment Date 08/31/2020 12:36:37 PM



Logout

10 Download the Token Transit app to your smartphone.

Your pass will show up in the app within 3-5 business days.



<https://www.tokentransit.com/app>



Moving You Forward

Questions? Call TAPS at (951) 827-8277