



## **BC Transit Customer Alert System**

### **Step-By-Step Instructions**

#### **Registering for customer alert account**

1. Click 'Login' from the top navigation links
2. Click 'Register Now' button
3. Fill out the short registration form
4. Click 'Register' button
5. A confirmation email will be sent to the email address you provided
6. Follow the instructions provided in the email to conform registration
7. Once registration is confirmed, users can log into their account

#### **Logging in**

1. Click 'Login' from the top navigation links
2. Fill out the login form
3. Click 'Login' button
4. Once logged in, a 'My Account' link will be visible in the top navigation

#### **Subscribing to receive notifications**

1. Once logged in click 'Subscriptions' from the left-hand navigation links
2. Select desired transit system
3. Select desired route(s)
4. Click 'Create' button
5. Click 'Delivery Settings' from the left-hand navigation links
6. Click 'Save' button


#### **Unsubscribing from receiving alerts**

*Through the website – Option #1:*

1. Once logged in click 'Subscriptions' from the left-hand navigation links
2. Click the 'Delete' button for the desired transit system and/or route

*Through the website – Option #2:*

1. Click 'Delivery Settings' from the left-hand navigation links
2. un-check the selected Delivery method

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3. Click the 'Delete' button for the desired transit system and/or route

*Through an emailed notification:*

1. Click the hyperlink link at the bottom of the message that says 'click here' to unsubscribe

### **Changing password**

1. Click 'My Account' from the top navigation links
2. Click 'Profile' from the left-hand navigation links
3. Click 'Change' in the section where Password is displayed
4. Enter existing password followed by new password. Passwords must be between 10-100 characters, must contain a number, a lowercase letter, an uppercase letter, a non-alphanumeric character
5. Confirm new password
6. Click 'Save' button