

Use Ventra Card/App to Buy Metra Pass

The Ventra App is your companion for riding CTA, Metra, and Pace, linking how you pay fare throughout the Chicago area. The app lets you manage your Ventra account, add transit passes on your Ventra Card and buy and use Metra mobile tickets. You can use the pre-tax Commuter Benefit to add value to your Ventra Card and the app via the PayFlex web portal. This guide has three sections: PayFlex elections; Get Transit ID; Use app to purchase Metra.

If electing **Metra** pass be mailed to your home, Northwestern is not responsible for lost, stolen, or delayed passes. See *Use Ventra Card/App to Buy Metra Pass* guide for information on how purchase digital Metra passes via Ventra.

Payroll Deductions

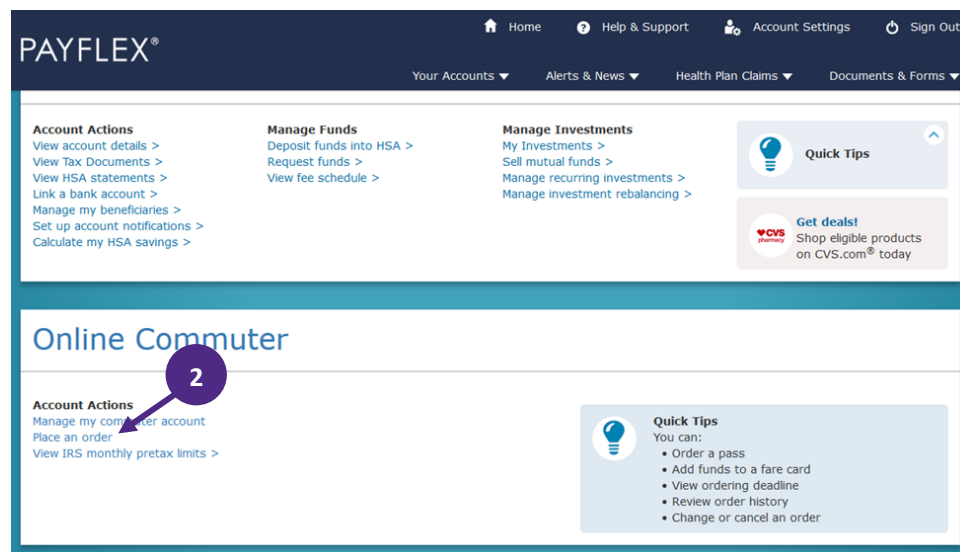
Your transit deduction will be taken out of your monthly or second biweekly paycheck.

You must enroll in the program or make any changes to existing deductions by the 5th of the month in which the deduction is to be taken, for transit use beginning in the month following your deduction. Any new enrollments / changes entered after the 5th will take effect one month later.

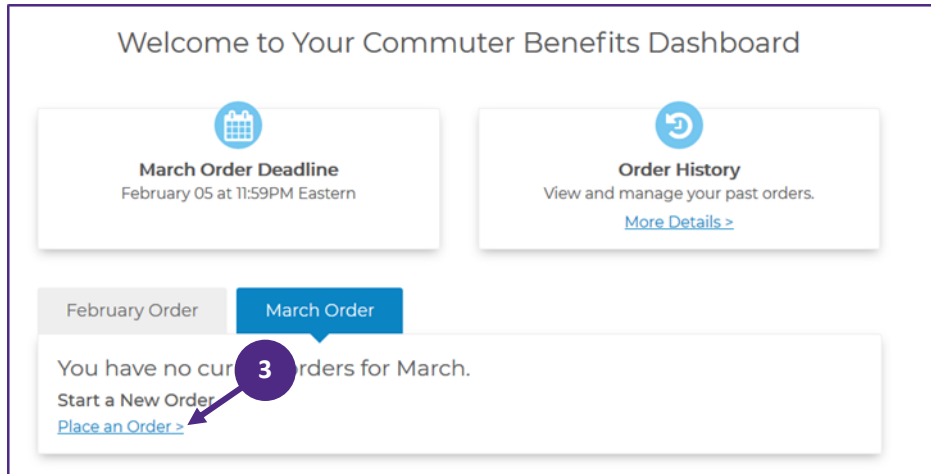


Place An Order

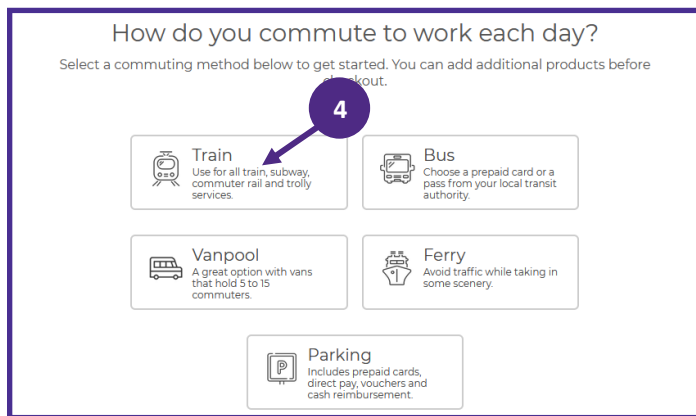
1. Navigate to www.payflex.com and login.
2. Scroll down to the Online Commuter section of the webpage and select Place An Order.



3. In the center of the page, select Place An Order.

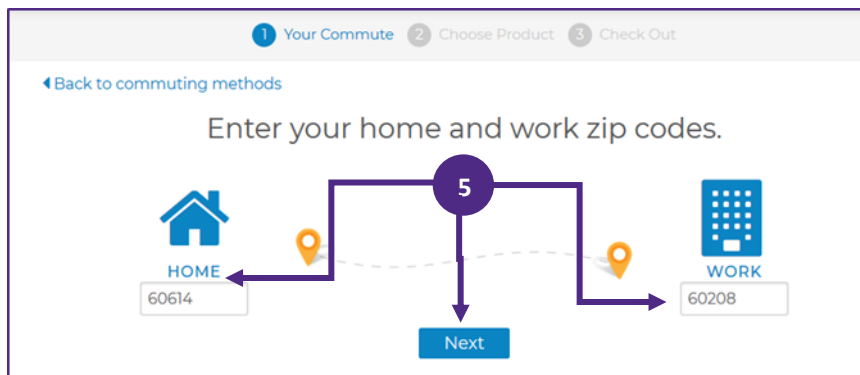


4. Select your mode of transportation.

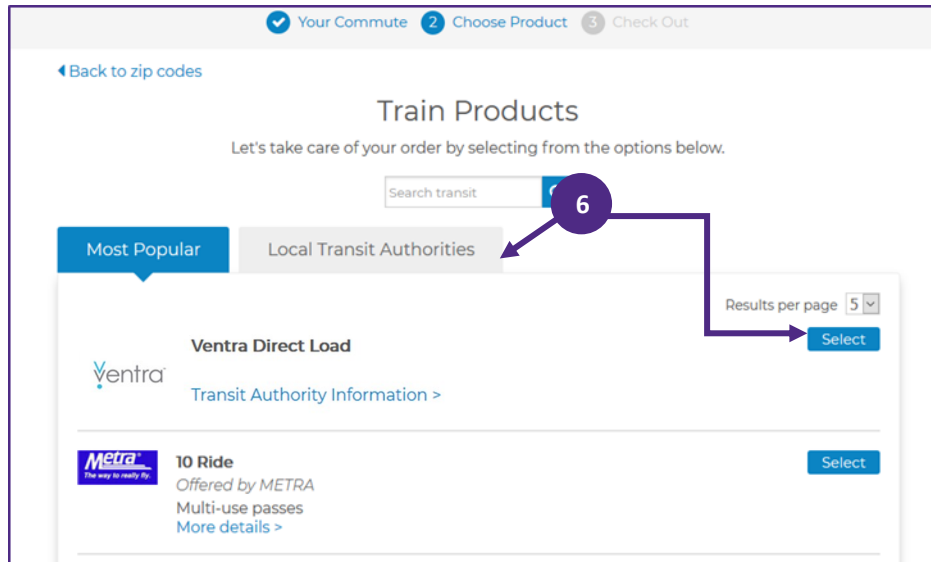


NOTE: The monthly pre-tax limit beginning in 2020 for transit and for parking is \$270.

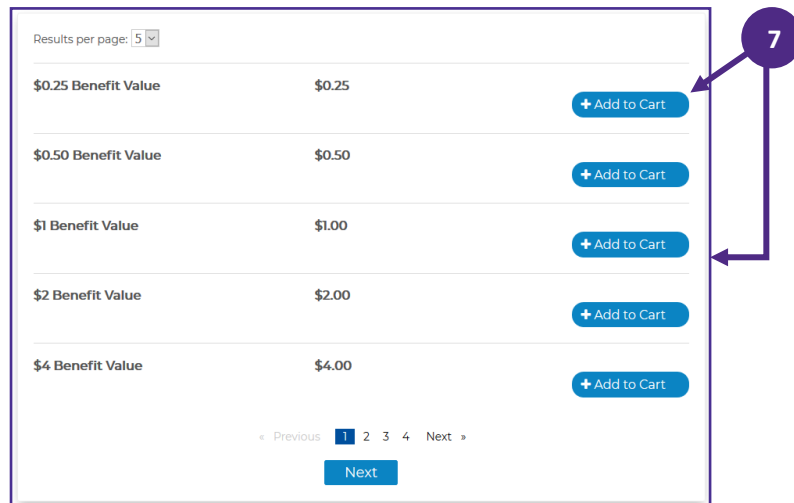
5. Input your home and work ZIP codes then select **Next**.



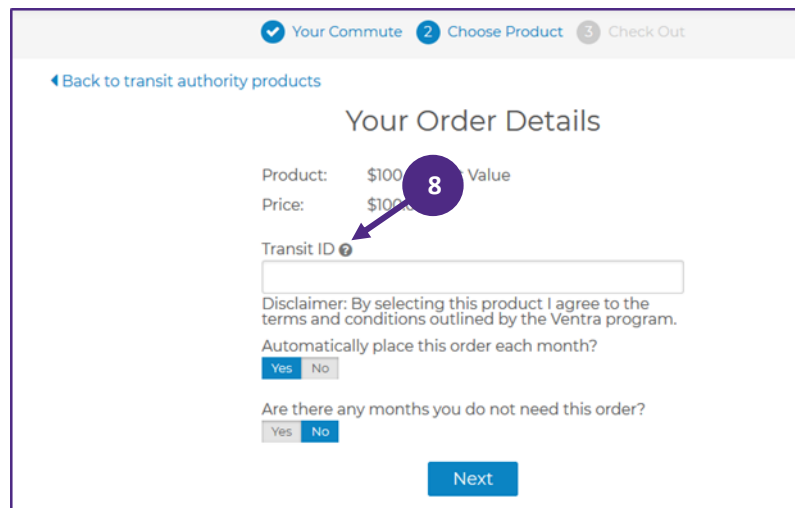
6. Select Local Transit Authorities for more options; then select Ventra Direct Load.



7. You will need to add the various dollar amount increments to your order to reach the total cost of your Metra pass.



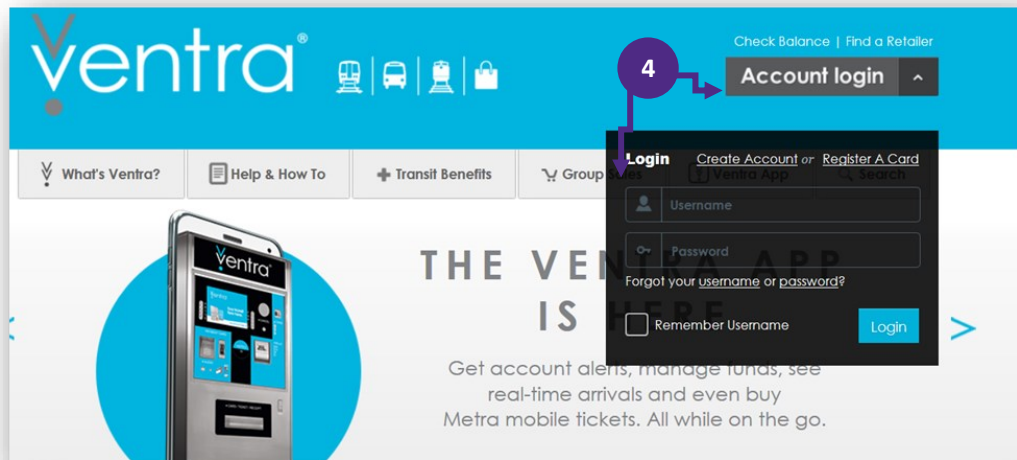
8. You will need to identify your Transit ID.



Locate Ventra Transit ID

When placing a Ventra order through PayFlex, you will need to provide your Ventra Card's 12-digit Transit ID. The following instructions outline where this is found. If you do not need to locate this number, skip to the next section for information on how to order Metra passes using the Ventra app.

1. To obtain your Transit ID, log into your Ventra account at www.ventrachicago.com.

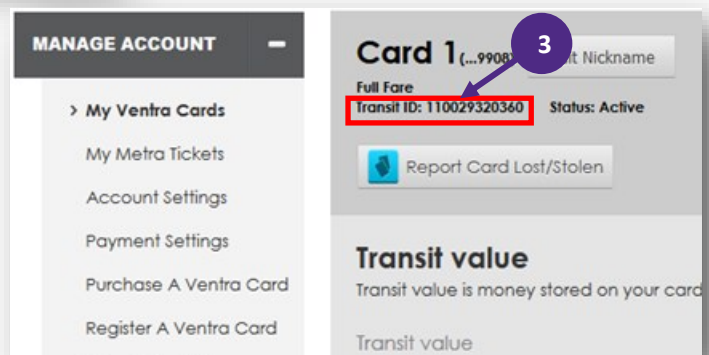


2. Select “my Ventra cards” in the left-hand menu under “manage accounts.”



NOTE: The monthly pre-tax limit beginning in 2020 for transit and for parking is \$270.

3. The 12-digit Transit ID will be at the top of the screen. Note: If you have more than one Ventra card associated with your account ensure you are looking at the correct card and number.

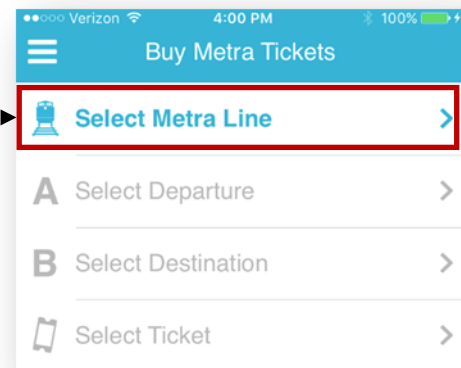
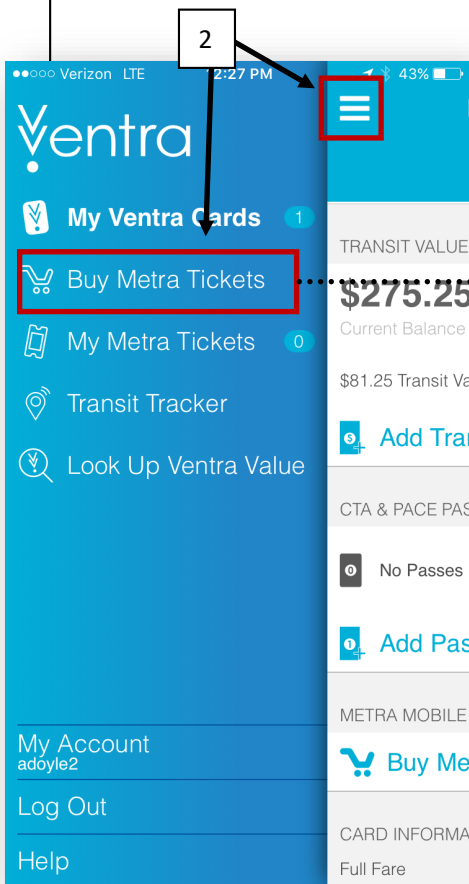
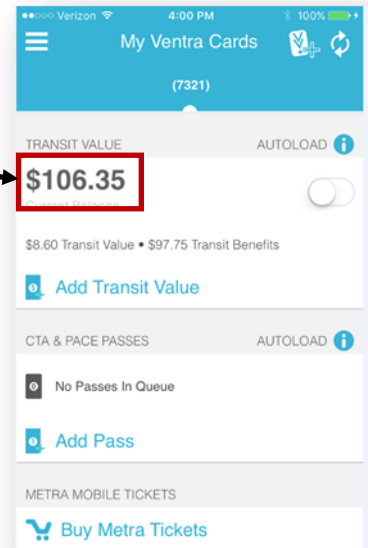


Using Ventra App to Buy Metra Pass

1. Once your transit amount has loaded to your Ventra card for use, you can use your Ventra app to purchase Metra passes, individual Metra tickets, rides on the CTA and rides on Pace. Open your Ventra app on your phone and you'll see your transit value balance.

2. You can choose to do a one-time order or have the order recur over multiple months. If you would like to receive the order for multiple months, click "yes" and you will see the option to select which months you want the transit benefit.

NOTE: All questions regarding how to use/navigate Ventra's website must be directed to the CTA or Ventra. This is a personal account not administered by the University.



3. Finally, select which type of Metra ticket or pass you want to purchase: one-way, ten-ride, monthly, or weekend pass.

