



SEPTA KEY ADVANTAGE PROGRAM – USER GUIDE

Eligible Drexel employees can now enroll in the SEPTA Key Advantage pilot program, which gives you free access to travel anywhere on SEPTA during the pilot period which runs until June 30, 2023. The costs of this pilot program are being covered by Drexel – *there is no cost to you.*

This user guide takes you through the three steps needed to get started: obtaining, registering, and enrolling your SEPTA Key Card in the Advantage program. **You will be able to confirm your participation in the program by following the detailed steps below.**

1. How to Obtain a Key Card:

To enroll in the SEPTA Key Advantage Program, you must have and register a SEPTA Key Card. If you already have a SEPTA Key Card, you can use your existing card and do not need to obtain a new card. If you do *not* already have a Key Card, there are a few ways to obtain one:

- **Human Resources Office:** You may pick up a SEPTA Key Card at the Human Resources office in University City (3201 Arch Street, Suite 430) during regular office hours, which are Monday through Friday, 8 a.m. to 5 p.m. Computers are available for you to register your card on the SEPTA website and confirm your Card Reference ID in the My Drexel Benefits portal, if you wish to do so there.
- **SEPTA Key Card Location:** You may also purchase a card at any [Key Card Buy/Load Location](#), at a cost of \$4.95. If you register your card within 30 days of purchase, the \$4.95 fee will automatically be applied to the Card Travel Wallet for future use.

2. How To Register Your SEPTA Key Card:



Once you've obtained a SEPTA Key Card, you will need to register it and set up an account with SEPTA. If you already have a registered SEPTA Key Card, you can skip this step.

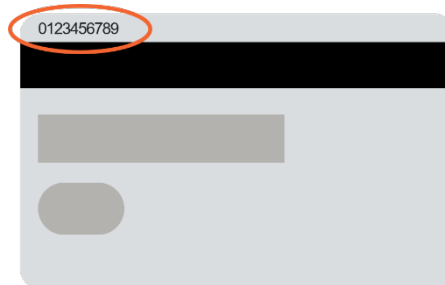
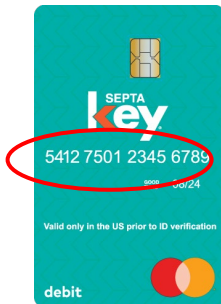
Visit septakey.org or scan the QR code to go to the SEPTA Key website. From there, select the option to **Register My New Card**.

Input your Key Card Number (Front) and Key Card Serial Number (Back). Choose a username and password and follow the rest of the steps to create your Key Card account.

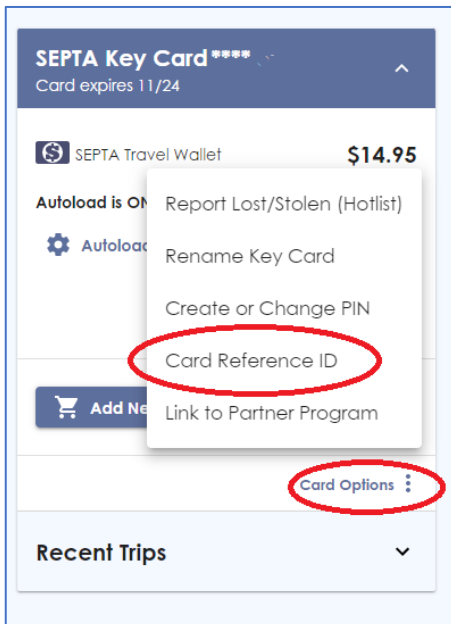
HELPFUL TIP

Make sure you use a valid email address to complete the registration process. An account confirmation email will be sent to the email address you entered while creating your account. Once you receive the email and verify your account, you can then log into your SEPTA Key Card account

- *Where to find your Key Card Number (left/front) and Key Card Serial Number (right/back)*



Once you've registered your Key Card and set up your account, navigate to the **My Account** page of the website. Your Key Card information will be shown here.



Next, click **Card Options** and select **Card Reference ID**. The Card Reference ID is needed to link your SEPTA Key Card to the SEPTA Key Advantage Program.

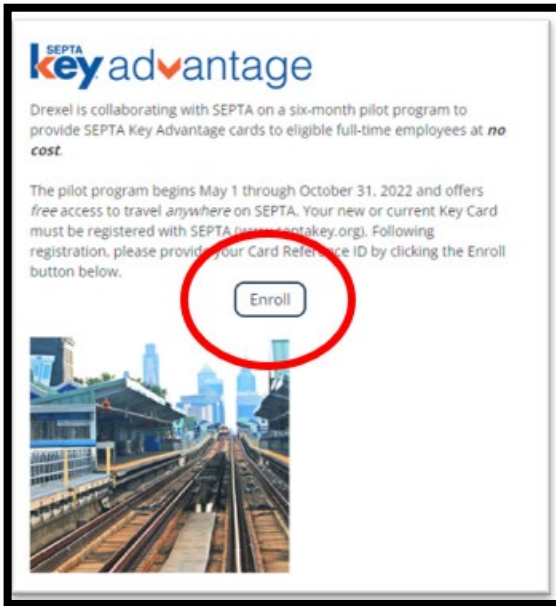
HELPFUL TIP

The Card Reference ID contains both numbers and characters, so it is best to copy this ID through your browser and paste it to the final location. Be careful not to include a blank space before or after.

3. How to Enroll in the SEPTA Key Advantage Program:

Enter your Card Reference ID, via **My Drexel Benefits** portal.

- Visit [DrexelOne](#).
- Select **Employee tab**.
- Click on **My Drexel Benefits**, which takes you to the benefits portal.
- Click on the **Enroll** button located on **Septa Key Advantage** tile at the top right of the portal home page.

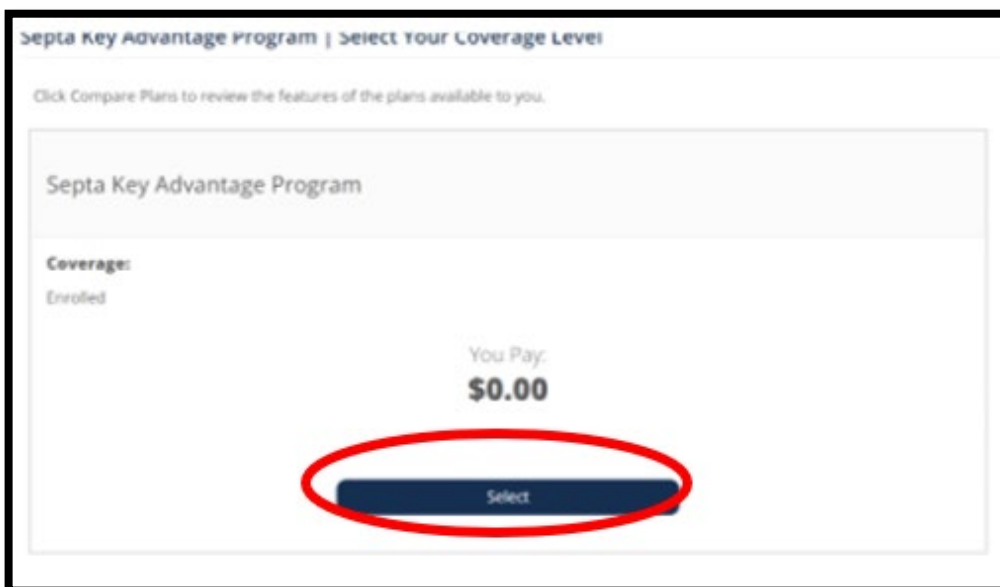


- Where prompted, enter your Card Reference ID, **be sure to enter the ID that is specific to your account**, then **Save and Continue**.

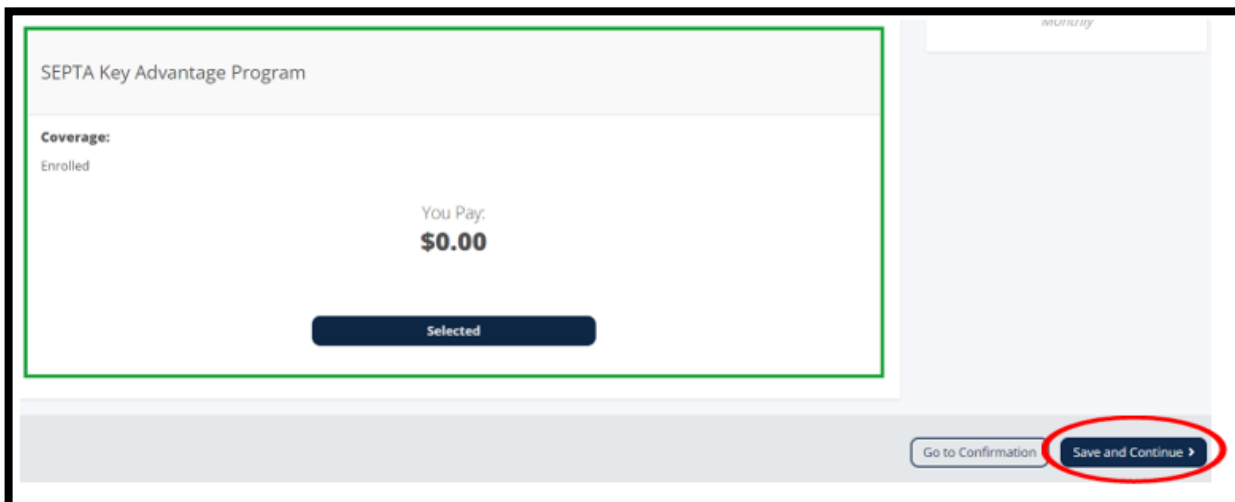
- Be sure to check the **Select** box on the next page to ensure that you are enrolled in the program.

HELPFUL TIP

Copy the Card Reference ID from your SEPTA account and paste it into the My Drexel Benefits portal to ensure there are no data entry issues. The Card Reference ID is alpha, numeric, and case sensitive. Be careful not to include a blank space before or after. This ID must match exactly to what is displayed in your SEPTA account. **Incorrect entries will cause delay in funding your SEPTA Key card.**



- Then click **Save and Continue** at the bottom of the page again.



- The next screen will be a confirmation statement allowing you to check your Card Reference ID.

It is important that you review your confirmation statement to ensure the number matches.

If your Card Reference ID matches what is in your SEPTA account, there is no further action required.

If you see any errors, you need to click the **Edit Choice** button on the confirmation, which will allow you to go back and make the change. Be sure to then complete the **Save and Continue** process and review the confirmation again once complete.

The screenshot shows a web interface titled "Your Choices" for the "SEPTA Key Advantage Program Qualifiers". It includes a text input field for "Enter SEPTA Key Card Reference ID:". Below this is a table for the "SEPTA Key Advantage Program" with the following data:

Plan Detail	Coverage Detail	Coverage Period	You Pay
Plan Name: SEPTA Key Advantage Program Coverage Level: Enrolled	Employee	03/25/2022 - 10/31/2022	\$0.00 Monthly

An "Edit Choice" button is circled in red in the bottom left corner of the table area. At the bottom of the page, there are two buttons: "Go to Confirmation" and "Save and Continue".

Once you have completed enrollment, your card will be automatically loaded each month during this pilot program, which means you will be able to use the card to ride on all SEPTA services during the six-month period without taking any further action.

Things to consider:

During your participation in the program, should you ever need to replace your registered Key Card, you will be expected to update your My Drexel Benefits portal with your new Card Reference ID. If this step is not taken, you will experience issues with the monthly pass being available to you. Should you have questions on this or the process, please contact the Drexel University Human Resources Service Center at 215.895.2850, or hr@drexel.edu.