

# ORCA Lift Transaction History Guide

ORCA gets you moving

By bus, train & ferry – it's the easy way to get there

- Works like cash or a pass
- Tracks different fares and transfers automatically
- Manage your card online with a [My ORCA login](#)
- Add value online, at [ticket vending machines](#) or at [participating retailers](#)
- [Register](#) to protect your card balance

Get an ORCA card now

Buy or add value

- [Retailers](#)
- [Ticket vending machines](#)
- [Customer service](#)

Product list

- [E-purse and pass prices](#)
- [Regional Reduced Fare Permit](#)

Tap & ride

**Step 1)** Go to the ORCA website at [orcacard.com](http://orcacard.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.

Welcome Rudy, you're logged in [Logout](#)

Welcome Rudy

My Details

Name: Rudy the Redhawk  
Email: [seattleu@seattleu.edu](mailto:seattleu@seattleu.edu)  
901 12th Ave  
Seattle, WA 98122

[Update details](#)

My Cards

Card Number	Nickname	Status	E-purse Balance
123456789		Active	\$100.01

[Message my cards](#)

My Recent Activity

Card Number	Date / Time	Location	Product/Txn#	Amount
No recent activity				

[View all activity](#)

**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.



- My ORCA
- Welcome
- Add value
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- Autoload
- Transaction history**
- Order a card
- Register a card
- My cards
- Manage nicknames
- My zones
- My details
- E-purse transfer
- Lost or stolen card
- Pay Vanpool fare
- ORCA options
- Products
- About ORCA
- Using ORCA
- Contact ORCA
- Contact ORCA
- FAQ
- FAQ

Balance - card 123456789 Rudy you're logged in Logout

**Passenger Type:** Adult  
**Vehicle Type:** None  
**Business Account Name:** Seattle University - Choice  
**Business Account Group Status:** Active  
**Status:** Active  
**Card Status:** Active  
**Card Name:**

Your card balance is shown below. Value added in the last 24-48 hours may not show. Any pending value will display 24-48 hours after you tap the card.

If the **Setup Autoload** link displays, Autoload is NOT set up. To setup a new Autoload with the credit card on record, or with a new credit card, select "Setup Autoload".

If the **Update Autoload** link displays, there is an active Autoload for that product. To cancel the Autoload or to update your Billing Address, credit card expiration date, or to change to a new credit card, select "Update Autoload".

After you tap, you can make changes to your Autoload online as needed.

**E-purse Balance**

Amount: \$100.01 Status: Active [Update Autoload Type](#) [Add E-purse Value](#)

**Pass Details**

	Valid To	Status	
PugetPass \$2.75 (BA Product)	February 2018	Active	<a href="#">Buy Passes</a>

**Multi-ride Details**

Expires	Rides	Status
No multi-rides purchased		

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**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.



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Transaction History Rudy you're logged in Logout

**Card Serial Number:** 123456789  
**Cardholder Name:** Rudy  
**Business Account Name:** Seattle University - Choice  
**Business Account Group Status:** Active  
**Card Status:** Active

Transaction History for Card 123456789 Active

At least one search date is required:

Start Date: mm/dd/yyyy 01/16/2018  
 End Date: mm/dd/yyyy 02/15/2018

[Print](#) [Show transactions](#)

Up to two years of transaction history will display and may be sorted by transaction type.

Transactions

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**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.

5 items found, displaying all items. Page: 1

Date / Time	Item	Location	Product/Txnt	Amount	E-purse Balance	Payment Method
02/06/2018 09:44 PM	Pass Use Journey, Route 3	KCM, KCM-BUS-4315	PugetPass \$2.75, February 2018	-	100.01	<b>3)</b>
02/06/2018 05:38 PM	Pass Use Journey, Route 3	KCM, KCM-BUS-4403	PugetPass \$2.75, February 2018	-	100.01	
02/06/2018 05:38 PM	Issue Pass	KCM, KCM-BUS-4403	PugetPass \$2.75, February 2018	-	100.01	
02/06/2018 05:38 PM	Issue Pass	KCM, KCM-BUS-4403	PugetPass \$2.75, January 2018	-	100.01	
01/26/2018 03:05 PM	Purse Add Remote Receipt W1234567	ORCA Cardholder website	Purse	<b>2)</b> 100.00	0.01	VISAXXXX

5 items found, displaying all items. Page: 1

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.

**Print**

Total: **1 sheet of paper**

[Print](#) [Cancel](#)

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Destination **Printy the Printer**  
Printer Printer Prints

[Change...](#)

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Pages  All

e.g. 1-5, 8, 11-13

---

Copies

---

Layout **Portrait**

---

Color **Black and white**

---

Options  Two-sided

---

[+ More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

2/15/2018
ORCA: View Transaction History

**Transaction History**

**Card Serial Number:** 123456789 ←

**Cardholder Name:** Rudy

**Business Account Name:** Seattle University - Choice

**Business Account Group Status:** Active

**Card Status:** Active

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**Start Date: mm/dd/yyyy** 01/16/2018

**End Date: mm/dd/yyyy** 02/15/2018

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**5 items found, displaying all items. Page: 1**

Date / Time	Item	Location	Product/ Txn#	Amount	E-purse Balance	Payment Method
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02/06/2018 05:38 PM	Pass Use Journey, Route 3	KCM, KCM-BUS-4403	PugetPass \$2.75, February 2018	-	100.01	
02/06/2018 05:38 PM	Issue Pass	KCM, KCM-BUS-4403	PugetPass \$2.75, February 2018	-	100.01	
02/06/2018 05:38 PM	Issue Pass	KCM, KCM-BUS-4403	PugetPass \$2.75, January 2018	-	100.01	
01/26/2018 03:05 PM	Purse Add Remote, Receipt W1234567	ORCA Cardholder website	Purse	100.00	0.01	VISA XXXX

**5 items found, displaying all items. Page: 1**

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