

## Senior Transit Pass- online application instructions

In order to apply for or renew a Senior Annual Transit Pass, you will need a City of Calgary myID account. If you do not have a myID account, see pages 3-5 for instructions.

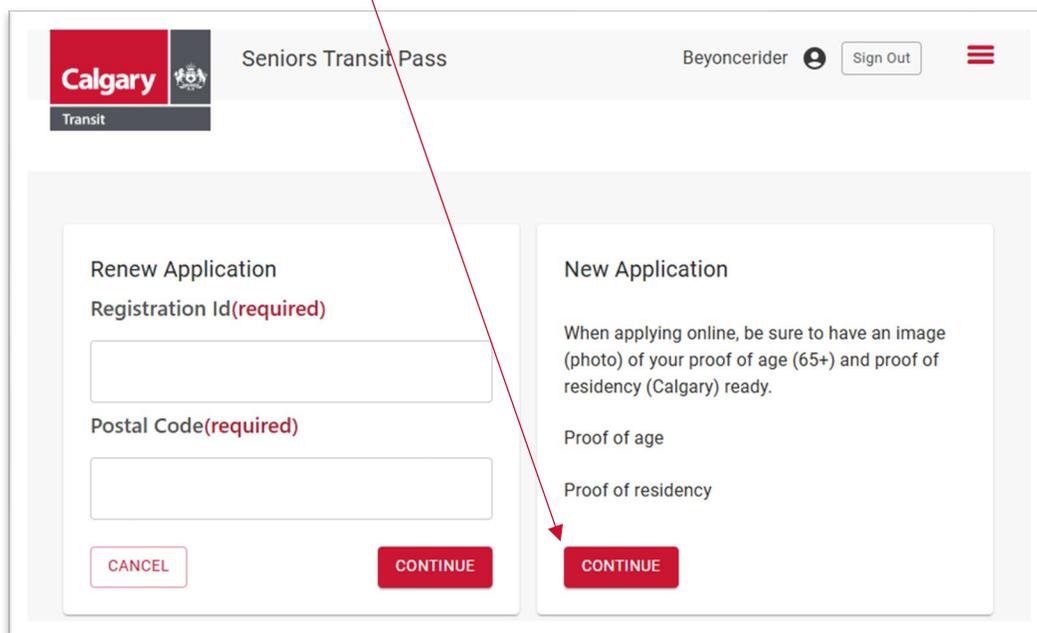
### How to submit a new application

Before you start, please ensure you have your proof of age and proof of residency, and either take a photo or scan them onto your computer or phone. Please ensure the image or scan is clear, legible, and that none of the information is covered up. When you fill out your form, you'll be asked to upload your proof from your computer or your phone.

1. Visit <https://seniortransitpass.calgary.ca/>

- You'll be redirected to log into your City of Calgary myID account. If you don't already have an account, you'll need to create one by clicking "Create a myID account"

2. Once you've logged into your myID account, you'll be taken back to the senior transit pass page. **Click the 'continue' button in the New Application section.**



Calgary Seniors Transit Pass Beyoncerider Sign Out

Transit

**Renew Application**

Registration Id(required)

Postal Code(required)

CANCEL CONTINUE

**New Application**

When applying online, be sure to have an image (photo) of your proof of age (65+) and proof of residency (Calgary) ready.

Proof of age

Proof of residency

CONTINUE

3. Enter the required information.

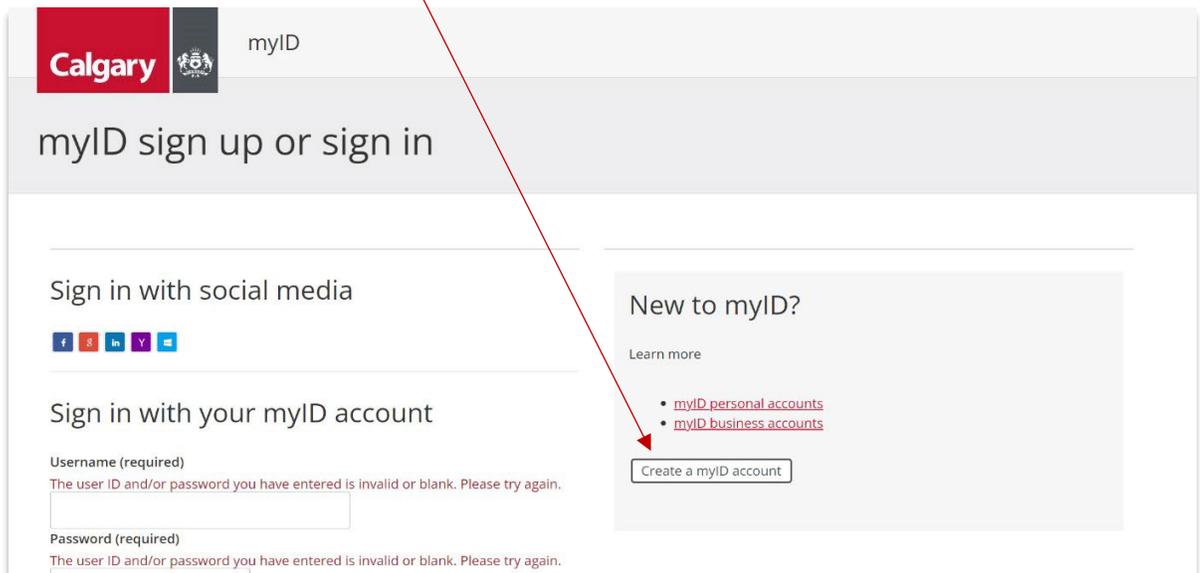
- You'll be asked to upload your proof of age and your proof of residency (if you are using a driver's licence or Alberta photo ID that includes your date of birth and address, you can use it for both).
- To upload your proof of age, **select the type of ID** you'll be using.
- Then click on the **"Upload Proof of Age"** button on your screen. A window with your computer files will appear. **Navigate to the location where you saved your ID and either double-click on your file, or click once to select it, then "Open" to upload it**

The screenshot shows the 'Seniors Transit Pass' application interface. The 'Personal Information' section contains several required fields: First Name, Last Name, Middle Initial, Preferred Name, Phone Number, Preferred Pick-up Person, and Email. The 'Date of Birth' section has dropdown menus for Year, Month, and Day, with a note that the user must be 65 today. Below this is the 'Upload Proof of Age Document' section, which has a dropdown menu set to 'Drivers Licence'. A red box highlights the 'Upload Proof of Age' button. Below the button, there is a note: 'Click or Drag and drop 'Proof of Age' document here. Only files with .jpg, .png or .pdf extensions are allowed. Maximum file size 30MB'. At the bottom, there is a checkbox labeled 'Use as proof of residency' which is checked.

4. Once it is uploaded, you'll see the name of your file, with a green checkmark beside it. If you're using a driver's licence or Alberta photo ID, you'll see a checkmark beside the words "Use as proof of residency." If you are uploading a separate proof of residency, uncheck the box and follow these same steps with your proof of residency.
- **Fill in the required information** under "Proof of Residency." In the address field, start typing your mailing address. As you type, suggested addresses will appear – select your address when you see it, and it will automatically be entered into the form. If you'd prefer, you can enter your address manually. Just click on the "Input street address manually" link.
5. Once you've filled in the application and uploaded your proof of age/residency, **click "Submit."** You will receive an email, and a notification screen will pop up, letting you know your application was submitted successfully. You'll be contacted by email with the result of your application and the next steps.

## How to create a myID account:

1. Go to [www.calgary.ca](http://www.calgary.ca)
2. Scroll to the bottom of the page and click “myID” under ‘Other City of Calgary websites.’
3. Select ‘Create a myID account’



The screenshot shows the myID sign up or sign in page. At the top left, there is the Calgary logo and the myID text. Below this, the heading reads "myID sign up or sign in".

On the left side, there are two sections:

- Sign in with social media:** Includes icons for Facebook, Google+, LinkedIn, YouTube, and Microsoft.
- Sign in with your myID account:** Includes a "Username (required)" field with an error message "The user ID and/or password you have entered is invalid or blank. Please try again." and a "Password (required)" field with the same error message.

On the right side, there is a "New to myID?" section with a "Learn more" link and two bullet points:

- [myID personal accounts](#)
- [myID business accounts](#)

At the bottom of this section is a button labeled "Create a myID account". A red arrow from the instructions points to this button.

4. Enter all the required information as indicated on the form:

First name (required)  
John

Last name (required)  
Doe

Email address (required)  
your\_email@email.com

Confirm email address (required)  
your\_email@email.com

Username (required)  
valid\_username

Username is available

New password  
\*\*\*\*\*

Confirm new password  
\*\*\*\*\*

I have read and agree to the terms of use and privacy policy (required)

- [Privacy Policy](#)
- [Terms of Use](#)

- Note: myID will require you to validate your email with a “One time passcode.” Please make sure the email you entered is correct and accessible.
- If you receive an error code for the username entered reading “Username is not valid or has been claimed by another user...” please re-enter a valid username until you receive the confirmation: “Username is available.”

5. Read and agree to the “Terms of Use” and “Privacy Policy”
- Check the box once completed.

6. Check the box and follow the prompts to confirm “I’m not a robot.”

I'm not a robot

reCAPTCHA  
Privacy - Terms

7. Review the information for any errors, then select “Create” to submit your myID account.

8. A “VERIFY E-MAIL” window will pop up; this indicates you have successfully signed up for a myID account.

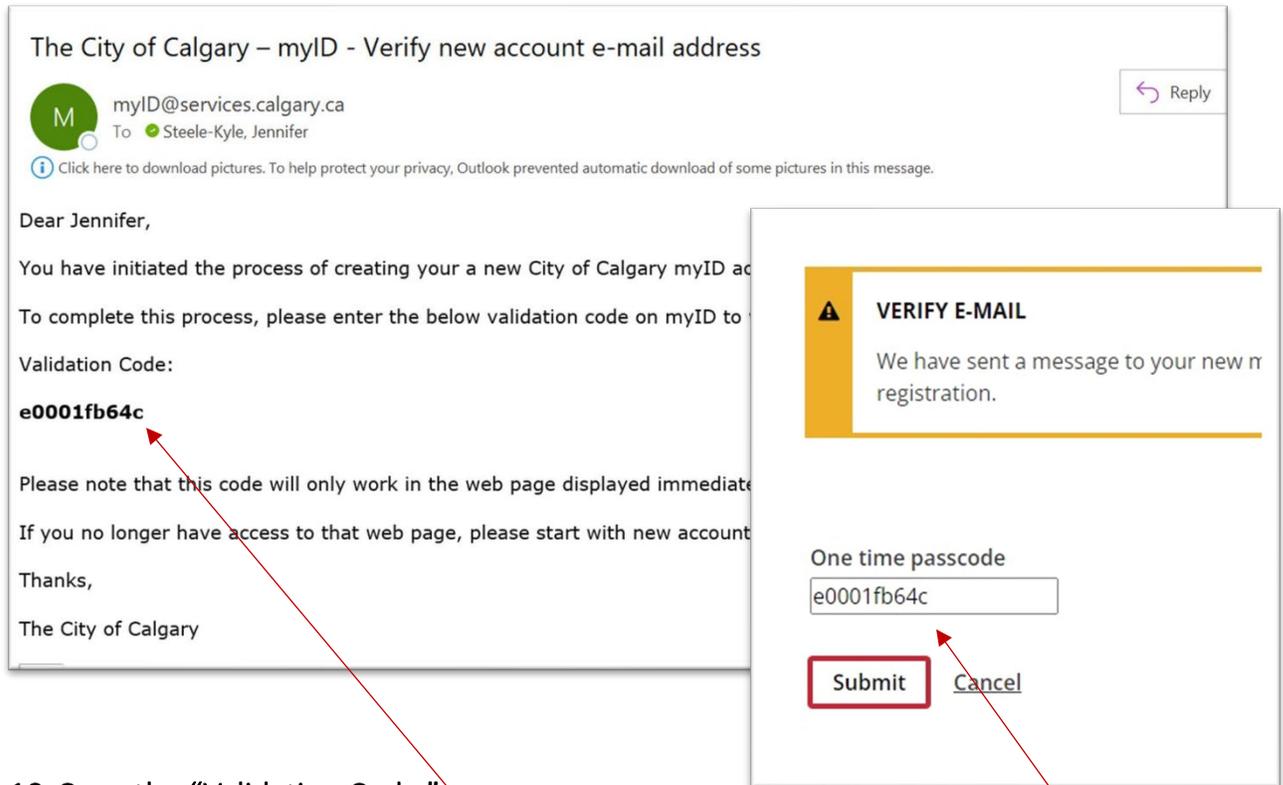
Calgary myID

< Sign in

**VERIFY E-MAIL**  
We have sent a message to your new myID account e-mail address (madison.woodhead@calgary.ca) containing a validation code. Enter the validation code from the message into the form below to complete myID account registration.

One time passcode

9. Check your email for the “One time passcode”
  - This will be called the “Validation Code” in your email:



10. Copy the “Validation Code.”

11. Return to the myID window to paste it into the “One time passcode” section.

12. **Select “Submit”** to finalize your myID account.

You have now successfully created and verified your myID account.