

## COASTER Commuter Rail

In addition to the MTS U-Pass, City of San Diego employees can also enroll in the COASTER. The City subsidizes the cost of the COASTER and employees make monthly payroll deductions on a pre-tax basis.

COASTER PASSES		Plan CODES in SAP	MEA/DCAA	All Others
<b>2 Zones</b>	SORRENTO VALLEY	<b>TAP CSTR 2Z 30</b>	\$61.00/mo.	\$61.00/mo.
<b>3 Zones</b>	SOLANA BEACH/ENCINITAS/CARLSBAD/ POINSETTIA/OCEANSIDE	<b>TAP CSTR 3Z 30</b>	\$82.00/mo.	\$82.00/mo.
<b>3 Zones</b>	AGE 65+ and YOUTH (ALL ROUTES)	<b>TAP CSTR 30</b>	\$5.80/mo.	\$14.50/mo.

## COASTER Monthly Pass Enrollment Window

COASTER Enrollment is completed through the Benefits Enrollment Application in the SAP portal. Be sure to follow the COASTER Monthly Enrollment schedule below to ensure you have a pass for the desired month.

COASTER Monthly Enrollment Window	Pass Effective Date
12/1-12/12	1/1
1/1-1/12	2/1
2/1-2/12	3/1
3/1-3/12	4/1
4/1-4/12	5/1
5/1-5/12	6/1
6/1-6/12	7/1
7/1-7/12	8/1
8/1-8/12	9/1
9/1-9/12	10/1
10/1-10/12	11/1
11/1-11/12	12/1

## How to Enroll in the COASTER

1. Activate your MTS U-Pass. Visit the Transit Pass homepage for instructions:  
<https://www.sandiego.gov/riskmanagement/services/tap/transit>
2. Log on to SAP Portal through [CityNet](#) > Select "Access Benefits Info"



3. Select the "Benefits Enrollment" tile



Transportation Alternatives Program (TAP)

4. The Benefits Enrollment Portal will appear > Select the “Transit Pass Monthly” event and select “Continue”.

Eligible Events

**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
<b>Transit Pass Monthly</b>	Always	Always


5. Enter your 20-digit PRONTO number and click “Continue”

Transit Pass Monthly: PRONTO Tap and Ride Registration

< Previous Step **Continue** >

PRONTO Tap and Ride Info

PRONTO Tap and Ride Serial Number:



Transportation Alternatives Program (TAP)

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

Transit Pass Monthly: Plan Selection

< Previous Step
Continue >

**Make your elections**

Plan Type	Plan Name	Cost	Action
Transportation			<span style="border: 2px solid red; padding: 2px;">+</span>

**Active for:**

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

< Cancel
Continue >

**Current Election:**

Plan Name: Not Enrolled

Option: N/A

**New Election:**

v

TAP CSTR 2Z 30

TAP CSTR 3Z 30

Transportation Alternatives Program (TAP)

8. Once you have selected your pass, you will see the cost that will be taken out as a monthly payroll deduction> select "Continue" once you have made your selection

< Cancel
Continue >

**Current Election:**

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Plan Name: Not Enrolled  
Option: N/A

**New Election:**

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TAP CSTR 2Z 30 v

General  
\$ 61.00 Monthly

9. 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, select the pencil icon
  - if the information is correct, select the "Continue" button to go to the next step

**Transit Pass Monthly: Plan Selection**

< Previous Step
Continue >

**Make your elections**

Plan Type	Plan Name	Cost	Action
Transportation	TAP CSTR 2Z 30	\$ 61.00 Monthly	

**Active for:** August 2023

Transportation Alternatives Program (TAP)

10. Plan Summary

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

Transit Pass Monthly: Plan Summary

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

Verify your elections

Plan Name	Valid From	Coverage	Cost	Dependents
TAP CSTR 2Z 30	Tuesday 08/01/2023		\$ 61.00 Monthly	

Please review your summary carefully.

Email  to this address   
 Confirmation:

11. 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.

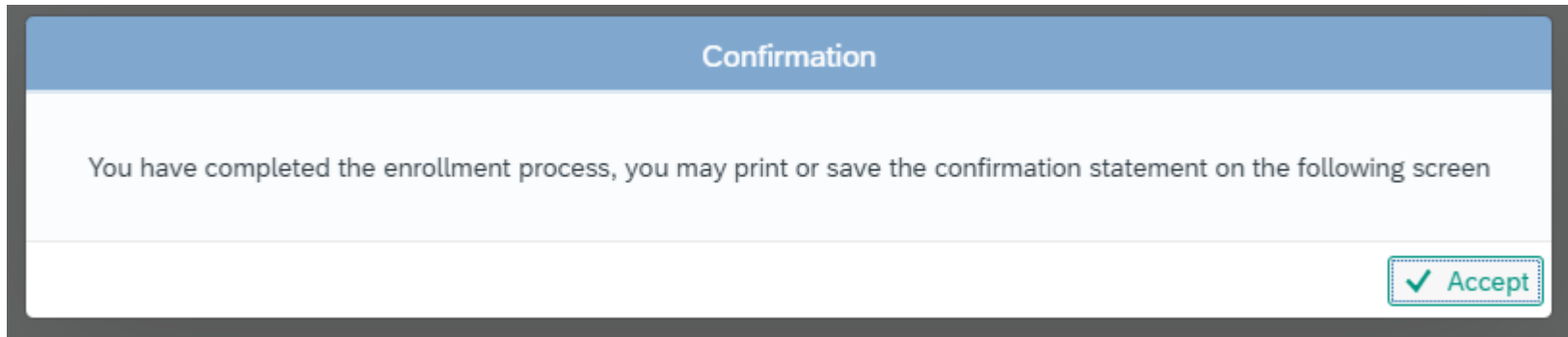
I authorize the City Comptroller and the City Treasurer to deduct from my paycheck any applicable before-tax and after-tax deductions and to pay such sums that are due for my selected transit pass. The deduction is **non-refundable** should the employee choose to withdraw from TAP. I am responsible for 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 understand that if I enroll in an Annual Pass and leave City employment during the pass year, the value of any transit pass provided in advance to an employee for any month in which the individual is not an employee will be (1) included in the individual's wages for federal income tax purposes, and (2) included in the individual's wages for federal employment tax purposes.

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

[Print](#)
[Cancel](#)
[Accept](#)

12. Confirmation will appear > select "Accept"



Your confirmation letter will appear on the screen. This will also be sent to your email address. 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 COASTER Monthly Pass Enrollment

1. Follow steps 1 through 4 in the instructions above for "Steps to Enroll in the COASTER"
2. Under "Action" select the trash can icon to cancel your TAP pass enrollment

### Transit Pass Monthly: Plan Selection

< Previous Step
Continue >

**Make your elections**

Plan Type	Plan Name	Cost	Action
Transportation	TAP CSTR 2Z 30	\$ 61.00 Monthly	

**Active for:** August 2023

3. Confirmation Required > select "OK" to begin to cancel your enrollment

? **Confirmation Required**

Do you want to cancel your enrollment in Transportation ?

OK
Cancel

Transportation Alternatives Program (TAP)

4. Select "Continue"

Transit Pass Monthly: Plan Selection

< Previous Step
Continue >

Make your elections

Plan Type	Plan Name	Cost	Action
Transportation			

Active for:

5. Select "Complete Enrollment"

Transit Pass Monthly: Plan Summary

< Previous Step
 Complete Enrollment

Verify your elections

Plan Name	Valid From	Coverage	Cost	Dependents
No plan elections found				

Please review your summary carefully.

**Email Confirmation:**  to this address

Transportation Alternatives Program (TAP)

6. Read the “Consent Form” to authorize payroll deductions to be cancelled > Select “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 understand that if I enroll in an Annual Pass and leave City employment during the pass year, the value of any transit pass provided in advance to an employee for any month in which the individual is not an employee will be (1) included in the individual’s wages for federal income tax purposes, and (2) included in the individual’s wages for federal employment tax purposes.

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

7. Confirmation will appear > select “Accept”

**Confirmation**

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

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