Purchasing and Refilling a Standard OPUS card

Introduction

Getting around and about in an unknown city might be a challenge for the tourists and visitors. Each city may have their own transportation system with their own peculiarities. This instruction will help the traveller to navigate the Montreal public transport system, or <u>Société de transport de Montréal</u> (STM). For short stays several types of paper tickets are available, with one or more trips on one ticket. For longer stays, you may consider getting a plastic OPUS card with a chip that can be purchased once and refilled many times later. There are two ways to purchase and reload the OPUS card - at the metro station recharging machines and online. With all items in place and steps properly followed this process should not take more than 7-10 minutes.

Note: This instruction covers the purchase and reload of a standard OPUS card without photo. For other types of OPUS cards visit <u>opusenligne.ca</u>.

Required Items

You need to purchase your OPUS card at any metro station kiosk from an agent.



Figure 1. OPUS card front



Figure 2. OPUS card back

If you wish to refill your OPUS card at the metro station, you will need:

One of the STM recharging machines located at every metro station, as on the picture below



Figure 3. STM recharging machines

bank card or cash money

If you wish to refill your OPUS card online, you will need:

- A computer with a USB port
- A valid email address
- · OPUS online card reader, as on the picture below



Figure 4. OPUS online card reader

- USB cable (comes with the card reader)
- Bank card or bank information

Purchasing and reloading OPUS card at a metro

station

Purchasing at a metro station

See the station agent to purchase the card from a kiosk, using bank card or cash as a payment method.

Fare: 6 CAD

Your standard OPUS card is valid for four years.

Note: When you purchase a standard OPUS card for 6 CAD, you must charge it with at least one trip fare.

Reloading at metro station

Note: Most of the OPUS machines have Tap-and-Go technology, however, please make sure your have your PIN code handy, while using your bank card.

Steps:

1. Push any button to activate the screen and choose language using bottom left button



2. Insert OPUS card as shown below



3. Press Reload OPUS card option on the screen



4. For monthly transit press the relevant option from the menu



For other transit options press the Other transit fares button

5. Payment summary is displayed



6. Insert your bank card into card slot and follow the instructions on the payment display



7. Once you completed all payment instructions the message below appears



8. Select the desired receipt option



9. After selecting the option in step 8. good-bye message is displayed.



10. Remove the OPUS card from the slot and pick up your receipt.

Purchasing and reloading OPUS card online

Ordering the OPUS card online

To order an OPUS card online follow these steps:

1. Visit <u>https://www.lecteuropus.com/</u>.

Purchase your card reader

- 2. Click on the orange Purchase your card reader button:
- Click on the + button to increase the quantity or click Continue immediately if you only need one card reader.
- 4. Fill in your contact information and billing/delivery address and press Continue.
- Review the summary of order. To change some of the information entered previously click on the Previous page button. Otherwise, press Checkout. It will redirect you to a secured payment website.

Caution: Ensure that the delivery address is correct. Don't forget to include the apartment number, if applicable.

Note: You can apply a promotional code on this page if you have any.

6. Fill in your payment details and click on the green Process Transaction button to pay 22.54 CAD.

Canada Post will deliver the card reader within 5 - 7 business days.

Installing SmartCardPlugin

Once you receive the card reader before reloading you must install the SmartCardPlugin.

The steps are as follows:

- 1. Go to <u>opusenligne.ca</u>.
- 2. Click on the orange CLICK HERE button to download the Smart Card plugin.



3. Alternatively, click on the blue Initiate fare reload button at the top right corner of the screen

Initiate fare reload

In this case the page will redirect you to a different page and the following pop-up will appear:



Click on the **Open SmartCardPlugin** button. A dialog box asking you: "Do you want to allow this app to make changes to your device?" will appear. Click **Yes**. You will see the button to download and install the SmartCardPlugin, click on it:



A file dialog box will pop up asking you to choose the destination folder for the downloaded file.
 Choose the folder and click Save.

5. Click on the downloaded installation file. The Smart Card plugin Setup Wizard window will appear.

Click Next.

ᡒ SmartCardPlugin Setup	- 🗆 X
(Welcome to the SmartCardPlugin Setup Wizard
SmartCardPlugin	The Setup Wizard allows you to change the way SmartCardPlugin features are installed on your computer or to remove it from your computer. Click Next to continue or Cancel to exit the Setup Wizard.
	Back Next Cancel

6. Click Next if you want to install the Smart Card plugin to the default destination folder. Otherwise, click Change and choose a different folder in the file dialog box that will pop up or type the folder path manually.

SmartCardPlugin Setup Destination Folder Click Next to install to the default folder or click Change to choose another. Install SmartCardPlugin to: C:\Users\dorin\AppData\Local\Programs\SmartCardPlugin\SCP\ Change Back Next Cancel					
Destination Folder Click Next to install to the default folder or click Change to choose another. Install SmartCardPlugin to:	🕷 SmartCardPlugin Setup		-		\times
Click Next to install to the default folder or click Change to choose another. Install SmartCardPlugin to: C:\Users\dorin\AppData\Local\Programs\SmartCardPlugin\SCP\ Change Back Next Cancel	Destination Folder				
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C:\Users\dorin\AppData\Local\Programs\SmartCardPlugin\SCP\ Change Back Next Cancel	Install SmartCardPlugin to:				
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7. Click Install to install the plugin.



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The installation takes less than a minute. Click Finish when it is done.



8. Visit <u>www.java.com/en/download/</u> and click on the green **Download Java** button to download Java add-on.

A file dialog box will appear where, as in the steps above for downloading SmartCardPlugin, you need to choose the destination folder for the downloaded installation file and then click **Save**.

9. Run the downloaded installation file. A dialog box asking you: "Do you want to allow this app to make changes to your device?" will appear. Click Yes. The Java Setup window will appear, click Install:

Java Setup - Welcome	- 🗆	×
Welcome to Java - Updated	d License Terms	
The terms under which this version of the soft Updated License Agre This version of the Java Runtime is licensed only for your pe use. Commercial use of this software requires a separate license Click Install to accept the license agreement and install Java system. No personal information is gathered as part of our install p	ware is licensed have changed. eement rsonal (non-commercial) desktop and laptop e from Oracle or from your software vendor. now or click Remove to uninstall it from your process. <u>Details on the information we collect</u>	
Change destination folder	Install Remove	

Once the installation is finished Close the setup window:



You now have everything ready for purchasing transit fares on your OPUS online.

Reloading OPUS card with online card reader

The steps for reloading an OPUS card are as follows:

- 1. Plug the OPUS online card reader into your computer.
- 2. Insert your OPUS card into the OPUS online card reader.



Figure 5. Schematic illustration on how to connect the card reader to the computer and insert the OPUS card. [2]

3. Open <u>opusenligne.ca</u> again if you left the page. Click on the **Initiate fare reload** button, allow to open the Smart Card plugin, and click **Yes** in the dialog box asking: *"Do you want to allow this app to make changes to your device?"*. The details of your card will appear on the current webpage.

OPUS	My OPUS card n° 325 420 4847 Expires June 30, 2024	Cart
Insert a new	card	
AR 4 re	TM Bus, 2 trips, Regular maining trips	Renew
+ .	Add another transit fare	

4. To renew the last transit fare you've purchased, click **Renew**. To choose a different transit fare click

Add another transit fare.

5. Choose a transit authority depending on the geographic areas where you need to use public transit.

\langle	My OPUS card	Add another t	ransit fare		Cart
	Select your transi	t authority or a fare			<
	ARIM	⁵stm		···∰ STL	EXO Trains
	EXO Chambly-Richelieu- Carignan	EXO Haut-Saint-Laurent	EXO La Presqu'île	EXO L'Assemption	EXO Laurentides
	EXO Le Richeldin	EXO Roussillon	EXO Sainte-Julie	EXO Sorel-Varennes	EXO sud-Ouest
	EXO Terrebonne- Mascouche	EXO Vallée du Richelleu	TRANSPORT de Joliette	RŢC	Facilité de Vectore

6. Choose ARTM (Metropolitan fares). You will see a list with all the transit fares, including unlimited fares, fares for different fare zones, and fares for different modes of transportation. Choose the fare that suits you and click **Add** to add it to the shopping cart.

My OPUS card Add another transit fare		Cart
ARIM Metropolitan fares Select	another transit a	uthority 🗸
Choose your transit fare:		
ARTM Unlimited Evening Valid between 6 pm and 5 am the rext day. Access to metro, bus and commuter train zone 1 to 8 of metropolitan area. Must be activated before midnight - Not valid aboard the STM 747 snuttle - Not accepted by Transport adapté.	\$5.75	Ada
ARTM Unlimited weekend Valid from Friday 4 pm until Monday 5 am. Access to metro, bus and commuter train zone 1 to 8 of metropolitan area - Not accepted by Transport adapte	\$14.75	Add
ALL MODES A :		
ARTM Zone A, Monthly pass, Regular June 2023. Monthly pass, regular fare. Access to bus networks, metro, commuter train ans REM in Zone A.	\$94.00	Add
ARTM Zone A, Week Mon-Sun, Reg May 29 to Jun 4 Weeky pass, regular fare. Access to bus networks, metro, commuter train and REM in Zone A.	\$29.00	Add
ARTM Zone A, 3 day pass, Regular A 3 days-2022. Valid until midnight the third day following first use, regular fare. Access to bus networks, metro, commuter train and REM in Zone A - Not accepted by paratransit. Not valid aboard the river shuttles.	\$21.25	Add
ARTM Zone A, 24h pass, Reg. Following first use, valid 24 consecutive hours. Access to bus networks, metro, commuter train and REM in Zone A - Not accepted by paratransit. Not valid aboard the river shuttles.	\$11.00	Add

7. Click Continue for payment. Fill in your payment details.

y OPUS card Cart	
Review your purchases:	Remove all current purchases 🗙
ARTM Unlimited Evening	\$5.75 ×
	Total \$5.75
+ Add another transit fare	Continue for payment
	You will be redirected to a credit card payment site.

8. Click **Checkout**. Review your order summary and confirm processing the transaction to finalize the

purchase.

Caution: Before removing the card from the reader wait until the transaction is completed and you see the confirmation page.

9. To finish the process after the purchase is completed, right click on the USB icon at the right side of the TaskBar and press Eject Smart Card Reader to remove it safely. Unplug the card reader and extract your OPUS card. You're ready to go!



Conclusion

After finishing all the steps, you will have successfully purchased your OPUS card and OPUS en ligne card reader and learned how to reload OPUS. This guide explored the equipment, steps, cautions, and installation of the additional plugin and add-on required for reloading. You are ready to travel now being able to reload your OPUS card both offline and online!

For more information visit opusenligne.ca

References

[1] *OPUS Card Recharging How to Recharge OPUS Card Montreal* (2021) *YouTube*. YouTube. Available at: https://www.youtube.com/watch?v=K3zzfc-ukMg&ab_channel=IJTCHANNEL (Accessed: 31 May 2023).

[2] *OPUS en ligne - How it works*. Remote OPUS card purchasing and recharging site. Available at: https://opusenligne.ca/en/how-it-works (Accessed: 31 May 2023).

[3] *OPUS en ligne - Technical assistance*. Remote OPUS card purchasing and recharging site. Available at: https://opusenligne.ca/en/technical-assistance#titre-h2-10--3 (Accessed: 31 May 2023).

*Screenshots shown in the given instructional presentation were made by the authors.