

# DOWNTOWN CPASS CREDENTIAL OPTIONS

Downtown CPass requires a special pass to board COTA buses. Participating companies choose the method that works best for them. All employers may select the smart phone credential plus one additional method if necessary.



## SMARTPHONE APP

This is available to everyone and is the **simplest method.**

- Company registers cell phone numbers of eligible employees in CPass secure member portal
- Eligible employee downloads COTA app and selects "CPass"
- Employee accesses app prior to boarding for bus farebox to scan

**Enrollment begins May 1 at [DowntownCPass.com](http://DowntownCPass.com)**

**CPass active on June 1.**

**i More questions?** We're happy to help. Contact Program Director Kacey Brankamp at [info@downtowncpass.com](mailto:info@downtowncpass.com) or (614) 591-4504.



## OTHER OPTIONS:



### MAGNETIC STRIPE CARD

Company-issued, magnetic-stripe ID cards can serve as the CPass credential only if they meet COTA requirements, which include:

- Track 1 must be available and encoded with a unique ID number
- Company must create unique number for each employee
- Numbers must also include a sequence (eg. 01 original card, 02 replacement card) for replacement purposes
- Maximum length is 40 digits
- Employee swipes card on bus farebox



### DESFIRE RFID STICKER

This is a special nickel-size sticker that attaches to your company-issued ID card.

- CPass program staff delivers the stickers
- Each sticker contains a unique ID number
- Company registers sticker number with corresponding employee in CPass secure member portal
- Company applies sticker to employer-issued ID or access card
- Replacement stickers cost \$1.50 each
- Employee taps card with sticker on bus farebox



### NEW PHOTO ID

COTA issues a new card to your employees.

- Employees go to COTA's Downtown office at 33 N. High St. to get photographed
- Employees must bring photo ID
- Replacement cards cost \$10 each
- Employee swipes ID card on bus farebox