

Guide to the Smart Commute Program

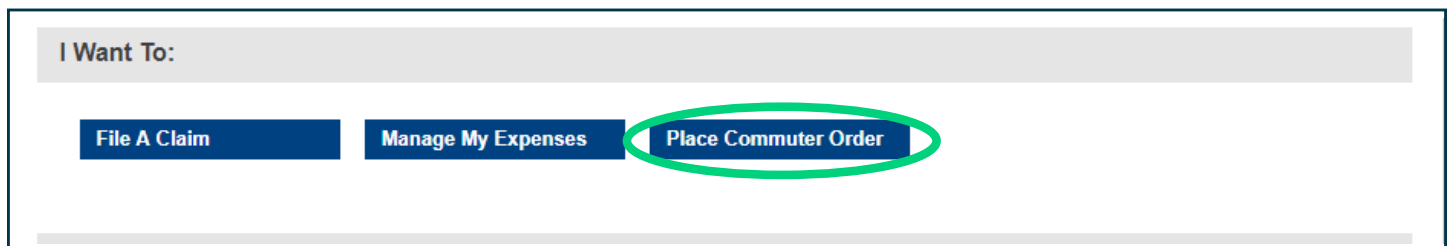
ONLY YOUR WAY TO A SMARTER COMMUTE

The Aptia Smart Commute program allows commuters in the Washington, D.C., Chicago and San Francisco areas to easily load funds onto a SmarTrip®, Ventra or Clipper card directly from their consumer portal. Refer to the steps in this guide to start using your commuter benefits in these areas.

Commuter orders need to be placed before 11:59 PM ET on the 10th of the month prior to when you want to use your commuter benefits. To place an order:

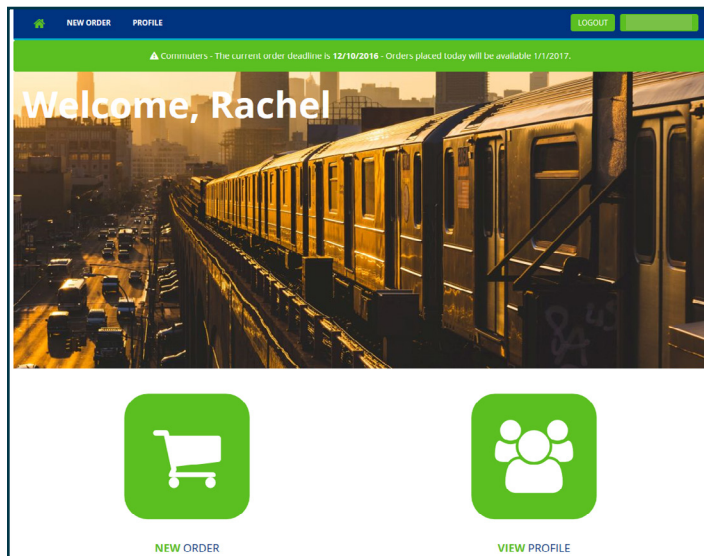
Step 1: Log in to your Aptia participant online account.

Step 2: Under the "I Want To..." section underneath the banner on your homepage, click the "Place Commuter Order" button.

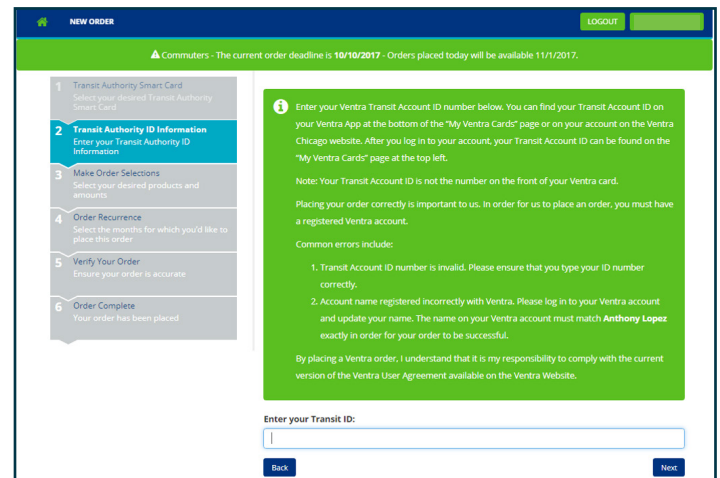


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Step 3: From the Smart Commute page, click the "New Order" button to place a parking, transit pass or transit fare order.

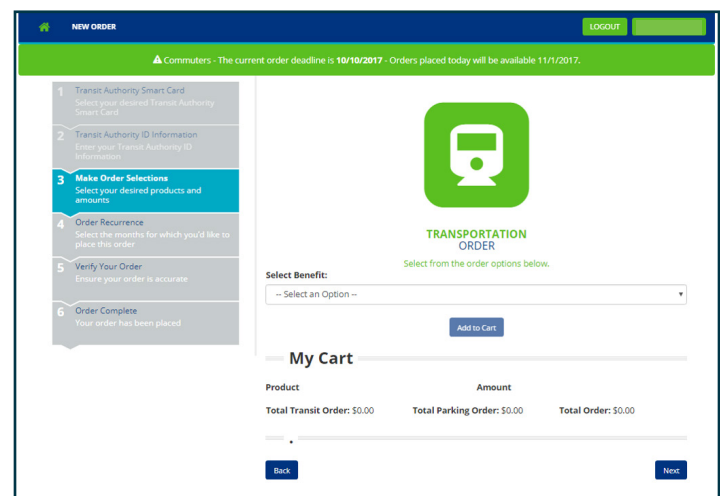
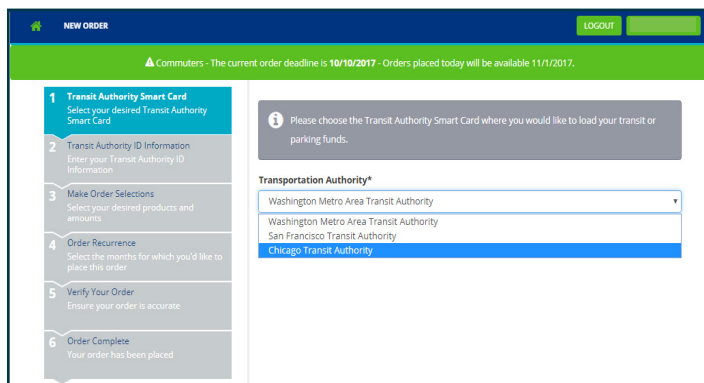


Step 5: You'll be asked to enter your SmarTrip®, Ventra or Clipper card number. After entering, click "Next."



Step 6: From here, select your desired products and order amounts. After entering, click "Next."

Step 4: From this page, select your transit authority from the drop-down menu and click "Next."



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Step 7: Enter the months for which you'd like to place this order and click "Next."

NEW ORDER LOGOUT

Commuters - The current order deadline is 10/10/2017 - Orders placed today will be available 11/1/2017.

- Transit Authority Smart Card
- Transit Authority ID Information
- Make Order Selections
- Order Recurrence**
- Verify Your Order
- Order Complete

For convenience, we are able to set up a recurring order with the transit authority. This means you wouldn't need to log on to place your order every month. Please select the months you would like this order to be active for. Remember, you can come back any time to stop or change your selections for upcoming orders.

2017

NOVEMBER YES

DECEMBER YES

2018

JANUARY YES

FEBRUARY YES

MARCH YES

APRIL YES

MAY YES

JUNE YES

JULY YES

AUGUST YES

SEPTEMBER YES

OCTOBER YES

NOVEMBER YES

DECEMBER YES

Back Select All Next

Step 9: The last page will indicate that your order was successfully placed and tell you when the benefits will be available on your card. Please note that if you placed a transit pass order, you'll have one final step after leaving the Smart Commute page. Simply follow the link to transit authority's website to purchase a transit pass.

UPDATE ORDER LOGOUT

Commuters - The current order deadline is 10/10/2017 - Orders placed today will be available 11/1/2017.

- Transit Authority Smart Card
- Transit Authority ID Information
- Make Order Selections
- Order Recurrence
- Verify Your Order
- Order Complete**

Thank you for placing your SmartCommute order! Your benefits will be available on your transit card on 11/1/2017.

[Click Here to view your order.](#)

Step 8: You're almost done! Next, verify your order to make sure the information you entered is accurate. Once you've confirmed all information is correct, click "Place Order." Please note that by placing your order, you acknowledge your understanding that changes won't be accepted after that month's order close date (the 10th of the month prior to using the benefits).

NEW ORDER LOGOUT

Commuters - The current order deadline is 10/10/2017 - Orders placed today will be available 11/1/2017.

- Transit Authority Smart Card
- Transit Authority ID Information
- Make Order Selections
- Order Recurrence
- Verify Your Order**
- Order Complete

Please look over your order details below to ensure accuracy. Once you are satisfied with your order, please click on the "Place Order" button below.

Chicago Transit Authority

Transit Authority ID : 123456789123

Transit - Transit Fare

Order Amount : \$30

Transit - Transit Pass - 30 Day pass

Order Amount : \$100

Recurrence

November

December

January

February

March

April

May

June

July

August

September

October

November

December

By clicking "Place Order", I acknowledge that I have reviewed the details of my order and understand that changes will not be accepted after the online order deadline of 10/10/2017.

Back Place Order



A NOTE ABOUT USING YOUR CARD

If you're not a regular commuter, you'll need to use your SmarTrip®, Ventra or Clipper card at least once in the last two weeks before your first benefit month to prepare your card for accessing your account.

If you're a regular commuter, you'll need to do this whenever you replace your card or make a change to your benefits.