

Claim SmartBenefits® OFFICIAL TRAVEL

Claim your Official Travel amount at any Metro station fare vending machine using the SmarTrip® card you enrolled in SmartBenefits®.

You must claim your Official Travel by the last day of the month. Unclaimed Official Travel is credited back to your organization.

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

SMARTRIP VALUE \$10.00	
A	- SMARTBENEFITS
B	- ADD VALUE
C	

2. Press the B-Add Value button. (You cannot purchase a pass with Official Travel.)

SMARTRIP VALUE \$10.00	
A	USE SMARTBENEFITS TO:
B	- ADD VALUE
C	- PURCHASE PASS

3. Press B or C.

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

4. The Total Purchase amount is your Official Travel. Press C to add it to your SmarTrip® Value. (In our example, your SmarTrip® Value will increase from \$10.00 to \$110.00).

TOTAL PURCHASE IS: \$100.00	
A	- TOTAL SMARTRIP VALUE: \$110.00
B	- PRESS +\$,-\$,+¢,-¢ TO CHANGE VALUE
C	- PRESS WHEN DONE

5. When you see this screen, simply retouch your SmarTrip® card to the SmarTrip® target to claim your Official Travel.

SMARTRIP VALUE IS: \$110.00	
A	- RETOUCH SMARTRIP OR INSERT MONEY OR
B	- PRESS B TO PAY WITH CREDIT CARD
C	- PRESS C TO PAY WITH DEBIT CARD

For SmarTrip® card questions or problems, call 1-888-SMARTRIP (762-7874) or e-mail smartrip@wmata.com.