Refresh Profile in Pace's Online Store:

- 1. Login
- 2. Delete your cart by Clicking on "Cart", located in the upper right corner of the screen

| Cart On Regional ADA Paratranst Tickets | ders Profile Logout Help |
|--|---|
| Search All Products | |
| Passes purchased through Pace's Online Store or Ticket-By-Mail Programs are not intended for resale. | |
| | |
| | Welcome |
| Regional ADA Paratransit Tickets | Loqout |
| The ADA Paratransit ticket are sold in books of 10 and may be used on ADA Paratransit service throughout the Chicagoland area. | <u>View Shopping Cart</u> Total: \$32.50 |
| | View Saved Carts |
| V I I | Account: 54938 |
| | |
| Ventra the new way to pay on Pace and CTA. | Account: 54938 |
| Prace magnetic stripe cards and punch tockets are not accepted after December 15, 2013. Please use your existing cards and spend down any stored value on transit cards by that date. All new fare media should be purchased through Ventra. Please visit <u>Ventra Chicago</u> to learn more, get a Ventra card, add passes an transit value to it, and manage your Ventra Transit Account. | Links |
| | Ticket-By-Mail Sales Locations Oustomer Service |

3. Click on the word "Additional Information" and then click "Delete Cart", then click Go.

|) (a) (a) https://ticket.pa | acebus.com/OA_HTML/paceibeCScdViewA.jsp?sitex=10020: | 0845:US | | | | - 🔒 Ĉ Search | | | | | - ۹- ۵ |
|-----------------------------|--|--|---|------------------------------|---------------------------|--|---|----------------------|----------|---------|-----------|
| Pace | Ø Pace Online Store:Shopping × O Pace Bus | | | | | | | | | | |
| Edit View Favorites | Tools Help | | | | | | | | | | |
| Onl | line Store | | | | | | | Cart (| Orders I | Profile | Logout |
| | | Go Advance | ad Coarch | | | | | | | | |
| Barch All Floduce | us • | Go Advance | eu Search | | Addition | al Information | • | | | | |
| | Shopping Cart | | | | Save Ca | ar mornation irt | | | | | |
| | | | Continue Shopping | Actions | Delete C | Cart | Go | Checkou | ıt | | |
| | Vour Store cart expire | s on 25-NOV-2018. Please save this | cart if you intend to use it beyond this | date | | | | | | | |
| | Part Number | Item Name | care in you interio to doe it beyond and | aute | UOM | Quantity | Price | Rem | ove | | |
| | FARESSAA | REGIONAL ADA PARATRA | NSIT TICKETS | | Book | 1 | \$3 | 32.50 | 1_ | | |
| | | | | | Recal | Sub-T Shipping and Hand | otal: \$3 lling: \$ t al: \$32 | 2.50 0.00 2.50 | | | |
| | | | Continue Shopping | Actions | Addition | al Information 🗸 | Go | Checkou | ıt | | |
| | Note: | | | | | | | | | | |
| | | | | | | | | | | | |
| | By purchasing a Pace procedures that Pace, | ADA Paratransit Ticket, the rider a he Suburban Bus Division of the | agrees that the use of the ticket is su Regional Transportation Authority, (| bject to any Pace) may, i | terms and n its discre | conditions, rules, r tion, adopt from tin | egulations, ne to time. | policies, and | d | | |
| | Pace expressly reser procedures governing | ves the right to make changes I ticket usage. | at any time without advance notic | e to the terr | ms and co | onditions, rules, re | gulations, | policies, ar | nd | | |
| | Pace is not liable for | ost, stolen, destroyed, or misp | laced tickets, nor will it provide re | funds for un | used tick | ets. | | | | | |
| | | | Cart Order Profile Loc | | n | | | | | | |
| | | | | | | | | | | | 11-4 |

4. After clicking "GO", a new warning screen will open with this message, click Yes

| (1) Warning Do you want to delete your shopping cart? If you click 'Yes', it will permanently delete all items. Other | wise, click 'No' to cancel and go back to your shopping cart. |
|--|---|
| | No Yes |
| | 1 |

5. Once, you click 'Yes', you will go back to the **Cart** screen and get a confirmation your cart has been deleted.



- 6. Next, click on "Profile" located in the upper right corner of the screen.
- 7. Then click on "Address Book" on the left side of the screen and then the Delete button next to each address.

| | Online Stor | re | Cart Order | B Profile | Logout | Help |
|------|------------------------------|--|--|-----------|--------|------|
| Fare | e Card Types Conference Reg | istration | | | | |
| Se | earch All Products | Go Advanced Search | | | | |
| U | lser Personal | Contact Information Addresses Phone Numbers | | | | |
| | Address Book Payment Book | Address 1 | Create Address | | _ | |
| E | Accounts Preferences | 123 MAIN ST MAPLETOWN IL 60039 UNITED STATES | Update Delete Billing Address (Preferred) Shipping Address (Preferred) | | | |

8. Once all addresses are deleted the screen will look like the one below.

| Online S | tore | Cart | Orders | Profile | Logout | Help |
|----------------------------|---|--------|---------|---------|--------|------|
| Fare Card Types Conference | Registration | | | | | |
| Search All Products | Go Advanced Search | | | | | |
| User | Contact Information | | | | | |
| Personal Information | Addresses Phone Numbers | | | | | |
| Address Book | | Create | Address | | | |
| Payment Book | We do not have an address for you in our system | | | | | |
| Preferences | | Create | Address | | | |
| | | | | | | |
| | | | | | | |
| | Cart Order Profile Logout Help | | | | | |

9. Next click on the Payment Book, click on the garbage can icon in and delete all credit card information.

| | Conline S Fare Card Types Conference User | Store ce Registration | | | Cart Orders | Profile | Logout | Help |
|-----|---|--------------------------|---|---------|-----------------|---------|--------|------|
| | Search All Products | \sim | Go Advanced Search | | | | | |
| | User Personal Information Address Book | Payment Bool | card and Update Make Primary | | Add Credit Card | | | |
| _ > | Payment Book | Select | Credit Card Information | Primary | Delete | | | |
| | Accounts Preferences | 0 | Visa, XXXXXXXXXXXXXX1234, 01/2022 123 MAIN ST. MAPLETOWN, IL 60039 UNITED STATES | ~ | | | | |
| | | | | | | _ | | |

Cart Order Profile Logout Help

10. After deleting Credit card information, the Payment book screen will look like the one below.

| O o | nline Store | | | | Cart | Orders | Profile | | Help |
|------------------|---------------------|-------------------------------------|-------------|-------------------------|----------|----------|---------|--------|-------|
| Fare Card Types | Conference Registra | tion | | | ourt | ordere | . rome | Logour | Tiolp |
| User | | | | | | | | | |
| Search All Produ | ucts 🗸 | | Go Advanced | Search | | | | | |
| User Personal | Paymer | nt Book | | | Add Cree | dit Card | - | | |
| Information | | | | | | | | | |
| Address Book | | Select | | Credit Card Information | Primary | Delete | | | |
| Payment Bool | <u>k</u> | You don't have any credit cards reg | istered. | | | |] | | |
| Accounts | | | | | | | _ | | |
| Preferences | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | С | art Order | Profile Logout Help | | | | | |

11. Log out from the Online store, by clicking the word **Logout** on the upper right-hand corner of the screen. You have completed the refresh of your profile.

Placing the Order

Once logged out you should return to the screen that shows the picture of the ticket. Proceed through the checkout process and then login. Fill out the addresses (mailing and billing) and credit card information as required. Please confirm the billing address with the credit card company prior to placing the order. If you have any questions, please call 847-228-2371.