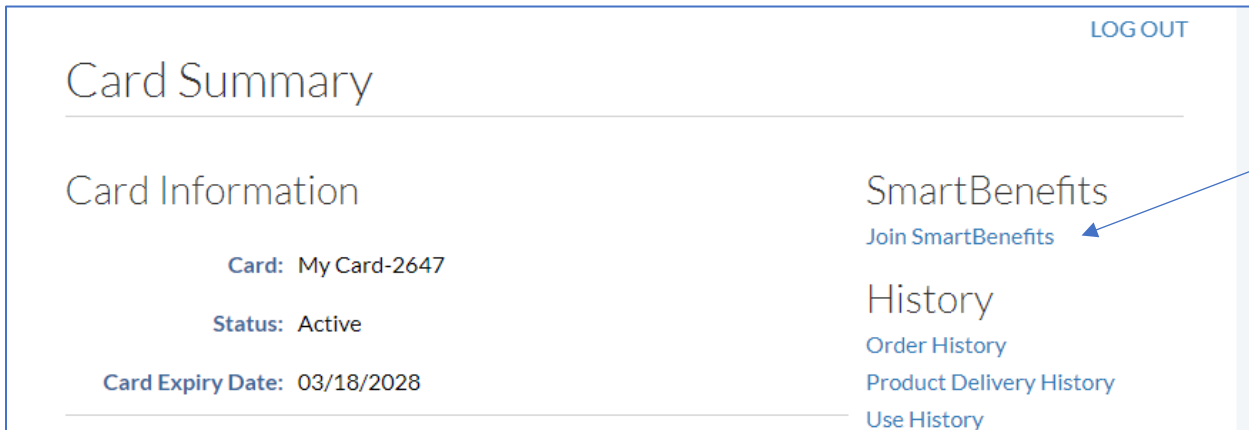


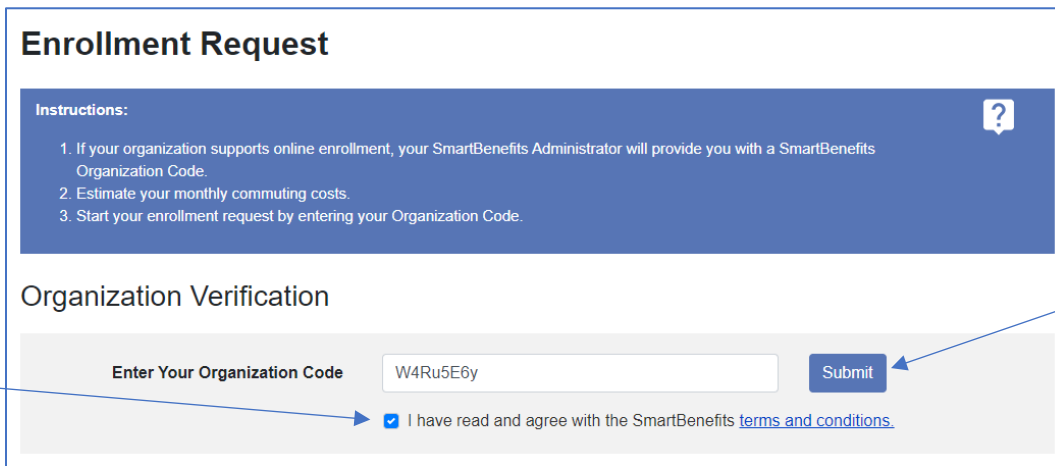
Join SmartBenefits

1. Click on Join SmartBenefits from the Card Summary screen.



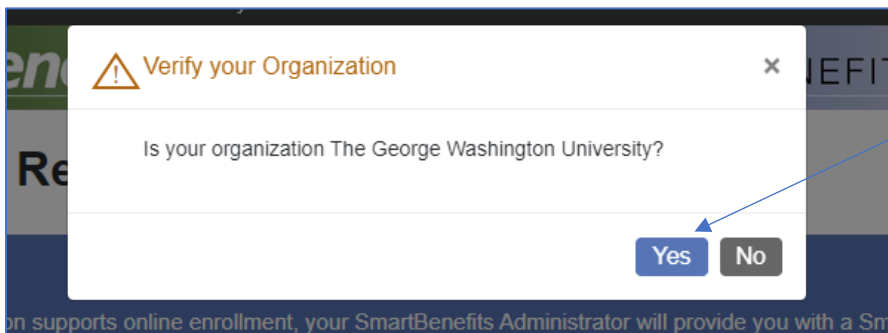
The screenshot shows the 'Card Summary' page. On the left, under 'Card Information', it displays: 'Card: My Card-2647', 'Status: Active', and 'Card Expiry Date: 03/18/2028'. On the right, under 'SmartBenefits', there is a 'Join SmartBenefits' link with a blue arrow pointing to it, and a 'History' section with links for 'Order History', 'Product Delivery History', and 'Use History'. A 'LOG OUT' link is in the top right corner.

2. Enter our Organization Code (W4Ru5E6y for Benefit Eligible employees or KolUURA9 for Non-Benefit Eligible employees), check the "I have read" box, and Click Submit.



The screenshot shows the 'Enrollment Request' form. It has a blue header with 'Instructions:' and a list of three steps: 1. If your organization supports online enrollment, your SmartBenefits Administrator will provide you with a SmartBenefits Organization Code. 2. Estimate your monthly commuting costs. 3. Start your enrollment request by entering your Organization Code. Below this is the 'Organization Verification' section. It contains a text input field labeled 'Enter Your Organization Code' with 'W4Ru5E6y' entered, a 'Submit' button, and a checkbox labeled 'I have read and agree with the SmartBenefits [terms and conditions](#)' which is checked. Blue arrows point to the 'Submit' button and the checkbox.

3. Click Yes.



The screenshot shows a 'Verify your Organization' dialog box. It has a warning icon and the title 'Verify your Organization'. The question is 'Is your organization The George Washington University?'. At the bottom, there are two buttons: 'Yes' and 'No'. A blue arrow points to the 'Yes' button.

4. Check your info and Click Continue. Deadlines differ for monthly and biweekly employees, so depending on when you register, the earliest start date may be later than stated.

Enrollment Request

Organization The George Washington University

SmartBenefits Admin Anne Irizarry; Glenna Bennett / 571-553-8508 / airizarry@gwu.edu

SmartBenefits Earliest Start 11/01/2021 i *This is the earliest date that your SmartBenefits will start. You will receive an email with your actual start date once you are enrolled.*

Your Information

SmarterTrip Card [Redacted]

SmarterTrip Email [Redacted] i *We'll use your SmarterTrip email for SmartBenefits notifications. To change this address, login to your SmarterTrip Account and click on Account Information.*

Work Email [Add your work email](#)

Use this email for Organization Verification SmarterTrip Work i *A work email makes it easier for your organization to complete your enrollment. The email you select will be shared with your employer.*

[Continue](#)

5. Enter the amount(s) on the applicable line(s) and Click Continue.

Desired Monthly Commuter Benefit Amount

i **Enter Your Desired Monthly Commuter Benefit Amount**

- Estimate your cost with our [Trip Planner](#)
- We've greyed out options your employer has excluded.

Monthly Amount	Benefit Type
\$ 0	Metro & SmarterTrip Regional Partner Buses (except passes) i <i>Enter an amount if you pay for your rides as you go. For Metro or partner bus passes, use the Metro Transit Passes line below</i>
\$ 0	MetroAccess
\$ 0	MARC (inc. Transit Link Card)
\$ 0	MTA Commuter Bus
\$ 0	VRE (inc. Transit Link Card)
\$ 0	Vanpool
\$ 0	Transit Total
\$ 0	Metro Transit Passes (inc. SmarterTrip Regional Partner Buses)
\$ 0	Parking at Metrorail Stations
\$	Total Monthly Commuter Benefit

[Continue](#) [Cancel](#)

6. Check your selection and Click Continue.

Commuter Benefit Category Match

Your Desired Benefits match one of your organization's existing commuter benefit categories. Click Continue to confirm your selection.

	Desired Benefit	Perfect Match
Transit	70	70
Metro Passes	0	0
Metro Parking	0	0
Monthly Benefit	70	70
		(070)

7. Click Confirm.

Verify your Commuter Benefit Category Information

SmarTrip Card [Redacted]

Email [Redacted]

Benefit Category Transit 70 Transit Pass 0 Parking 0 - (070)

Monthly Benefit 70

8. You will see the confirmation screen. You will receive an email from the system when your request has been approved depending on your deadline. Click Close.

Enrollment Request

Request Submitted

- You will receive an email confirmation.
- Your request has been sent to your employer for review.
- You will receive a notification email once your employer acts on your enrollment request.

Selected Commuter Benefit

Organization	The George Washington University
SmartBenefits Admin	Anne Inzarry; Glenna Bennett / 571-553-8508 / ainzarry@gwu.edu
SmarTrip Card	[Redacted]
Email	[Redacted]
Benefit Category	Transit 70 Transit Pass 0 Parking 0 - 070
SmartBenefits Earliest Start	11/01/2021