

Employee
Commute
Program

shift



How to sign up for the Transit Subsidy - Mass Transit

If you take the bus, train, light rail, paratransit or any other mass transit, the Transit Subsidy will help cover your costs.

THE BASICS

\$150 per month

Is the value of the County Transit Subsidy. It can be loaded onto a debit card usable for eligible purchases, or loaded directly onto Clipper Card as cash value or as a high value monthly transit pass.

Combine options

Use this with other Transit Subsidy options like ebike and scooter rentals, or vanpooling.

Keep your parking permit

You may not use your Transit Subsidy to pay for parking but it does not affect your County parking permit.

1 Get a Clipper Card

Clipper is the Bay Area's contactless transit card. Whether you're taking the bus, rail, ferry, or train, Clipper makes fare payment simple and convenient. Learn more at www.clippercard.com.

- **We'll send you a physical one for free.**
Contact the Shift program and we'll send you one via PONY.
- **Add a free one to your phones digital wallet.**
Learn how on the Clipper Card website.
 - **Purchase one.** Find a list of participating retailers on the Clipper Card website.



2 Place your order

1) Make a plan. Decide how you want to travel and how much it will cost per month. Need help with this? Contact us at commute@smcgov.org or (628) 258-3147

2) Access Edenred via OKTA (smcgov.okta.com). Confirm your account details if it is your first time logging in.

3) Select "Place an Order." Choose the Mastercard and designate funds for transit to go onto a debit card, or load value directly onto a clipper card with clipper e-cash, or load a monthly pass appropriate for how you want to travel. More information about your payment options are on the following page.

Your order will automatically be set to re-occur each month, unless you decide otherwise.

3 Enjoy the ride!

1) Transit products load by the 1st of the Month.

Monthly passes and e-cash will load directly onto your clipper card. If you ordered a Mastercard, use it to purchase transit products directly from providers.

2) To use your Clipper card you must "tag" on and off.

To tag your Clipper card, locate the Clipper reader and hold your card flat against the Clipper logo. When you tag your card, the Clipper reader will display the fare you paid and your remaining balance or pass expiration date.

3) You can get reimbursed for travel taken before your benefit kicks in! The deadline for submitting an order for any benefit month is the 10th of the month previous. For example, an order expected to load February 1 needs to be input by January 10. Personal funds spent on transit prior to the benefit month are reimburseable up to the \$150 limit! Please contact the Shift program for more information.

Information about Payment Options

Clipper E-Cash:

This functions as cash value anywhere that accepts a Clipper Card (most Bay Area public transit providers). This is a good option if you are unsure of your expected travel expenses, or if your mode of travel changes frequently.

High Value or Monthly Transit Passes:

This includes options such as BART high value cards, Caltrain Zone Passes, Samtrans monthly passes, and more. This is a good option for those who use a single transit provider, very often.

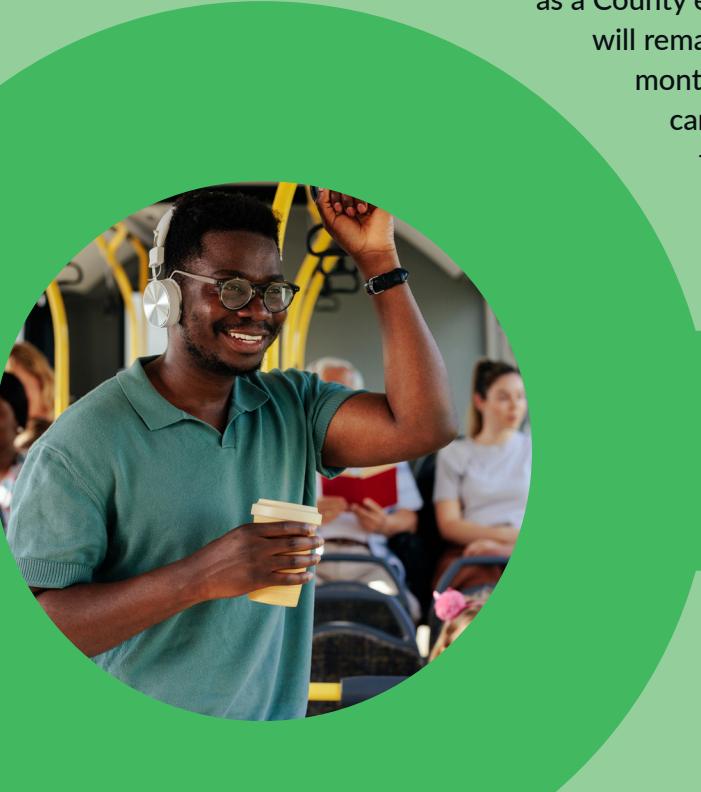
Commuter Check Prepaid Mastercard:

Use this option if you are paying for both transit and ebike and scooter share. Funds are loaded onto a debit card that can be used to pay for eligible transportation products. Up to \$150 per month is covered by the County. Funds over \$150 are deducted from your paycheck pre-tax, up to the federal pre-tax limit.

The Mastercard holds three “purses” that you can draw from when making purchases: “Transit,” “Micromobility,” and “Parking.” Funds must be deposited into an appropriately designated purse to be usable on associated products. For example, \$25 of Transit designated funds cannot be used for scooter rental. Funds cannot be moved between purses.

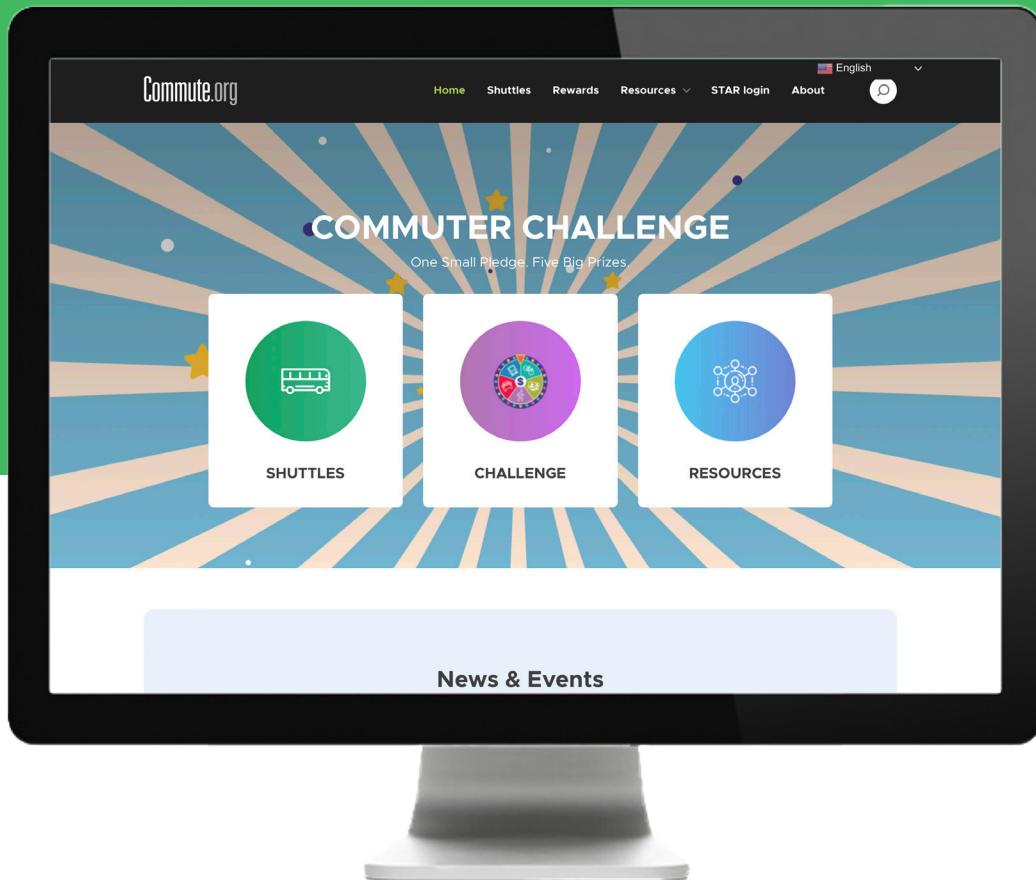
A reminder that while the Mastercard can hold funds designated for parking at transit stations, the \$150 Transit Subsidy will not cover those expenses.

The card can hold a maximum of \$2,000. These funds can be a mix of subsidy dollars, pre-tax and post-tax contributions. When you terminate as a County employee, the Commuter Check Card will remain active for the following benefit month, after which it will automatically be cancelled and funds will be returned to the County. Pre-tax and post-tax contributions will then be returned to the employee.



Check out Commute.org

We highly recommend that check out the programs of Commute.org. You can find carpools, access an Emergency Ride Home Program, earn other rewards and promotions, and more! It's a great commuter resource.



Questions, comments, concerns?

Contact us:

commute@smcgov.org | (628) 258-3147

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