

## Application for a **My get me there** Corporate card (if paying on account)

### How to apply for your Corporate Smart card and annual ticket

As your organisation is part of the Metrolink Corporate scheme, the form must be completed in full prior to uploading it (in a jpeg format), along with a photograph of yourself to support an on-line application for a **get me there** corporate smart card.

The smart card must be requested through the **get me there** portal [getmethere.com](http://getmethere.com)

Once the corporate smart card has been approved, the smart Metrolink annual ticket will be issued and you will be able to collect this from any of the smart reader at a Metrolink stop as soon as you receive the Corporate smart card.

The **My get me there** corporate smart card is free of charge and expires 13 months from the date of issue. Unlike Travel Club membership, you need to renew your Corporate smart card each year to continue to be entitled to a discounted annual ticket. Please don't request a corporate smart card more than 28 days before you need your Metrolink annual ticket to start.

### Using your get me there card

You will need to comply with the requirements of the **get me there** smart ticketing scheme. This will include:

- When travelling on Metrolink, holding your **get me there** card to the touchplate of a smart reader when you begin and finish your journey;
- Always present your **get me there** card to the smart reader when you board the bus.
- When **get me there** becomes available on other modes of transport you must use your smartcard to validate your journey according to the terms and conditions of the scheme.
- Present your card when requested to any Transport for Greater Manchester or transport operator official during your journey.

- Please take care of your **get me there** card, as damaged or defaced cards will not be accepted and may be confiscated.
- Never allow others to attempt to use your **get me there** card as this may result in the card being confiscated.
- Replacement cards will be charged for.
- The photograph on your card must be a true and current likeness.

**Do not attempt to use an out of date card.**