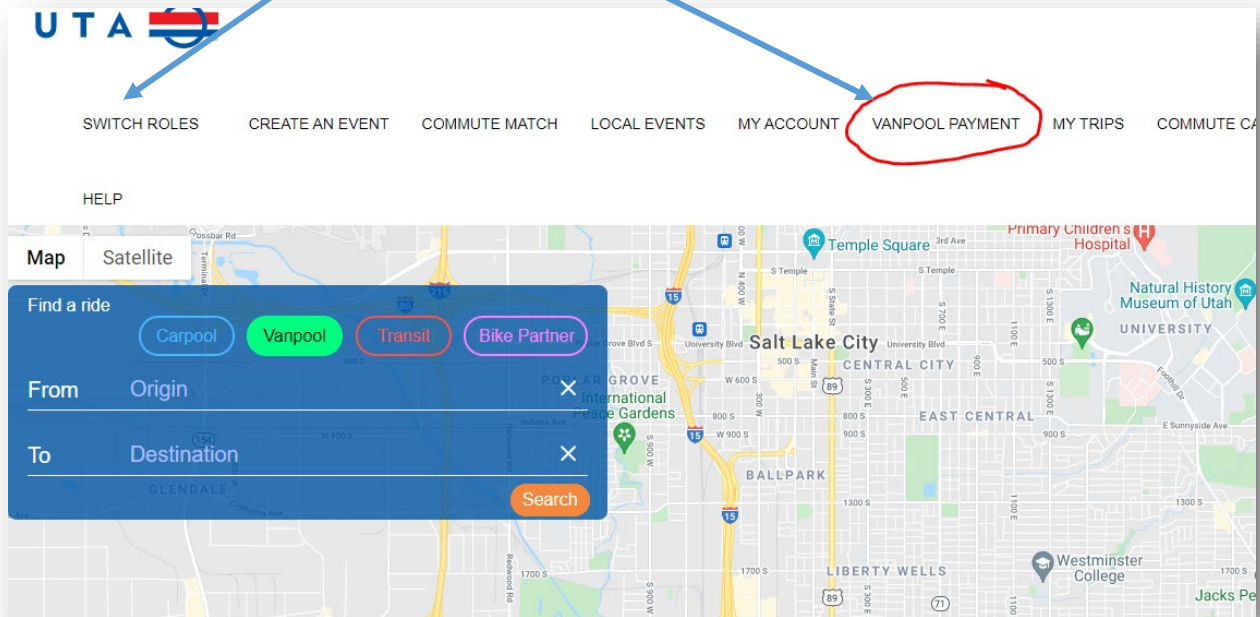


INSTRUCTIONS FOR VANPOOL PAYMENTS

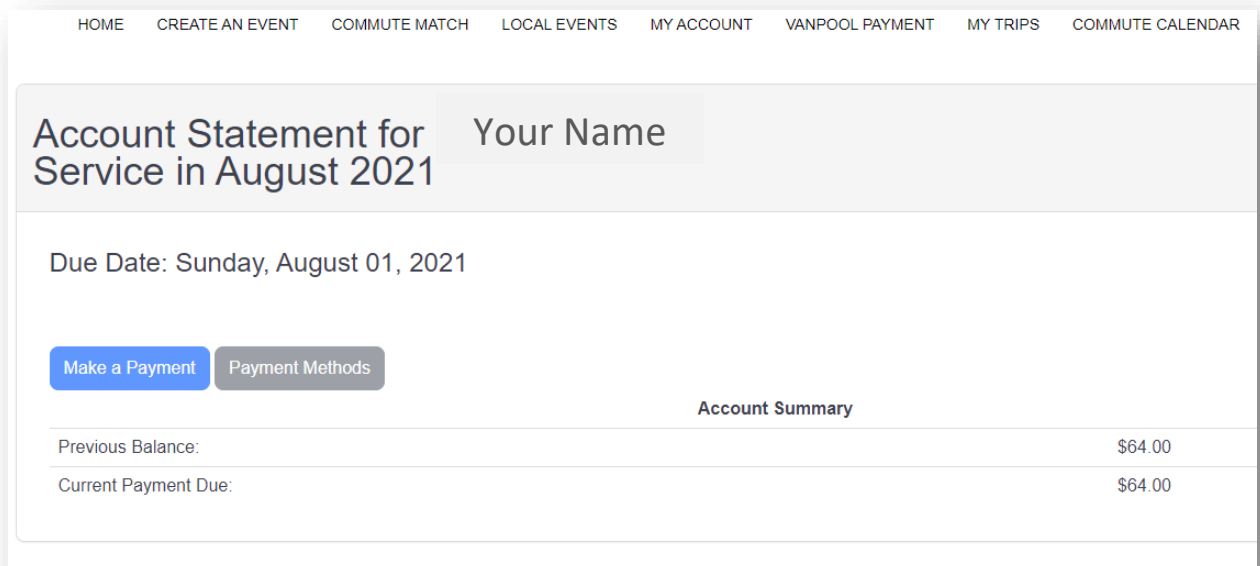
MAKE A PAYMENT

First go to UTA Rideshare at <http://www.utarideshare.com> and log in. (NOTE: Bookkeepers may need to “Switch Roles” after first accessing the system)

Next, find and select the "Vanpool Payment" button (This is also accessible in “My Account”)



On this screen you should be able to Make a Payment using the “Make a Payment” button or set up a card on file and, if desired, Enable Autopay using the “Payment Methods” button.



NOTE: If you don't have an active statement, you will see the following message. If you believe you should have a statement, please contact your Vanpool Support Specialist right away.

Account Statement for Rider Your Name

You are a member of a vanpool group, but no account statement is available yet.

Next select "Make a Payment". This will take you to the screen where you are able to complete your payment.

[HOME](#) [CREATE AN EVENT](#) [COMMUTE MATCH](#) [LOCAL EVENTS](#) [MY ACCOUNT](#) [VANPOOL PAYMENT](#) [MY TRIPS](#) [COMMUTE CALENDAR](#)

Account Statement for Service in August 2021 Your Name

Due Date: Sunday, August 01, 2021

[Make a Payment](#)

[Payment Methods](#)

Account Summary

Previous Balance:	\$64.00
Current Payment Due:	\$64.00

Add or Delete Auto Pay Information

You can set up a credit card to remain on file, or enable/disable auto pay by selecting "Payment Methods".

[HOME](#) [CREATE AN EVENT](#) [COMMUTE MATCH](#) [LOCAL EVENTS](#) [MY ACCOUNT](#) [VANPOOL PAYMENT](#) [MY TRIPS](#) [COMMUTE CALENDAR](#)

Account Statement for Service in August 2021 Your Name

Due Date: Sunday, August 01, 2021

[Make a Payment](#)

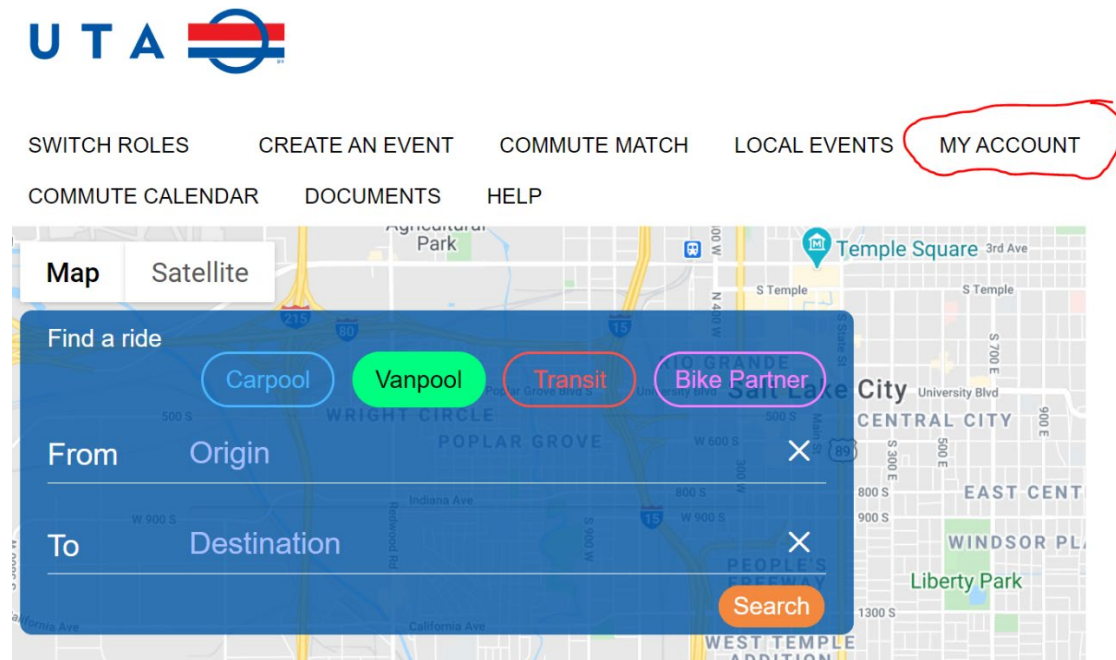
[Payment Methods](#)

Account Summary

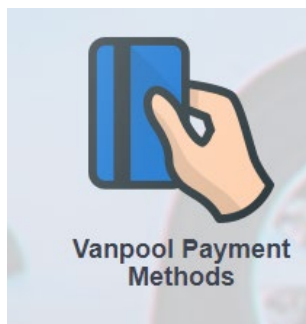
Previous Balance:	\$64.00
Current Payment Due:	\$64.00

NOTE:

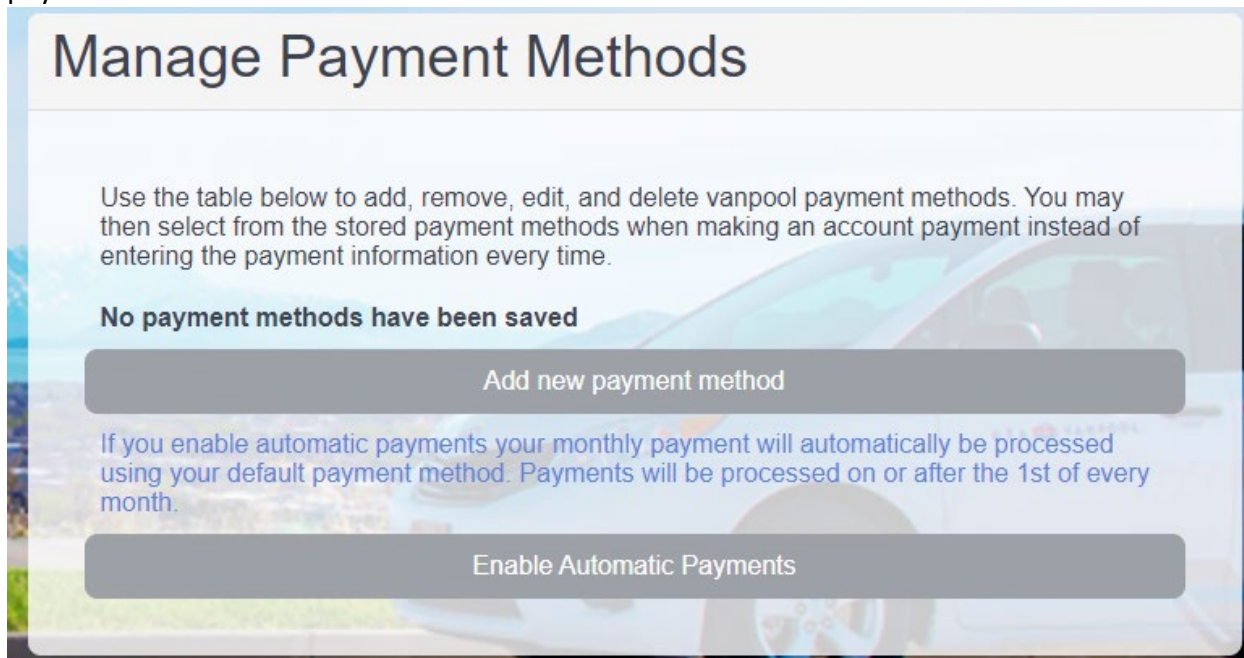
You can also access your auto pay information by going to the "My Account" link at the top of the UTA Commuter home page.



Next, select "Vanpool Payment Methods"

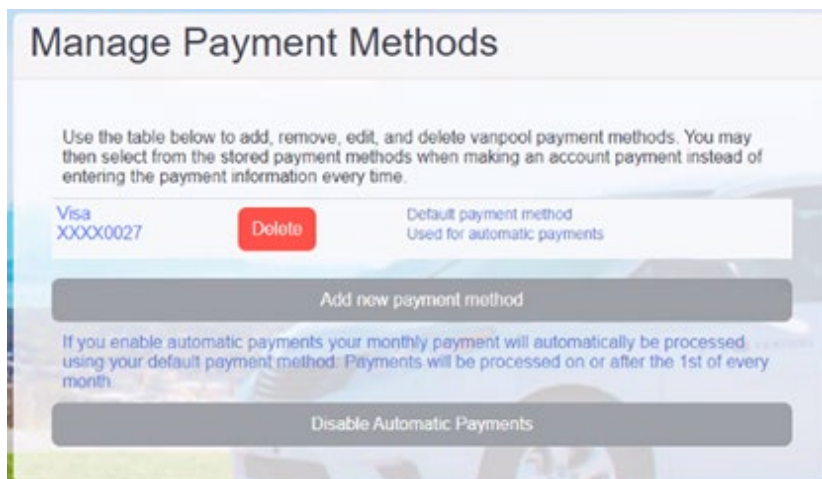


If you don't have an automatic payment card on file, that can be added by selecting "Add new payment method" link.



After you save a payment method, you can set it as default. Then you can click "Enable Automatic Payments" to enable auto pay.

To remove your automatic payment method, simply click the red "Delete" button. To remove automatic payments, simply click the "Disable Automatic Payments" button.



NOTE: If the balance on the card is less than the balance owed, your payment will be declined as it would in any other situation. We have found this could be an issue if you are using a card with a specific amount on it, and there are multiple months' charges on your account. Please verify the amounts and ensure payment is made each month.