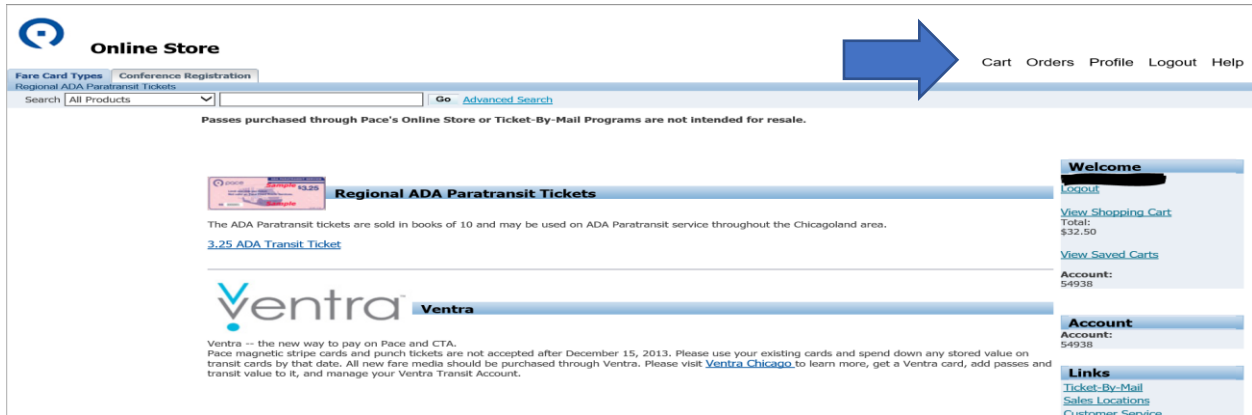
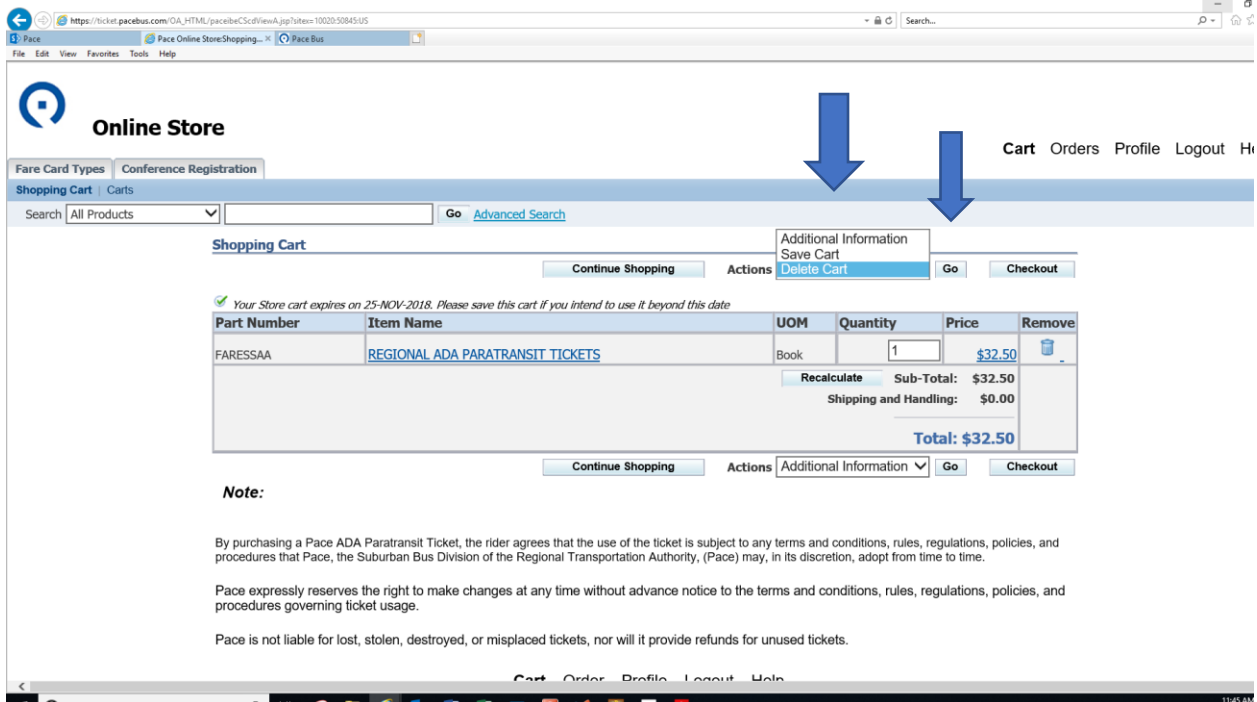


## Refresh Profile in Pace's Online Store:

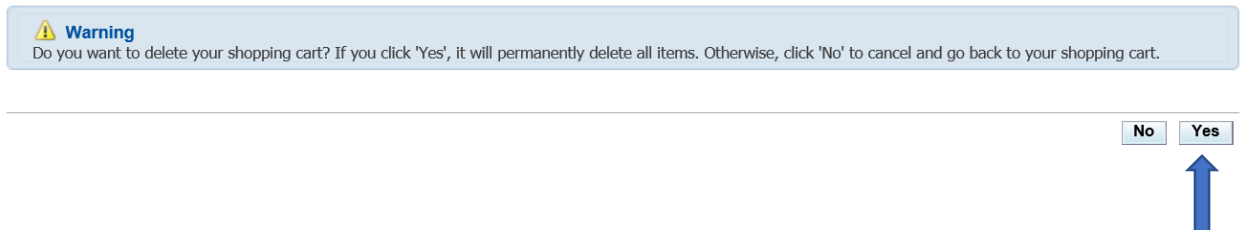
1. Login
2. Delete your cart by Clicking on “**Cart**”, located in the upper right corner of the screen



3. Click on the word “Additional Information” and then click “Delete Cart”, then click **Go**.



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



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

**Online Store** Cart Orders Profile Logout Help

Fare Card Types Conference Registration

Shopping Cart Carts

Search All Products  Go [Advanced Search](#)

**Confirmation**  
Your current cart has been deleted.

**Shopping Cart** Continue Shopping

Part Number	Item Name	UOM	Quantity	Price	Remove
There are no items in your cart.					

Continue Shopping

**Note:**

By purchasing a Pace ADA Paratransit Ticket, the rider agrees that the use of the ticket is subject to any terms and conditions, rules, regulations, policies, and procedures that Pace, the Suburban Bus Division of the Regional Transportation Authority, (Pace) may, in its discretion, adopt from time to time.

Pace expressly reserves the right to make changes at any time without advance notice to the terms and conditions, rules, regulations, policies, and procedures governing ticket usage.

Pace is not liable for lost, stolen, destroyed, or misplaced tickets, nor will it provide refunds for unused tickets.

Cart Order Profile Logout Help

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

**Online Store** Cart Orders **Profile** Logout Help

Fare Card Types Conference Registration

User

Search All Products  Go [Advanced Search](#)

**User**

- Personal Information
- Address Book**
- Payment Book
- Accounts
- Preferences

**Contact Information**

Addresses Phone Numbers

**Address 1** Create Address

123 MAIN ST  
MAPLETOWN, IL 60039  
UNITED STATES

Update Delete **Delete**

*Billing Address (Preferred)*  
*Shipping Address (Preferred)*

Create Address

Cart Order **Profile** Logout Help

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

**Online Store** Cart Orders **Profile** Logout Help

Fare Card Types Conference Registration

User

Search All Products  Go [Advanced Search](#)

**User**

- Personal Information
- Address Book**
- Payment Book
- Accounts
- Preferences

**Contact Information**


Addresses Phone Numbers

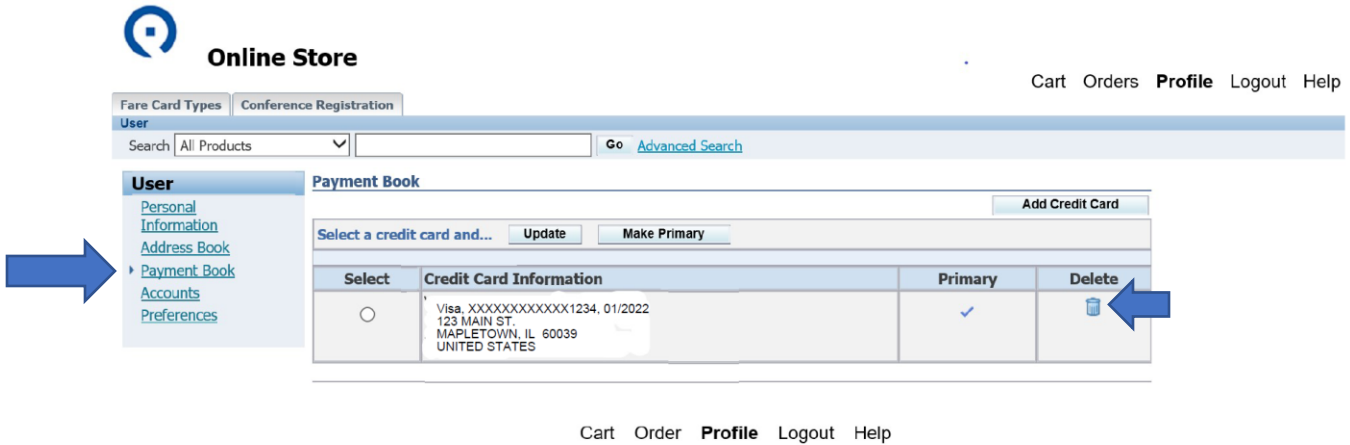
We do not have an address for you in our system

Create Address

Create Address

Cart Order **Profile** Logout Help

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



**Online Store** Cart Orders **Profile** Logout Help

Fare Card Types Conference Registration

User Search All Products  Go [Advanced Search](#)

**User** [Add Credit Card](#)

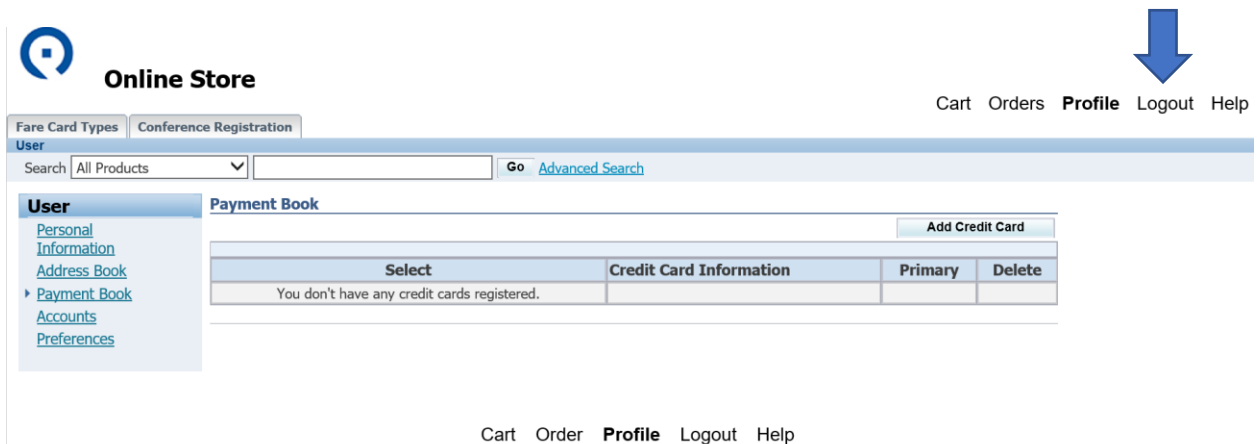
Personal Information  
Address Book  
Payment Book  
Accounts  
Preferences

Select a credit card and... [Update](#) [Make Primary](#)

Select	Credit Card Information	Primary	Delete
<input type="radio"/>	Visa_XXXXXXXXXXXX1234, 01/2022 123 MAIN ST. MAPLETOWN, IL 60039 UNITED STATES	<input checked="" type="checkbox"/>	

Cart Order **Profile** Logout Help

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



**Online Store** Cart Orders **Profile** Logout Help

Fare Card Types Conference Registration

User Search All Products  Go [Advanced Search](#)

**User** [Add Credit Card](#)

Personal Information  
Address Book  
Payment Book  
Accounts  
Preferences

Select Credit Card Information Primary Delete

You don't have any credit cards registered.

Cart 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.