



How to enroll in the eTRAC[®] Commuter Benefit Program

1. Go to Benefit Resource, Inc.'s website: www.benefitresource.com.
2. Login under the Participants' tab
 - Enter your Company Code: columbia
 - Enter Your Member ID: 000 + your 6-digit PeopleSoft ID #
 - Enter Your Password: initially your home zip code
3. Click *QTE Enrollment and Changes* then click *next*.
4. Verify or enter your correct home address, e-mail address and phone number as well as your date of birth. Your eTRAC card will be mailed to the address on file so please be sure that the information is correct. At the bottom of the screen, click *next* to continue.
5. Make your election:

Metra

If you are a Metra rider, click the *Chicago Metra* link, which will allow you to select any type of Metra pass. Once you have selected your pass and clicked *save*, the price of the pass will appear in the *Monthly Mass Transit Amount* box. Your Metra pass will be mailed to your home.

CTA, Pace and South Shore

If you ride the CTA, Pace or South Shore trains, enter your desired monthly amount in the *Monthly Mass Transit Amount* box. These amounts will be available on your eTRAC card, which can be used to purchase fares as follows:

- CTA and Pace riders simply link their eTRAC card to a Chicago Card Plus account, which can be done at www.chicago-card.com. If you currently have a Chicago Card Plus, just click *Manage Personal Information* once you are logged in to the Chicago Card Plus web site. Once you have provided your eTRAC card number to your Chicago Card Plus account, the CTA will pull funds from the eTRAC card whenever the Chicago Card Plus balance reaches its reloading threshold. If you do not currently have a Chicago Card Plus, you can order one at www.chicago-card.com. PLEASE NOTE: It is a good idea to elect a little more money than you think you may need for a month just in case you ride the CTA more often than originally planned. eTRAC balances will rollover month after month, so you will not forfeit unused funds so long as you are employed at Columbia College Chicago.
- South Shore train riders can use the eTRAC card to purchase passes online at www.nictd.com. Be sure to add \$2 for the convenience fee charge by South Shore's web site. If you do not wish to purchase your pass online, you can purchase it at the ticket booth and submit a cash reimbursement form, which is available via the *QTE Forms* page when you are logged in to your Benefit Resource account.

Parking

If you need funds for parking, whether at a Metra lot or a parking garage, simply enter your monthly amount in the *Monthly Parking Amount* box.

- If your parking vendor accepts MasterCard, you can use your eTRAC card to pay your parking expenses.
 - If your parking vendor (e.g. a Metra parking lot) does not accept MasterCard, you can pay for parking with cash or check and submit a cash reimbursement form, which is available via the *QTE Forms* page when you are logged in to your Benefit Resource account.
6. Once your elections are complete, click *next*. On the verification screen please be sure the amount is correct and then click *next*.
 7. Read the agreement and then click *I Agree*.
 8. Print out the *eTRAC* Confirmation Statement page for your records. You're done!
 9. Your elections will self-renew, so there is no need to login each month unless you need to change your elections.
 10. An election made by the 5th of the month will result in funds posted to your eTRAC card by the 17th of the month and/or delivery of Metra passes for the following month.
 11. If you have any questions, please contact Benefit Resource customer service at 1-800-473-9595.