To begin, navigate to the ZPass Plus home screen:

http://www.zpassplus.com

Click on the “Sign Up Today” button.
ZPass Plus | Sign Up

Step 1: Student Information

1. Enter in your students First Name
2. Enter their Last Name
3. Enter the RFID number (The RFID number is located on the back of your students ZPass card and will be three to six digits)
4. Click “Add”
**ZPass Plus | Sign Up**

**Step 1: Student Information**

1. Verify the student information.
2. Add any additional students.
3. Once all students are added and verified, click “Continue Sign Up”.
ZPass Plus | Sign Up

Step 2: Account Information

1. Enter your email address.
2. Enter a password and confirm.
3. Enter your First Name, Last Name, and Address
4. Enter your Phone Number.
5. Once all required fields are filled out, click “Review Information”.
ZPass Plus | Sign Up

Step 3: Review Information

Review all information including address, phone number and students are correct.

Click “Create Account” if everything is accurate.
ZPass Plus | Sign Up

Step 4: Email Confirmation

In order for your account to activate, you must confirm the account. The system will send an email with a confirmation link. Click the link to activate your account.

Note: The confirmation email will come from Zonar Systems.
The Home Screen

After activating your ZPass Plus account, you will be logged into the system and taken to the home screen.

In this example, Walter has had two scans. It is possible that you will not see your student in this list until they have scanned their card on a ZPass device.
**ZPass Plus | Account Overview**

**Settings – Manage Riders**

From the Manage Riders tab you can add a student by entering their First and Last Name and RFID number.

You can remove a student by clicking “Delete Rider” next to their name.

You can also add the students photo.
ZPass Plus | Account Overview

Settings – Notifications

If you wish to receive text notifications on your mobile device, enter in your contact information; including Name, Mobile Phone Number and Mobile Carrier.

You can add more than one contact.

Note: Standard text messaging rates may apply.
ZPass Plus | Account Overview

Settings – Notifications

Once you have added a contact, a confirmation text message will be sent. This message contains a ZPass Plus confirmation Code.

Enter this code and click “Confirm”.

Optionally, if the code was not sent, you can click on “Resend Confirmation Code”

Note: Standard text messaging rates may apply.
ZPass Plus | Account Overview

Settings – Notifications

If the confirmation code was successful the contact information will be displayed.

If you no longer wish to receive text messages, click on “Remove Contact” or alternatively disable a notification for a specific student.

Note: Standard text messaging rates may apply.
ZPass Plus | Account Overview

Settings – Account & Payment Info

If you need to update your account information, do so here and click “Save”.

ZPass plus does not currently collect any payments, please see your school administrator for payment information.
**ZPass Plus | Account Overview**

**Settings – Change Password**

At any time, you may change your account password.

Password’s must be a minimum of eight characters with no spaces and must contain at least one digit.
Need Technical Support?

Customer Care - Available 24/7

1-877-843-3847
customercare@zonarsystems.com