



making travel
cheaper and simpler

USER GUIDE

HOW TO ACCESS THE SCHEME



BUS SERVICES ACROSS PRESTON



CORPORATE TICKETING
SOLUTIONS FOR BUSINESSES



IMPROVING JOURNEY
INFORMATION & TICKETING

Hello and welcome to our user guide on how to access the Corporate Traveller Scheme for your organisation.

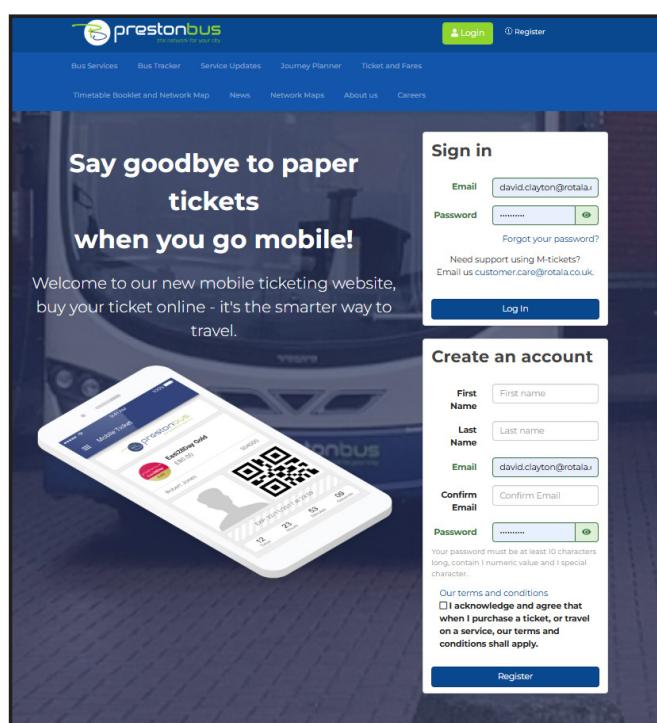
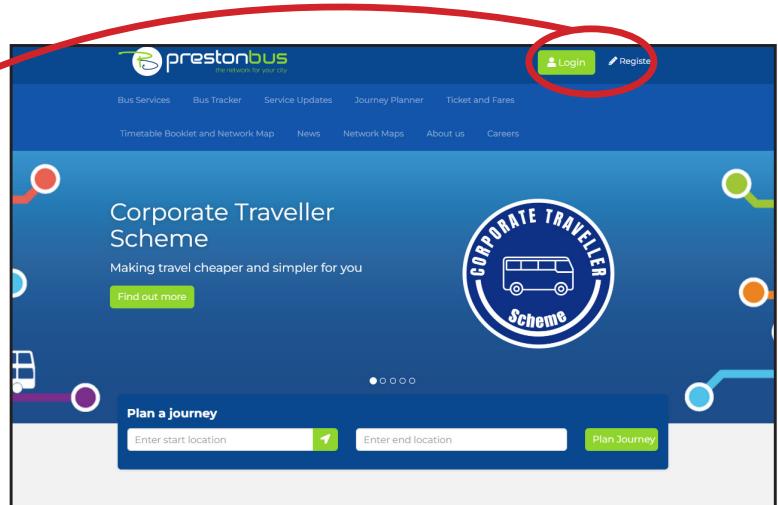
The scheme allows you to cheaper bus fares with Preston Bus across the Preston City Network.

This guide shows you how to request access to your employers group and then how to purchase tickets.

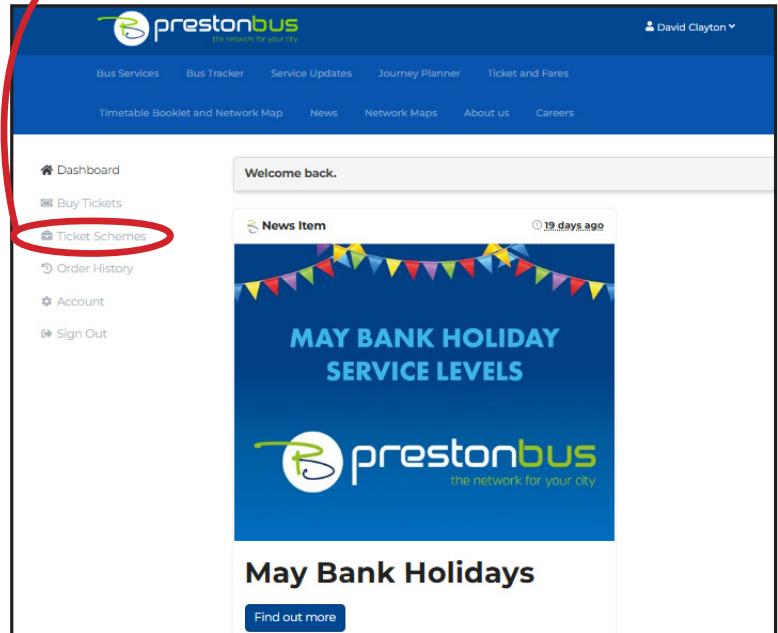
Step 1 - visit www.prestonbus.co.uk

Step 2 - login or register for an account

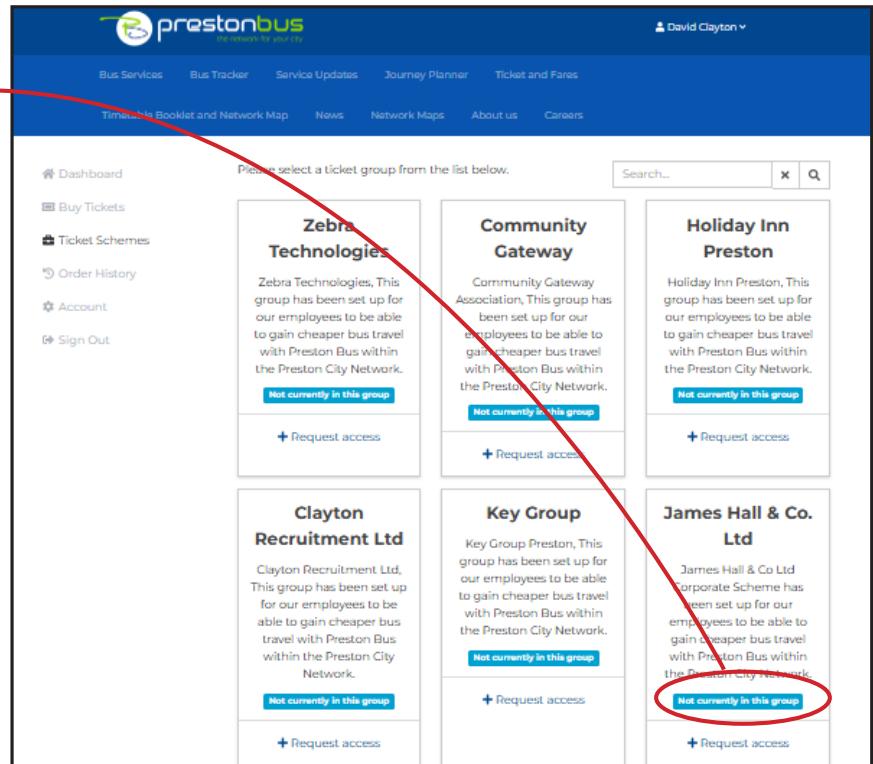
To register for an account complete the registration form and register.



Step 3 - Once logged in, your account will look like the below image. Click on Ticket Schemes on the left hand side.



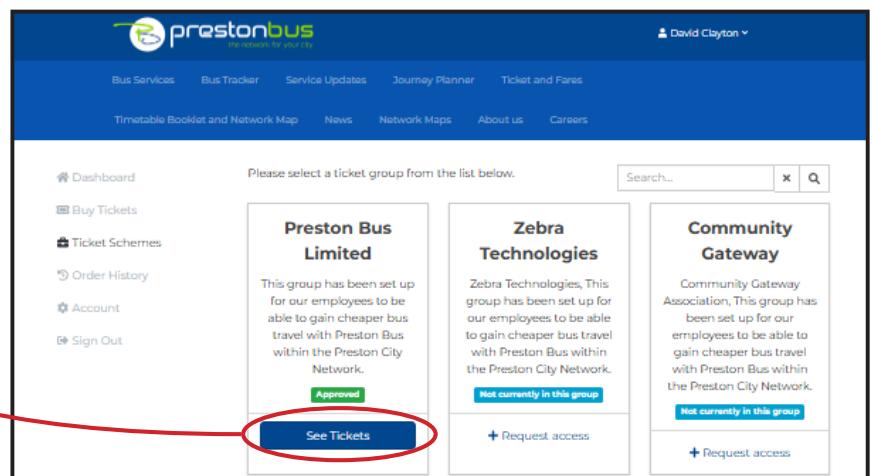
Step 4 - Once you're in the ticket scheme section, click on the request access button associated to your employer.



The screenshot shows the Prestonbus website with a sidebar on the left containing links for Dashboard, Buy Tickets, Ticket Schemes, Order History, Account, and Sign Out. The main content area is titled 'Please select a ticket group from the list below.' It lists several employer groups with their descriptions and status. A red arrow points from the text in Step 4 to the 'Request access' button for 'James Hall & Co. Ltd'.

Ticket Group	Description	Status	Action
Zebra Technologies	Zebra Technologies: This group has been set up for our employees to be able to gain cheaper bus travel with Preston Bus within the Preston City Network.	Not currently in this group	+ Request access
Community Gateway	Community Gateway Association: This group has been set up for our employees to be able to gain cheaper bus travel with Preston Bus within the Preston City Network.	Not currently in this group	+ Request access
Holiday Inn Preston	Holiday Inn Preston: This group has been set up for our employees to be able to gain cheaper bus travel with Preston Bus within the Preston City Network.	Not currently in this group	+ Request access
Clayton Recruitment Ltd	Clayton Recruitment Ltd: This group has been set up for our employees to be able to gain cheaper bus travel with Preston Bus within the Preston City Network.	Not currently in this group	+ Request access
Key Group	Key Group Preston: This group has been set up for our employees to be able to gain cheaper bus travel with Preston Bus within the Preston City Network.	Not currently in this group	+ Request access
James Hall & Co. Ltd	James Hall & Co Ltd Corporate Scheme has been set up for our employees to be able to gain cheaper bus travel with Preston Bus within the Preston City Network.	Not currently in this group	+ Request access

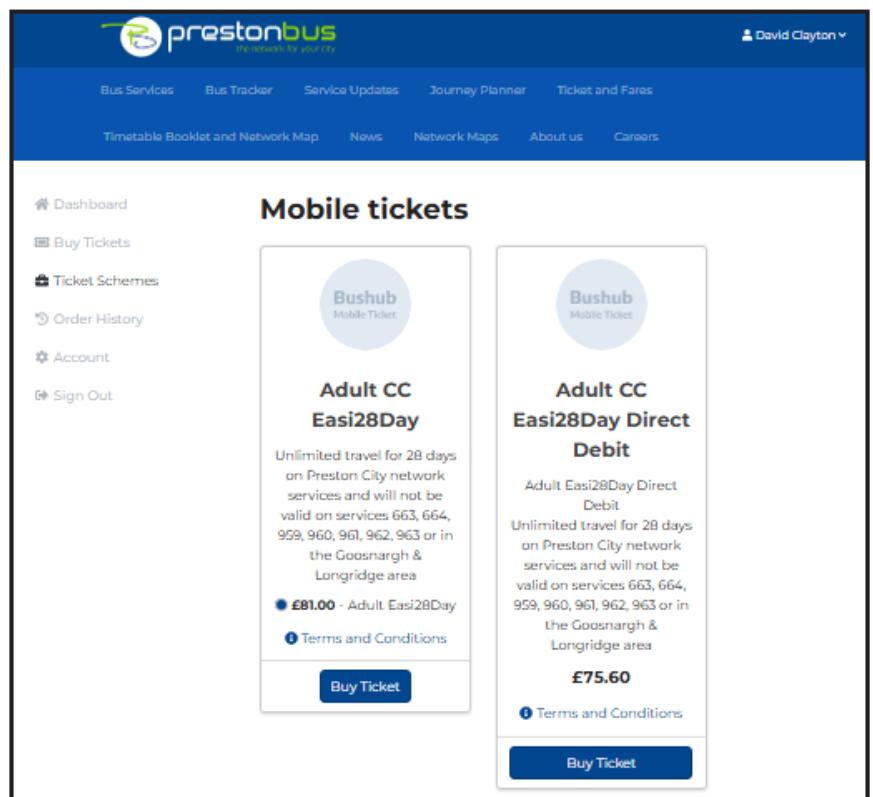
Step 5 - Once you have been approved by your employer, log back into the ticket scheme section to see the tickets available.



The screenshot shows the Prestonbus website with the same layout as the previous one, but the 'Preston Bus Limited' group now has an 'Approved' status and a 'See Tickets' button, which is highlighted with a red circle. A red arrow points from the text in Step 5 to this button.

Step 6 - Once into the ticket scheme, the tickets available will show as below, then follow the process on screen to purchase your discounted ticket.

(please note, Direct Debit tickets can only be purchased on the website and not through the app).



The screenshot shows the 'Mobile tickets' section of the Prestonbus website. It displays two ticket options: 'Adult CC Easi28Day' and 'Adult CC Easi28Day Direct Debit'. Each ticket is shown with its name, a circular icon, a price, and a 'Buy Ticket' button. A red arrow points from the text in Step 6 to the 'Buy Ticket' button for the 'Adult CC Easi28Day' ticket.

Ticket Type	Description	Price	Action
Adult CC Easi28Day	Unlimited travel for 28 days on Preston City network services and will not be valid on services 663, 664, 959, 960, 961, 962, 963 or in the Goosnargh & Longridge area	£81.00 - Adult Easi28Day	Buy Ticket
Adult CC Easi28Day Direct Debit	Adult Easi28Day Direct Debit	£75.60	Buy Ticket