

DOWNTOWN C-PASS CREDENTIAL OPTIONS

Downtown C-pass requires a special pass to board COTA buses. Employees may choose either the smart phone app OR COTA photo ID. If you issue a magnetic stripe card to employees, you have the option to add the C-pass credential to the card assuming it meets COTA's requirements.



SMARTPHONE APP

- Company registers employee's mobile phone number when creating their account in C-pass member portal
- Employee then downloads COTA app, "COTA Connector" from the App store or Google Play
- Employee creates an account in app and activates "C-pass Mobile"
- Employee opens app and generates a QR code to scan on bus farebox
- App available on Apple (iPhone 6 or later models) and Android devices only
- If employee gets new device after downloading app, they will need to contact C-pass Customer Service to have the app transferred to the new device

OR



COTA PHOTO ID

- Company chooses COTA photo ID for employee when creating their account in C-pass member portal
- Employee then goes to COTA Pass Sales at 33 N. High St. to get new smart card
- Employee must bring a form of photo identification with them when getting new smart card
- Employee taps smart card on bus farebox
- Replacement cards costs \$10 and are issued at COTA Pass Sales office

ADDITIONAL OPTION:

MAGNETIC STRIPE CARD

Company-issued, magnetic-stripe ID cards can serve as the C-pass credential if they meet COTA requirements. Contact C-pass staff for complete details.



More questions?

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