

NEW SELF-SERVICE FEATURES FOR EMPLOYEES

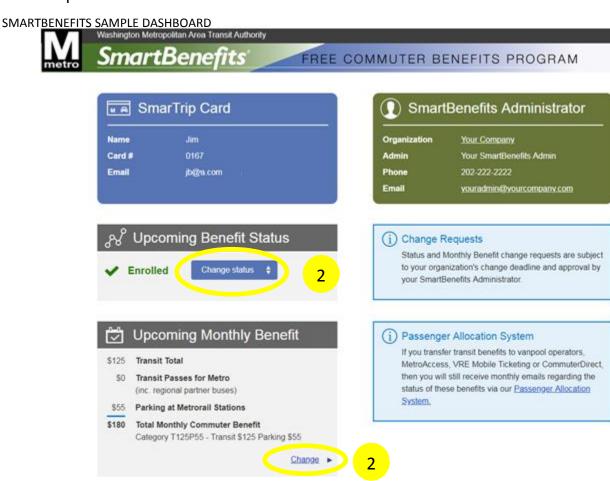
Change Your Benefit Status or Monthly Benefit

Now you can use your SmarTrip® account to ask your employer to change your SmartBenefits.

- 1 From your SmarTrip Card Summary, click "Manage SmartBenefits"
- From your SmartBenefits Dashboard, submit requests to change your Benefit Status or Monthly Benefit Amount and follow the prompts

You'll receive an email receipt for your request and your dashboard will note the pending change.

You'll receive an email alert when your employer acts on your request and your dashboard will be updated. *



^{*} If you use SmartBenefits to pay for third-party transportation (e.g., vanpools or MARC/VRE tickets), remember to update the Passenger Allocation System for approved changes.