



CORPORATE QUICK CARD PORTAL REFERENCE GUIDE – MAY 2020

LOGIN TO YOUR ACCOUNT

Go to <https://cqcpportal.metrolinktrains.com/>

- Login to the Corporate Quick Card portal by entering your Username/Email and password.
- Click the checkbox “I’m not a robot”, follow the instructions in the pop-up and click verify.
- Click Login to enter the portal.
- If you are having trouble logging in, click [Forgot ID or Password](#) to recover your account.
- The Corporate Mobile ticketing portal can also be accessed from this page by clicking on [Visit CPP Mobile Login](#).

Forgot your password

- Reset your password by entering your username/email
- Click the checkbox “I’m not a robot”, follow the instructions in the pop-up and click verify.
- Click submit and follow the prompts in the email.
- If you are having trouble logging in or have forgotten your username/email please contact Corporate Accounts at CPPService@scrra.net

cppservice@scrra.net'. A checkbox labeled 'I'm not a robot' is next to a reCAPTCHA icon. At the bottom are 'Submit' and 'Cancel' buttons."/>



MAKING EDITS TO CORPORATE QUICK CARDS (CQCs)

Now that you are logged in, you can begin to edit CQCs on the Order Tickets page.

Quick Card No.	First Name	Last Name	ID #	Ticket/Rider Type	Origin	Destination	Cost	Status	Qty	Qty Rem.	Pin	Auto Renew	Action
8911258746049445	TEST	TEST	TEST	Round Trip Adult	L.A. Union Station	Glendale	\$5.00	Active	31	31	*****	Yes	
8911258747002500	TEST	TEST	TEST	Monthly Pass Adult	L.A. Union Station	San Bernardino - Downtown	\$280.00	Active	1	1	*****	Yes	
8911258746102194	TEST	TEST	TEST	Round Trip Adult	L.A. Union Station	Laguna Niguel/Mission Viejo	\$24.00	Active	31	31	*****	Yes	
8911258747002510	TEST	TEST	TEST	Monthly Pass SR DIS MED	Baldwin Park	Pomona - North	\$94.50	Active	1	1	*****	Yes	

- To make an edit, press the action/ edit button
- When entering rider information, all fields are required, except for First Name and Last Name.
- The PIN must be 5 digits (only numbers are accepted).

Once all required information is entered, press the save button

- A prompt will pop-up informing you that by updating any changes on the CQC will result in the quantity on the card to be updated/ reset at the time of saving.
- If you do not want to move forward with the changes press cancel on the pop-up and then press cancel button



SEARCH

You can search by the following fields.

First Name	Last Name	ID Number	Quick Card Number	Card Status	Ticket/Rider Type	Search	Clear
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	-		

REPORTS

Details of tickets that have been printed at a Ticket Machine can be found on the Reports tab.

Order Tickets **Reports** Forms Help [Logout](#)

Corporate Partner Program - Corporate Quick Cards

Corporate Accounts (NON_REV) - 43

Quick Card Number: Card Status: - Billing Period: Current Date From: 01 May 2020 Date To: 31 May 2020 Search

Reports are limited to a 3 month date range. If you require a report that exceeds this range please contact the CPP team at cppservice@scrra.net

Export to Excel Print All Pages Print Pages: to

Report Summary
Total QTY: 0 Total Cost: \$0.00

Quick Card No.	First Name	Last Name	ID #	Ticket/Rider Type	Origin	Destination	Cost	Purchase Location	Card Status	Redemption Date
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➤ You can search by the following fields.

Quick Card Number	Card Status	Billing Period	Date From	Date To	Search
<input type="text"/>	-	Current	01 May 2020	31 May 2020	

➤ Billing period can be set as Current, Previous, or Custom date range.



BULK FEATURES

To renew all Active tickets on CQCs, press the Manual Renew: All button

- By using this feature, the QTY REM “quantity remaining” will reset.

To set all cards or none to Auto-Renew on the 15th of every month, press the Auto-Renew: All or Auto-Renew: None button


Auto-Renew: All

Auto-Renew: None

- By using this feature, the QTY REM “quantity remaining” will reset on the 15th of every month.

To export the card details, press the Export to Excel button  **Export to Excel**

To print all card details, press the Print All Pages button  **Print All Pages**

To print selected pages of card details, use the Print Pages option to 

FORMS

[Forms](#) tab has helpful forms for the program.

HELP

[Help](#) tab has helpful links and videos.