CREATING A SEPTA KEY CORPORATE PROGRAM ACCOUNT

Welcome to the SEPTA Key Partner Program. This step-by-step guide, with screenshots of the Partner Program Portal website pages, is designed to help you create an account, order products, and check the status of an order. To get started go to www.septakey.org.

CREATING A CORPORATE ACCOUNT

Click on the Partner Program top menu item and select Partner Program Application.

Please complete all fields including your preferred payment method and click Next.
**Please note:** The limit allowed on Credit Card transactions is $7500 per order. If you select ACH Transfer, you will receive additional instructions if your application is approved.

The final step is to create your **username** and **password**. Please follow the instructions for creating your password. You need to choose a security question and answer.

Once you've entered this information, click on the **Next** button and review the information. If everything is correct, click **Next**.

Once your application is submitted, a SEPTA Key Call Center representative will call you to ask for additional information to complete your application. The complete application is then submitted to SEPTA who will determine your eligibility for the Corporate Partner Program. Once approved, the SEPTA Key Call Center will contact you again to finalize payment information for your account. If you selected ACH, you will need to complete a form and it will take 7-10 business days to set up your account.
EMPLOYEES LINKING TO YOUR ACCOUNT

Once your account has been approved, you will receive an email with instructions to distribute to your employees guiding them through the process for purchasing a Key Card and linking it to your Corporate Partner account. Some of your employees may already have a Key Card. If so, all they need to do is link it to your account.

APPROVING NEW MEMBERS

Once your employees have linked their Key Cards to your account, you will log in to your account on septakey.org. Click Review New Requests on your Admin Home dashboard to approve or reject new member requests.
APPROVING SEPTA ORDERS FOR YOUR EMPLOYEES

All of the members of your Corporate Partner Program account are responsible for selecting the SEPTA fare product they wish to purchase and to make any changes to their request. To complete this transaction, click **Review Updates and Place Order** on your Admin Home dashboard to verify employee requests and place the final order.

Only **one (1) account order** can be placed **each month**. Please remember to submit your complete order between the **20th and 25th** of **each month**.

Please remember, your credit card or ACH account will be charged at the time the order is placed.

QUESTIONS

CORPORATEKEY@SEPTA.ORG

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