



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

The screenshot shows the SmartBenefits dashboard for the Washington Metropolitan Area Transit Authority. It includes sections for SmarTrip Card details, SmartBenefits Administrator contact info, Upcoming Benefit Status (showing 'Enrolled' with a 'Change status' button circled in yellow), Upcoming Monthly Benefit breakdown (showing a 'Change' button circled in yellow), Change Requests, and Passenger Allocation System information. Yellow circles with the number '2' highlight the 'Change status' and 'Change' buttons.

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

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](#)

* 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.



NEW SELF-SERVICE FEATURES FOR EMPLOYEES

Transfer SmartBenefits from Lost/Damaged Cards

Now you can transfer your stored value and your SmartBenefits from a lost/damaged card to a replacement card on your own. *

- Have your replacement card ready or order a new card as you report your old card as lost or damaged.
- Your replacement card must:
 - Be registered to your SmarTrip card account with the same first and last name as your lost/damaged card (check “Update Card Information”)
 - Not have been previously enrolled in SmartBenefits
- From your SmarTrip® Card Summary page, click “Report Lost or Damaged Card” and follow the prompts

Card Summary LOG OUT

Card Information

Card Nickname: Jim

Card Number: 0167

Current Card Status: Active

History

- » Order History
- » Product Delivery History
- » Use History
- » MyTripTime Dashboard

Card Management

- » Report Lost or Damaged Card
- » Update Card Information
- » Delete Card From Account

SmartBenefits

- » Manage SmartBenefits

Passes

You currently have no loaded passes.

Stored Value: \$10.00 [ADD VALUE](#)

Value available for public transit and parking.
Stored Value may not reflect recent transactions.

1 [See Reverse](#)

* If you purchased a pass for your SmarTrip card using the SmartBenefits transit pass benefit, then the refund for the unused portion of that pass must still be reassigned by your employer.