

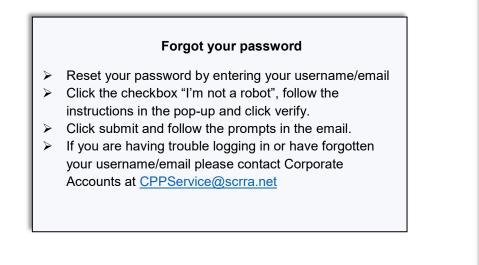
CORPORATE QUICK CARD PORTAL REFERENCE GUIDE - MAY 2020

LOGIN TO YOUR ACCOUNT

Corporate Quick Card Portal								
Username/Email								
Password								
I'm not a robot								
Login								
Forgot ID or Password Visit CPP Mobile Login								

Go to https://cqcportal.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 <u>Visit CPP Mobile Login</u>.



Corporate Quick Card Portal
Forgot your password
We will send instructions for your password recovery to the e-mail address on record for your account
Username/Email
If you have forgotten your Username/Email please contact Corporate Accounts at <u>cppservice@scrra.net</u>
I'm not a robot
Submit
Cancel



MAKING EDITS TO CORPORATE QUICK CARDS (CQCS)

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

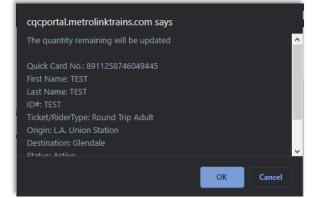
				Order Tickets	Reports Forms	Help			G	Logout			
Corporate Partner Program - Corporate Quick Cards Corporate Accounts (NON_REV) - 43 ~													
	First Name	Last Name	ID Number	Quick Card Nun	nber Card Status	Ticket/Rider Type	Searc	ch	C	Clear			
	Manual Rene	w: All Auto-Re	new: All	Auto-Renew: None	Export to Excel	🖶 Print All Pages	Print Pages	: 1 • t	0 1	8			
Quick Card No.	First Name	Last Name	<u>ID#</u>	Ticket/Rider Type	Origin	Destination	Cost	Status	<u>Qty</u>	<u>Qty</u> <u>Rem.</u>	Pin	<u>Auto</u> Renew	Action
8911258746049445	TEST	TEST	TEST	Round Trip Adult	L.A. Union Station	Glendale	\$5.00	Active	31	31	*****	Yes	
8911258746049445 8911258747002500	TEST	TEST	TEST	Round Trip Adult Monthly Pass Adult	L.A. Union Station	Glendale San Bernardino - Downtown	\$5.00	Active	31 1	31	*****	• Yes • Yes	1
									31 1 31				1 1 1

- 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).

Quick Card No.	First Name	Last Name	<u>ID #</u>	Ticket/Rider Type	<u>Origin</u>	Destination	<u>Cost</u>	<u>Status</u>	<u>Qty</u>	<u>Qty</u> <u>Rem.</u>	<u>Pin</u>	<u>Auto</u> <u>Renew</u>	Action
8911258746049445	TEST	TEST	TEST	Round Trip Adult	L.A. Union Station	Glendale	\$5.00	Active	31	31	*****	• Yes	v ×

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 X





SEARCH

You can search by the following fields.

First Name	Last Name	ID Number	Quick Card Number	Card Status	Ticket/Rider Type		
				- •	- •	Search	Clear

REPORTS

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

				Order Tickets	Reports	Forms	Help	G	Logout	
		artner Program - Cor orate Ac	corate Quick Cards	(NON_F	REV) - 4	43 ~				
	Quick Card Number	Card Status	Billing Period	Date From O1 May 2020	Date To a1 May	2020 🛱	Search			
	Reports are limited to a 3 month this range please contact the CF				Export to E	xcel	🖶 Print All Pages	Print Pages: to	• 8	
	Report Summary Total QTY: 0 Total Cost: \$0	0.00								
Quick Card No.	First Name Las	st Name II)# <u>Ticket/Ri</u>	der Type	Origin	Destination	<u>Cost</u>	Purchase Location	Card Status	Redemption Date

> You can search by the following fields.

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

> 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 B 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 Print Pages: 1 • to • •

FORMS

Forms tab has helpful forms for the program.

<u>Help</u>

Help tab has helpful links and videos.