



FARE PAYMENT GUIDE

Welcome to Pierce Transit Rideshare's invoicing and online payment processing system. This new system will make it easier for you to view your monthly statement and pay your monthly rideshare fare. This helpful guide outlines how to access your new monthly statement and pay your fare online at Rideshare.PierceTransit.org.

Step 1: Monthly Statement Email

Around the 26th of each month, you will receive an email notifying you that your rideshare statement is ready. Click on Rideshare.PierceTransit.org to sign in, review your statement, and make a payment.

Your rideshare fare statement is ready for review. Please sign in at Rideshare.PierceTransit.Org to review your statement and make a payment.


Need help making a payment? Review our helpful [payment guide](#).

Simplify with AutoPay

Autopay is an easy, hassle-free way to pay your monthly rideshare fare. You can turn autopay on and off in seconds at Rideshare.PierceTransit.Org. Step-by-step instructions on enrolling in autopay are available [here](#).

Please contact us at Rideshare@piercettransit.org or 253.983.3462 with any questions.

Thank you for commuting with Pierce Transit Rideshare!



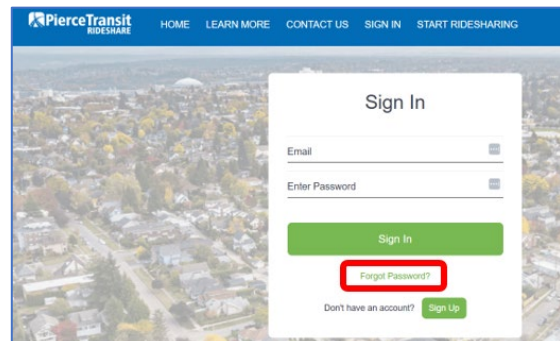
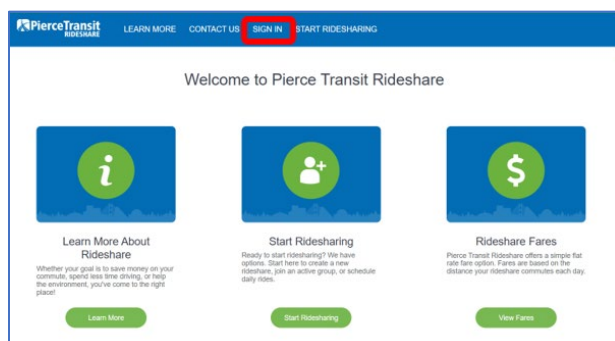
Step 2: Activate Your Account (If Needed)

If you have already activated your account, skip forward to step 3. If you haven't, please activate your account at Rideshare.PierceTransit.org. Your login email is the same as you provided previously to Pierce Transit during sign up.

If you need assistance activating your account, please contact a member of our helpful staff at Rideshare@PierceTransit.org or 253-581-8000, option 3 then 2.

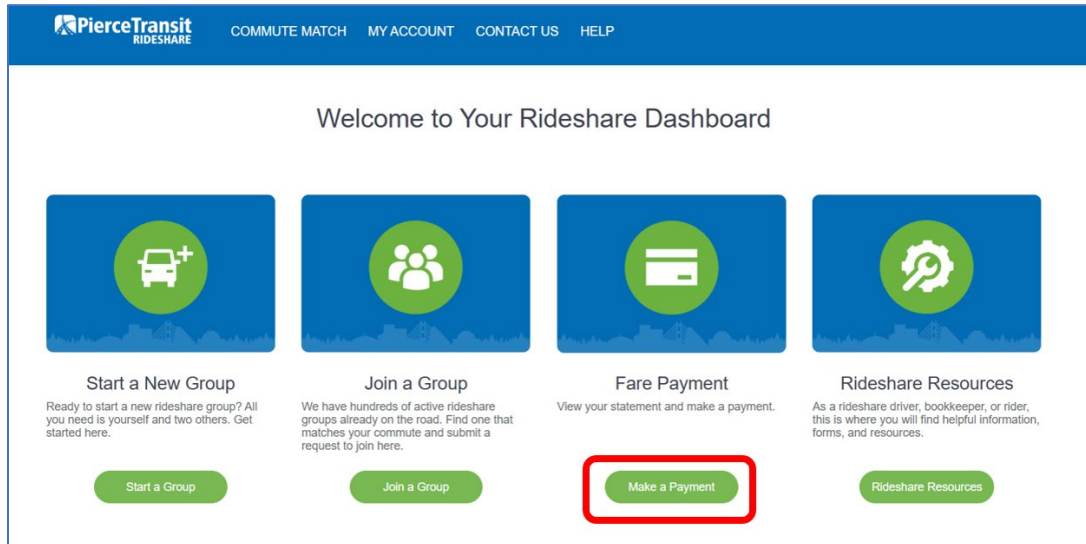
Step 3: Sign In

Sign in at Rideshare.PierceTransit.org using your email and password. If you forget your password, select **Forgot Password** on the sign in panel.



Step 4: Review Statement

After signing in, select the **Fare Payment** option on the **Rideshare Dashboard**. This is where you will verify that your statement is correct and make a payment.



If you are a **bookkeeper**, you will need to click **Switch Roles** in the top menu and select **Commuter** (by the Pierce Transit Rideshare logo). This will return you to the **Rideshare Dashboard** where the **Fare Payment** option is listed.

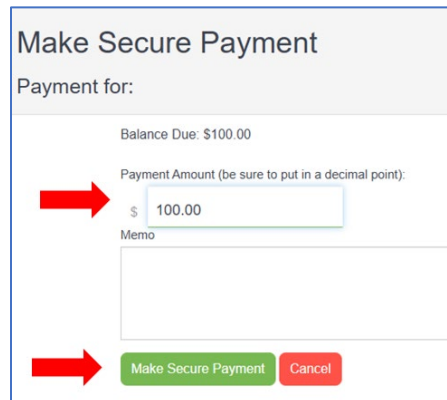


Review your statement and click the **Make a Payment** button when you're ready to move forward. Any subsidy provided by your employer (e.g. Edenred, ORCA, etc.) will appear on your statement and will be deducted from the amount due.

Account Statement Service in June 2025		
<div>Make a Payment</div>		
June 2025 Your Role: None Gig Harbor, WA 98332		
Date	Description	Amount
	Previous Balance	\$100.00
5/27/2025 12:00 AM	Accounting Credit	\$0.00
	Current Payment Due	\$100.00

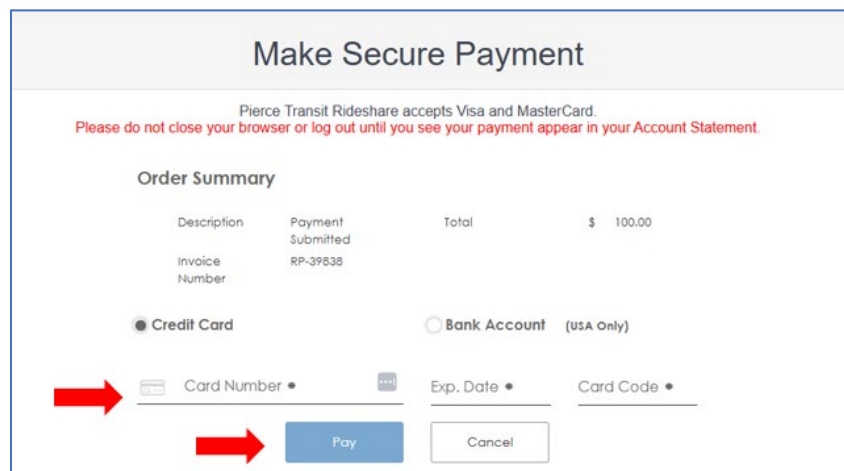
Step 5: Make A Payment

Enter your payment amount in the **Payment Amount** field and click the **Make Secure Payment** button.



The screenshot shows a form titled "Make Secure Payment". Below the title is the text "Payment for:". The form contains a "Balance Due: \$100.00" label. Below this is a label "Payment Amount (be sure to put in a decimal point):" followed by a text input field containing "\$ 100.00". A red arrow points to this input field. Below the input field is a "Memo" label and a text area. At the bottom of the form, there are two buttons: "Make Secure Payment" (green) and "Cancel" (red). A red arrow points to the "Make Secure Payment" button.

The secure payment processor will then present you with the option to enter your credit card information. Once you complete the required payment information fields click **Pay** to submit your payment.

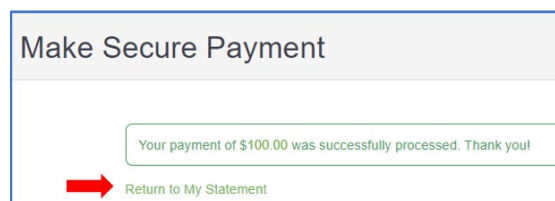


The screenshot shows a form titled "Make Secure Payment". Below the title is the text "Pierce Transit Rideshare accepts Visa and MasterCard." and a red warning message: "Please do not close your browser or log out until you see your payment appear in your Account Statement." Below this is an "Order Summary" section with a table:

Description	Payment Submitted	Total	\$ 100.00
Invoice Number	RP-39838		

Below the table are two radio buttons: "Credit Card" (selected) and "Bank Account (USA Only)". Below these are three input fields: "Card Number *", "Exp. Date *", and "Card Code *". A red arrow points to the "Card Number *" field. Below the input fields are two buttons: "Pay" (blue) and "Cancel" (white). A red arrow points to the "Pay" button.

Click **Return to My Statement** to review your payment receipt and ensure your statement balance is \$0.00.



The screenshot shows a form titled "Make Secure Payment". Below the title is a green message box that says "Your payment of \$100.00 was successfully processed. Thank you!". Below the message box is a button labeled "Return to My Statement". A red arrow points to this button.

Step 6: Thank you!

Please take a moment and review your statement to ensure everything is accurate.

Thank you for making your payment! If you have any questions, please contact a member of our helpful staff at Rideshare@PierceTransit.org or 253-581-8000, option 3 then 2.