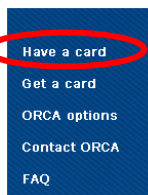




LOAD YOUR COMMUTER CHECK TO ORCA ONLINE



1. Go to www.orcacard.com
2. To create an ORCA account, select "Have a card," then "Create"



Have a card

- Login at the top of the page.
- **Create a My ORCA login to register your card.**
Your registered ORCA card is linked to your name. All RRFP ORCA cards for disabled or senior customers are registered upon receipt. **Why register?**
- Add value to an **unregistered card**.

Obtain a My ORCA Login

1. Existing cards » 2. Personal details » 3. Confirmation

Do you already have a registered ORCA card?

☐ No. I want to buy a new unregistered card.

☒ **No. I don't have a card or my card is unregistered.**

☐ Yes. I have a registered ORCA card.

If you have a senior or disabled (reduced fare) card, please select

☐ Yes. I am an Associated Cardholder for a registered ORCA card.

Follow the instructions to provide your information, and select **Create account** to finish your account

3. Then, **register your ORCA card** by selecting **Register a card** on the left of the page
 - a. Then enter the card number and CVN

4. To add value to a registered card, select the card number and then "Add Value" on the left

My Cards

Card Number	Nickname
10043475	

[Manage my cards](#)

My ORCA

- Welcome
- Add value**
- Balance
- Autoload
- Transaction history
- Order a card

DO NOT ADD VALUE WITH AUTOLOAD

5. Now you are at the "Add Value" screen
Choose E-purse or Regional PugetPass*
6. Choose an amount to add to your ORCA card. (Any value you don't add will remain on the Commuter Check)
7. Enter the Commuter Check card info

Buy New Pass or Product

1. Add Value » 2. Choose Item » 3. Confirm

Select an option from the list below

☒ Add value to E-purse. Note: Your E-purse cannot be used on King County Metro Access van service.

☐ Add a Regional PugetPass, valid on one or more Agencies' services.

☐ Add an Agency-specific Pass, valid for services operated by one Agency.

Uncheck "same as mailing address" and use the Following information for BILLING ADDRESS:

Payment

The total amount for this order is: \$10.00

Asterisk (*) indicates required fields.

Pay by Credit Card

Card Type: * Mastercard

Name on Card: * Bellevue College

Card Number: * 5412 7512 3456 7890

Expiration Date (mm/yyyy): * 2/16



Address: 3000 Landerholm Circle SE
City: Bellevue
State: Washington
ZIP Code: 98007

8. **Submit Payment.** You're done! Tap your card on the bus to activate the value (may take 24-48 hours).

IF YOUR TRANSACTION FAILS because you entered the wrong billing address or expiration date, you will have to wait 4-5 days until it clears and try again.

QUESTIONS? Read the troubleshooting guide at www.bellevuecollege.edu/gettinghere, email transportation@email.bellevuecollege.edu, call (425) 564-2134, or visit the Transportation desk in the PALS center C106.

* MONTHLY PASS INFORMATION:

- If you take the bus twice a day, 5 days a week, you will save if you buy a monthly pass (Regional PugetPass)! You pay one time and can take the bus an unlimited number of times for one month.
- View the ORCA product list at www.orcacard.com to choose the pass that fits your usual bus fare. The monthly pass for a \$2.50 fare (peak 1-zone) is \$90.
- You can put extra value left on your Commuter Check into your E-purse. You can also buy a monthly pass with E-purse funds, but only at a Ticket Vending Machine. Or, register your Commuter Check at www.commutercheckcard.com and add funds to your Commuter Check to equal the amount of your monthly pass.



WHAT IS COMMUTER CHECK FOR ORCA?



Commuter Check for ORCA Options

- \$120 transit value: cost is \$60 available to students enrolled in 5 or more credits
- \$240 transit value: cost is \$120 available to students enrolled in 10 or more credits.

This is a TRANSIT DEBIT CARD that ONLY works for loading value on an ORCA Card

This is NOT an ORCA Card and will not work on the bus.

Questions: Visit the PALS center at C106, Phone: 425-564-2134

Email: transportation@bellevuecollege.edu

Step 1: PURCHASE AN ORCA CARD IF YOU HAVE NOT DONE SO ALREADY

1) Adult or Youth ORCA

Purchase an unloaded Adult or Youth (under age 19) ORCA card at the Cashier (B126) or Student Business Center (C105 - Adult Only) **OR** visit www.orcacard.com to order an ORCA card online.

2) Regional Reduced Fare Permits ORCA (RRFP) for disability, seniors are issued in person only.

For details visit www.orcacard.com

➡ **Important:** CREATE AN ACCOUNT and REGISTER your ORCA card at www.orcacard.com ⬅

Step 2: PURCHASE YOUR COMMUTER CHECK CARD FROM THE CASHIER (B126)

Step 3: LOAD YOUR COMMUTER CHECK DEBIT CARD ON YOUR ORCA (at a kiosk or online)



LOAD YOUR COMMUTER CHECK TO ORCA AT A KIOSK



The nearest ORCA card Ticket Vending Machine is at **Eastgate Park & Ride**, a short walk from BC. There is also one at the Bellevue Transit Center.

1. Place ORCA card in card holder on the right

2. Choose E-purse or Regional PugetPass* to add value to your ORCA card

3. Enter the amount you wish to transfer



4. Press "ENT" on the keypad

5. The machine will confirm your total

6. IMPORTANT: Take off the sticker from your Commuter Check!

7. Press "VISA or MasterCard"

8. Insert Commuter Check all the way and remove

9. Enter Bellevue College zip code: **98007**

10. Choose "Receipt" to print receipt

11. Remove your ORCA card

You're all done!
You can use your ORCA card on the bus right away!

