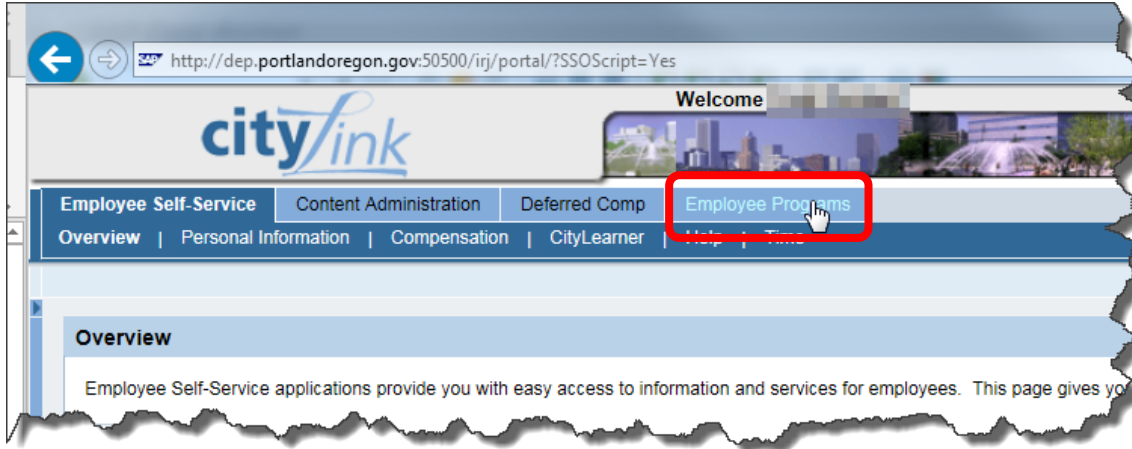


ESS TriMet/CTran Monthly

Module: ESS // Process: Sign up for a monthly TriMet/CTran pass.

Transactions Used: None.



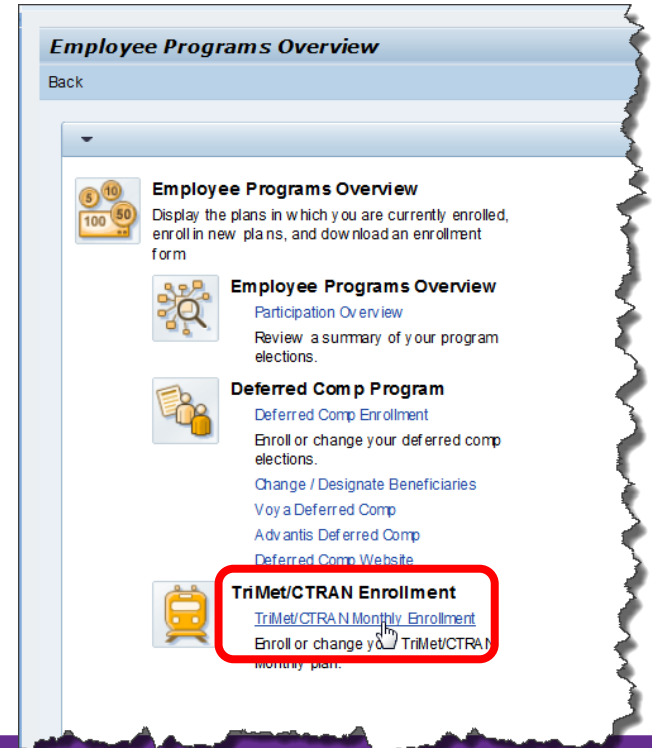
02

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: Sign up for a monthly TriMet/CTran pass.

Transactions Used: None.

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 not currently enrolled in a pass.

Below that, you will see that information regarding the pass. The first pass this employee would receive is in April 2016. Additionally, links are provided for frequently asked questions regarding the TRIP program.

Employee Self-Service | Content Administration | Deferred Comp | **Employee Programs**

TriMet/CTran Monthly Enrollment

TriMet/CTran Monthly: Step 1 (Benefits Summary)

Previous | Next | Save

1 Benefits Summary | 2 Miscellaneous Plans | 3 Review and Save

Plans not Enrolled In

Plan Type
TRIP Program

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
- By enrolling, employees agree to pay their share by having pre-tax deductions (see next step for costs) taken from the
- Employees may not enroll in more than one commuting incentive at a time (i.e. receive TriMet pass and Bike & Walk Bu
- Have more questions? Here are links to FAQ(frequently asked questions) documents:

[TRIP FAQ](#)
[Monthly Pass FAQ](#)
[Annual Pass FAQ](#)
[Bike & Walk Bucks FAQ](#)
[Carpool FAQ](#)
[Emergency Ride Home FAQ](#)

- Due to Payroll processing deadlines and mailing requirements, it will take approximately 6 - 8 weeks for your first pas

Passes will be mailed to the address below:

1234 NE 122ND AVE PORTLAND OR 97217

Deadline	To begin getting this pass
11/18/2015	January 2016

04

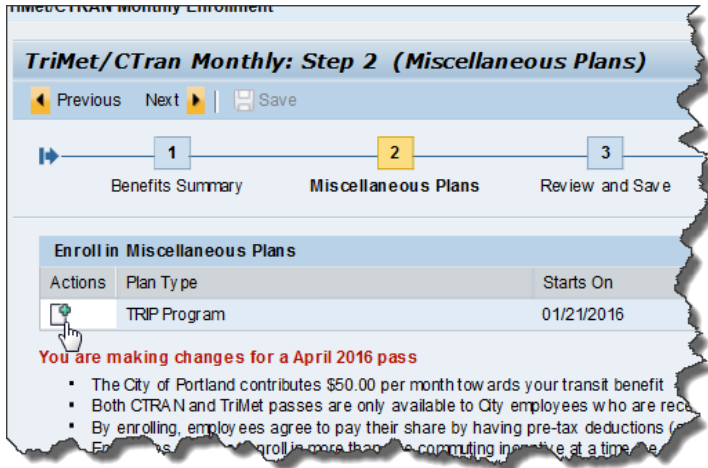
Finally, you will see your address of record. Please ensure this is correct as your first pass will be mailed to this address. If you need to update your address, please do so via the [ESS CityLink Portal](#)

Proceed to the next step by clicking the next button or the step 2 button.

ESS TriMet/CTran Monthly

Module: ESS // Process: Sign up for a monthly TriMet/CTran pass.

Transactions Used: None.



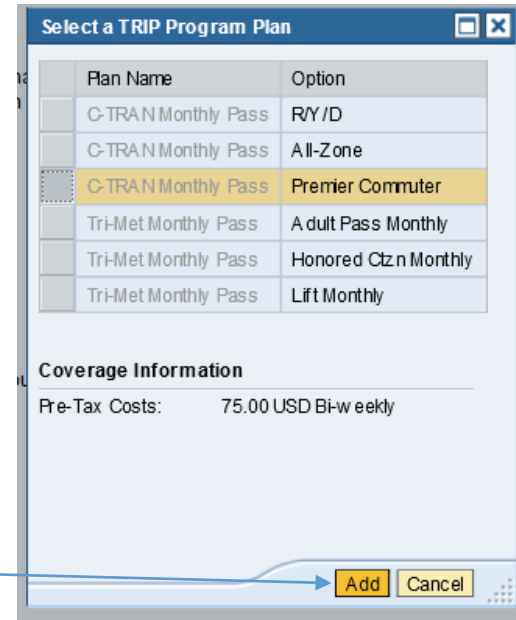
06

Through the popup box, you can select different plan options and view their associated Pre-Tax costs. In this example, we will be choosing a CTRAN Premier Commuter pass.

Once you have your option selected, click the add button.

05

On the next screen you will have the option to add a new monthly pass by clicking the Add Icon. Clicking this will bring up a popup box



ESS TriMet/CTran Monthly

Module: ESS // Process: Sign up for a monthly TriMet/CTran pass.

Transactions Used: None.



TriMet/CTran Monthly Enrollment

TriMet/CTran Monthly: 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
 	TRIP Program	01/21/2016

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...
- By enrolling, employees agree to pay their share by having pre-tax deductions (see next step for costs)

07

Once the popup is dismissed, you will see the option you've selected. If you need to change this, please click the change (Pencil) icon.

Finally, click next or step 3 to go to the final step.

TriMet/CTran Monthly Enrollment

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

Previous Next Save

1 Benefits Summary 2 Miscellaneous Plans 3 Review and Save

Plans to be Added

Plan Type	Starts On	End Date	Status
TRIP Program	01/21/2016	12/31/9999	New

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.

08

The final step is a review of the plan you've selected. If you're adding a new plan, the status will show as New.

To finalize your changes, click the Save button at top