

## HOW TO PURCHASE A 2023 DART ANNUAL PASS

Step 1: Request a Pass -- For a 01/01/2023 (initial registration) pass, the Payroll Deduction Form must have been **received by** HR downtown by 09/1/22 - no exceptions. See HR Reps list on HR Website under DART Program OR bring your payroll deduction form directly to HR downtown (Renaissance Tower).

For participation on 02/01/2023 or later (Feb., Mar., Apr., etc.), your Payroll Deduction Form must be received at least one month in advance and by the 1<sup>st</sup> of the month for the following month's participation, (Ex: If you plan to ride DART beginning 02/01/2023, your form must be submitted to HR downtown no later than 01/01/2023). See Purchase Deadlines on HR Website under DART Program.

Step 2: Select Pass Type - Select the type of pass you wish to purchase (i.e. Local or Regional). **All Go Passes.** The pass you select is the pass you will get and be required to pay for via payroll deduction.

Step 3: Complete the Form - Complete the DART Annual Pass Enrollment Payroll Deduction Form Calendar Year 2022 and submit to your HR Rep OR HR downtown (Renaissance Tower) **by 09/1/22 for 1/1/2023 participation** OR by the 1<sup>st</sup> of the month for participation in the program for the next month.

Step 4: DOWNLOAD DART GOPASS APP - "Go Pass" you will be required to set up your cell phone app.

**LOST/STOLEN PASSES** - **No more hassle of replacing a lost/stolen pass.** The "Go Pass" can be activated on replacement or new phone. It is extremely important that you make every effort to secure your 2022 Annual DART pass. **You no longer will be required to pay for replacing lost/stolen pass.** However, you will be required to contact Human Resources (HR) downtown -Records Building-500 Elm St., 4<sup>th</sup> Fl., Ste. 4100, if "Go Pass" need to be reactivated on replacement or new phone. HR will notify Dart executive representative at the DART Store, 1401 Pacific (Akard Station) to deactivate and reactivate on new phone. Dart Hours of operation are M-F, 7:30 a.m. to 5:30 p.m.