

## Assembly Connect MBTA Retail Pass Program Guidelines

- Employees of Assembly Row/Assembly Marketplace retailers are eligible for the Assembly Connect MBTA Retail Pass Program.
- Assembly Connect will provide eligible participants with a free MBTA link pass for the first three months. Employees may choose to continue with the program for an additional three months and purchase their monthly pass at the discounted rate of \$20 per month (a 78% discount) from Assembly Connect.
- Participants must register via [TripConnect](#) and agree to log their trips to Assembly Square in TripConnect. In order to receive your next month's pass, you must have logged trips for the month prior.
- Employees may enroll in the program at any time; however, passes will be distributed during the last 10 days of the month and you may begin to use your pass on the first of the following month (the designated program start month). If participants use the pass prior to the first of their designated program start month - their account will be debited for the month they begin using the pass which will then be considered their designated start month. Participants who enroll in the program between the first through the 10<sup>th</sup> of the month may elect to pick-up their pass and designate that month as their program start month or choose to start the program on the first of the following month. Regardless of designation, if a participant uses the pass at any time during the month – as noted above that month will be considered their designated start month.
- If a participant ends their employment with their Assembly Row/Assembly Marketplace retail employer during the program period, the participant must notify Assembly Connect when they terminate employment. Once a participant is no longer an employee at Assembly Row/Assembly Marketplace, their MBTA pass will be voided and will no longer be active. Participants will not receive any reimbursements for unused time on a monthly pass.
- Assembly Connect reserves the right to verify your employment with an Assembly Row/ Assembly Marketplace retailer.
- Assembly Connect reserves the right to limit the number of participants in the program and make changes to the program at any time.
- Those who have participated in the MBTA Retail Pass Program and who have received six months of subsidies from Assembly Connect, are not eligible to re-enroll.