

# SmartBenefits®

## 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 (see reverse), click “Manage SmartBenefits”
- 2 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. \*

SMARTBENEFITS SAMPLE DASHBOARD

Washington Metropolitan Area Transit Authority

**SmartBenefits** FREE COMMUTER BENEFITS PROGRAM

SmarTrip Card	
Name	Jim
Card #	0167
Email	jb@a.com

SmartBenefits Administrator	
Organization	Your Company
Admin	Your SmartBenefits Admin
Phone	202-222-2222
Email	youradmin@yourcompany.com

**Upcoming Benefit Status**

✓ Enrolled **Change status** 2

**Upcoming Monthly Benefit**

\$125	Transit Total
\$0	Transit Passes for Metro (inc. regional partner buses)
\$55	Parking at Metrorail Stations
\$180	Total Monthly Commuter Benefit Category T125P55 - Transit \$125 Parking \$55

**Change** 2

**Change Requests**  
Status and Monthly Benefit change requests are subject to your organization's change deadline and approval by your SmartBenefits Administrator.

**Passenger Allocation System**  
If you transfer transit benefits to vanpool operators, MetroAccess, VRE Mobile Ticketing or CommuterDirect, then you will still receive monthly emails regarding the status of these benefits via our [Passenger Allocation System](#).

\* 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.