



## **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 over a six-month period beginning May 1, 2022. 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. **Beginning Wednesday, March 23, 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 three ways to obtain one:

- **Drexel Tabling Events:** You can obtain a card and/or get help with registration at one of the following in-person tabling events SEPTA and Drexel Human Resources will host on all Drexel campuses.
  - March 23, 9 a.m. to 5 p.m.: University City, Creese Student Center (3210 Chestnut Street), Behrakis Grand Hall

**The remaining tabling events will take place from 11 a.m. to 2 p.m. on the following days and locations:**

- March 28: University City, Main Building, Great Court
  - March 30: University City, Nesbitt Hall, Chapman Court
  - April 1: University City, Main Building, Great Court
  - April 5: Center City, Academy of Natural Sciences, The Commons
  - April 7: Queen Lane, Atrium
- **Human Resources Office:** You may pick up a SEPTA Key Card at the Human Resources office in University City (3201 Arch Street, Suite 430) beginning March 23 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](https://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.

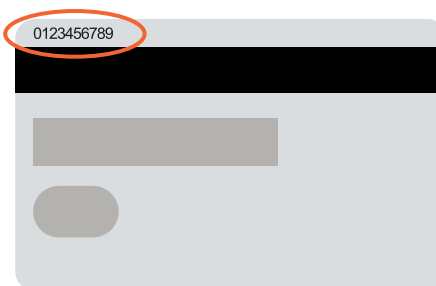
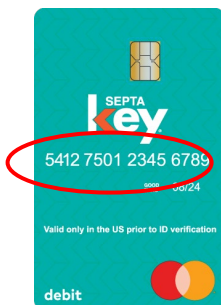
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### HELPFUL TIP

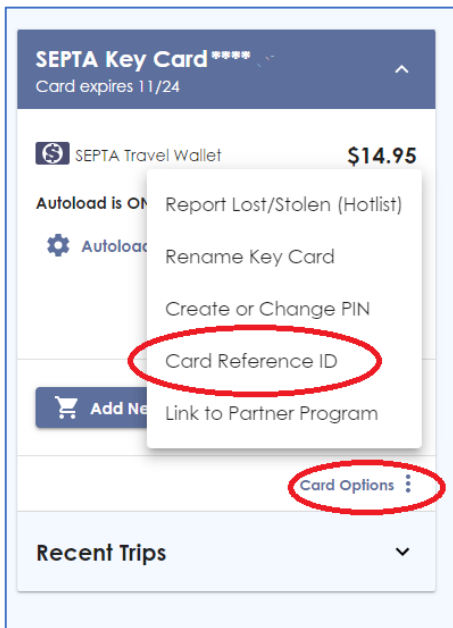
Make sure you use a valid email address to complete the registration process. An account confirmation email will be sent to the email address you entered while creating your account. Once you receive the email and verify your account, you can then log into your SEPTA Key Card account

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- *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.

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### HELPFUL TIP

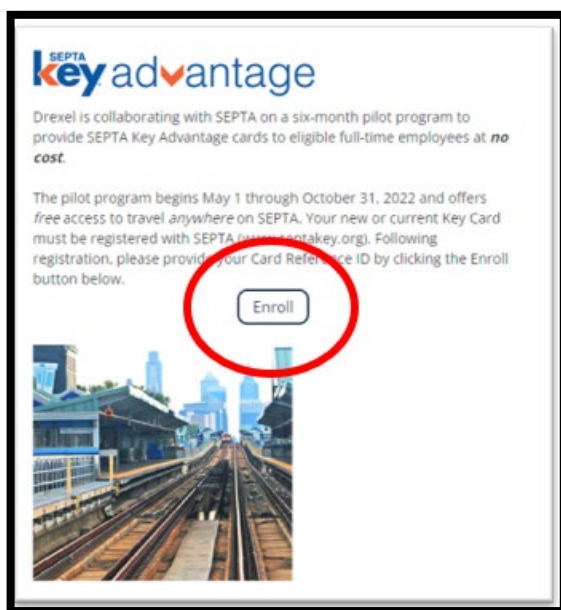
The Card Reference ID contains both numbers and characters, so it is best to copy this ID through your browser and paste it to the final location. Be careful not to include a blank space before or after.

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

Beginning Wednesday, March 23<sup>rd</sup>, you will be able to enter your Card Reference ID, via **My Drexel Benefits** portal.

- Visit [DrexelOne](https://www.drexelone.com).
- 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**.

Please enter your Card Reference ID, which contains both numbers and characters, in the space below, located in your account on the [SEPTA Key Card](#) webpage, under My Account; click on Card Options. The Card Reference ID is *NOT* located on your Key Card itself; it is located in your SEPTA account.

\* Enter SEPTA Key Card Reference ID:

Note: The SEPTA Key Card Reference ID contains both numbers and characters, so it is best to copy this ID through your browser and paste it above, if possible. **Data entry issues may cause delays in funding your Key Card**, so it is important to accurately enter your information and review the confirmation statement to ensure the Card Reference ID noted matches what is in your SEPTA account.

[Go to Confirmation](#) [Save and Continue >](#)

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### 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.**

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

Septa Key Advantage Program | Select Your Coverage Level

Click Compare Plans to review the features of the plans available to you.

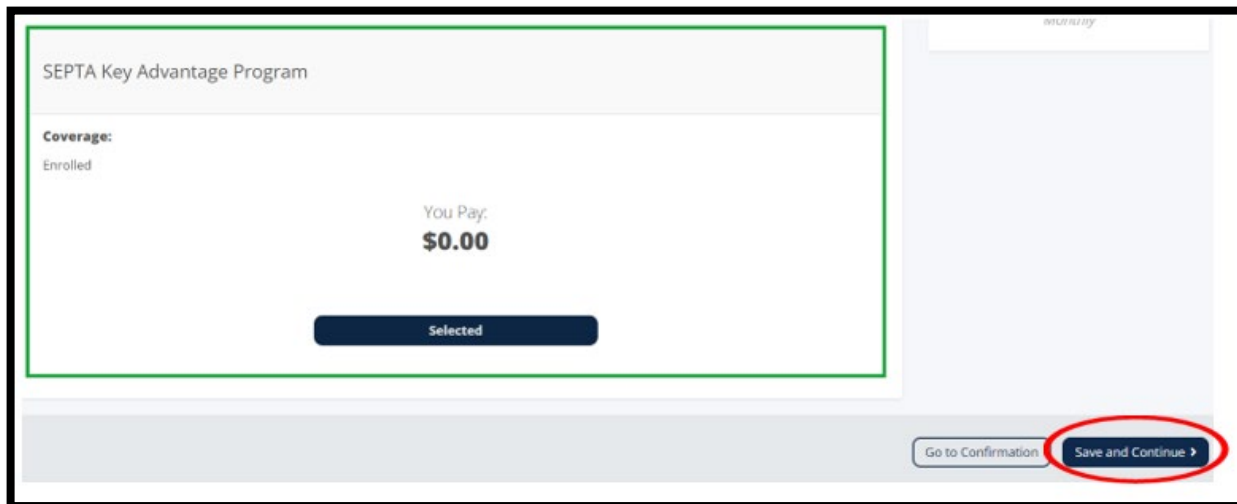
Septa Key Advantage Program

Coverage:  
Enrolled

You Pay:  
**\$0.00**

[Select](#)

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

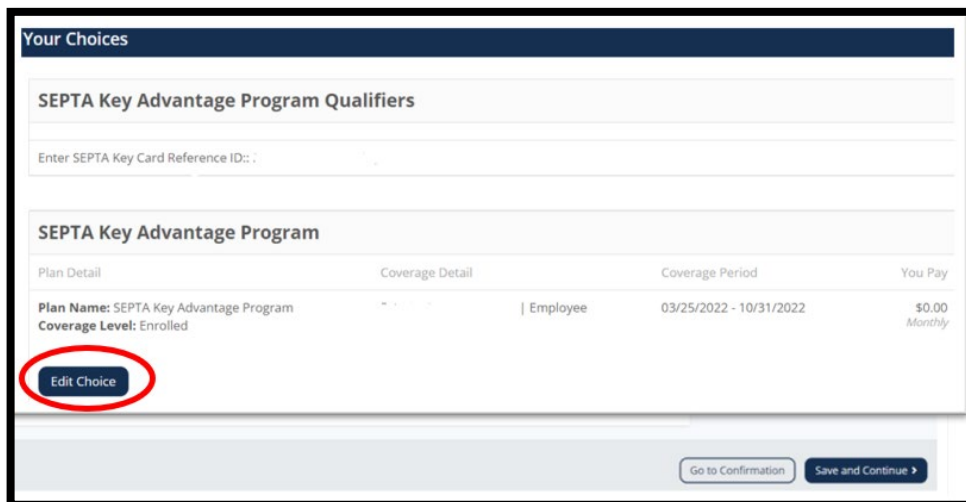


- The next screen will be a confirmation statement allowing you to check your Card Reference ID.

***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.



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.