#### **Online Payment Guide for Vanpool Customers**

# King County Metro Customer Service: 206-553-3000

#### 1. Sign in or Sign up

Sign in to <u>www.myORCA.com</u>. If you haven't created a new account yet, select the **Sign in / Sign up** option and click Sign up in the bottom right corner. Follow the prompts to create a new account.



# 2. Pay for Vanpool

After logging in, click **Pay for Vanpool** in the left-hand menu. Enter your fare amount, fare period, agency (King County Metro), Vanpool Group ID, rider name, and any additional payment details if necessary. No ORCA card is necessary to pay for vanpool.

My cards
Notifications
Order history
Payment settings
Account settings
Pay for vanpool
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Click Add to Cart.

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anne or the marine agency that manages your varipoor		
Vanpool information		Asterisk (*) indicates required fiel
ARE AMOUNT*		
\$ 0.00		
ARE PERIOD*		
Select fare period	•	
ANPOOL TRANSIT AGENCY*		Complete the required fields and confirm King County Metro is
King County Metro	•	the selected transit agency.
ANPOOL GROUP ID*		
Enter vanpool group ID		
What is my vanpool group ID?		
IRST NAME*		
Enter your first name		
AST NAME"		
Enter your last name		
ADDITIONAL PAYMENT DETAILS		
Optional. Names of riders being paid for excess mileage fees, late fees, and other costs.		
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# 3. Shopping Cart

Review your order in the Shopping Cart.

New payment methods could be added and saved if desired. Accepted credit cards include Visa, Amex, Mastercard, and Discover. Paying with E-purse is currently not an option.

Click Place Order when ready to finalize payment.

Your order	
Metro Vanpool Fare (May 2022)     VANPOOL GROUP ID: 6000	PRICE \$75.00
	TOTAL \$75.00
Add payment method and checkout	Add new payment method +
Add payment method and checkout	Add new payment method +
Add payment method and checkout Pay with a debit or credit card. Asterick (*) Indicates required fields. PAYMENT METHOD*	Add new payment method +
Add payment method and checkout Pay with a debit or credit card. Asteriak (*) indicates required fields. PAYMENT METHOD* New payment method	Add new payment method +



# 4. Receipt

Your receipt will be saved in the Order History page and a copy will be sent to the email address on file.

# 5. For Vanpool Bookkeepers

On the vanpool monthly reports, there will be no need to enter orca card numbers for online payments in Section 5. ORCA card numbers should be entered for riders who use their employer's ORCA passport or who bought a \$99 vanpool pass. For online payments, leave the ORCA card number blank and enter the rider's online payment amount in the Online Payment column. Payments will be verified by King County vanpool staff.

For further assistance completing your monthly report, please contact your King County Vanpool Accounting Representative, or call 206-625-4500.

