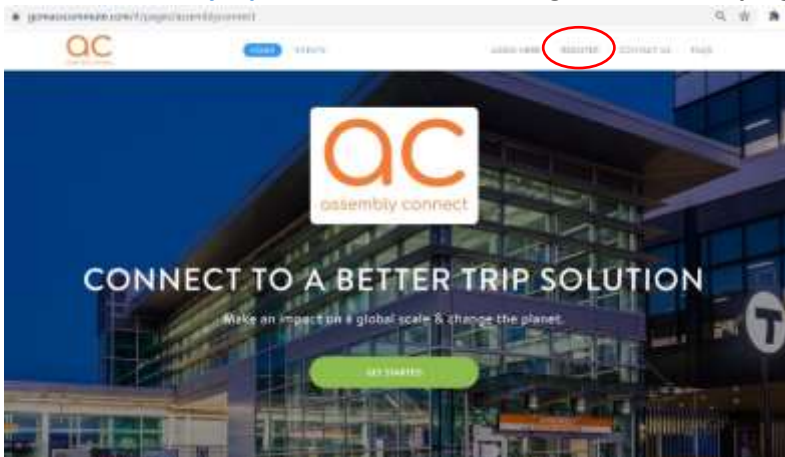


## Pt.1 - Registering for TripConnect

1. Go to [assemblytripconnect.com](http://assemblytripconnect.com). Click "Register" in the top right.



2. Complete the form and click "Next".

The image shows the 'Sign Up' form, Step 1: Account. The form is titled 'Sign Up' and has a progress indicator at the top with four steps: Account, Home, Work, and Network. The 'Account' step is currently active. The form contains the following fields:

- FIRST NAME \*** (Required): A text input field with the placeholder 'First Name'.
- LAST NAME \*** (Required): A text input field with the placeholder 'Last Name'.
- EMAIL \*** (A valid email is required): A text input field with the placeholder 'Email'.
- PASSWORD \*** (Required): A password input field with the placeholder 'Password' and a strength indicator icon.

At the bottom of the form, there is a link that says 'Have an account? Sign In' and a 'Next' button.

3. Enter your HOME address, validate your address, and click "Next".

The image shows the 'Sign Up' form, Step 2: Home Address. The form is titled 'Sign Up' and has a progress indicator at the top with four steps: Account, Home, Work, and Network. The 'Home' step is currently active. The form contains the following fields:

- Address Line 1**: A text input field.
- Address Line 2**: A text input field.
- City**: A text input field.
- State**: A dropdown menu with a 'Select' button.
- Zip Code**: A text input field.

At the bottom of the form, there is a blue button that says 'PREVIOUS' and a 'Next' button.

4. Enter your WORK address, validate your address, and click “Next”.

5. Find and join your “Network(s)”. Networks are your residential building at Assembly.

*\*It is important that you only join the network you are affiliated with. Different networks may be eligible for different programs and services. Example: Residents of AVA will join the AVA Network.*

Click “Register”

6. Final Step- make sure to check your email and “Confirm Your Account”.

All set. Now just check your email and click the confirmation link to access your account!

OK

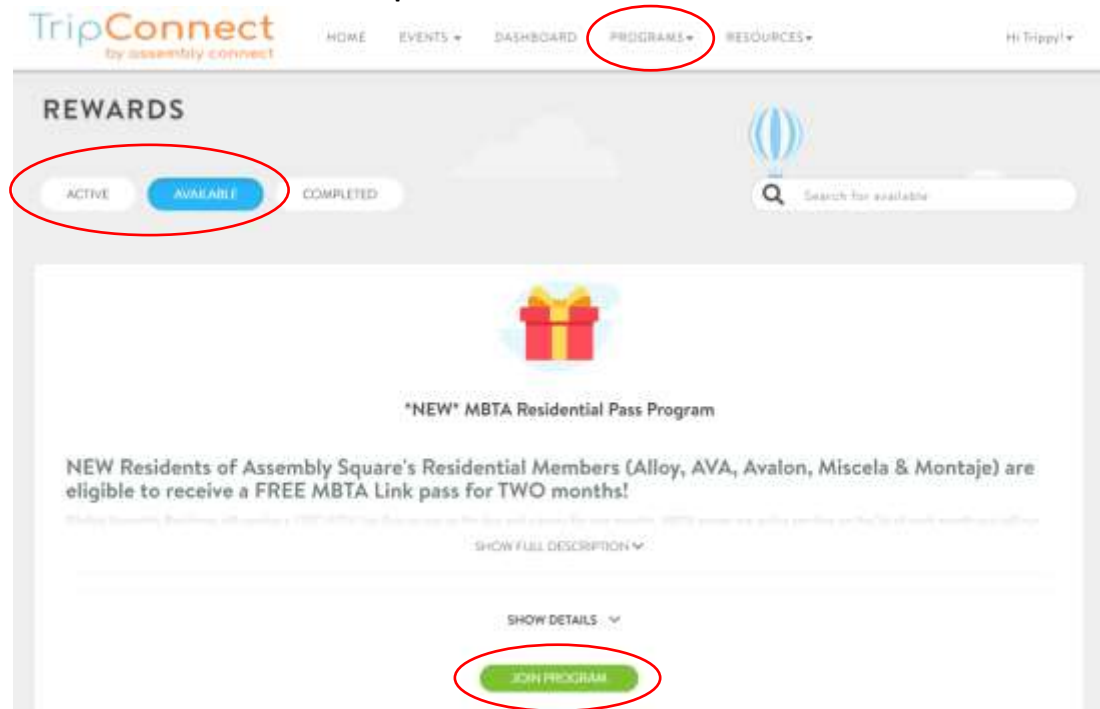
You've successfully joined TripConect!

## Pt. 2 - Redeeming the MBTA Residential Pass Program Incentive

1. Click on the “Programs” tab > then “Rewards” tab in the top bar.

Under your “Active” and “Available” tabs you will see all the programs and services that you are eligible for.

Click “Claim Incentive” and complete the form



2. Complete the registration form and click “Complete Request” to submit.

A screenshot of the TripConnect registration form. The form fields are as follows: 'Full Name' (filled with 'TripConnect'), 'Your Phone Number' (filled with '508.555.5555'), 'Your Email Address' (filled with 'testemail@domain.com'), 'Home: Street Address' (filled with '123 Congress Street'), 'Home: City' (filled with 'Somerville'), 'Home: State' (filled with 'MA'), 'Home: Zip Code' (filled with '02145'), 'Work: Employer Name' (filled with 'Acme Corp'), and 'Work: Manager's Full Name' (filled with '10000').

3. Assembly Connect will review your completed form and confirm your eligibility. When your MBTA pass is available, we will contact you regarding distribution/pickup.

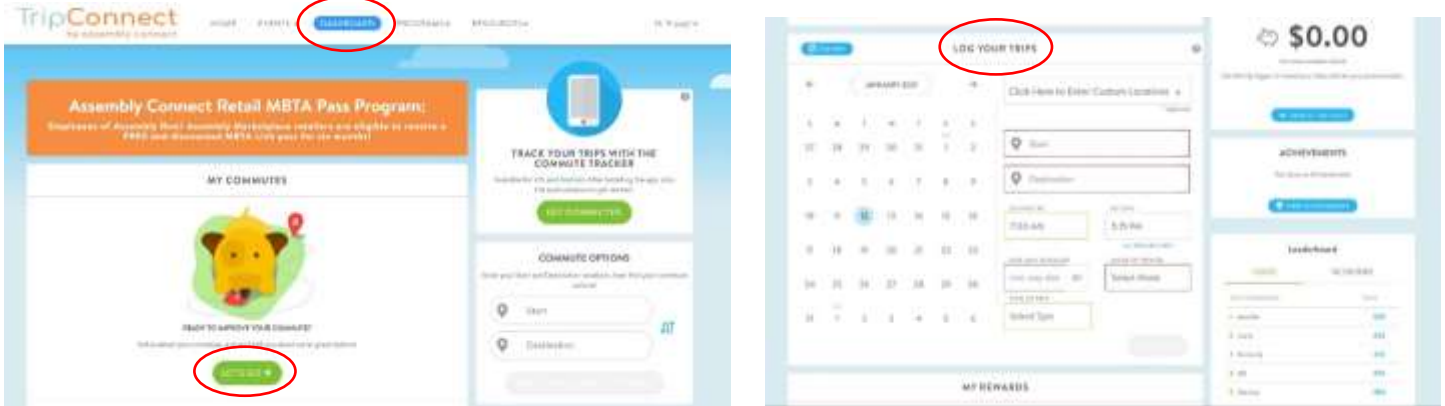
**\*DISTRIBUTION\*:** Passes will be distributed around the 1<sup>st</sup>, 10<sup>th</sup>, and 20<sup>th</sup> of each month. Passes will be active for two months consecutively from your start date. There is a limited supply of passes available for this program. We will contact you if the program is full to add you to the wait list. *Terms and conditions apply.*

### Pt. 3. - Logging Your Trips on TripConnect

One of the requirements for continuing the MBTA Residential Pass Program is logging your trips on [TripConnect](#). Please log all trips you take to and from Assembly Square regardless of what mode you take (MBTA, walk, drive, etc).

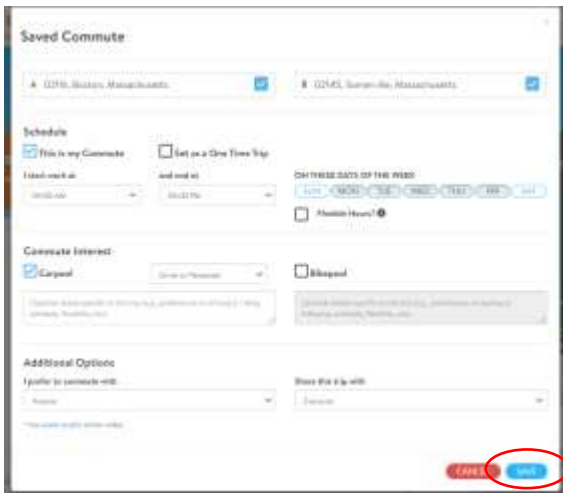
#### 1. Click on the “Dashboard” tab on the top bar. Under “My Commutes” you will see “Log Your Trips”.

Here, you can manually log your daily commute trips by entering in the Start and Destination Addresses, Departure and Return Times, Mode of Travel, and Type of Trip. Click on the “[Click Here to Enter Custom Locations](#)” to select from your previously saved commute trips. To submit your trip, click on “**Log 2 Trips**” (green box will appear in the bottom right).



#### 2. In the “My Commutes” box, you can customize and save your frequent trips by clicking on “Let’s Go”.

Click “Save”



### Download the TripConnect App

“*Commute Tracker by RideAmigos*” for IOS and Andriod - to easily automate trip-tracking, access Assembly Connect programs and trip plan directly from your phone! After installing the app on your phone, enter your email address and connect your PIN. To locate your PIN number, you must log into TripConnect on a web browser. Your PIN can be found under your “Profile” > “Connected Apps” page.

