



VIRGINIA RAILWAY EXPRESS

ALLOCATING SMARTBENEFITS®

STEPS FOR EMPLOYEES

- Obtain SmarTrip® card from Metro or employer's human resources (HR) department
- Obtain Organization Code from HR transit benefits coordinator
- Create an account at www.smartrip.wmata.com
- Go to the LOGIN page and log into your account
- YOUR ACCOUNT page opens up
- On the right side, click ADD SMARTRIP CARD
- Input the required information and click CONTINUE
- Return to YOUR ACCOUNT page
- Under ASSOCIATED CARDS, click the SmarTrip® card number used for SmartBenefits®
- The CARD SUMMARY page will open
- On the right side, under SMARTBENEFITS®, click JOIN SMARTBENEFITS® to link your account
- Enter your Organization Code, agree with the terms, and click SUBMIT
- Return to the CARD SUMMARY page
- On the right side of the page, under SMARTBENEFITS®, click MANAGE SMARTBENEFITS®
- A dashboard opens depicting a SmarTrip® card, SmartBenefits® Administrator and Account Information
- At the bottom right, under UPCOMING TRANSIT ALLOCATION, click ADD TRANSIT PROVIDER (this link is open only from the first through the 21st day of each month. You must wait until the next open period to make any changes)
- A dropdown appears showing SELECT PROVIDER
- Click on the dropdown arrow and select VRE
- A dropdown appears showing VIRGINIA RAILWAY EXPRESS OPTIONS
- Select VRE – MOBILE TICKETING and click CONTINUE
- Add/verify/change amount of dollars to be allocated to VRE Mobile Ticketing
- Click SAVE
- Upcoming Transit Allocation shows amount allocated to VRE Mobile Ticketing
- SmartBenefits® are ready to be linked to the VRE Mobile Ticketing app ([learn how](#))



For further step-by-step assistance, call VRE's office at 800-743-3873

1500 King Street, Suite 202, Alexandria, VA 22314

800-743-3873

gotrains@vre.org