

## State Employee Subsidy Increase – Scenario #1

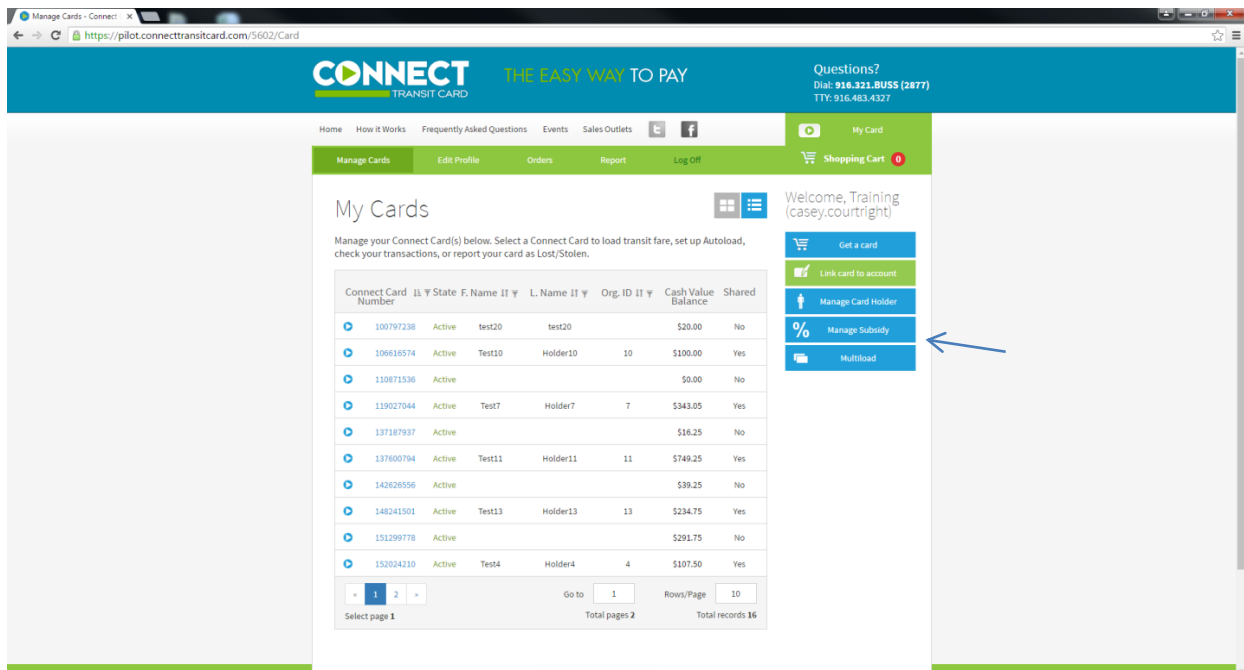
**Scenario #1** - 100% of the employees possessing cards in your corporate account are SEIU employees

Action Needed: Simply follow the procedures below and change the “Manage Limit” amount from \$65 to \$100. No further action is required.

If the situation described above in scenario #1 does not represent your agency please follow the instructions provided in scenario #2.

### Procedures

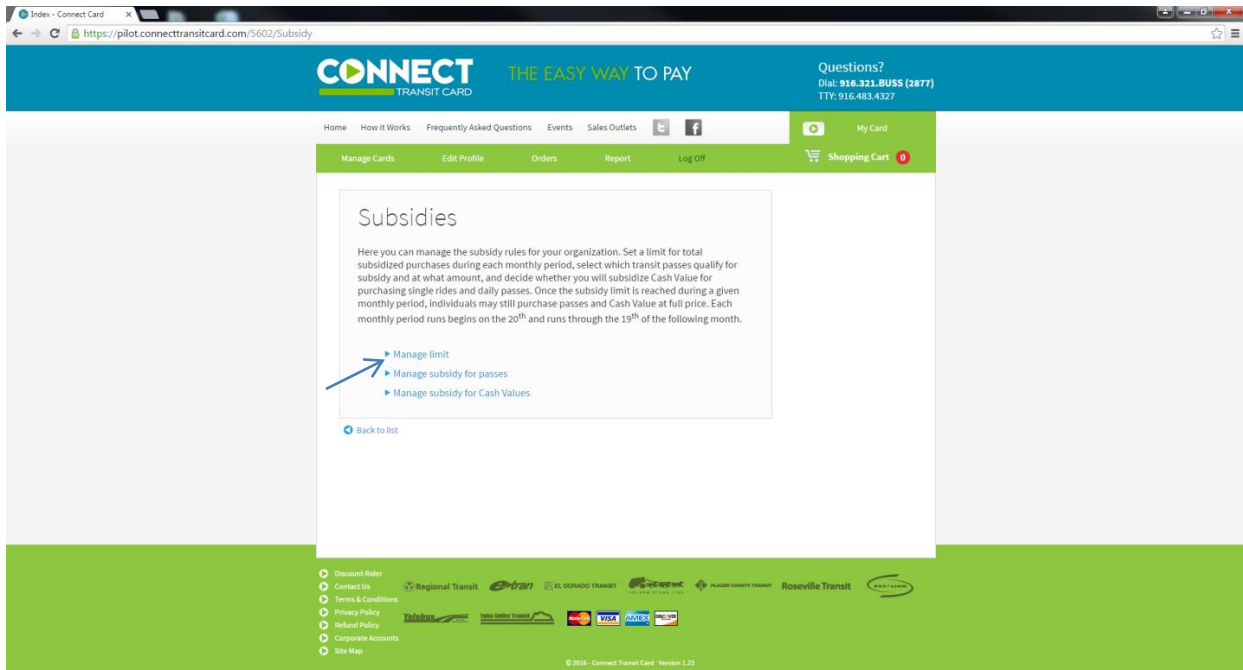
1. Login to your Corporate Account
2. From the Manage Cards tab, click on the Manage Subsidy button.



The screenshot shows the 'My Cards' page on the Connect Transit Card website. The page features a table of active cards with columns for Card Number, Status, First Name, Last Name, Org. ID, Cash Value, and Shared. A sidebar on the right contains several action buttons: 'Get a card', 'Link card to account', 'Manage Card Holder', 'Manage Subsidy', and 'Multiload'. A blue arrow points to the 'Manage Subsidy' button.

Connect Card Number	State	F. Name	L. Name	Org. ID	Cash Value	Shared
100797238	Active	test20	test20		\$20.00	No
109616574	Active	Test10	Holder10	10	\$100.00	Yes
110871536	Active				\$0.00	No
119027044	Active	Test7	Holder7	7	\$343.05	Yes
137187937	Active				\$16.25	No
137600704	Active	Test11	Holder11	11	\$749.25	Yes
142626556	Active				\$39.25	No
148241501	Active	Test13	Holder13	13	\$234.75	Yes
151299778	Active				\$291.75	No
152024210	Active	Test4	Holder4	4	\$107.50	Yes

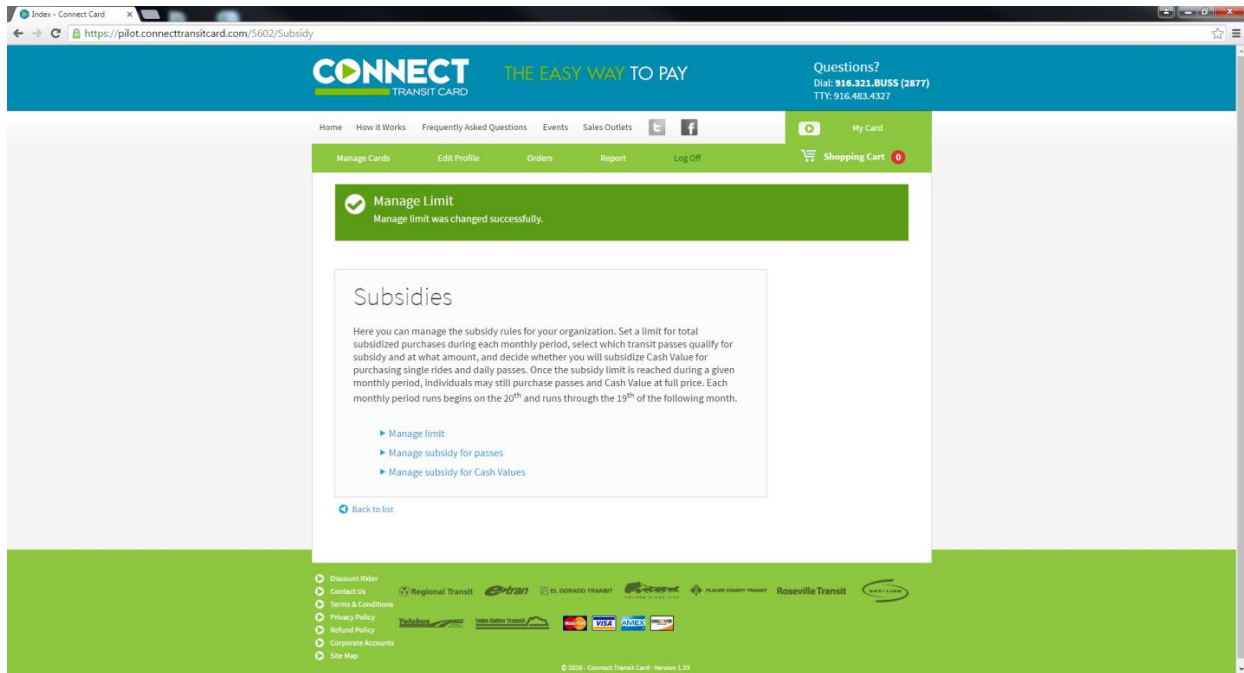
3. Click on the Manage limit link



4. Type in the dollar amount that you wish to subsidize and click save



5. You have successfully set your Corporate Accounts Subsidy Limit



**End Process**