



Employee Enrollment Instructions

Set your wheels in motion by taking advantage of a new exclusive benefit! We are now offering employees a Metro Bike Share monthly pass **for \$5/month!** This pass provides unlimited free 30 minute trips on the Metro Bike Share System. Use bike share to connect to train and bus, extend your lunchtime options, commute to meetings, or run errands more easily. The possibilities are endless.

Employee enrollment:

- Start by clicking [here](#)
- Enter promo code: **Employee Pass LADOT**
- Enter email and follow directions
 - You will need to enter credit/debit card information, you will only be charged for rides over 30 minutes.

TAP card integration and existing bike share passholders:

- Bike share monthly passholders choose 'Existing Passholders' on the signup page and follow the instructions.
- TAP card holders enter TAP number on the back of card when prompted to use existing TAP card.
- You cannot load two Bike Share passes on the same TAP card.
- If you are a Flex Pass holder you will need to sign up for a brand new pass.

You can begin to ride immediately with TAP card, phone number or credit card associated with account. If using phone number or credit card follow the directions on the solar powered kiosk. If using TAP card press the silver button on the dock of the bike and tap your TAP card.

Download the app for station locations and account information <https://bikeshare.metro.net/app/>

Thank you and enjoy!