## **GoPass Program**



## How to Activate your GoPass for Year 3 (July 1, 2023 through June 30, 2024) AFTER June 19, 2023

## As of June 20, 2023, make sure you activate your new pass <u>One (1) hour before you plan to ride</u>, so it is ready to go when you board the bus or rail!

- 1. In order to continue riding beyond June 30, 2023, you will need to get a new Eligibility Code from your school/district and register the code online at: www.taptogo.net/gopass.
- 2. If you already have a TAP card, you only need to get the new Eligibility Code from your school to ride from July 1, 2023, through June 30, 2024. Eligibility Codes are unique and can only be registered once in the GoPass portal.
- 3. If you don't yet have a TAP card (or if you lost the old card), you can pick up a free card from your school or use a virtual card in the TAP LA App. Any TAP card can be registered in the GoPass Program, using a current year eligibility code.
- 4. <u>Step 1:</u> All students should go to <u>www.taptogo.net/gopass</u> and fill out the registration form.
- 5. <u>Step 2:</u> Students should enter the TAP card number they would like to add the new pass to or choose "Use Card on my Phone".
- 6. <u>Step 3:</u> Complete activation of your pass. Once you register a new plastic card, renew an existing card, or replace a lost TAP card online, you will need to wait one (1) hours and then TAP the card on any TAP reader to complete the activation process within 30 days, or the Eligibility Code will expire and you will need to get a new one from your school. If you are registering a virtual TAP card in the TAP LA App as your GoPass, follow the instructions on the screen to complete the activation process in the app.
- 7. If you are replacing a lost TAP card, please make sure you write the registration date somewhere on your new card, so you can tell it apart from the old, cancelled card.
- 8. If you need help registering your GoPass via phone, please call 866.TAPTOGO (1.866.827.8646). Hours of phone assistance are M-F, 8:00 am 4:30 pm.

