ORCA Lift Transaction History Guide

Step 1) Go to the ORCA website at orcadcard.com and enter your login information.

If you have not yet created your personal account for your Seattle U ORCA Lift card, click the “Have a card” link on the left hand side of the screen.

Step 2) Once you are on your profile, click the card number of the Seattle U associated ORCA Lift card.

If you have multiple ORCA cards, be sure to choose the card that is associated to Seattle U. A transaction history for any other card will not be accepted.
Step 3) On the card information page for your Seattle U associated Orca Lift card, click the “Transaction History” link on the left side of the screen.

Step 4) Verify that the following information is available on your transaction history: 1) your Seattle U associated ORCA Lift card serial number, 2) the amount purchased into e-purse that you are looking to have subsidized, 3) the payment method used to purchase your ORCA product.

Feel free to use our example image to see where this information is located.
**Step 5)** After you have confirmed that the required information can be seen on your transaction history, press CTRL+P to print the information. Be sure that the same information requested above is reflected in the print preview that are provided.

Print your transaction history, and turn it in to the Seattle University Office of Public Safety and Transportation along with any other required ORCA Lift subsidy request paperwork.