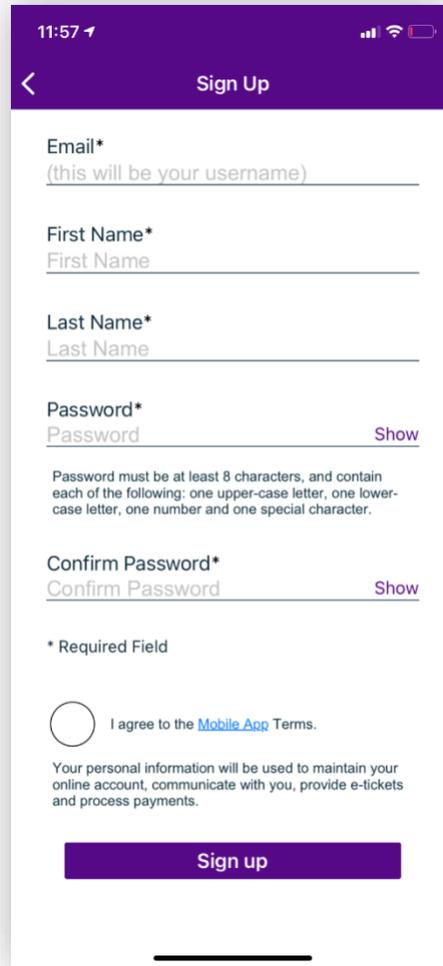
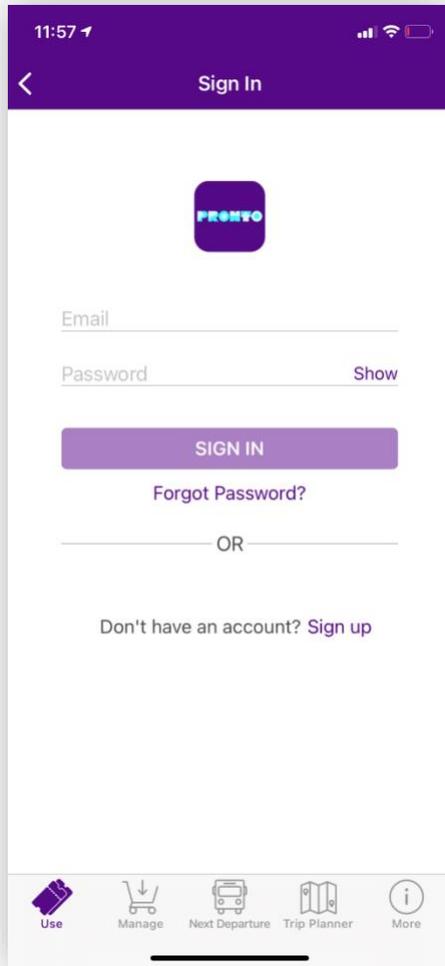


Downloading the MTS Employee Transit Pass on PRONTO:

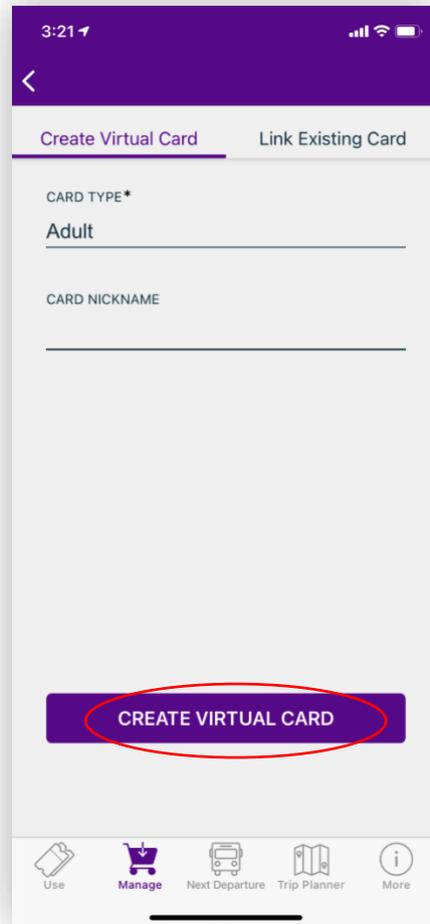
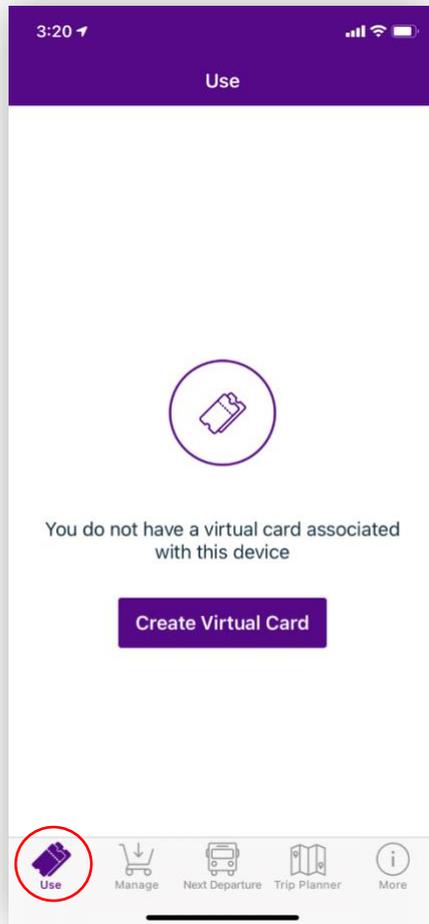
1. Search 'PRONTO San Diego' in the Apple or Google Play stores to download the app
 - a. Employees must register using the email address under their 'Personal' information tab on the ADP website
 - b. Please note: If you do not use the email address under 'Personal Information' in your ADP profile, you will be unable to link to the employee program

Images:



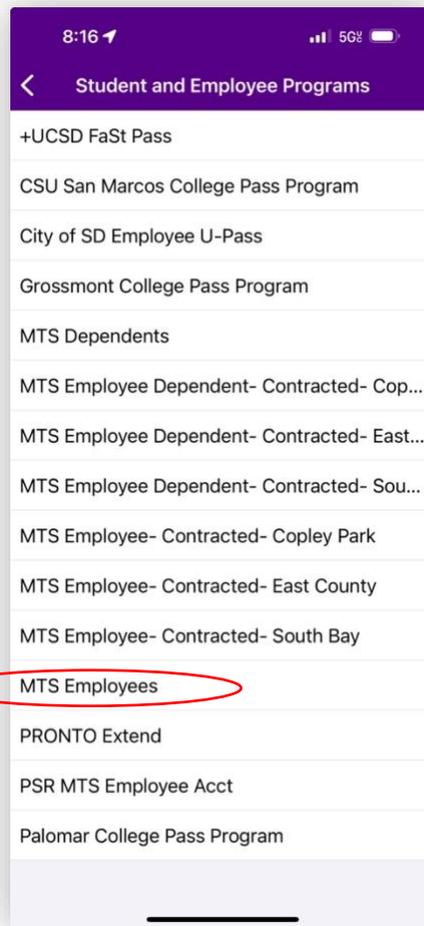
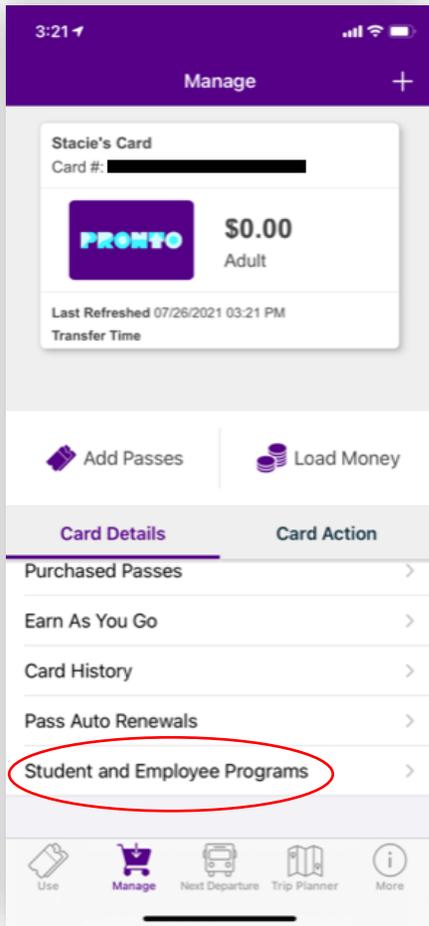
Creating a Virtual Card

2. Once in the app, under the 'Use' tab, select the option to 'Create Virtual Card'
 - a. The 'Card Nickname' is optional on the second screen, just select the create virtual card option



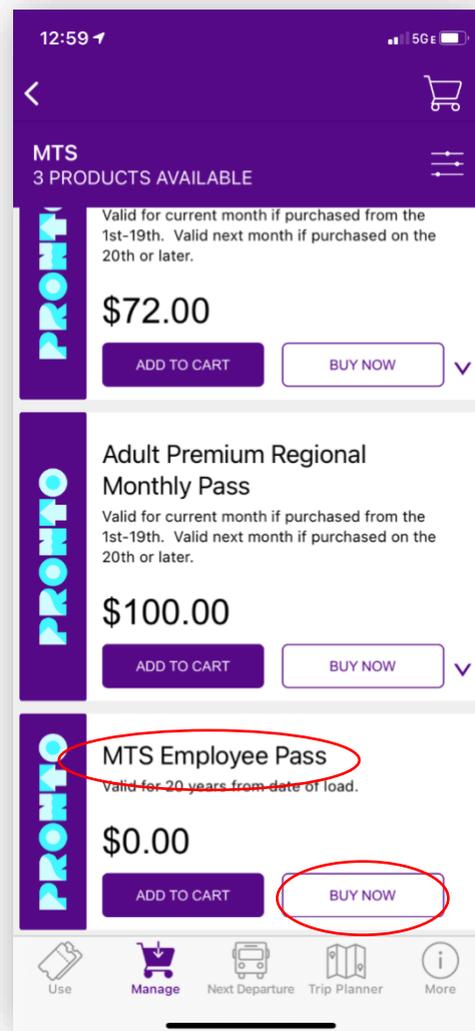
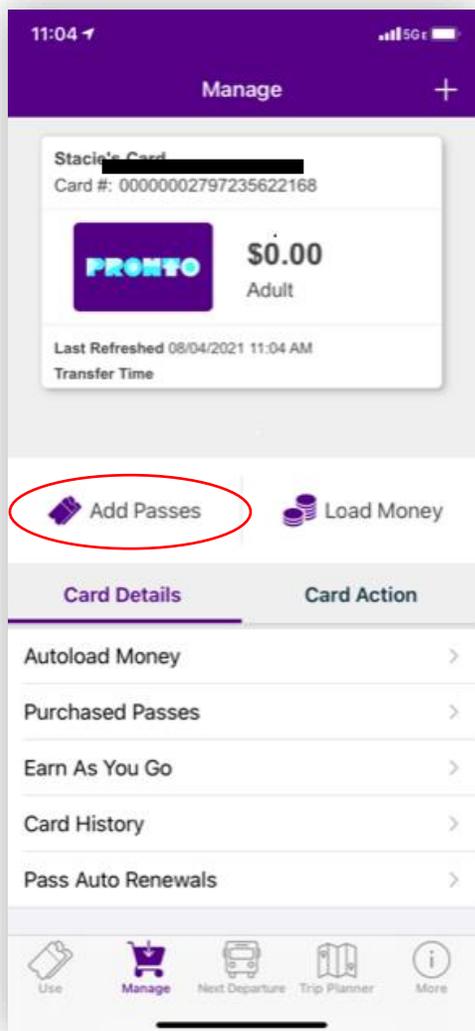
Connecting to the MTS Employee Pass Program

3. Under the 'Manage' tab, select 'Student and Employee Programs'
4. Select one of the following 'MTS Employee- Contracted- Copley Park', 'MTS Employee- Contracted- East County', or 'MTS Employee- Contracted- South Bay' program. Your selection should be based on your Operation site.
 - a. You should receive a 'Link Successful' message
 - b. If a 'Link Unsuccessful' message is received, ensure you are registered with your email address that matches your 'Personal Information' on ADP. Ensure you selected the correct program. If you continue to receive an error message, please contact your HR team for additional help.



Adding the MTS Employee Pass to Your Phone

5. After you have successfully connected to the MTS Employee Program, go back to the 'Manage' tab and select the 'Add Passes' option
 - a. On the next screen, select the MTS Employee Pass
 - b. Please note: there are several pass options that will appear. Ensure you select the correct **\$0 MTS Employee Pass**
 - c. Additionally, if you need access to NCTD services (SPRINTER, BREEZE, COASTER), please add the \$0 NCTD Pass to your cart, in addition to the MTS Pass.
 - d. Once the appropriate pass(es) have been added, select 'Buy Now'



Check Out and Start Using Pass

6. Once in the cart, select 'Place Order' to complete your pass download. You do not need to add a payment method, and the pass is \$0 in the app.
7. After you place your order, the pass will show up on the 'Use' tab, and the pass type will display under the barcode for 'Fares Available' (you can also view this under 'Manage' tab, and select 'Purchased Passes')
8. The MTS Employee Pass only needs to be downloaded to your device once, and will remain valid as long as you are employee with MTS. When ready to ride, be sure to scan the barcode at a validator before boarding.

