TRANSPORTATION PROGRAM

Metra Enrollment Guide

Updated 11/8/2013
The following screen shots and instructions are your guide for using the Conexis web portal to enroll, edit, or delete your order in the DePaul University Transportation Program. Your transit options through Conexis are:

- CTA – Ventra
- METRA (this example)
- Michigan Plaza Express
- PACE
- Prudential Plaza Fast Track Express
- RiverPlus
- RTA Transit Check
- Rush Shuttle Bus
- South Shore Line
- Springfield Mass Transit District

Go to http://go.depaul.edu/conexis to access Conexis web portal.
You will be required to enter your DePaul User ID and Password.
Click on Enroll/Update Commuter Plan
TRANSLATION

Place An Order
Click on Transit
PLACE AN ORDER - TRANSIT

SELECT A TRANSIT PRODUCT

Quick Order

- Commuter Check Voucher

Search for transit provider

Transit Provider Name

Enter your Transit Provider or Zip Code

Search

Search Result

- Chicago Water Taxi
- Commuter Check Voucher
- CTA Ventra
- METRA
- Michigan Plaza Express

Tip: The list of transit providers displayed on the right is based on your delivery address zip code, which is pre-populated in the zip code field. If you cannot find the provider you’re looking for, you can enter the provider name in the “Transit Provider Name” field or enter in another zip code and press the “Search” button. This will refresh the list of providers.

Enter your Transit Provider or Zip Code

Select Metra
Select the product that best fits your transit needs.

<table>
<thead>
<tr>
<th>Select Product</th>
<th>Product Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>RTA FareCheck Voucher</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>An RTA FareCheck voucher can be used to purchase</td>
<td></td>
</tr>
<tr>
<td></td>
<td>transit passes, tickets, cards, or other fare</td>
<td></td>
</tr>
<tr>
<td></td>
<td>media from METRA. The accepting agency will</td>
<td></td>
</tr>
<tr>
<td></td>
<td>not provide change, so please select a dollar</td>
<td></td>
</tr>
<tr>
<td></td>
<td>amount that does not exceed the cost of your</td>
<td></td>
</tr>
<tr>
<td></td>
<td>transit expense.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10 Ride</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly Pass</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly Pass and Link-up Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly Pass and Metra/Pace Plus Pass</td>
<td></td>
</tr>
</tbody>
</table>

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**METRA**

Effective November 1, 2010 METRA is now a Direct Fulfillment transit authority. All 10-trip and monthly passes are mailed directly from the METRA Chicago office.
Select your Station Line, Start and End Station

Select Yes if you would like your order to reoccur
Review your order, agree to terms and conditions and Place order.
Your order has been successfully created.

**YOUR PENDING ORDER**

<table>
<thead>
<tr>
<th>Transit &amp; Vanpool Products</th>
<th>Details</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
<th>Recurring</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>METRA</td>
<td>StationA Glen Ellyn StationB Chicago</td>
<td>1</td>
<td>$149.50</td>
<td>$149.50</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Transit Authority Service Fee: $0.00
Total Estimated Cost: $149.50
Estimated Pre-Tax Amount Applied To Payroll: $149.50
Your order has been successfully created.

YOUR PENDING ORDER

<table>
<thead>
<tr>
<th>Transit &amp; Vanpool Products</th>
<th>Details</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>METRA Monthly Pass</td>
<td>StationA Glen Ellyn StationB Chicago</td>
<td>1</td>
<td>$149.50</td>
<td>$149.50</td>
</tr>
</tbody>
</table>

Transit Authority Service Fee: $0.00
Total Estimated Cost: $149.50
Estimated Pre-Tax Amount Applied To Payroll: $149.50

Click on Edit option
EDIT CURRENT ORDER

Change your Station Line, Start and End Station or Reoccurring Order.
Review your order, agree to terms and conditions and Place order
TRANSIT
Delete Order
Your order has been successfully created.

### YOUR PENDING ORDER

<table>
<thead>
<tr>
<th>Transit &amp; Vanpool Products</th>
<th>Details</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
<th>Recurring</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
<td><strong>Provider Name</strong></td>
<td><strong>Details</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>METRA</td>
<td>Monthly Pass</td>
<td>StationA Glen Ellyn&lt;br&gt;StationB Chicago</td>
<td>1</td>
<td>$149.50</td>
<td>$149.50</td>
<td>Yes</td>
</tr>
</tbody>
</table>

- **Transit Authority Service Fee**: $0.00
- **Total Estimated Cost**: $149.50
- **Estimated Pre-Tax Amount Applied To Payroll**: $149.50

Click on Delete option
Your order has been successfully updated.

### YOUR PENDING ORDER

<table>
<thead>
<tr>
<th>Type</th>
<th>Provider Name</th>
<th>Details</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
<th>Recurring</th>
</tr>
</thead>
<tbody>
<tr>
<td>METRA</td>
<td>Monthly Pass</td>
<td></td>
<td></td>
<td>$78.25</td>
<td>$78.25</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Message from webpage**

Are you sure?

This option allows you to remove individual products from your cart. If only one product is present in your cart, by removing it you will effectively delete the cart and all of its recurrences and recurring options.

*OK* button is highlighted.
The cutoff date to enroll or change your participation is the 10th of each month and your benefit changes will be effective for the following month.

Deductions will be taken from the first paycheck the month the benefit is effective.

For more information about the transportation program, refer to the Commuter Benefit FAQs document.

For other questions or further assistance with your transportation program enrollment, please contact Conexis at 866-279-8385 (Monday through Friday 7am to 7pm).