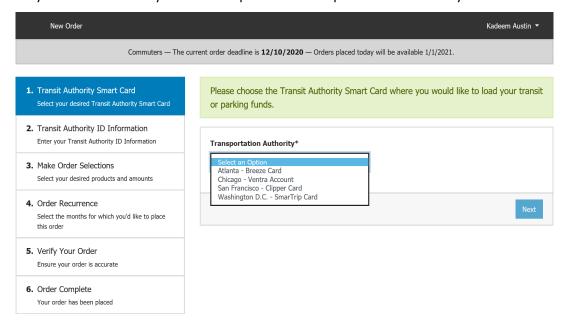
How To Place Your Smart Commute Order

Smart Commute is available for Chicago, San Francisco, Atlanta, and Washington D.C. commuters and allows you to load commuter benefits funds directly to your Ventra, Clipper, Breeze or SmarTrip card. Place your order each month or make a recurring order directly from your online account.

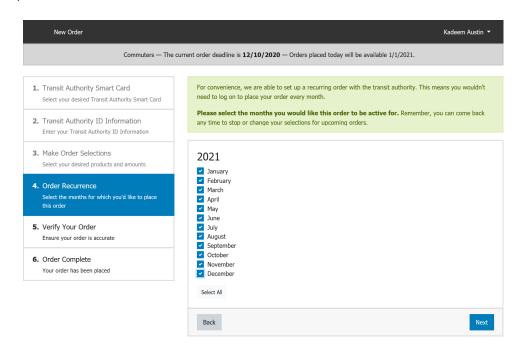
To place your Smart Commute order, complete the following steps:

- 1. Log into your online account.
- 2. Under the I Want To section, select the option to place your Smart Commute order.
- 3. In the pop-up window, select **New Order**.
 - a. If you have made a previous Smart Commute order, you can select **Update Order**.
- 4. Select your transit authority from the drop-down list and provide the necessary account information.

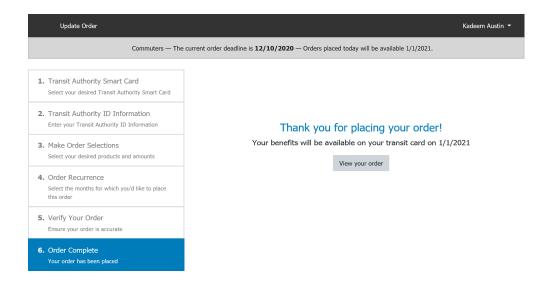


- Select Make Order Selections. The appropriate order options will appear for the transit authority you selected.
- 6. Select the amount or pass you want automatically placed on your local transit card, then select **Add to Cart** and click **Next**.

7. Choose which months you'd like to place the order for then click **Next**. Place a recurring order by selecting multiple months.



8. Verify your order and select Place Order to complete your Smart Commute order.



Place Orders by the 10th.

All orders should be placed by the 10th of the month (by 11:59 pm Central time) prior to when you will need them on your local commuter account Funds will then be available on the first day of the following month For example, if you place your order on November 10, funds will be available by December 1

You can also place a recurring order to ensure you have funds in your local account transit/commuter account each month

Success!

Your order will be processed, and funds loaded directly to your Ventra, Clipper, Breeze or SmarTrip card

