

How to Make Vanpool Fare Payments

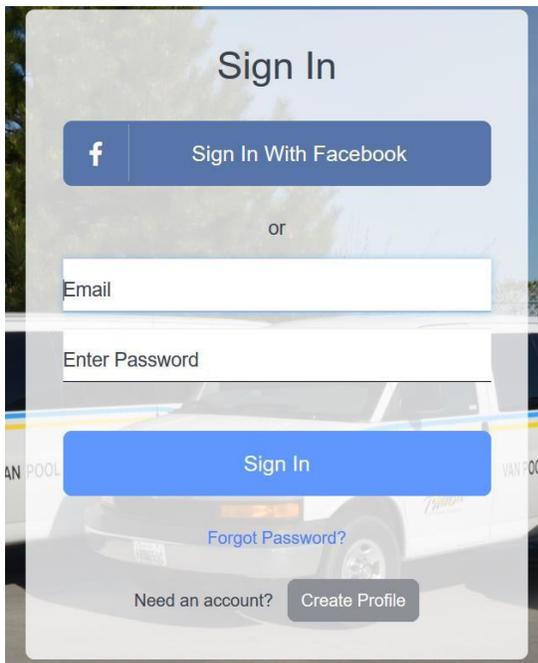
The following document describes the steps to complete a vanpool fare payment online using the BFT Vanpool Ridematching Service website, called RidePro.

If you haven't already done so, please activate your account in RidePro. Your login is the email that is on file with BFT Vanpool. If you need assistance, please contact a BFT Vanpool staff member (contact information is included at the bottom of this email).

Step 1: Sign in

Sign in to your account at: <https://bft.rideproweb.com>

If you have forgotten your password, the sign in page includes a "Forgot Password" option.



Step 2: View your Account Statement

Once you've signed in, scroll down on the page until you see the Vanpool Payments button.

(If you are a vanpool bookkeeper, you'll need to click Home at the top of the screen, to return to the homepage before you can see this button.)



Your vanpool statement.

See your current vanpool statement, and make a secure on-line payment. For instructions, look in the "Documents" section above.

Vanpool Payment

Clicking the Vanpool Payment button takes you to the Account Statement screen.

Verify that your statement looks correct.

When ready, click the Make Payment button.

Account Statement for Terry DeJuan Service in June 2019

Due Date: Saturday, June 01, 2019
Please Note: If Payment in full is not received by Sunday, June 30, 2019, a late fee of \$15 will be added to the Balance Due.

Make a Payment

Current Payment Due: \$158.33

Account Summary

Previous Balance \$0.00

Vanpool Charges

Additional Credits/Debits

Online Vanpool Account Payment	6/20/2019	Receipt #: 841	test 1	-1.00
Online Vanpool Account Payment	6/21/2019	Receipt #: 842		-1.00
Online Vanpool Account Payment	6/21/2019	Receipt #: 843	Terry Test Payment	-1.00

Total Credits/Debits for this month: -\$3.00

No additional vanpool charges for this month

Current balance: \$158.33

Step 3: Make a Secure Payment

The Make Secure Payment screen will open, allowing you to enter a payment amount and add a memo. To move forward with your payment, click the green Make a Secure Payment button.

Make Secure Payment
Payment for: Terry DeJuan
Current Vanpool Route: VTEST - Terry's test route

Balance Due: \$158.33

Payment Amount:
\$ 0

Memo

Verify the amount is correct and click on the Checkout button.

Order Section

Amount	1.00 USD
---------------	-----------------

Our secure payment processor will present you with boxes to enter your credit card information. Once you have done this correctly, the submit payment button will light up and you can complete your payment.

The system will notify you that your payment was complete, or if there were any issues.

Order Section	
Amount	1.00 USD

Payment	
CREDIT CARD	
<hr/>	
Card Number *	
Expiration Date(MMY) *	CVV2 

[SUBMIT PAYMENT](#)

Step 4: review your receipt

Once your payment is successful, we will email you a receipt.

The payment will also appear on your statement.

Additional assistance:

If you require assistance with your account or making an online payment, please contact us via email or phone.

509.943.5442

Vicky Pacheco
Rideshare Program Coordinator
vpacheco@bft.org

Gladys Diaz
Rideshare Program Coordinator
gdiaz@bft.org

Hunter Contreras
Administrative Assistant
hcontreras@bft.org