

Smart Commute Program Employer Handout



SMARTER COMMUTER BENEFITS

The Smart Commute program makes it easier for participants in the Washington, D.C., Chicago, Atlanta and San Francisco areas to use their commuter benefits.



Step 1

Employees make their transit/parking elections on the Mercer Marketplace enrollment platform.



Step 3

By the 10th of the month prior to using their commuter benefits, employees will log in to the commuter page of their Mercer Marketplace online account and load pre-tax dollars onto their SmarTrip®, Ventra, Breeze or Clipper card.



Step 2

Employees purchase a SmarTrip®, Ventra, Breeze or Clipper card from the SmarTrip®, Ventra, Breeze or Clipper websites or from a store/kiosk that sells them and then register the card with the transit authority.







Step 4

Mercer Marketplace will send participant order information to the transit authority so your employees can begin using their commuter benefits! We'll also send you an order report prior to the ACH.

Smart Commute program

From their Mercer Marketplace online accounts, employees will follow a link to their commuter page where they can load funds onto their cards. They'll first click the "New Order" button. Then, they'll select SmarTrip®, Ventra, Breeze or Clipper from the transit authority drop-down and complete the remaining steps to place and verify their order.

-  **45 days before plan effective date/ASAP:** Participant should purchase a SmarTrip®, Ventra, Breeze or Clipper card.
-  **35 days before plan effective date:** Participant should register their SmarTrip®, Ventra, Breeze or Clipper account with their card.
-  **On effective date:** Participant will be able to access the commuter page of their online account for orders.
-  **10th of the first plan effective month:** Last day participant can place an order for the first order benefit month.