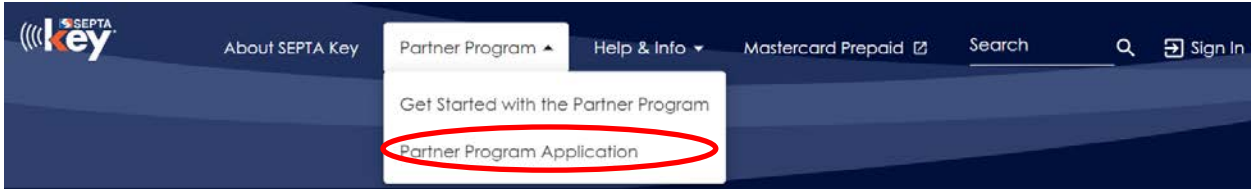


# CREATING A SEPTA KEY CORPORATE PROGRAM ACCOUNT

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](http://www.septakey.org).

## CREATING A CORPORATE ACCOUNT



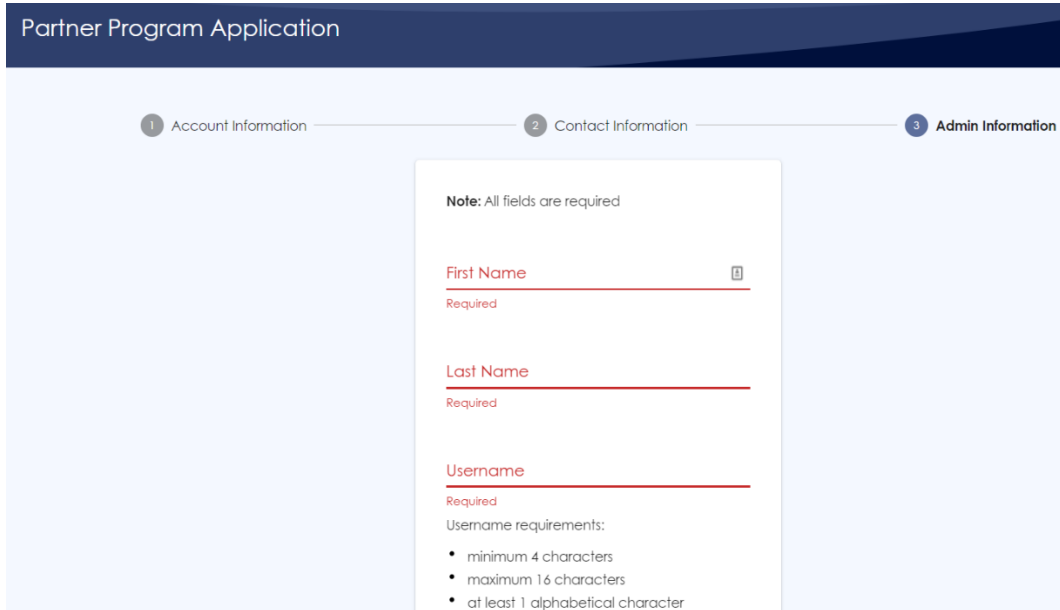
Click on the **Partner Program** top menu item and select **Partner Program Application**.

Please complete all fields including your preferred payment method and click **Next**.

A screenshot of the 'Partner Program Application' form page. The page has a dark blue header with the title 'Partner Program Application'. Below the header is a progress indicator with three steps: '1 Account Information', '2 Contact Information', and '3 Admin Information'. The 'Account Information' step is active. A central white box contains a note: 'Note: All fields are required, except those marked as optional'. Below the note are four text input fields: 'Organization Name' (with a required field asterisk), 'Address Line 1', 'Address Line 2 (Optional)', and 'City'.

**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.



The screenshot shows a web form titled "Partner Program Application" with a dark blue header. Below the header, there are three steps: "1 Account Information", "2 Contact Information", and "3 Admin Information". The "Contact Information" step is active. A central white box contains the following fields and instructions:

- Note:** All fields are required
- First Name** (Required) with a small icon to the right.
- Last Name** (Required)
- Username** (Required) with a list of requirements:
  - minimum 4 characters
  - maximum 16 characters
  - at least 1 alphabetical character

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.

**SEPTA Key Corporate Reload Program**  
**Employee Instructions**



Welcome to the Employer Program for SEPTA Key. Follow the below steps to register your Card, and then associate it with your employer.

Step	Associate your Key Card with your employer
1.	Visit <a href="http://www.SEPTAKey.org">www.SEPTAKey.org</a>
2.	Click on the button marked "Register My New Card" at left bottom of page. If you already have an account, log in and move to step 3.

# APPROVING NEW MEMBERS

Once your employees have linked their Key Cards to your account you will log in to your account on [septakey.org](http://septakey.org). Click **Review New Requests** on your Admin Home dashboard to approve or reject new member requests.

Admin Home

**10**

New Members To Approve

[Review New Requests](#)

**1** /5

Member Updated Request

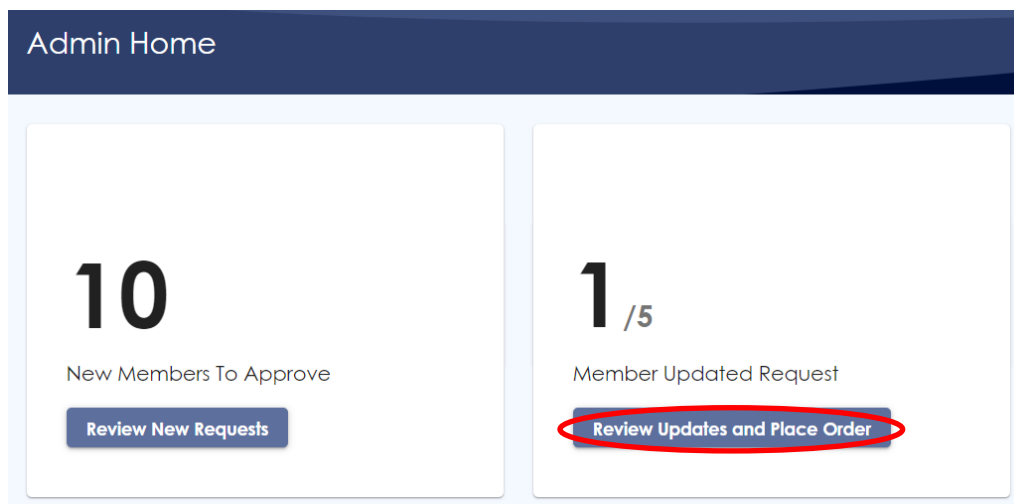
[Review Updates and Place Order](#)

# 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 **20<sup>th</sup> and 25<sup>th</sup>** 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](mailto:CORPORATEKEY@SEPTA.ORG)