Adding the Metro TAP APP and TAP card on Mobile Device, then ACTIVATING CODE for UPass

For students without a TAP card

- 1. Download the Metro TAP APP on your mobile device
- 2. Once logged into the app click on Add a TAP card to Apple Wallet
- 3. Give your new card a name
- 4. Click Use code from your receipt
- 5. Enter the code and click continue
- 6. Follow the screens until the confirmation screen.



From on-line Receipt Other Payment (via Internet): Type: Metro UPass Purchase Permit #/Code #: DC003244

Active Date: 12/4/2023 12:00 AM

Expiry Date: 12/4/2023 11:59 PM

ACTIVATING UPASS For students with Metro APP and TAP cards already Added on Mobile Device

ACTIVATING UPASS For students with existing TAP cards on Mobile Device:

- 1. Once logged into the app click on the TAP cards section
- 2. Click on the TAP card you want to use the code on
- 3. Click Use code
- 4. Enter the code and click continue
- 5. Follow the screens until the confirmation screen.

