The UCSF Enterprise Ecommerce Marketplace, also known as TouchNet, is the online portal used to pay monthly vanpool fees with a pre-tax commuter benefits card or another credit card. See instructions below on how to pay monthly vanpool fees.

Access the Payment System
Start at [TouchNet PayMyVanpool](#).

Make a Recurring Payment
For current members intending to ride the vanpool for many months, setting up a recurring payment saves you time.

1. In Products, select the box that describes your route’s region, East Bay, North Bay, or South Bay.

2. Select the appropriate monthly fee, the vanpool route city and route number is next to the amount, then "Add to Cart."

3. From the drop-down menu, select “Monthly” for how often the payment will recur. Set the “Date of first payment;” for example, to pay for October services, set the date as 10/1/2021. Set the “End of payment schedule;” for example, if you intend to ride the van long-term, set the end as 06/30/2022 to have recurring payment of monthly fees until the end of the FY21-22.

4. Before 06/30/2022, users will return to [TouchNet PayMyVanpool](#) to reset the recurring payment with a new end date. Users will receive a summary of charges that will recur monthly on the 1st of the month.
Pay Monthly Vanpool Fees

**Make a One-Time Payment**
New members or returning members pay the first month’s vanpool services using the “one-time payment” option. Transportation will provide new and returning members with a pro-rated amount due.

1. In Products, select “One-time Payment.”

2. Indicate the monthly fee received from Transportation, then “Add to Cart.”

3. Input the “Vanpool Customer ID” received from Transportation, then “Checkout.”

4. Review “My Cart” details, then “Checkout.”

5. Then, set up a recurring payment under the North Bay/East Bay/South Bay options for the 1st of the month for proceeding months; see instructions above.

**Late Fees**
Members can pay their vanpool fees up to the 3rd day of the month after which a $25 late fee will be incurred.

See all UCSF Vanpool Program information at [UCSF Vanpool](#).

**UCSF Vanpool Program Contacts**

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