

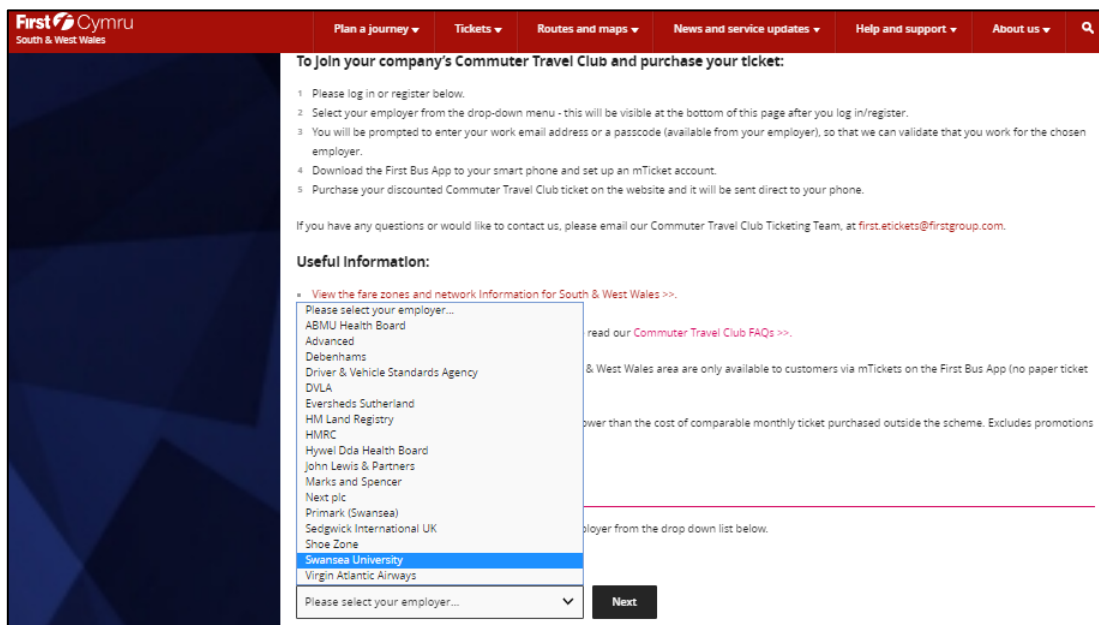
Welcome to the First Bus Commuter Travel Club. As an employee of Swansea University, you can access some great savings on bus travel and, with our Commuter Travel Club, you can spread the cost via 12 monthly direct debit payment. In the pages below, you will find a step by step guide to purchasing your annual bus ticket and deliver it to the First Bus App on your smartphone.

1) On the First Cymru website homepage, click the "Tickets" menu. A list will then appear. Select the "Commuter Travel Club" option and it will bring up the CTC page. Scroll down to the bottom of the page, where you will need to login to your account.

If you have not signed up before, simply click the pink "Register" button and follow the steps to register for a new First Bus website account.

Please note that registering does not automatically grant access to the Commuter Travel Club page for Swansea University. To gain access, you will need to follow Steps 2 and 3 below.

2) Scroll to the bottom of the Commuter Travel Club webpage and select **Swansea University** from the employer drop-down menu.



Continues...

3) Once you have selected this, you will be prompted to enter your University email address (.ac.uk) to validate your entitlement to join the Commuter Travel Club. After entering a valid University email address, a confirmation screen will appear, and a registration email will be sent to your inbox.

Once you click the registration link in the email and you will be granted access to the Swansea University Commuter Travel Club.

Please note that all Commuter Travel Club tickets are delivered directly to your smartphone via the First Bus App. Therefore, you will need to download the app and create an account to complete the purchasing process. To find out more about how to use the First Bus App to purchase tickets, please visit: www.firstgroup.com/buy-ticket/mtickets-faqs

4) Once you've signed up and verified your account by choosing your employer, simply scroll down the page and click the pink "+" button to pick the date you want your ticket to start on. This date will also be the date that your ticket renews each month and the direct debit payment will be taken 2 working days before renewal.

When you've done all of that and are happy to continue, click the "Add to Cart" button and follow the prompts to go through to the check-out stage.

Continues...

Staff
£31.66 per month

TO MOBILE -
£31.66

Send your ticket to your mTicket wallet in the First Bus App.

To use mTickets you will need to have the **First Bus App** installed on your mobile and have a registered mTickets account. The First Bus App is available on **iOS** and **Android**. Buy online and send the tickets to your First Bus App.

Select a start date for your ticket. This will also be your monthly renewal date.
Please note - each month your Direct Debit payment will be collected *two working days* before your monthly renewal date:

Add to cart

5) At the check-out stage, you will be required to add more details to your order. To do this, click the pink “Your Ticket Details” box.

Welcome to the Swansea University Commuter Travel Club

Confirm Your Options

1	<p>Swansea University Staff Commuter Travel Club Annual (Direct Debit) <small>(Delivered to Mobile. Valid for unlimited journeys between 01/07/2019 and 01/07/2020 in 12 installments, renewed on the 1st of each month)</small></p>	<p>£ 31.66 per month</p>
SUB-TOTAL:		<p>£ 31.66</p> <p>+ £ 31.66 per month</p>

For tickets delivered to the First Bus App on your phone: on the next page you will need to enter the email address linked to the mTicket account for each mTicket purchased. You must scan the ticket on your phone every time you travel. Tickets cannot be amended after purchase.

TOTAL:		<p>£ 31.66</p> <p>+ £ 31.66 per month</p>
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Continue Shopping

Your Ticket Details

At this stage, you will need to provide some details about yourself and link the ticket to your m-Ticket account. We recommend you setting up an account on the App before attempting to purchase the ticket and would suggest using your University email address as this can also help validate your entitlement to the discounted ticket.

Continues...

Once you've done this, scroll down and either enter your name and m-Ticket account email address or click the "Same as Above" button to auto-fill your details. At this stage, click the "Verify m-Tickets Account" button and the system will check to confirm there is a valid account linked to the email address entered.

Welcome to the Swansea University Commuter Travel Club

Your Ticket Details


Please enter your personal information, delivery address and the details of each passenger. All fields are mandatory.


Personal Information

Mr


Country (select)

Passenger Details

Please supply passenger details for any tickets marked with 





Please note: You can only have one of the same ticket type active on a single mTickets account at any one time — please see [mTickets FAQs](#) for further details.

	1	Swansea University Staff Commuter Travel Club Annual (Direct Debit) (Delivered to Mobile. Valid for unlimited journeys between 01/07/2019 and 01/07/2020 in 12 installments, renewed on the 1st of each month)	£ 31.66 per month
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Mr

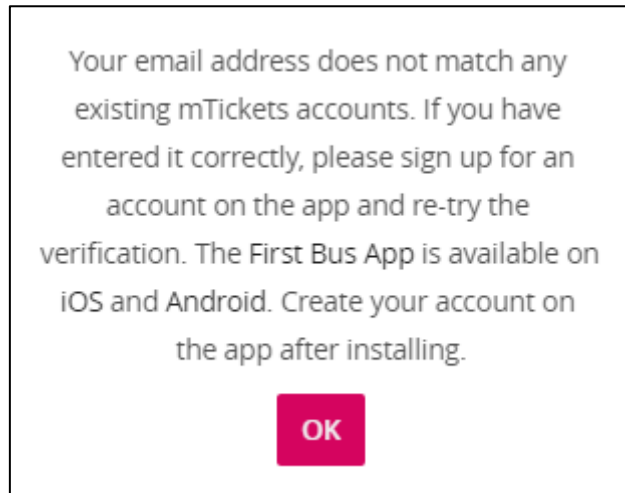
Get the mTickets App

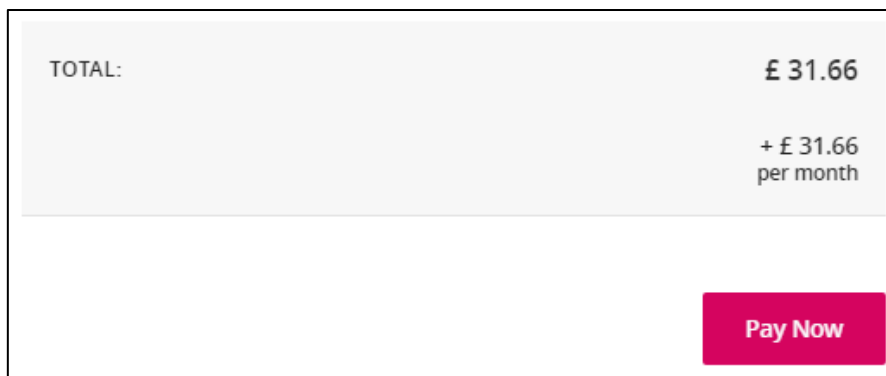
TOTAL: **£ 31.66**

Continues...

If you have not set up an account on the m-Ticket App, the below message will pop up and you will need to do this before you can proceed.



6) Once your account has been verified, scroll down and click the pink “Pay Now” button and follow the steps to complete your purchase. Your ticket will then be delivered to your smartphone and will be available for use on the First Bus App.



Some Extra Guidance:

Please remember to open your ticket on the First Bus App each time you wish to travel. When you board the bus, simply place your device under the ticket machine scanner so that the QR Code can be scanned to validate your journey.

If you have any questions or experience any issues with the App, please contact the dedicated First Bus m-Ticket Support Team on: [03300 947577](tel:03300947577) or send an email to: mticket-support@firstgroup.com.

Ends.