



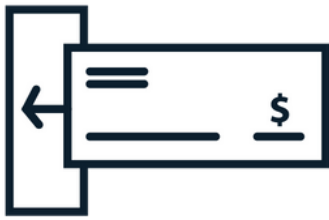
CITY OF BOSTON MBTA PASSPORT PROGRAM



1

SIGN-UP ONLINE

Fill out the online form on the Beacon portal. Start with clicking the MBTA Passport Tile then select the MBTA monthly pass of your choice.



2

PAYCHECK PROCESSES

The deduction will automatically come out of your first biweekly or second weekly paycheck. The City will order your monthly MBTA pass for you.



3

PICK UP YOUR PASS

Your Department HR will direct you to the correct location to pick up your monthly pass.



4

TAKE A RIDE

Your new pass will become active the first of the calendar month. Be sure not to swipe it early, or you will be charged!