



VanGo Driver Registration Checklist & Forms

To set up VanGo reservations, all commuters must register by preparing the following information and emailing completed and signed forms to Pace. **Please go over the forms carefully – missing details could cause a delay.**

Drivers:

- ___ A driver application
- ___ A driver agreement
- ___ Credit card authorization form for billing purposes
- ___ Copies of your valid driver's license and insurance card

Submit registration forms by email.

For questions, call Pace at 847-364-3964.

Drivers must meet the following requirements:

- Be at least 21 years of age.
- Have a good driving record.
- Pass a physical and drug test.
- Complete an online driver training class.

A driving history check is conducted through the DMV. Upon approval, the applicant will receive an authorization form and a list of approved clinic locations for the required Department of Transportation physical and drug screen. Upon completion, all drivers will be scheduled for a video training course.



VANGO PILOT VEHICLE PROGRAM BASICS

The VanGo Pilot Vehicle Program

The Pace VanGo Pilot Vehicle Program (“Program”) provides an occasional last-mile/first-mile transit option for commuters traveling round trip between a Park-n-Ride facility (“Facility”) and their workplace in a corridor designated by Pace (“Corridor”).

Drivers and riders who participate in the Program more than two or three days per week are encouraged to instead participate in the Pace Feeder Vanpool Program and may call Pace Vanpool Services for more information about that program.

How the Program Works

Pace-owned vehicles (“Vehicle(s)”) will be parked at designated parking spaces at the Facility.

For Drivers: A driver registered in the Program must contact Pace Vanpool Services by phone at (847) 364-3964 or by email at vango@pacebus.com between 8:00 a.m. and 4:30 p.m. Central Time Monday through Friday to reserve a Vehicle for the next day, except Vehicle reservations for a Saturday, Sunday, or Monday must be made prior to 4:30 p.m. on the Friday immediately preceding the Saturday, Sunday, or Monday. A reserved Vehicle may be used between 6:00 a.m. and 9:00 p.m. Central Time only. Pace Vanpool Services will confirm the reservation and email or text the driver a code and the assigned Vehicle number. The driver must enter the code into the keypad on the assigned Vehicle’s window. The code will unlock the Vehicle and the key locker inside the Vehicle. The driver will then be able to enter the Vehicle, take the key out of the key locker, start the Vehicle, and drive to the driver’s workplace in the Corridor. The driver may use the Vehicle for travel during lunchtime, provided the driver stays within 10 miles of the Facility. At the end of the driver’s workday, the driver must return the Vehicle to its designated parking space at the Facility, return the key to the key locker, and lock the vehicle.

For Riders: A rider registered in the Program must contact Pace Vanpool Services by phone at (847) 364-3964 or by email at vango@pacebus.com between the hours of 8:00 a.m. and 4:30 p.m. Central Time Monday through Friday to request transportation under the Program for the next day, except the rider must contact Pace Vanpool Services prior to 4:30 p.m. Central Time on the Friday immediately preceding the Saturday, Sunday, or Monday for which the rider is requesting transportation. The rider must arrive at the designated pick-up location at the designated time in connection with the rider’s transportation under the Program.

Eligibility

Any person who wants to be a Vehicle driver in the Program must complete Pace’s driver application, sign Pace’s driver agreement, and:

- be 21 years of age or older; hold a valid, unrestricted (glasses or contact lenses are acceptable restrictions), and unexpired Illinois, Indiana, or Wisconsin driver’s license; and have held a valid U.S. driver’s license, without any breaks or suspensions, for at least three consecutive years immediately prior to the date of the driver’s Program application;
- have a safe driving record as determined by Pace;
- pass a physical and drug test;
- pass Pace’s driver training course; and
- have a valid Visa, Mastercard, or Discover credit card or debit card issued in the driver’s name.

Any person who wants to be a Vehicle rider in the Program must complete Pace’s rider application and sign Pace’s rider agreement.

Vehicles

2020 Ford transit 7-passenger Vehicles will be available in the Program. Each Vehicle will be equipped with technology that tracks vehicle location and that records video of activities occurring inside and outside the vehicle.

Fare

The round-trip fare is \$5.00. A driver who transports a Program-registered rider in the Vehicle during a trip will not be required to pay the fare for that trip.

Vehicle Fuel and Maintenance

Pace staff will fuel, wash, and maintain the Vehicles.



VanGo Pilot Vehicle Program Driver Application

Please return completed VanGo Pilot Vehicle Program Driver Application to the designated Pace portal unless otherwise directed by a Pace Vanpool Services representative.

1. Select One: I was / was not previously a driver in the Pace Vanpool Program.
2. Name: _____
Last First Middle Initial
3. Primary Residence Address: _____
4. How long have you resided at the address identified in 3? _____
5. Phone Numbers: Home: _____ Work: _____ Cell: _____
6. Email Address: _____
7. Last Four Digits of Social Security Number: XXX-XX-____
8. Date of Birth: _____
9. Name of Current Employer: _____
10. Address of Current Employer: _____
11. Job Title at Current Employer: _____
12. Length of Employment at Current Employer: _____
13. If length of employment at Current Employer is less than two years, provide name of previous employer and length of employment at previous employer:

14. Do you currently have a valid U.S. driver's license? Yes No
15. If the answer to 14 is no, then skip 15. If the answer to 14 is yes, then complete 15.
Driver's License (D/L) Number: _____
(Please include a legible copy of the front and back of driver's license.)
State D/L Issued: _____ D/L Expiration Date: _____ Number of Year with U.S. D/L: _____
16. Have you ever had your driving privileges suspended or revoked? Yes No
If Yes, explain: _____
17. Have you ever been convicted of driving while intoxicated or under the influence of drugs? Yes No
If Yes, explain: _____
18. Has an insurance company ever refused to issue an automobile insurance policy to you, cancelled or not renewed your automobile insurance policy, or given notice of termination of your automobile insurance policy (automobile insurance policy for purposes of this question includes any umbrella and/or excess insurance policy)? Yes No
If Yes, explain (include date(s), reason(s), and insurance company name(s)): _____

19. Have you ever been required by any state to file evidence of financial responsibility (SR-22)? Yes No
If Yes, explain: _____

20. If you own a vehicle, include a copy of your automobile insurance card for the vehicle.

I understand that should any information provided be shown to be materially incorrect, misrepresented, or incomplete, Pace reserves the right to deny Pace-provided insurance coverage as a result of any losses, damages or claims related to such information. I further understand that, in the event of denial of Pace-provided insurance coverage, I shall assume full responsibility for any losses, damages, or claims related to any misrepresentations or omission of any material fact.

21. Over the past three years, how many motor vehicle accidents have you been involved in where you were the driver? _____

If one or more accidents, provide the full details for each (attach additional paper if needed):

Date of Accident: _____ Time of Accident: _____

Location of Accident: _____

Did a municipality or police agency respond to the accident? Yes No

If Yes, provide the name of the municipality or police agency: _____

Description of Accident: _____

Were any tickets/citations issued? Yes No If Yes, identify to whom and the nature of the violations:

Was anyone injured? Yes No

Were there any fatalities? Yes No

Was your vehicle damaged? Yes No If Yes, provide the dollar amount of the damage: \$ _____

Was any other vehicle damaged? Yes No If Yes, provide the dollar amount of the damage: \$ _____

22. Over the past three years, how many tickets/citations have you received? _____

If one or more tickets/citations, provide the full details of each (attach additional paper if needed):

Date of Ticket/Citation: _____ Time of Ticket: _____

If speeding ticket/citation issued: Posted Speed Limit: _____ mph Your Speed Limit: _____ mph

Did any of the violation(s) result in fines? Yes No If Yes, provide the total dollar amount of the fines: \$ _____

23. Commuting Plans: Origin: _____

Street Address City State Zip Code

Destination: _____

Street Address City State Zip Code

The above information is true and correct to the best of my knowledge. I understand that I must immediately give Pace, the Suburban Bus Division of the Regional Transportation Authority, ("Pace") written notice of any change to the above information while I am a driver in the Pace VanGo Pilot Vehicle Program ("Program") and that any misrepresentation or omission of any material fact is grounds for disqualification of my participation in the Program. I hereby authorize and permit Pace to verify any information contained in this VanGo Pilot Vehicle Program Driver Application ("Application") and to obtain my employment verification, driving history records, credit history, drug testing results, and physical results. I hereby acknowledge that a Pace-owned vehicle used in the Program may be equipped with technology that tracks vehicle location and that records video of activities occurring inside and outside the vehicle. I hereby release and hold harmless any party, which furnishes Pace with information and/or documentation in accordance with my authorization under this Application, from liability that might otherwise result from Pace's request for such information and/or documentation. I understand and acknowledge that under provisions of the Fair Credit Reporting Act, I may request a copy of my consumer report. I hereby authorize Pace to periodically obtain any of the documentation set forth above. I agree that a copy of this authorization has the same effect as the original. My typed name below will constitute my signature on this Application.

Driver Signature: _____ Date: _____



VanGo Pilot Vehicle Program Driver Agreement

This VanGo Pilot Vehicle Program Driver Agreement (“Agreement”) is between Pace, the Suburban Bus Division of the Regional Transportation Authority, an Illinois municipal corporation (“Pace”), and _____ (“Driver”).

The Pace VanGo Pilot Vehicle Program (“Program”) provides an occasional last-mile/first-mile transit option for commuters traveling round trip between the _____ Park-n-Ride facility (“Facility”) and their workplace in the _____ corridor.

Driver wants to participate in the Program as a driver and operate a Pace-owned vehicle (“Vehicle”).

This Agreement establishes the rights and obligations of Pace and Driver in connection with the Program.

Pace and Driver agree as follows:

1. **Effective Date**. This Agreement is effective beginning on the date on which Pace signs this Agreement. If a party signs this Agreement but fails to date its signature, the date that the other party receives the signing party’s signature on this Agreement will be deemed to be the date that the signing party signed this Agreement.
2. **Term and Termination**. This Agreement will continue in full force and effect unless terminated by a party upon 15 days’ advance written notice to the other party. Notwithstanding the foregoing, Pace may immediately terminate this Agreement:
 - a. if Driver fails to comply with this Agreement and/or any manuals, policies, procedures, standards, or requirements established by Pace in connection with the Program;
 - b. if Driver disrupts or interferes with Program operations;
 - c. if the Program is terminated;
 - d. if Driver loses or fails to timely renew their driver’s license;
 - e. if Driver fails to timely renew Driver’s Medical Examiner’s Certificate or fails to pass any non-federal 10 panel drug test required by Pace for continued participation in the Program;
 - f. if Driver receives a moving violation, exhibits unsafe driving behavior, or is involved in an accident; or
 - g. for any other or no reason.
3. **Repossession**. If Driver fails to timely return the Vehicle to its designated parking spot or to use any Vehicle as required by this Agreement, Driver authorizes Pace, without demand, legal process, or breach of the peace, to enter any premises where the Vehicle is located and take possession of and remove the Vehicle and its contents. Driver shall not prosecute or assist in the prosecution of any claim, suit, action, or other proceeding, and releases Pace from any liability and/or damages, arising out of such repossession.
4. **Vehicle Ownership**. The Vehicle is and will remain the sole property of Pace. Driver shall not assert any claim to or otherwise affect Pace’s ownership of the Vehicle.
5. **General Driver Requirements**.
 - a. Before operating a Vehicle, Driver must:
 - i. be 21 years of age or older; hold a valid, unrestricted (glasses or contact lenses are acceptable restrictions), and unexpired Illinois, Indiana, or Wisconsin driver’s license; and have held a valid U.S. driver’s license, without any breaks or suspensions, for at least three consecutive years immediately prior to the date of Driver’s Program application;
 - ii. have a safe driving record as determined by Pace;
 - iii. have a valid, unexpired Medical Examiner’s Certificate that documents that Driver passed a U.S. Department of Transportation (DOT) physical examination, which must be administered at a Pace-approved facility;
 - iv. pass a non-federal 10 panel drug test, which must be administered at a Pace-approved facility;
 - v. pass Pace’s driver training course; and

- vi. have a valid Visa, Mastercard, or Discover credit card or debit card issued in Driver's name.
- b. Driver must further:
- i. operate the Vehicle in a courteous, safe, prudent manner in accordance with all manuals, policies, procedures, standards, and requirements established by Pace in connection with the Program and all applicable laws, statutes, ordinances, rules, and regulations and when Driver and all Vehicle riders are properly seated and wearing a seatbelt (standees are prohibited);
 - ii. notify Pace Vanpool Services immediately of any accident/incident with the Vehicle that involves a fatality, injuries requiring an individual to be transported from the scene, or towing of any vehicle from the scene, or that involves any other event of a serious nature;
 - iii. notify Pace Vanpool Services immediately of any: (A) Vehicle maintenance needed, including but not limited to when the check engine, change oil, low tire pressure, and/or low fuel light is illuminated on the Vehicle dashboard, and (B) Vehicle damage;
 - iv. cooperate with Pace and Pace-designated vendors providing fleet management services, accident/incident management services, and emergency roadside assistance;
 - v. notify Pace Vanpool Services: (A) within three days of receiving each written warning, ticket (including red light camera ticket), conviction, license suspension, and/or license revocation that Driver receives as a result of Driver's operation of a Vehicle or any other vehicle and (B) within seven days of the disposition of each such written warning or ticket; all written warnings and tickets (including red light camera tickets) that Driver receives as a result of Driver's operation of the Vehicle (including parking tickets) will be the sole responsibility of Driver, including any fines, fees, and costs; provided, however, Driver shall not plead guilty to or pay any tickets resulting from Driver's operation of the Vehicle until Driver has obtained Pace's written approval;
 - vi. comply with all manuals, policies, procedures, standards, and requirements established by Pace in connection with the Program, including breakdown, maintenance, and accident/incident handling procedures as prescribed by Pace;
 - vii. notify Pace Vanpool Services immediately when Driver is no longer in compliance with any manuals, policies, procedures, standards, and/or requirements established by Pace in connection with the Program;
 - viii. cooperate with Pace regarding Driver's participation in the Program;
 - ix. contact Pace Vanpool Services between the hours of 8:00 a.m. and 4:30 p.m. Central Time Monday through Friday to reserve a Vehicle for the next day, except Vehicle reservations for a Saturday, Sunday, or Monday must be made prior to 4:30 p.m. on the Friday immediately preceding the Saturday, Sunday, or Monday; a reserved Vehicle may be used between 6:00 a.m. and 9:00 p.m. Central Time only;
 - x. transport only Program-registered riders in the Vehicle;
 - xi. pay a \$5.00 fare to Pace for each round trip that Driver takes under the Program, except when Driver transports a Program-registered rider in the Vehicle during that trip;
 - xii. drive the Vehicle to and from the Facility and Driver's workplace only; provided, however, Driver may use the Vehicle for travel during lunchtime if Driver stays within 10 miles of the Facility;
 - xiii. return the Vehicle to its designated parking spot in the same condition as when received;
 - xiv. keep the Vehicle clean and free from litter and garbage; and
 - xv. lock and properly secure the Vehicle when it is not in use.
- c. Pace may establish additional Program driver-related policies, procedures, standards, and requirements through the issuance of bulletins, manuals, or handbooks, which will be deemed incorporated into and made a part of this Agreement.

6. **Conditions and Restrictions on Vehicle Use.** Driver must not:

- a. use the Vehicle to transport animals, contraband, illicit substances, or hazardous materials that might be flammable, explosive, or corrosive;
- b. permit the consumption of alcoholic beverages and/or use of illegal drugs or marijuana in the Vehicle;
- c. bring any weapon, including a firearm or knife, onto the Vehicle or permit any individual to do so;
- d. load the Vehicle beyond the manufacturer's stated passenger capacity;
- e. use the Vehicle for hire, for pulling trailers or boats, or for hauling garbage or debris;
- f. remove any Vehicle seats;
- g. operate the Vehicle off road, on beaches, in fields, or in any other unsafe environment;
- h. drive the Vehicle over bridges or roads posted for less than a four-ton maximum weight load;

- i. operate the Vehicle in violation of width and height clearance signs;
- j. use the Vehicle for political activities or for distributing political information;
- k. use the Vehicle for business or for selling or distributing goods;
- l. alter, mark, remove, and/or install equipment, accessories, or signs on the Vehicle unless Driver obtains the prior written approval of Pace Vanpool Services;
- m. drive the Vehicle more than 10 miles from the Facility;
- n. smoke in or within 15 feet of the Vehicle or permit any individual to do so;
- o. use a cellular phone, earphones, or other electronic device while operating the Vehicle, including “blue tooth” or other hands-free device;
- p. cause a mortgage, pledge, lien, hypothecation, encumbrance, or security interest on the Vehicle; and
- q. permit anyone else to operate the Vehicle.

7. **Facility Access.** If the Vehicle is equipped with a key card or other device that allows access into and out of the Facility (“Device”), Driver shall immediately notify Pace Vanpool Services if the Device is lost, stolen, or damaged during Driver’s use of the Vehicle and will be obligated to reimburse Pace for the cost of a replacement Device. Driver hereby authorizes Pace to charge Driver’s credit card or debit card on file with Pace in the amount of that cost.

8. **Use of Information.** Driver acknowledges that Driver’s participation in the Program constitutes Driver’s consent for Pace to share Driver’s name, phone numbers, email address, and workplace location with Program-registered riders who Driver has agreed to transport in the Vehicle.

9. **Insurance.** Driver shall maintain at least the minimum insurance on Driver’s personal vehicle(s) as required by the State of Illinois, Indiana, or Wisconsin as applicable.

Pace shall maintain automobile liability and physical damage insurance for the Vehicle within the scope of the Program and may deny, withhold, or otherwise reserve its rights to extend such insurance coverage in the event of Driver’s violation of this Agreement or any manuals, policies, procedures, standards, or requirements established by Pace in connection with the Program.

Pace will not be responsible to Driver for any loss of income, inconvenience, or other damage sustained by Driver as a result of an interruption or termination of Program services. Neither Pace nor its insurance carrier(s) will be responsible for any property lost, stolen, or damaged in or from the Vehicle.

10. **Indemnification.** Driver shall indemnify, hold harmless, and defend Pace, the Regional Transportation Authority, and their respective directors, officers, employees, and agents (collectively “Pace Parties”) from and against all liability (including third-party liability), injuries, losses, damages, claims (including workers’ compensation claims), suits, payments, settlements, judgments, demands, awards, costs, and expenses, including reasonable attorneys’ fees, arising out of or resulting from Driver’s intentional or negligent acts or omissions. Driver forever releases, waives, and discharges the Pace Parties from, and covenants not to sue the Pace Parties for, any liability, injuries, losses, damages, claims, suits, payments, settlements, judgments, demands, awards, costs, and expenses, including reasonable attorneys’ fees, which may be incurred by Driver, arising out of or resulting from Driver’s participation in the Program. This paragraph is binding upon Driver and Driver’s spouse, heirs, representatives, executors, administrators, and successors.

11. **Compliance with Laws.** Pace and Driver shall comply with all local, state, and federal laws, statutes, ordinances, rules, and regulations applicable to this Agreement, including Title VI of the Civil Rights Act of 1964 and 49 C.F.R. part 21 (Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964).

12. **Independent Relationship.** Driver is not an employee, agent, joint venturer, or partner of Pace. Nothing in this Agreement will be construed as creating an agency, partnership, joint venture, or any other relationship between Driver and Pace, and Driver shall not act on behalf of or bind Pace in any manner.

13. **Notice.** Any notice under this Agreement must be in writing and must be given in the following manner:

- a. by personal delivery (deemed effective as of the date and time of delivery);
- b. by commercial overnight delivery (deemed effective on the next business day following deposit of the notice with a commercial overnight delivery company);
- c. by registered or certified mail, return receipt requested, with proper postage prepaid (deemed effective as of the third business day following deposit of the notice in the U.S. mail); or

- d. by email with delivery receipt requested (deemed effective as of the date and time indicated on the receipt confirming delivery, except the effective date and time will be 8:00 a.m. on the next business day after delivery of the notice if the receipt shows delivery during non-business hours).

The notice must be addressed as follows or to such other address as either party may specify in writing:

If to Pace:

14539 S. Depot Drive
Plainfield, IL 60544
Attention: Supervisor of Vanpool Services
Email Address: pacevanpool@pacebus.com

If to Driver:

Address and email address identified on
Driver's signature block of this Agreement

14. **Governing Law, Jurisdiction, and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois without regard to principles of conflicts of law, and Pace and Driver shall submit to the exclusive jurisdiction and venue of the Circuit Court of Cook County, Illinois, Third Municipal District, in Rolling Meadows, Illinois for any dispute arising out of or related to this Agreement.

15. **Waiver.** Failure of a party to exercise any right or pursue any remedy under this Agreement will not constitute a waiver of that right or remedy.

16. **Assignment.** No party may assign, delegate, or otherwise transfer all or part of its rights and obligations under this Agreement.

17. **Amendment.** Pace may change, amend, or modify this Agreement and any other manuals, policies, procedures, standards, requirements, fees, charges, fares, and/or forms relating to the Program upon 30 days' advance written notice to Driver.

18. **Entire Agreement.** This Agreement, including any exhibits and the introductory recitals, which are hereby incorporated into and made a part of this Agreement, constitutes the entire agreement between Pace and Driver and supersedes any prior written or oral understandings, agreements, or representations between Pace and Driver that may have related in any way to the subject matter of this Agreement, and no other written or oral warranties, inducements, considerations, promises, representations, or interpretations, which are not expressly addressed in this Agreement, will be implied or impressed upon this Agreement.

19. **Conflict.** In the event of a conflict or ambiguity between the terms and conditions of this Agreement and any exhibit to or document incorporated into and made a part of this Agreement, the terms and conditions of this Agreement will control.

20. **Survival.** Any provision of this Agreement that imposes an obligation after termination or expiration of this Agreement will be deemed to survive termination or expiration of this Agreement.

21. **Severability.** If any provision of this Agreement or amendment thereto is held invalid or unenforceable by an Illinois court of competent jurisdiction, that provision will be deemed severed therefrom, and the remaining provisions will remain in full force and effect.

22. **Force Majeure.** Neither Pace nor Driver will be liable for failure or delay in performing any obligations under this Agreement if the failure or delay is caused by or results from causes beyond the reasonable control of and without the fault or negligence of the affected party.

23. **Counterparts.** This Agreement may be executed in counterparts, each of which when so executed and delivered will be deemed to be an original and all of which when taken together will constitute one and the same agreement.

24. **Electronic Signatures.** This Agreement may be executed through the use of electronic signatures. The typed name of a signatory to this Agreement constitutes that signatory's electronic signature on this Agreement. Electronic signatures and signatures scanned and transmitted via email will be deemed original signatures for purposes of this Agreement. Driver and Pace have caused this Agreement to be executed on the dates indicated below.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK.
SIGNATURE PAGE FOLLOWS.]

DRIVER

Printed Name

Street Address

City, State, and Zip Code

Signature

Cell Phone Number

Work Phone Number

Email Address

Date

PACE

Signature of Authorized Signatory

Printed Name

Title

Date

Automatic Payment Plan Application and Change Form for Pace VanGo

I hereby authorize Pace and credit card institution designated to begin deductions for Automatic Payment Plan payments. I understand my Automatic Payment of the billing amount will be made on the 24th of each month.

Name of Financial Institution/Credit Card Company

Account #†

CVV Code

(3-digit security code)

Credit Card: Visa

MasterCard

Discover

Expiration Date (Month/Date)

Name as it appears on credit card

Agreement

I understand that it is my responsibility to notify Pace of any changes to my credit card. This agreement will remain in effect until Pace has received written notification from me of termination in time to allow Pace and the credit card institution reasonable opportunity to act upon it, or until Pace or the credit card institution has sent me written notice of termination of this arrangement.

Your Signature

Date

Your Name -- please print

Address

City, State, Zip

Vanpool Account Number: _____

**Your application will be processed effective the first day of the next billing statement cycle.
Your monthly statement will indicate when Automatic Payment begins.**

VANPOOL CREDIT CARD PROCESSING

TERMS AND CONDITIONS

Customer statements will be issued on or around the 9th of each month. The main payment cycle for credit card will occur on the 24th of each month. If this date falls on a weekend, then you may see the payment reflected on your account statement on the next business day.

Changes to credit card accounts, as well as requests to cancel a credit card should be submitted to your Vanpool representative as soon as possible. Changes to credit card will be limited to one change every three months. Updates to credit card expiration dates can be made at any time.

Credit Card Processing

Pace uses Chase Paymentech as its provider for credit card processing. The main payment cycle will occur on the 24th of each month. If the credit card is declined during that main payment cycle, an attempt will be made again to collect the payment four business days following the initial payment cycle. If payment is declined a second time, one more attempt will be made four days business days later. If the payment is declined during the third attempt, your credit card payment method will be removed and you will be required to pay your statement balance via check or money order. You will not be able to elect credit card for a three month period.