



**PLEASE READ: IMPORTANT INFORMATION FOR EMPLOYEES
PARTICIPATING IN THE PAYROLL DEDUCTED PORT AUTHORITY TRANSIT PROGRAM**

ALLEGHENY COUNTY GOES CONNECT

Effective June 1, 2017, Allegheny County converted to the ConnectCard to be used as a bus pass in lieu of receiving a monthly paper bus pass.

A ConnectCard is a reusable plastic smart card that makes paying your fares faster, easier and secure. ConnectCards are only available in monthly passes and are valid for each calendar month based on your prior month's payroll deduction. The ConnectCard will allow you to continue to enjoy unlimited rides each month for the monthly pre-taxed payroll deduction of \$97.50.

How to Pay - Paying your fare with your ConnectCard is easy. When you enter the bus, simply tap your ConnectCard on the orange target of the farebox or validator when you ride. You'll hear a beep indicating that your card has been accepted, and the screen will display your pass type and expiration date.

Reload Your Card - Once the ConnectCard has been issued, the card will be reloaded monthly through your Allegheny County payroll deduction. Please note that the ConnectCard cannot be reloaded by Port Authority or by any other source.

Protect Your Balance - If your card is lost, stolen, or damaged, call **Allegheny County Human Resources Department/Benefits Section at 412-350-6830**, Monday – Friday from 9:00 am– 4:00 pm. We will deactivate your old card, and authorize a new ConnectCard. ConnectCard(s) that have been blocked, lost or stolen cannot be reactivated. A new card must be issued.

Your ConnectCard is automatically registered to Allegheny County. **DO NOT CONTACT PORT AUTHORITY** regarding your lost or damaged ConnectCard. Port Authority is not able to assist in replacement of your lost or damaged card.

****A fee of \$1.00 will be charged to all new enrollees and for each lost or damaged ConnectCard.****

****For new enrollees, cash or check for \$1.00 must be included with the application for enrollment****

****For lost or damaged cards, cash or check for \$1.00 must be provided before a replacement card can be activated.****

****Please make all checks payable to Allegheny County****

****Cash/Checks should be sent to Department of Human Resources, Room 920, City-County Building – ATTN: HR/Benefits****

Replacement cards may take up to 48 hours before they are activated.