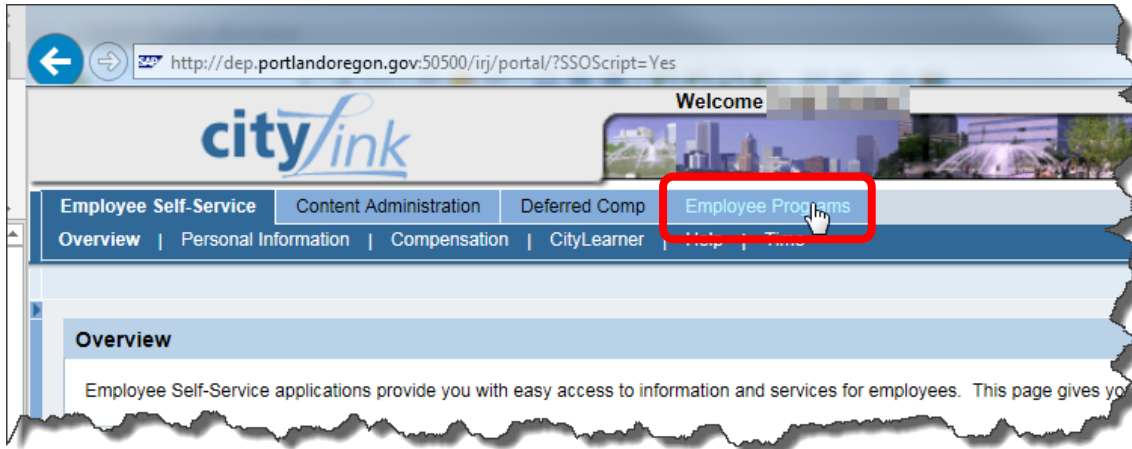


ESS TriMet/CTran Annual Pass Sign-Up

Module: ESS // Process: Sign up for an Annual TriMet/CTran pass.



02

While the enrollment period is open, you will see the menu on the right. The start and end dates of the enrollment period will be displayed. After the end date passes, no further changes can be made.

Click the TriMet/CTran Annual 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 Annual Pass Sign-Up

Module: ESS // Process: Sign up for an Annual TriMet/CTran pass.

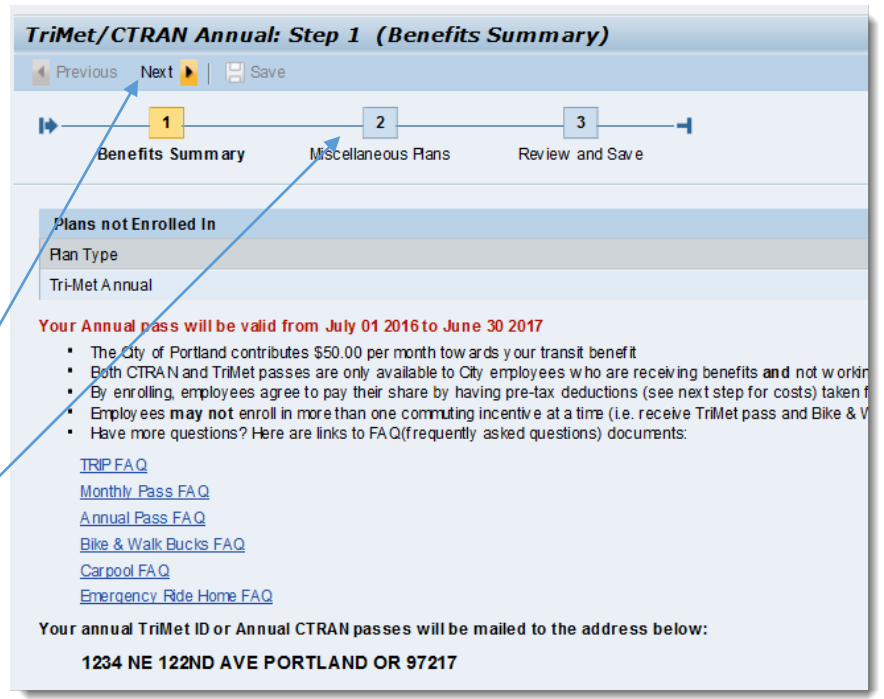
03

After the program launches, the first step of the enrollment process will be presented. The image on the right shows that there is currently no enrollment for a TriMet/CTran Annual pass.

Please ensure your address of record, displayed below, is correct as your TriMet/CTran Annual pass will be mailed here.

04

Clicking on the Next or Step 2 button will continue to the next step of enrollment



ESS TriMet/CTRAN Annual Pass Sign-Up

Module: ESS // Process: Sign up for an Annual TriMet/CTRAN pass.

TriMet/CTRAN Annual: Step 2 (Miscellaneous Plans)

Previous Next Save

1 Benefits Summary 2 Miscellaneous Plans 3 Review and Save

Enroll in Miscellaneous Plans

Actions	Plan Type	Starts On	Status
	TriMet Annual	03/24/2016	

Your Annual pass will be valid from July 01 2016 to June 30 2017

- 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, seas
- By enrolling, employees agree to pay their share by having pre-tax deductions (see next step for costs) taken from their pay check
- 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](#)

05

On step 2 of enrollment, to add a TriMet or CTRAN annual pass, click the Add button.

This will present a popup box for employees to select different plan options such as CTRAN Annual express and TriMet Annual Adult Pass.

Employees can also view associated costs with each option. The cost shown will be deducted from pre-tax wages the first paycheck in April and the first paycheck in May.

Select a Tri-Met Annual Plan

Plan Name	Option
C-TRAN Annual Pass	C-TRAN Annual Exprss
C-TRAN Annual Pass	C-TRAN Annual Adult
Tri-Met Annual Pass	Adult Pass Annual
Tri-Met Annual Pass	Lift Annual
Tri-Met Annual Pass	Honored Ctz'n Annual

Coverage Information
Pre-Tax Costs: 387.50 USD Bi-weekly

Add Cancel

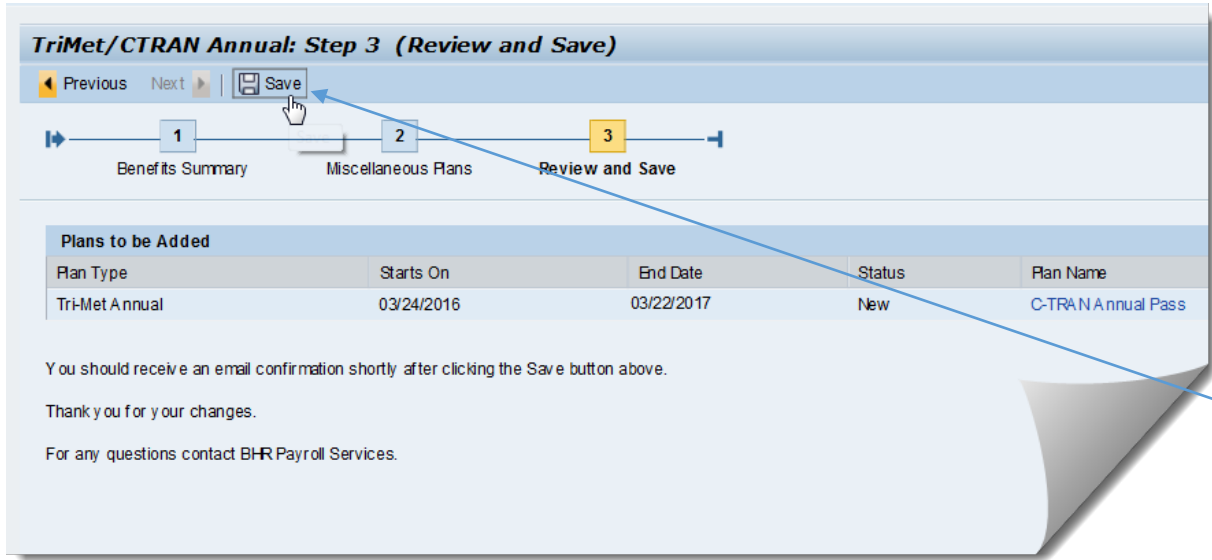
06

Once you've selected your option, click the Add button to return to the previous screen.

Finally, click the Next or step 3 button to proceed to the final enrollment step.

ESS TriMet/CTran Annual Pass Sign-Up

Module: ESS // Process: Sign up for an Annual TriMet/CTran pass.



07

On the final step of enrollment, you're presented with a review of what you've selected and associated costs.

To finalize your enrollment, click the Save button at the top of the screen.

If this is the first year you've registered for an annual TriMet pass, stop by the TriMet Pioneer Square Office between May 16th and June 1st to get your picture taken. If you do not get your picture taken by June 1st, you may not receive your Photo ID by July 1st.

Note: The start and end dates shown are driven off of City of Portland payroll periods. Your annual pass will be valid from July 1st of the current year to June 30th of next year.