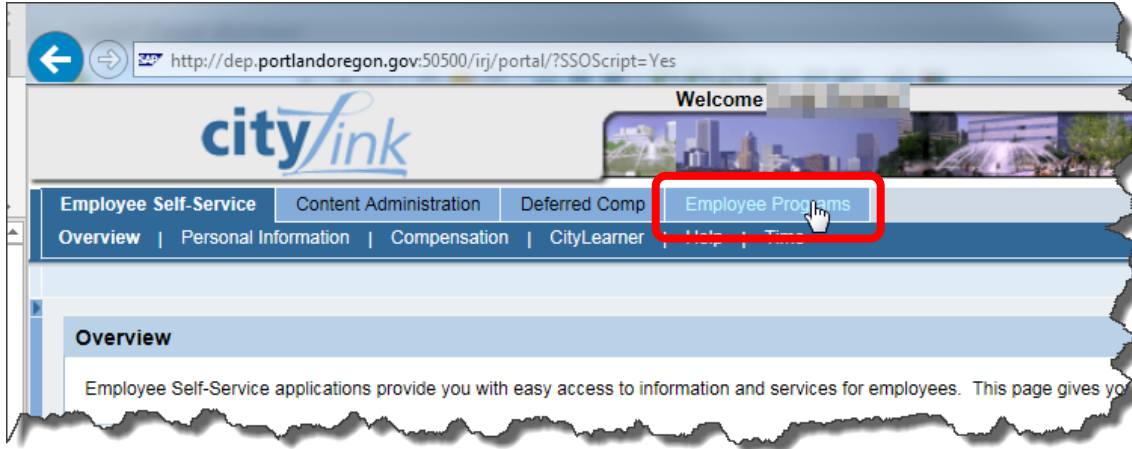


# ESS TriMet/CTran Monthly

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



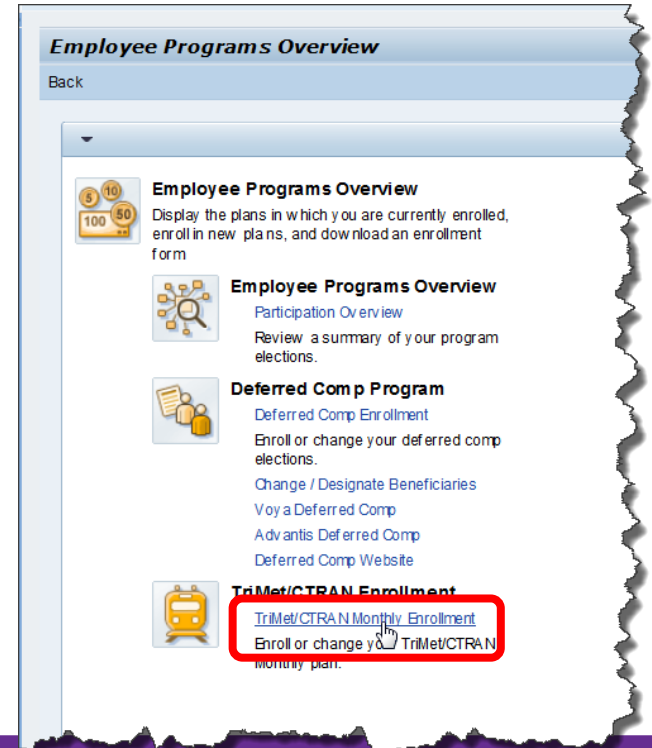
## 02

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.

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:

Actions	Plan Type	Starts On	Status	Plan Name
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[TRIP FAQ](#)  
[Monthly Pass FAQ](#)  
[Annual Pass FAQ](#)

## 04

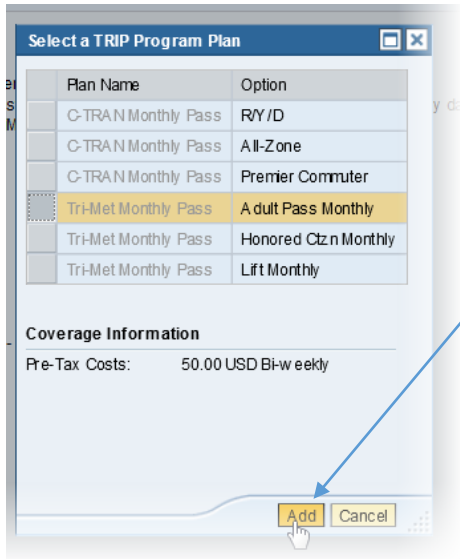
The Next screen allows you to make changes to your current selection. You can change your plan option (eg. TriMet monthly to CTRAN monthly) or cancel your plan.

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

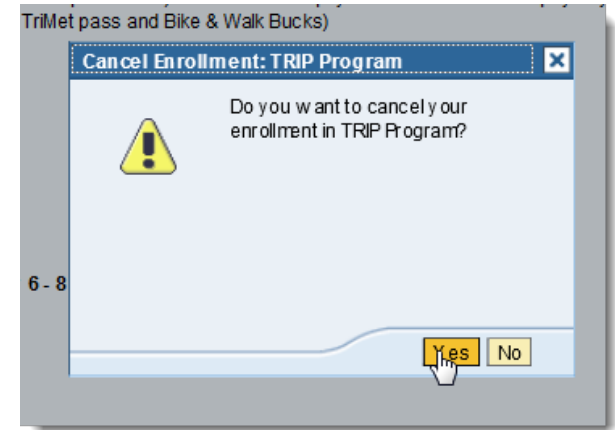
Module: ESS // Process: Change your monthly TriMet/CTRAN pass.



05

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

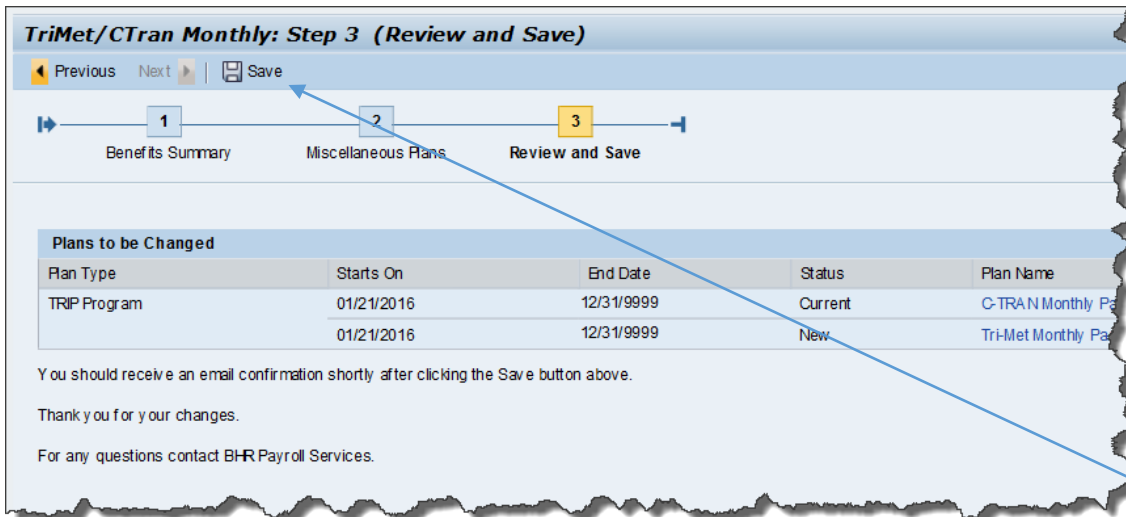
Click the Add button to accept a new option.



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



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