



### **Rider Profile Instructions**

1. Go to <http://www.vpsiinc.com/michivan> or <http://www.connectorusa.com/michivan>
2. Click on "first time sign up here"
3. Enter the following information to create your login account:
  - a. Sign-up used ID (this should have been sent in a previous email. Contact office if you need this number.)
  - b. Home zip code
  - c. Login name of your choice (min. of 4 characters, max. of 20 characters)
  - d. Password of your choice (not case specific)
  - e. Confirm password
  - f. Enter mother's maiden name (important – used is password is lost)
  - g. Click on "submit" button to create your login account
4. On the next page, enter your login name and password that you just created and click on the "login" button.
5. Click on the "update profile" button in the blue menu on the left.
  - a. Enter the correct information that is being asked.

### **To create the Secure Automatic Recurring Monthly Payment, (Passengers Only)**

1. Click on the "Update Profile" button in the blue menu on the left.
2. At the bottom of the screen, in the Payment info paragraph, click on the "Modify" button.
3. On the next screen select the desired Automatic Recurring Payment Method and click on the "Update Button". (Note: Recurring Credit Card transactions will be taken out on the 20<sup>th</sup> of each month, whereas checking transactions will be taken out on the 15<sup>th</sup> of each month.)
4. Provide the Payment recurring information and click the "update" button – you should receive message "profile update successfully".

### **Instructions for Secure Manual Pay on Line (For Passengers Only) \*\*\*Please follow this step and make a one time payment to catch your account up\*\*\***

1. Go to <http://www.vpsiinc.com/michivan>
2. Log in by entering your login and password
3. Click on the "Account Statement" button in the blue left menu
4. If there is a balance for the next month, click on the Pay Now button.
  - a. Note: Pay now button will not be shown if your balance is \$0.00 or if you are enrolled in Automatic Recurring Monthly Transaction.
5. Enter your payment information and submit the page.

Thank you for taking the time to do this. Your paperwork will be on my desk until this is completed. Thanks so much for your time!