

**SmartBenefits® Reference Guide for
MTA Commuter Buses: Dillon, Eyre, Keller, Martz/Gold Line and Atlantic Coast Charters**

To establish a SmartBenefits® account, you must:

- 1) Have a SmarTrip® card that you registered with your name and address.
- 2) Be enrolled in your employer's SmartBenefits® program prior to the 15th day of the month prior to the month you wish to allocate your SmartBenefits®.
- 3) Before the 20th of the month, establish a SmartBenefits® account at:
http://www.wmata.com/business/employer_fare_program/vanpool_transit.cfm to allocate monthly benefit to MTA Commuter Buses for mail delivery. No need to do this monthly. Your allocation will be automatically generated.
- 4) For *mail delivery*, you must order tickets online at MTA's website by the 25th of the month to receive your order before the beginning of the upcoming month. This must be done by the 25th of each month.

For Example: To allocate your SmartBenefits® October 1, your employer must enroll you in their SmartBenefits® program no later than September 15. You have until September 20th to allocate your SmartBenefits® to MTA Commuter Buses for October 1 benefits.

1. Log onto the Van Pool & Transit Services website:
http://www.wmata.com/business/employer_fare_program/vanpool_transit.cfm
2. In the MTA Commuter Buses Passenger section, click "**Step 2**" to set-up an account.
3. Click **Set-up My New Account** beneath **I'm a New SmartBenefits® User**.
4. Enter your SmarTrip® card number and click **Continue**.
5. Create a User ID and Password. When you have filled in all required information (information with * must match the information on your SmarTrip® card registration in order to proceed to the next step), click the "**Submit This Form**" button. This will take you to "Welcome to the SmartBenefits® Passenger Allocation System" page. Click the "**Continue to SmartBenefits® Passenger Allocation System**" button.
6. Click on **Bill Payment**.
7. Click on **Make Payment**.
8. Choose employer/administrator name from the drop-down menu and click **Add Payment**.
9. Select MTA Commuter Buses from the van pool company drop-down menu and click **Continue**.
10. Select your Service Provider number from the drop-down menu and click **Continue**.
11. Enter \$ amount into the payment amount line, and fill in the percentage line (review the examples) and click **Continue**.
12. Click **Save**.
13. Click **Finish**.
14. Click **Logoff**.

Your allocation will now be generated automatically on the 20th day of each month. You do not have to repeat the above process monthly.

VERY IMPORTANT: Tickets must be ordered by the 25th of each month on MTA's website:
<http://mta.maryland.gov/services/commuterbus/smartbenefits.cfm>

Review, Modify, Discontinue Your Allocation

If you already have a SmartBenefits® passenger account, you can review your current SmartBenefits® allocation, or you can modify or delete the allocation.

Examples: If you are switching from MTA Commuter Buses or changing transit services, you must DELETE your current allocation, and then do a new allocation. If you are changing the amount of money you are allocating, you must MODIFY your current allocation to the new amount.

VERY IMPORTANT: You can modify or delete your SmartBenefits® allocation no later than the 20th of the month, prior to the month you wish that change to be effective.

For Example: To modify or delete your SmartBenefits® allocation effective October 1, you have from September 1st until September 20th to make the change.

To Review, Modify or Delete your Allocation

1. Log onto the Van Pool & Transit Services website:
http://www.wmata.com/business/employer_fare_program/vanpool_transit.cfm
2. In the MTA Commuter Buses Passenger section, click “**Step 2**” to access the logon page for your existing account.
3. Beneath **I Already have an Account**, enter your SmarTrip® card number, User ID and Password, and then click “**Login**”.
4. Click **Bill Payment**.
5. Click **Make Payment**.

You can now Review, Modify, or Delete your allocation.

To modify your allocation:

1. To MODIFY your allocation, click **Modify**.
2. Make change(s) in payment and/or percentage amount(s).
3. Click **Update**. When transaction is confirmed, click **Close**.
4. Review your Modification. Click **Logoff** if you’re done.

To delete your allocation:

1. Click **Delete**. You will see a message confirming the transaction.
2. If you want to do a new allocation to a new service provider, click on **Bill Payment**, and then click **Make Payment** and do a new allocation to another Transit Service.
3. If you are not doing a new allocation, click **Logoff**.

Questions? Call Metro’s Office of Marketing: 202/962-1326 (choose Option 3).

NOTICE: Do NOT download SmartBenefits® to your SmarTrip® card if you plan to use: a van pool, MARC, VRE, MetroAccess, D&B Bus/Quick’s Commuter Service, National Coach Works/Martz, CommuterDirect.com, Arlington County Commuter Stores, or MTA Commuter Buses (Keller, Dillon, Eyre, Martz/Gold Line and Atlantic Coast Charters).