

How to Buy a Metrocard from a Vending Machine

If you are visiting New York City for the first time, chances are you are going to use the New York City Subway, which is the transit system that serves most of New York City, or use one of the many transit buses. In order to ride either of them, you must purchase a Metrocard, which is a yellow, credit-card shaped card that is used to enter the areas in subway stops where passengers can board trains and is also used to board a NYC Transit bus. The most common way to purchase a MetroCard is by using a MetroCard vending machine located in a Subway Station.

To purchase a MetroCard:

1. Locate a Subway station. Their entrances are marked by the name of the station and several circle symbols corresponding to which trains run through this station. These entrances are often distinguished by a green staircase leading underground and green pillars with a green sphere on top of it.
2. Locate a Metrocard vending machine. These are rectangular, metal machines usually located in the station near a wall.
3. Press the Start button on the top right corner of the screen.
4. Select the language you want the machine to address you with.
5. Select a MetroCard type:
 - Fast \$9 MetroCard – This will get you a new MetroCard with \$9 inside. Unless you are in a hurry, do not select this option. If you do, skip to step 10.
 - Single Ride – If you are only riding the subway or bus once, select this card. This will cost \$3. If you select this option, skip to step 10.
 - Otherwise continue with step 6.

6. Select MetroCard.

7. Select whether you already have a MetroCard or not.

- If you already have a MetroCard, press the “Refill your card” button.
 - Insert your old MetroCard into the slot on the machine labelled “MetroCard” face-up as shown in the graphic below the slot.
- If you don’t have a MetroCard, press the “Get New Card” button.
 - There will be a \$1 fee for the new MetroCard.

8. Select the type of MetroCard. There are two types of MetroCards to choose from:

- Regular MetroCard - This card has whatever amount you choose to put into it.
Currently a ride costs \$2.75 per ride which will be deducted from the card every time you use the subway or ride a bus. Note that this card can be shared by up to four people.
 - After selecting Regular MetroCard, you will be asked what amount you want, you can choose from three suggested amounts or enter a custom amount.
- Unlimited MetroCard - This card can be used as many times within the allotted time duration. There are two types of unlimited MetroCard, “7-Day” which costs \$31 and “30-Day” which costs \$116.50. If you will be riding the subway or buses often, you should use an unlimited card.

9. Select how you want to pay.

- Cash - Enter your bills into slot with an arrow on the opening. Bills must be inserted face up, meaning that the portrait side must be face up. The machine

will accept up to \$50. Enter coins in the smaller slot labelled coins. All coins except pennies are accepted. Note that change is only given in dollar coins.

- ATM Card - Insert your card into the machine the the slot labelled “Credit/ATM Card” as shown in the graphic beneath the slot. The machine will then ask for your billing zip code or your ATM pin code. Lastly, press OK to authorize the payment.

10. Select whether you want a receipt or not.

11. Retrieve your new MetroCard from the MetroCard Slot.

12. If have any change or if you selected that you wanted a receipt, retrieve them from the opening labelled “Change & Receipt”.