TRANSPORTATION PROGRAM

CTA- Ventra 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 (this example)
- METRA
- 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
TRANSIT

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
- OR
- Zip Code: 60604

Search Result
- AMTRAK
- Chicago Water Taxi
- Commuter Check Voucher

Tip: The list of transit providers displayed on the right is based on your delivery address zip code, which is pre-populated. If you 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 to find the list of providers.
Select the product that best fits your transit needs.
PLACE AN ORDER - REOCCURRING

Enter your 12 digit Ventra Transit Account ID
* This can be found in your Ventra account online

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

### Transit & Vanpool Products

<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>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>CTA Ventra</td>
<td>30 Day Pass</td>
<td>Transit Account ID 212345678474</td>
<td>1</td>
<td>$100.00</td>
<td>$100.00</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

- **Transit Authority Service Fee**: $0.00
- **Total Estimated Cost**: $100.00
- **Estimated Pre-Tax Amount Applied To Payroll**: $100.00
EDIT CURRENT ORDER

Your order has been successfully created.

YOUR PENDING ORDER

Transit & Vanpool Products

<table>
<thead>
<tr>
<th>Type</th>
<th>Provider Name</th>
<th>Details</th>
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</tr>
</tbody>
</table>

Transit Authority Service Fee: $0.00
Total Estimated Cost: $100.00
Estimated Pre-Tax Amount Applied To Payroll: $100.00

Click on Edit option
PLACED AN ORDER - REOCCURRING

Select a transit product from the list below:

<table>
<thead>
<tr>
<th>Select Product</th>
<th>Product Name</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$120.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$140.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$20.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$200.00</td>
<td></td>
<td></td>
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<tr>
<td>$35.00</td>
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<tr>
<td>$45.00</td>
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<tr>
<td>$50.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$60.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>$70.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Selected Product:

Vanpool Provider: CTA Ventra
Product Name: 30 Day Pass
Product Price: $100.00

Transit Account ID: (12-digits) *

Would you like to receive this order for multiple months? Yes ☑ No

An order will be created for every checked box. Please uncheck a box if you do not want to receive an order for that month. Your order will continue to recur for future months not displayed in the calendar below.

If you decide to return and edit your recurring options, please uncheck any months you do not wish to receive an order for. If you wish to STOP your order completely, please return to the homepage and delete your shopping cart.

(Current Benefit Month)
Jan 2014

Edit your 12 digit Ventra Transit Account ID or Reoccurring Order
Delete Order
Your order has been successfully created.

## YOUR PENDING ORDER

**Transit & Vanpool Products**

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<td>$100.00</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

Transit Authority Service Fee
Total Estimated Cost: $100.00
Estimated Pre-Tax Amount Applied To Payroll: $100.00

Click on **Delete** option
Your order has been successfully updated.

**YOUR PENDING ORDER**

### Transit & Vanpool Products

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<th>Unit Price</th>
<th>Total</th>
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</tr>
</thead>
<tbody>
<tr>
<td>CTA Ventra</td>
<td>30 Day Pass</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click OK
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).