

OFFICIAL TRAVEL

How to claim your transit amount using SmartBenefits®

Claim your monthly transit amount at a Farecards and Passes machine at any Metro station using the SmarTrip® card with the serial number used by your employer or transit coordinator.

You must claim your monthly amount by the last day of the month. Unclaimed funds are credited to the organization.

1. Touch the card to the circular target. The screen will display your SmarTrip® value. Press the **A**–SmartBenefits® button.

SMARTRIP VALUE \$00.00	
A	- SMARTBENEFITS
B	- ADD VALUE
C	

2. The next screen will show the current value of your SmarTrip® card and the SmartBenefits® value due you.

SMARTRIP VALUE \$00.00	
A	- SMARTBENEFITS VALUE \$100.00
B	- ADD VALUE
C	

3. The next screen will ask if you want a receipt. Press B or C (your choice).

A	- WOULD YOU LIKE A RECEIPT?
B	- YES
C	- NO

4. Press the **B**–Add Value button. The screen will show you the total SmartBenefits® value available.

TOTAL COST IS: \$100.00	
A	- TOTAL SMARTRIP VALUE: \$100.00
B	- PRESS +\$,-\$,+¢,-¢ TO CHANGE VALUE
C	- PRESS WHEN DONE

5. Claim your entire amount by pressing the **C** button. If you only want part of your amount, press the **\$** and **¢** keys to change the value of your benefit. After changing the value, press the **C** button to complete your claim.
6. This will bring you to the final step:

SMARTRIP VALUE IS: \$100.00	
A	- RETOUCH SMARTRIP OR INSERT MONEY OR TRADE-FARECARD OR
B	- PRESS B TO PAY WITH CREDIT CARD
C	- PRESS C TO PAY WITH DEBIT CARD

You may choose to:

Finalize your claim by retouching your SmarTrip® card to the target. This will complete the transaction.

or:

Add more value (your own money) to the card using cash, credit card (Discover, MasterCard or VISA) or debit card.

Refer to the SmarTrip® User Guide for information about adding additional value to your card. Need a copy? Call 1-888-762-7874.