K/NET/C
moving people

New ticketing solutions for school travel

Access the passenger app

Transportme™ Passenger app - signing up a new passenger account

To use the app, users are required to register a Passenger account. They can sign in to the app using either their Google or Apple account, or they can sign up using their email address.. The following steps are for registering a passenger account with your email and self-created password.

Signing up for a new passenger app account.

- Once you have downloaded the app to your mobile device, select the app.
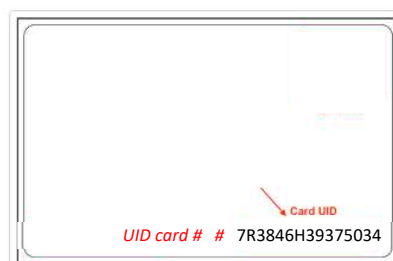- Select the **New User? Sign Up** button.

- Complete the Sign Up form by entering the following details:
  - **Email**: Enter the email address you would like to associate with your passenger app account. An email will be sent to this email address for you to verify your account.

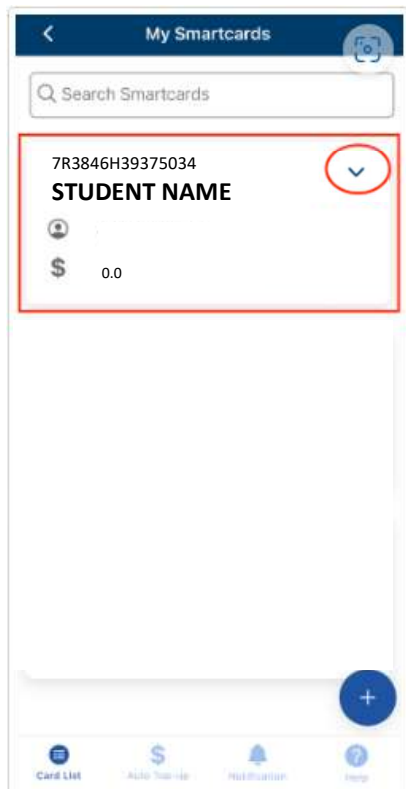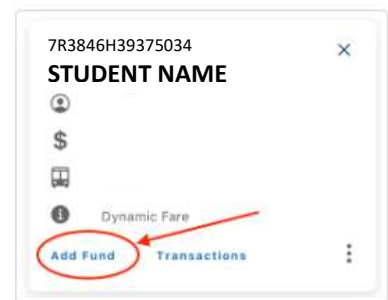## Linking your student's smartcard

1 + Add your first smartcard

2

3
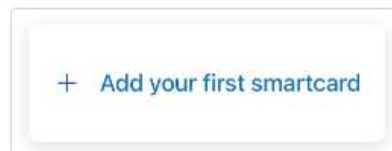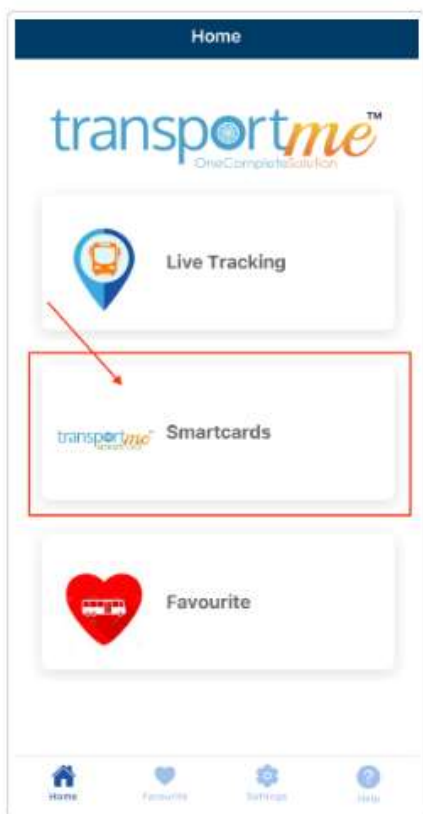
- Select the **Use Card UID** button on the **Link Smartcard** screen.

UID card # # 7R3846H39375034

Link Smartcard
Use QR Code
Use Card UID
Use Smartcard Account

Adding funds to your smartcard and enable auto top up

My Smartcards

Search Smartcards

7R3846H39375034
STUDENT NAME
$ 0.0

Card List   Auto Top-up   Notification   Help

1

- Select the **Add Fund** button on the selected smartcard.

7R3846H39375034
STUDENT NAME

Dynamic Fare

Add Fund   Transactions

2

- The **Add Smartcard Fund** page will open the selected smartcard's name and card UID.

Add Smartcard Fund

Name	STUDENT NAME
Card	7R3846H39375034
Amount	10
Fee	$0 Fee is paid by Operator
Total	$10

Cancel   Add

- Select the **Add** button to process adding funds to the smartcard.
  - **If you have saved a payment method on the app.**

3

- You will need to have saved your payment card details to enable this feature. If your payment card details haven't been saved before, select the **OK** button on the **Auto Topup** prompt and enter your payment card details into the **Card Details** page. Select **Save** to complete this process.. More instructions for linking or updating your payment method can be found here.

Auto Topup
Please setup your payment details to enable this feature.

Cancel   OK
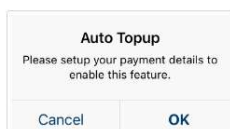
- Turn on the **Auto Top Up** toggle to start to enable this feature.

Top Up
Auto Top Up
All Smartcards

Auto Top Up
Auto Top Up
Auto Top Up

Card List   Auto Top-up   Notification   Help

4

Top Up
Auto Top Up
All Smartcards

Top Up Trigger
When your balances reaches this amount, we automatically top up your smartcards.

○ $10   ○ $20
○ $50   ○ $100
☑ Others (min $5) $ 10

Top Up Amount
Choose the value you wish your smartcard to be auto topped up with when it runs low.

○ $10   ☑ $20
○ $50   ○ $100
○ Others (min $10) $

Save

Card List   Auto Top-up   Notification   Help

- To set up auto top up, you will need to define:
  - **Top Up Trigger**: what smartcard balance will cause the auto top up to happen when your balance reaches this amount or lower.
  - **Top Up Amount:** how much will be added automatically to your smartcard account when the auto top up is triggered.

If you have any questions or require further information, please contact the Schools Administrator via email at

CairnsSchools@wearekinetic.com

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