# **Vanpool Online Payment Instructions**

## Go to: <a href="http://www.KitsapTransit.com/Vanpool">www.KitsapTransit.com/Vanpool</a>

### Vanpool main page

#### **Driver Resources**

• Click "Pay Now!" link to be directed to Login and Register page

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#### Login and Register page

"Login" fields for returning users. To access account information and submit payment:

- o Enter User Name and Password
- Click "Login" to be directed to the vanpool online payment page

"Register" fields for new users. To register:

- Complete all Register fields. Users must enter "Van Number" and "ID Code" fields. Please inquire with your vanpool bookkeeper for that information, or contact Kitsap Transit at 360-478-5858
- Click on "Register" to complete the registration process and be directed to the vanpool online payment page

Home	
Kitsa	nTransit 🛑
Login	Connecting Communities
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	Login         Please login with username and password.         User Name:         Password:         Login         Click here if you have forgotten your username or password         Register         If you are new to our store, please take a moment to register with us. By registering with us you avoid
	Viser Name:       TommyF         Password:       First Name:         Confirm Password:       First Name:         For Van / Van Members Only:       Van Number:
	ID Code: CK771 Register

#### Vanpool online payment page

To submit online payment:

- Complete appropriate New Payment fields. Please note that vanpool payments submitted before the end of the month would apply towards the next month's vanpool usage. For example, payment submitted on June 28<sup>th</sup> would be entered as Jul 2015 in "Payment for Month" fields. Further, payment submitted on July 3<sup>rd</sup> would also be entered as Jul 2015 in "Payment for Month" fields.
- Click "Submit Payment" to process payment transaction. Important! Payment transactions occur each time "Submit Payment" is clicked additional clicks will result in additional transactions! Please review payment fields before clicking the "Submit Payment" option. You will not receive payment confirmation on this page. Payment conformation will be sent to the email address entered during the registration process.

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Transit Account •			
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New Payment			
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All payments will be processed securely on the Cybers	ource payment gateway.		
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Vanpool payment for	Tommy Fernandez	<u>_</u>	
Comments:			
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Please contact 360-478-5858 for further assistance with these instructions.