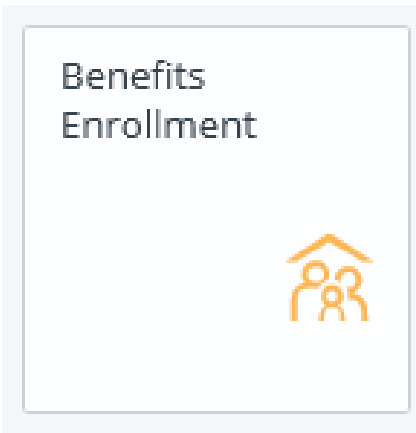


How to Purchase a TAP Transit Pass

1. Log on to SAP Portal through CityNet > Click on “Access Benefits Info” tile



2. Click on “Benefits Enrollment” tile



- The Benefits Enrollment Portal will appear > Click on “Transit Passes” and click “Continue”. For information on types and prices of passes, you may click the “TAP Fares and Passes Brochure” link on the right side of this screen.

Benefits Enrollment

Eligible Events » Hide Help

Continue >

Please select the event below that best describes your benefit enrollment

Event	Start Date	End Date
Life Insurance	Always	Always
Retirement Savings	Always	Always
Transit Passes	Always	Always

The Transportation Alternatives Program (TAP) is a benefits program that incentivizes and encourages City employees and volunteers to utilize mass transit as their primary mode of transportation to and from work.

For more information on what SAP Transit Code corresponds to which transit pass, please refer to the [TAP Fares and Passes Brochure](#).

Eligible employees may sign up here for subsidized transit/trolley passes and coaster passes.

Click the Continue button to begin the process.

- Enter your Compass Card number and click “Continue”

Benefits Enrollment

Transit Passes: Compass Tap and Ride Registration » Hide Help

< Previous Step
Continue >

Compass Tap and Ride Info

Compass Tap and Ride Serial Number:

In the *Compass Tap and Ride Serial Number* field, you will enter your 16-digit TAP Serial Number, which is found on the back of your Compass Card on the lower right-hand side.

If you are a new participant and do not currently have a Compass Card, please contact a TAP Coordinator at (619) 236-6704 or (619) 236-5972, or email TAPAdmin@sanidiego.gov.


If you have lost your Compass Card, please contact MTS for a replacement at (619) 595-5636.

5. Click on the “+” icon to see the menu of TAP passes





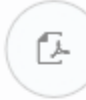
Transit Passes: Plan Selection

< Previous Step Continue >

Make your elections

Plan Type	Plan Name	Active for	Cost	Action
Transportation			Monthly	


6. Under “New Election” click the arrow drop down to see the TAP passes available for purchase > select the pass you would like to purchase

|  >>>  >>>  >>>  >>>  |

Select Event TAP Program Enrollment Plan Summary Confirmation Statement

Miscellaneous Plan

< Cancel Continue >

Current Election:	New Election:
Plan Name: TAP Premium 30 Option: General Pre-Tax Cost: \$ 25.00 Monthly	<div style="border: 1px dashed gray; padding: 5px;"> TAP CSTR 2Z 30 TAP CSTR 3Z 30 TAP Premium 30 Regional 30</div>

7. You will see the selected TAP pass and the cost that will be taken out as a monthly payroll deduction > click “Continue”

8. The next screen will confirm your selection. Then you can choose from the following options:

- > if you need to make an edit to your selection, click on the pencil icon
- > if you would like to delete your selection, click on the trash can icon
- > if the information is correct, click “Continue” to go to the next step

9. Plan Summary

- > Review your TAP pass election
- > Email confirmation will be sent to your City email or another email address that you enter
- > Click “Complete Enrollment” once you have reviewed the Plan Summary and are ready to finalize your enrollment

Transit Passes: Plan Summary

Progress bar: Select Event, TAP Program, Enrollment, Plan Summary, Confirmation Statement

Navigation: Previous Step, Complete Enrollment, i

Verify your elections

Plan Name	Active for	Cost
TAP Premium 30	November 2019	\$ 25.00 Monthly

Please review your summary carefully.

Email Confirmation: to this address

10. Read the "Consent Form" to authorize payroll deductions > Click "Accept" if you agree

City of San Diego Benefits Consent Form

Transportation Alternatives Program (TAP) Consent Form:

I hereby enter into an agreement with the City of San Diego for enrollment in the Transportation Alternatives Program (TAP) through the SAP Self-Service system.

I authorize the City Comptroller and the City Treasurer to deduct from my paycheck any applicable before-tax and after-tax deductions and to pay such sums that are due for my selected transit pass. The deduction is non-refundable should the employee choose to withdraw from TAP. I am responsible for all information I enter via the SAP Self-Service system. I authorize my employer, the City of San Diego, to update SAP for any information I enter via the SAP Self-Service system. This agreement will remain in effect until cancelled by me or the City of San Diego.

I have read, understand, and agree to the terms and conditions above.

Print Cancel Accept

11. Confirmation will appear > click "Accept"

Confirmation

You have completed the enrollment process, you may print or save the confirmation statement on the following screen

Accept

12. Your confirmation letter will generate

	Employee Name	Personnel Number	As of
		000	09/30/2019

TAP Enrollment Confirmation
<i>Type of pass</i> TAP Premium 30 Transit Passes
<i>Your cost</i> \$25.00
<i>Start date</i> November 2019


Your cost will be automatically deducted each month. To cancel this automatic monthly deduction, go to the Benefits Enrollment portal, select Transit Pass, and delete your enrollment using the trash can icon on the enrollment screen.

13. You may print or save your confirmation letter by hovering the mouse over the PDF. When you are finished, you may close your browser tab.

How to Cancel Your TAP Transit Pass Enrollment

1. Follow steps 1 through 4 in the instructions above for “How to Purchase a TAP Transit Pass”
2. Under “Action” click on the trash can icon to cancel your TAP pass enrollment

Transit Passes: Plan Selection

Plan Type	Plan Name	Active for	Cost	Action
Transportation	TAP Premium 30	November 2019	\$ 25.00 Monthly	






3. Confirmation Required > Click “OK” to begin to cancel your enrollment

Confirmation Required

Do you want to cancel your enrollment in Transportation ?

4. Click "Continue"

Benefits Enrollment


|  >>>  >>>  >>>  >>>  |

Select Event TAP Program Enrollment Plan Summary Confirmation Statement

Transit Passes: Plan Selection

[< Previous Step](#) [Continue >](#)


Make your elections

Plan Type	Plan Name	Active for	Cost	Action
Transportation			Monthly	

5. Plan Summary

- > Review your Plan Summary to ensure that "No plan elections found" is displayed
- > Email confirmation will be sent to your City email
- > Click "Complete Enrollment" once you have reviewed the Plan Summary and are ready to cancel your enrollment

Transit Passes: Plan Summary

[< Previous Step](#)  [Complete Enrollment](#)

Verify your elections

Plan Name	Active for	Cost
	No plan elections found	

Please review your summary carefully.

Email Confirmation: to this address

6. Read the “Consent Form” to authorize payroll deductions to be cancelled > Click “Accept” if you agree




City of San Diego Benefits Consent Form

Transportation Alternatives Program (TAP) Consent Form:

I hereby enter into an agreement with the City of San Diego for enrollment in the Transportation Alternatives Program (TAP) through the SAP Self-Service system.

I authorize the City Comptroller and the City Treasurer to deduct from my paycheck any applicable before-tax and after-tax deductions and to pay such sums that are due for my selected transit pass. The deduction is non-refundable should the employee choose to withdraw from TAP. I am responsible for all information I enter via the SAP Self-Service system. I authorize my employer, the City of San Diego, to update SAP for any information I enter via the SAP Self-Service system. This agreement will remain in effect until cancelled by me or the City of San Diego.


I have read, understand, and agree to the terms and conditions above.

 Print  

7. Confirmation will appear > click “Accept”






Confirmation

You have completed the enrollment process, you may print or save the confirmation statement on the following screen




8. Your Confirmation Statement will generate showing that you are not enrolled in any TAP plan:






Benefits Enrollment

|  >>>  >>>  >>>  >>>  |

Select Event TAP Program Enrollment Plan Summary Confirmation Statement

Transit Passes: Confirmation Statement



Employee Name	Personnel Number	As of
	000	09/30/2019

TAP Enrollment Confirmation

Type of pass

Your cost

Start date

9. You may print or save your confirmation letter by hovering the mouse over the PDF. When you are finished, you may close your browser tab.