



MARTA Mobility Website Registration Form and Fare Instruction

December 19, 2007

www.itsmarta.com

Table of Contents

Front-End Website

MARTA Mobility Registration Form & Fare Overview.....	4
MARTA Mobility Registration Form	5
Payment Options.....	6
MARTA Mobility Fare Online Order Form	7
Ordering Online	9
Reviewing Your Order	11
Order Confirmation Page	12
Mailing in Your MARTA Mobility Fare Form	13
Mail-In or Fax Order Details Form.....	14
Mail-In or Fax Order Details Form Continued.....	15
Glossary of Terms.....	16



Front-End Website

Front-End Website

MARTA Mobility Registration Form & Fare Overview

MARTA is offering a new service for our MARTA Mobility customers which allows you to add trips or passes to your Breeze Card without having to visit a Ride Store or leave your home.

If you would like to buy mobility fares for your MARTA Breeze Card online, you must first complete and return a [registration form](#) and [order form](#). The link to download the registration form can be found on the MARTA Mobility Download Forms Page (represented below). Select the **Registration Form** link.



MARTA Mobility Download Forms Page

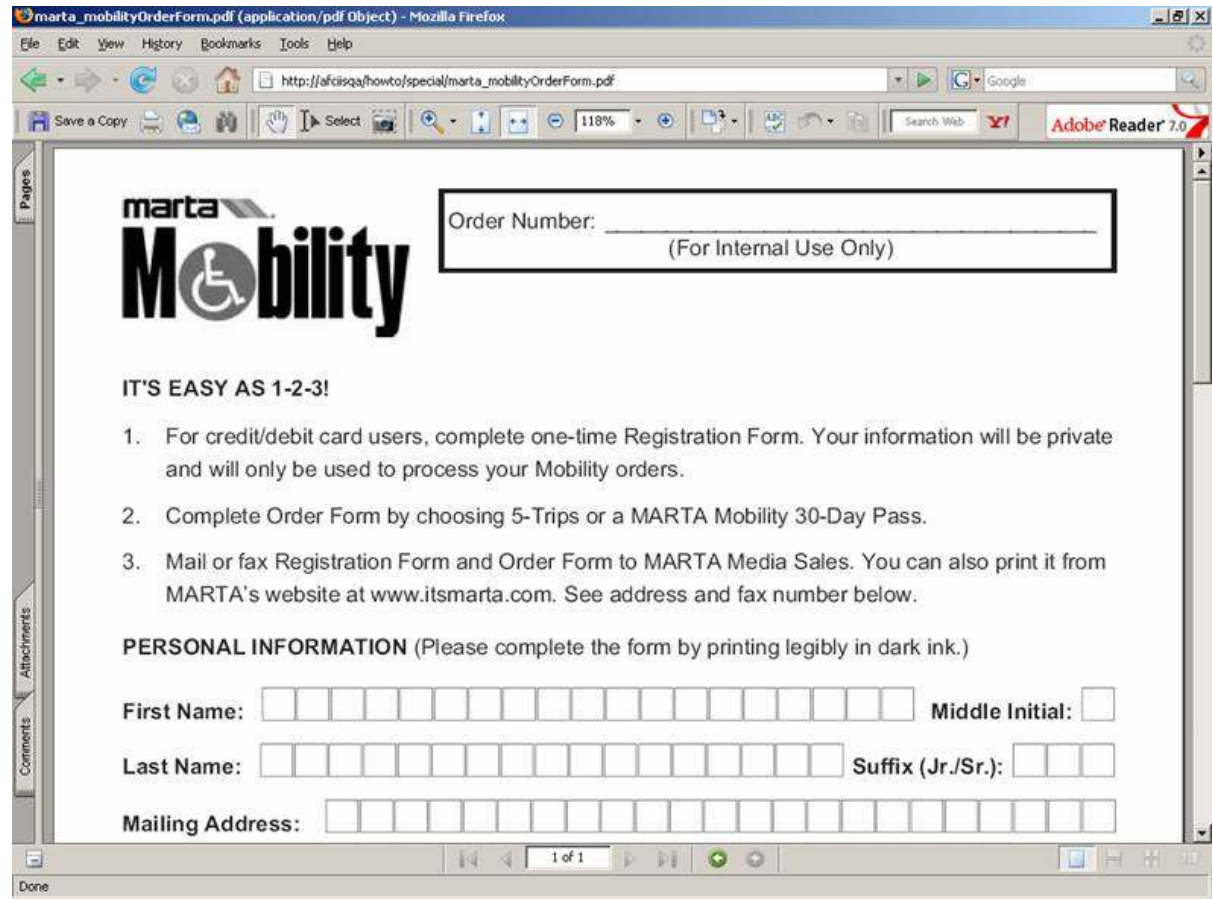
If you do not have Adobe Acrobat Reader, select the **Adobe Acrobat** link to download and install the software on your computer.

MARTA Mobility Registration Form

In order to use this service, you must have a valid MARTA Breeze Card with Mobility benefits.

Once you have selected the registration form link, a PDF document will appear.

1. Print the form (if you are also ordering fares, see the order details form section)
2. Complete the form including: First Name, Last Name, Mailing Address, Zip Code, Email Address, Home Phone and/or Alternate Phone Number and a valid Mobility enabled MARTA Breeze Card Number.
3. Sign the form
4. Mail or fax the form back to MARTA (see mailing and faxing details on the form)
 - If this is the first time registering and ordering, you may also want to print and complete the order details form and mail both forms in at one time.



MARTA Mobility Web Registration Form PDF (top)

MARTA Mobility Fare Online Order Form

Ordering for the First Time

Please complete...

- A one-time [registration form](#) (this form will remain on file and allow you to use this service)
- An [order form](#)

Sending Forms to MARTA when paying by...

- Credit/debit card, please fax or mail registration and order form to MARTA (please see faxing and mailing details on the form)
- Check or Money order, please mail registration, order form and payment to MARTA (please see mailing details on the form)

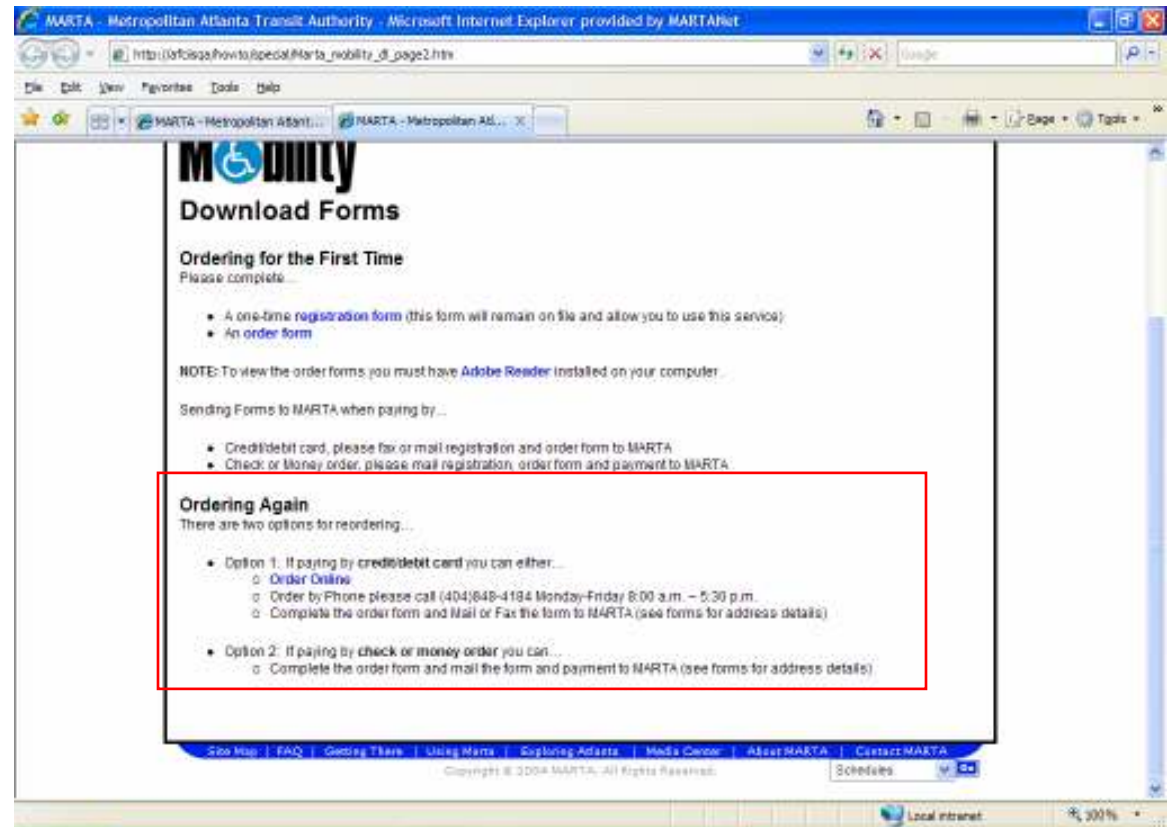


MARTA Mobility Download Forms – Ordering for the First Time

Ordering Again

There are two options for reordering...

- Option 1: If paying by **credit/debit card** you can either...
 - [Order Online](#)
 - Order by Phone please call (404)848-4184 Monday-Friday 8:00 a.m. – 5:30 p.m.
 - Complete the order form and Mail or Fax the form to MARTA (see forms for address details)
- Option 2: If paying by **check or money order** you can...
 - Complete the order form and mail the form and payment to MARTA (please see mailing details on the forms)



MARTA Mobility Download Forms – Ordering Again

Ordering Online

1. Complete all of the required fields with your valid Name, Zip Code, and your sixteen-digit Mobility enabled Breeze Card Number (four digits per box).
2. Complete the Fare Type information using the fields highlighted below.
 - You can order up to 5 5-Trips and/or 1 MARTA Mobility 30-Day Pass.
 - Select the quantity for each fare product you wish to purchase
 - Based on the quantity selected, the subtotal and order total will be displayed
3. Once you have selected the fare types you want added to your card, you will see an order total
4. Select the check box to the left of the order total to authorize a charge to your credit card in the amount shown in the order total field.
5. Selecting the Submit button will take you to a page which will allow you to review your order one last time, before the order is submitted to MARTA.

The screenshot shows a web browser window titled "Welcome - Microsoft Internet Explorer provided by MARTA.net". The address bar shows "http://150.150.1.29/7101/breezeWeb/mobility.do". The browser's toolbar includes Back, Forward, Search, Favorites, and Go buttons. The page content features the MARTA logo and the heading "MARTA Mobility Order Details Form". Below the heading, there is a section titled "Attention MARTA Mobility Customers!" with instructions on how to add fares to a Breeze Card. The form includes fields for First Name, Last Name, Zip Code, Middle Initial, Suffix, and Breeze Card Number. A "Please Note" section states that orders may take up to 15 days to appear on the card. The browser's status bar at the bottom shows "Error on page." and "Internet".

MARTA Mobility Order Details Page (top)

Welcome - Microsoft Internet Explorer provided by MARTANet

File Edit View Favorites Tools Help

Address http://150.150.1.29/7101/breezeWeb/mobility.do

Links bank email Marta donate news bills Immigration home Google interesting knowledge medical

Attention MARTA Mobility Customers:

Now adding fares to your Breeze Card is easy and fast.

Simply...

- Complete the form.
- Select the types of fares you would like to add
- Submit the form online

In order to submit your order online, you must have completed the order registration form.

Please Note: Your order may take up to 15 days before the value appears on your card.

Required fields are denoted with an asterisk (*)

First Name : * Middle Initial :

Last Name : * Suffix :

Zip Code : *

Breeze Card Number : *

Fare Type	Price	Quantity	Subtotal
5- trip (up to 25 trips total)	\$17.50 x	<input type="text" value="0"/>	<input type="text"/>
MARTA Mobility 30-Day Pass	\$105.00 x	<input type="text" value="0"/>	<input type="text"/>
<input type="checkbox"/> I authorize MARTA to charge my credit card on file. *			Order Total \$ <input type="text"/>

Clicking the submit button will allow you to confirm your order.

[Site Map](#) | [FAQ](#) | [Getting There](#) | [Using Marta](#) | [Exploring Atlanta](#) | [Marta Center](#) | [About MARTA](#) | [Contact MARTA](#)
Copyright © 2004 MARTA. All Rights Reserved.

Error on page. Internet

MARTA Mobility Order Details Page (bottom)

Reviewing Your Order

This step is an opportunity for a final review of the request fare products you have purchased.

1. Review your order details information.
2. If you would like to edit any of the fares you have added, select your browser's Back button (highlighted in red) to navigate back to the Order Details Page.
3. Select the orange **Confirm** button on the lower right side of the page, once you are ready to submit your order request to MARTA.
 - Performing this step will submit the order information to a MARTA representative to fulfill and charge your credit card.



MARTA Mobility Review Order Page

Order Confirmation Page

If your order was completed successfully, you will receive a Congratulations and an order confirmation number (highlighted in red). Each successfully received order will have a unique **confirmation number**.

Please allow up to 15 business days for your order to be completed. You will be notified once the order has been fulfilled.

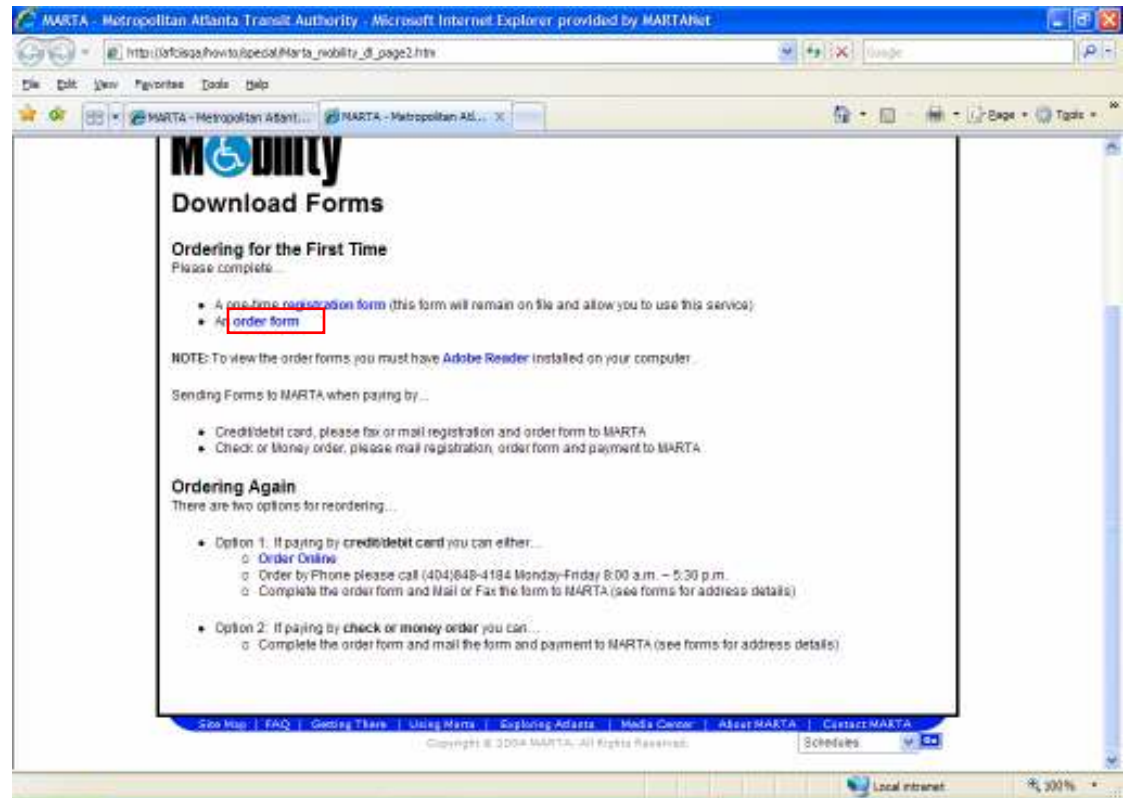
Be sure to keep a copy of your confirmation by printing the confirmation page using the orange **Print** button found on the lower left side of the page



Order Confirmation Page

Mailing in Your MARTA Mobility Fare Form

You may also purchase mobility fares using a check or money order. If you would like to purchase fares using a check or money order: Select the **order form** link from the MARTA Mobility Download Forms Page (highlighted in red).



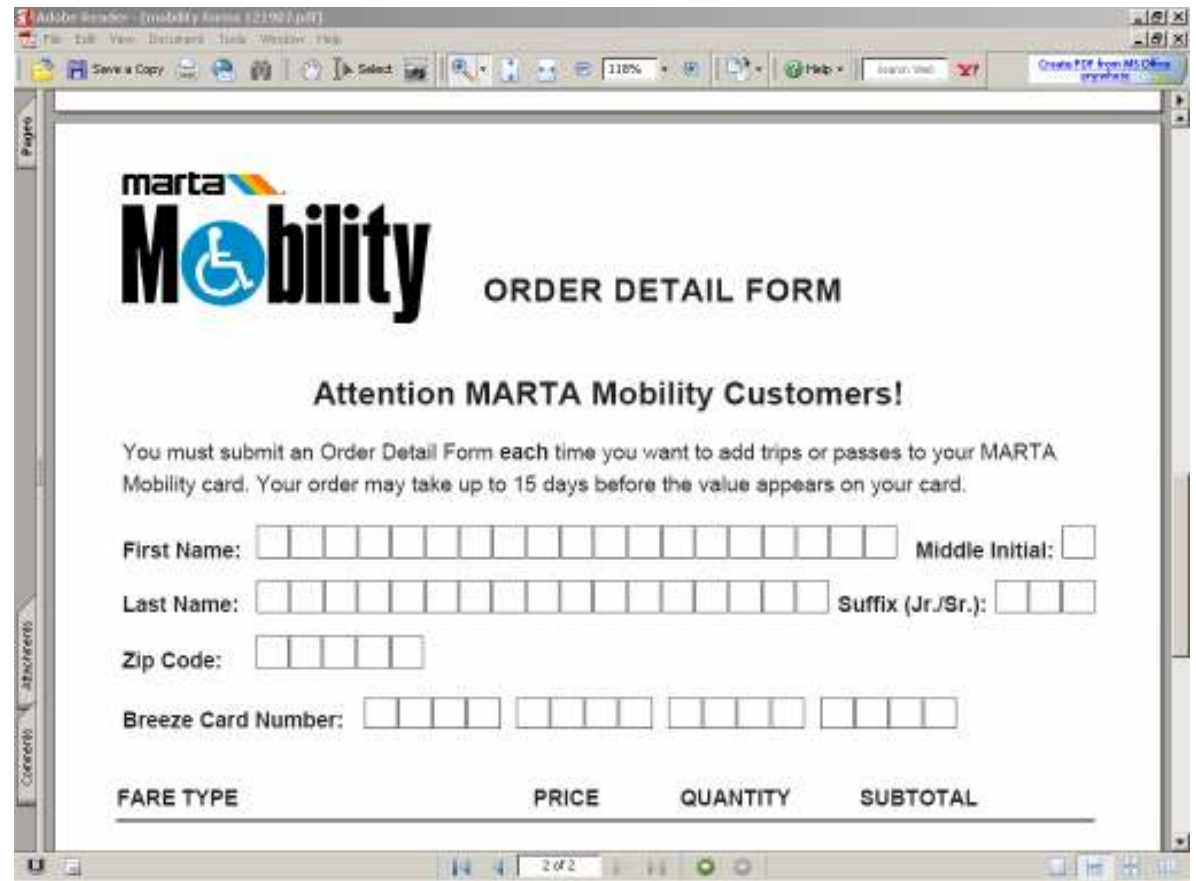
MARTA Mobility Download Forms Page

Mail-In or Fax Order Details Form

Once you have selected the **Order Form** link, a PDF document will appear with instructions on how to complete the form.

If you choose to use a check or money order to purchase your fares, you must submit an Order Details form **each** time you want to add mobility fares to your MARTA Mobility Card.

1. Print the form
2. Complete the form using a valid name, zip code and Mobility enabled MARTA Breeze Card number.
 - You can order up to 5 5-Trips and/or 1 MARTA Mobility 30-Day Pass.
3. Complete the Fare Type information.



The image shows a PDF document titled "marta Mobility ORDER DETAIL FORM". The logo for MARTA Mobility is at the top left, featuring the word "marta" in a sans-serif font and "Mobility" in a larger, bold font with a blue circle containing a white wheelchair icon. To the right of the logo is the text "ORDER DETAIL FORM". Below the logo is the heading "Attention MARTA Mobility Customers!". Underneath is a paragraph: "You must submit an Order Detail Form each time you want to add trips or passes to your MARTA Mobility card. Your order may take up to 15 days before the value appears on your card." The form contains several input fields: "First Name:" followed by a 15-character grid, "Middle Initial:" followed by a 2-character grid, "Last Name:" followed by a 15-character grid, "Suffix (Jr./Sr.):" followed by a 3-character grid, "Zip Code:" followed by a 5-character grid, and "Breeze Card Number:" followed by a 16-character grid. At the bottom of the form is a table header with four columns: "FARE TYPE", "PRICE", "QUANTITY", and "SUBTOTAL". The PDF is displayed in a window with a standard toolbar and a status bar at the bottom showing "2 of 2".

Mail In or Fax Order Details PDF (top)

Mail-In or Fax Order Details Form Continued

4. Complete the order total and select a payment option, once you have selected the fare types you want added to your card.
5. If you have already completed the registration form and have provided your credit/debit payment information, your credit/debit information is on file with MARTA.
6. Indicate the amount enclosed on the check next to the payment option you have selected.
7. Mail the form along with your check or money order to MARTA using the information highlighted in red.

The form will be processed within 15 business days from the date it is received.

Zip Code: _____

Breeze Card Number:

FARE TYPE	PRICE	QUANTITY	SUBTOTAL
5-Trips (up to 25 trips total)	\$ 17.50 x	_____ =	_____
MARTA Mobility 30-Day Pass (Up to 1 30-Day Pass)	\$105.00 x	_____ =	_____
ORDER TOTAL: \$			_____

Please select a payment option.

Money Order enclosed Amount \$ _____

Check enclosed Amount \$ _____

Charge Credit/Debit Card on file Amount \$ _____

Checks/Money Orders: Please make payable in U.S. funds to MARTA. Please print and mail payment along with this form to: **MARTA Media Sales, P.O. Box 404218, Atlanta, GA 30384-4218** or print and fax to: **ATTN: MARTA Media Sales, (404) 848-4058.**

PLEASE NOTE: Charges will apply for insufficient funds.

For questions about your order, please call (404) 848-4184, Monday-Friday 8:00 a.m.-5:30 p.m.

Mail In or Fax Order Details PDF (bottom)

Term	Definition
Breeze Card	The brand name for MARTA'S smart card fare media.
Fares	The passes and/or trips available to be added to a Breeze Card
Member	An individual that has enrolled in the MARTA Mobility Program.
Order Form	The form used to request an order of additional MARTA Mobility Fares to be added to a valid MARTA Mobility Card. The form can be both printed and mailed in with check or money order, or if a credit card information has been provided after the initial registration, the order form may be completed online using credit card details for payment.
PDF	Portable Document Format (PDF) is an open file format used for representing two-dimensional documents in an independent fixed-layout document format.
Registration Form	Providing personal credit card payment information to set up the purchasing of MARTA Mobility Fares online
Reload	Refilling or adding value or renewing a pass on a Breeze Card.
Stored Value	The Mobility enabled MARTA Breeze Card can store up to one 30-day

Glossary of Terms

	pass and 5 5-Trips (total of 25 trips).
--	---