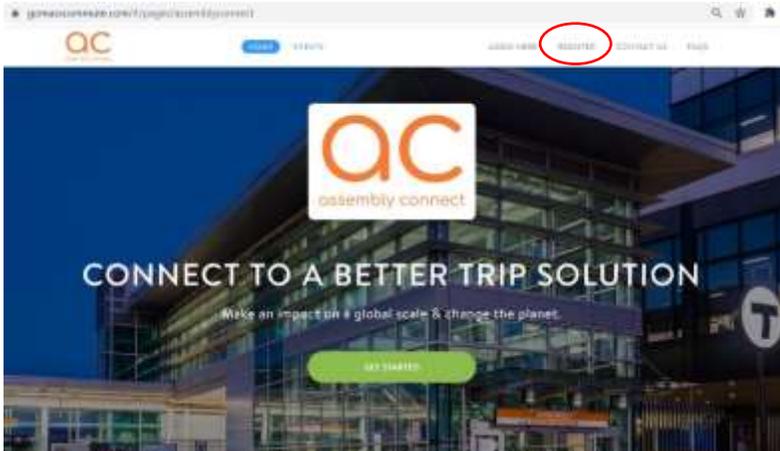


## Registering for TripConnect

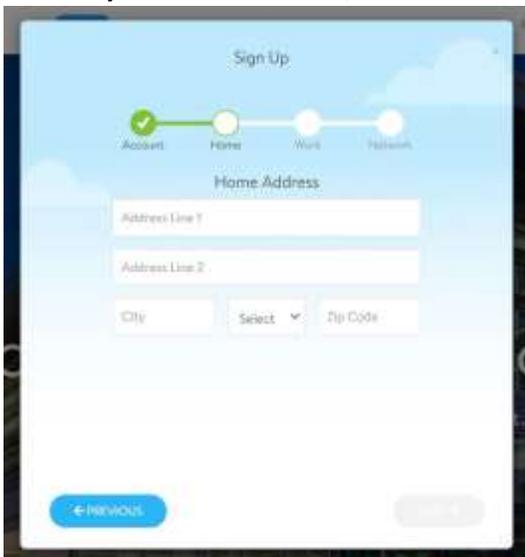
1. Go to [assemblytripconnect.com](https://assemblytripconnect.com). Click “Register” in the top right.



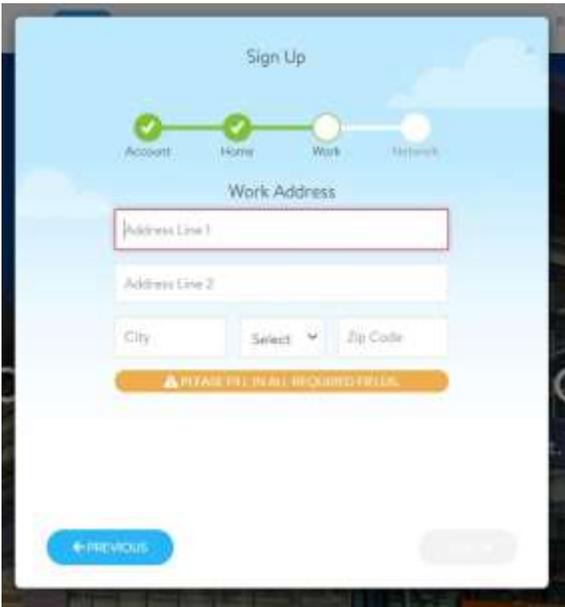
2. Complete the form and click “Next”.

A screenshot of the "Sign Up" form. At the top, there is a progress indicator with four steps: "Account", "Home", "Work", and "Network". The "Account" step is currently active and highlighted with a green circle. Below the progress indicator are four input fields: "FIRST NAME \*" (with "First Name" as a placeholder), "LAST NAME \*", "EMAIL \*" (with "Email" as a placeholder and a note "A valid email is required"), and "PASSWORD \*" (with "Password" as a placeholder and a "Show/Hide" icon). At the bottom right of the form, there is a link "Have an account? Sign In" and a "Next" button.

3. Enter your HOME address, validate the address, and click “Next”.

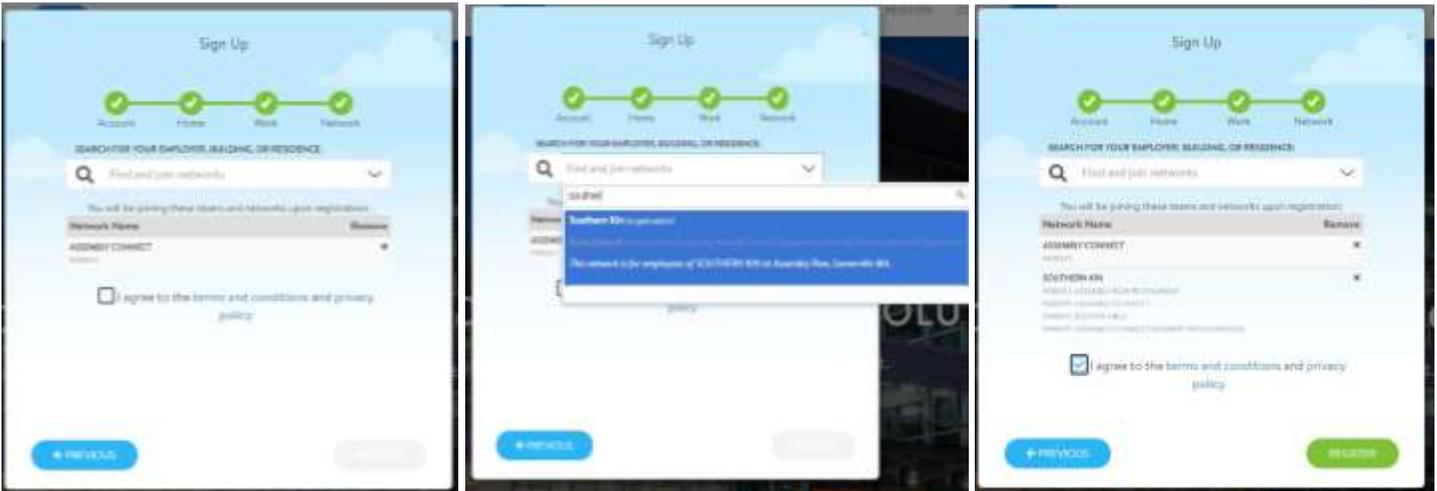
A screenshot of the "Sign Up" form, now on the "Home Address" step. The progress indicator shows the "Home" step is active and highlighted with a green circle and a checkmark. The "Home Address" section contains three input fields: "Address Line 1", "Address Line 2", and "City". Below the "City" field is a "Select" dropdown menu and a "Zip Code" input field. At the bottom left, there is a "PREVIOUS" button, and at the bottom right, there is a "Next" button.

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

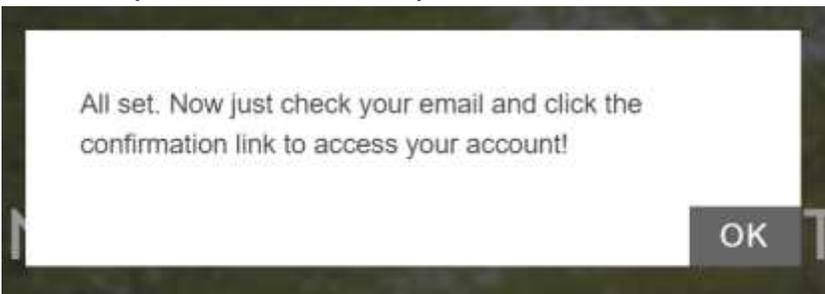


5. Find and join your “Network(s)”. Networks are your place of employment or residential building if you live at Assembly. It is important that you only join the network you are affiliated with. Different networks may be eligible for different programs and services. **Example:** Employees of Southern Kin will join the Southern Kin Network

Click “Register”



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



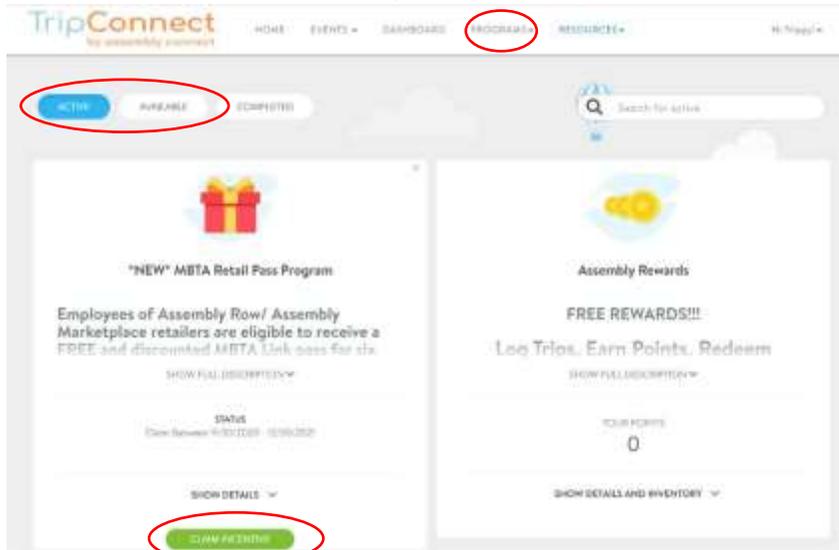
You've successfully joined TripConect!

## Redeeming the MBTA Retail Pass Program Incentive

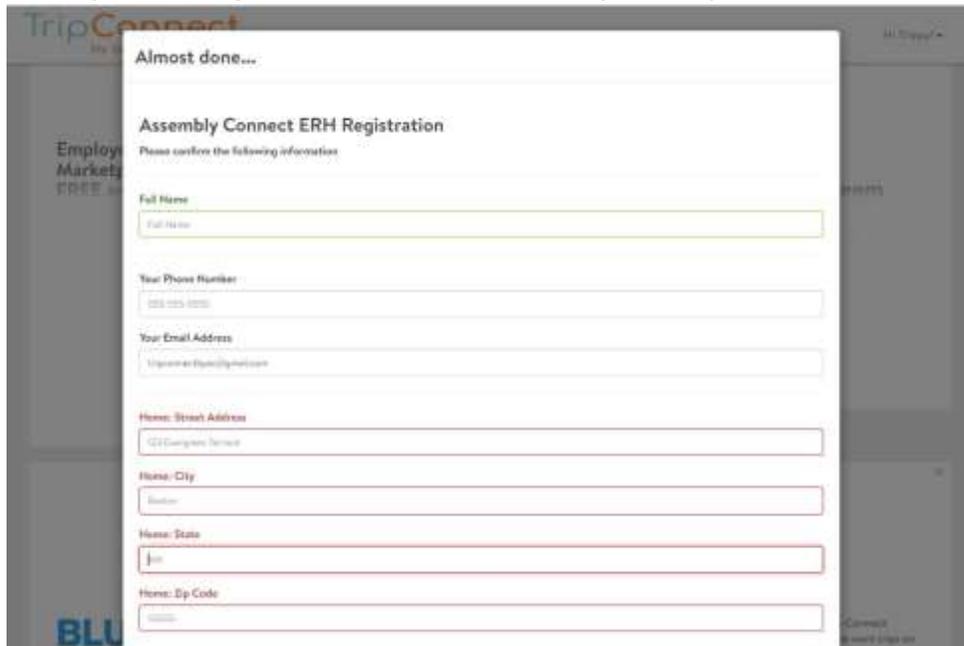
### 1. Click on the “Programs” tab > “Rewards” tab in the top bar.

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.



Almost done...

#### Assembly Connect ERH Registration

Please confirm the following information

Full Name

Your Phone Number

Your Email Address

Home: Street Address

Home: City

Home: State

Home: Zip Code

3. Assembly Connect will review your completed form and confirm your employment. When your MBTA pass is available, we will distribute them to your retail employer and will provide you with a follow up email.

**\*DEADLINE\*: The 14<sup>th</sup> of the prior month. Example:** January 14<sup>th</sup> is the deadline to start the program on February 1<sup>st</sup>.

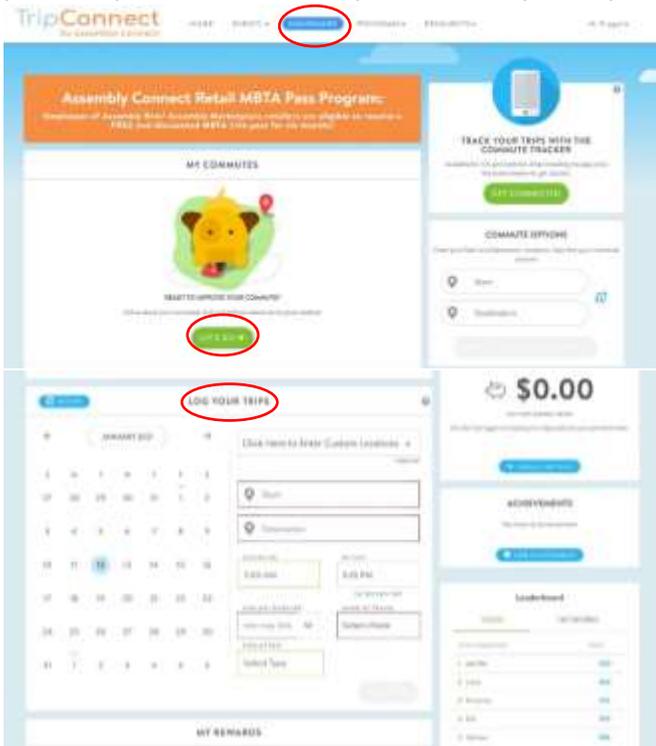
There is a limited supply of passes available for this program. We will contact you if the program is full to add you to the wait list. *Terms and conditions apply.*

## Logging Your Trips on TripConnect

One of the requirements for continuing the MBTA Retail 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).

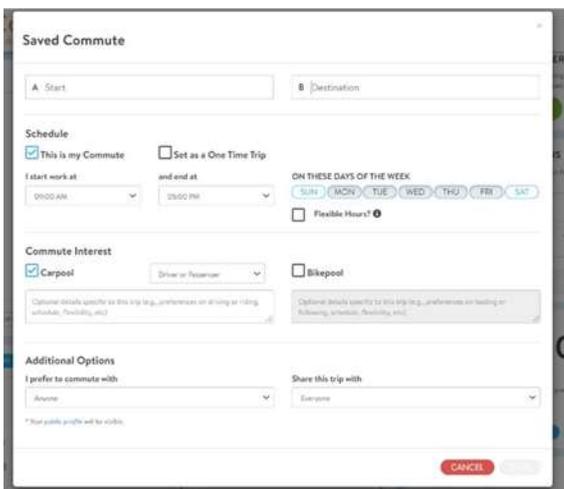
### 1. Click on the “Dashboard” tab in the top bar. Under “My Commutes” you will see “Log Your Trips”.

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 map out your trips, see your commute options, and set your preferences by clicking on the “Let’s Go” button.

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!