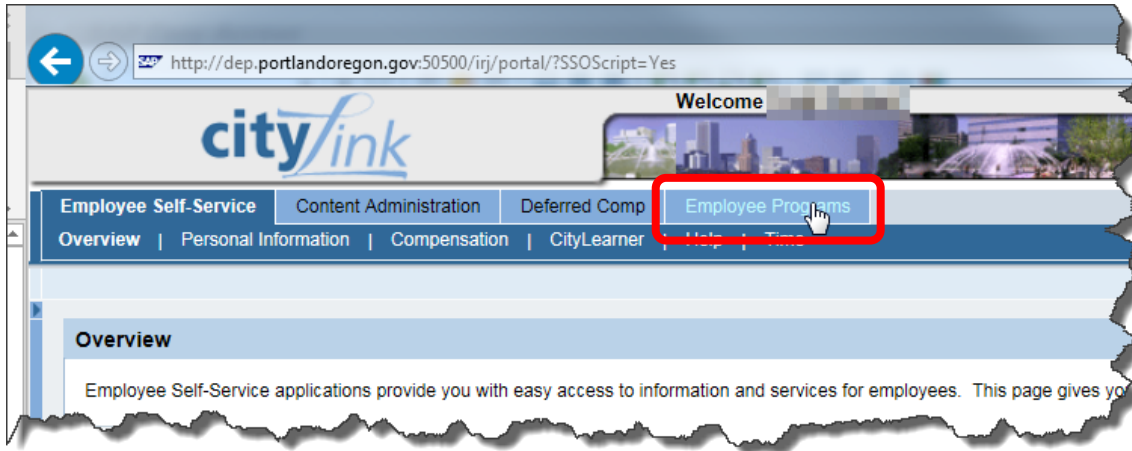


ESS TriMet/CTran Monthly

Module: ESS // Process: Change your monthly TriMet/CTran pass.



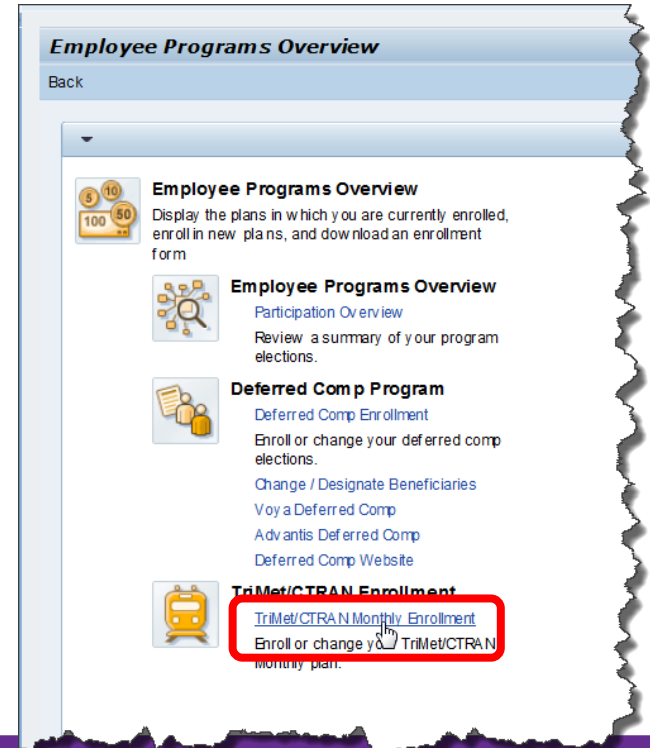
02

You will see the menu on the right, click the TriMet/CTran Monthly Enrollment link to launch the enrollment program

01

After signing into the [ESS CityLink Portal](#), click on the Employee Programs tab.

Press enter.



ESS TriMet/CTran Monthly

Module: ESS // Process: Change your monthly TriMet/CTran pass.

03

The first step in the process is a summary screen. From here you can see if you're already enrolled in a monthly pass. The photo on the right shows that this employee is currently enrolled in a pass CTRAN Monthly pass.

Click Next or Step 2 to proceed to the next step.

TriMet/CTran Monthly: Step 1 (Benefits Summary)

Previous Next Save

1 2 3

Benefits Summary Miscellaneous Plans Review and Save

Plan Type	Starts On	End Date	Status	Plan Name
TRIP Program	01/21/2016	12/31/9999	Current	C-TRAN Monthly Pass

You are making changes for a April 2016 pass



- The City of Portland contributes \$50.00 per month towards your transit benefit
- Both CTRAN and TriMet passes are only available to City employees who are receiving benefits and not working on a casual, seasonal basis
- By enrolling, employees agree to pay their share by having pre-tax deductions (see next step for costs) taken from their paycheck on the second pay
- Employees may not enroll in more than one commuting incentive at a time (i.e. receive TriMet pass and Bike & Walk Bucks)
- Have more questions? Here are links to FAQ(frequently asked questions) documents:

TriMet/CTran Monthly: Step 2 (Miscellaneous Plans)

Previous Next Save

1 2 3

Benefits Summary Miscellaneous Plans Review and Save

Actions	Plan Type	Starts On	Status	Plan Name
 	TRIP Program	01/21/2016	Current	C-TRAN Monthly Pass

You are making changes for a April 2016 pass

- The City of Portland contributes \$50.00 per month towards your transit benefit
- Both CTRAN and TriMet passes are only available to City employees who are receiving benefits and not working on a casual, seasonal basis
- By enrolling, employees agree to pay their share by having pre-tax deductions (see next step for costs) taken from their paycheck on the second pay
- Employees may not enroll in more than one commuting incentive at a time (i.e. receive TriMet pass and Bike & Walk Bucks)
- Have more questions? Here are links to FAQ(frequently asked questions) documents:

[TRIP FAQ](#)
[Monthly Pass FAQ](#)
[Annual Pass FAQ](#)

04

The Next screen allows you to make changes to your current selection. You can change your plan option (eg. TriMet monthly to CTRAN monthly) or cancel your plan.

To change your plan option, click the change (pencil) button

To remove your selection / cancel your TRIP participation, click the trash can next to the change button

ESS TriMet/CTRAN Monthly

Module: ESS // Process: Change your monthly TriMet/CTRAN pass.

Plan Name	Option
C-TRAN Monthly Pass	R/Y/D
C-TRAN Monthly Pass	All-Zone
C-TRAN Monthly Pass	Premier Commuter
Tri-Met Monthly Pass	Adult Pass Monthly
Tri-Met Monthly Pass	Honored Ctz.n Monthly
Tri-Met Monthly Pass	Lift Monthly

Coverage Information
Pre-Tax Costs: 50.00 USD Bi-weekly

Add Cancel

05

If you chose to change your plan, select a different option. In this example, TriMet Adult Monthly pass is chosen

Click the Add button to accept a new option.

TriMet pass and Bike & Walk Bucks)

Cancel Enrollment: TRIP Program

Do you want to cancel your enrollment in TRIP Program?

6 - 8

Yes No

06

If you chose to cancel your plan, you will be asked to confirm your cancellation

Click Next or Step 3 to move to the final step

TriMet/CTran Monthly: Step 3 (Review and Save)

Previous Next Save

1 Benefits Summary 2 Miscellaneous Plans 3 Review and Save

Plan Type	Starts On	End Date	Status	Plan Name
TRIP Program	01/21/2016	12/31/9999	Current	C-TRAN Monthly Pa
	01/21/2016	12/31/9999	New	Tri-Met Monthly Pa

You should receive an email confirmation shortly after clicking the Save button above.

Thank you for your changes.

For any questions contact BHR Payroll Services.

07

You will see your plan changes on the review screen. The image to the left shows a switch from CTRAN to TriMet. If you canceled your participation, it will show as waived.

Click the Save button to finalize your changes