



## **My Commuter Check Employee Quick Guide**





## Commuter Benefits Overview

Commuting to work each day can be expensive. The commuter benefit program offered by your employer will help you save money on your commuting costs along with the convenience of home delivery of your orders. **My Commuter Check** provides delivery of Commuter Check Vouchers, Debit Cards and Smart Cards for a number of transit authorities through an easy online enrollment and benefit management program. Your employer is also committed to preserving the environment and reducing its carbon footprint and wants to encourage its employees to contribute to these efforts by taking public transportation.

## Why Commuter Benefits?

This commuter benefit works for you, the employee! Use your tax-free dollars (subject to monthly limits determined by the IRS) to pay for your commuting expenses and you can reduce your commuting costs by up to 40%! This program allows you to purchase a variety of products to use when commuting, and the best part is, you can elect to have your order recur each month and receive confirmations by email.

## How Does the Program Work?

Using the **My Commuter Check** website (see Registration below), you will create an account and place orders for you desired products. **My Commuter Check** will send your employer information about the products you've ordered as well as the cost of the products. These dollar amounts will then be deducted from your paycheck.

## Let's get started!

### Registration is Simple

Follow these simple steps to get started.

Go to: <https://www.mycommutercheck.com>\*

\* My Commuter Check is designed to work with Microsoft Explorer Version 6.0 and above

Please enter your info for enrollment verification.

First Name:

Last Name:

Zip Code:

Previous Next

From the main landing page, select *New Participant* from the menu on the left of the page.

Enter Your Company ID (provided by your employer)

Enter Your First Name

Enter Your Last Name

Enter Your Home Zip Code

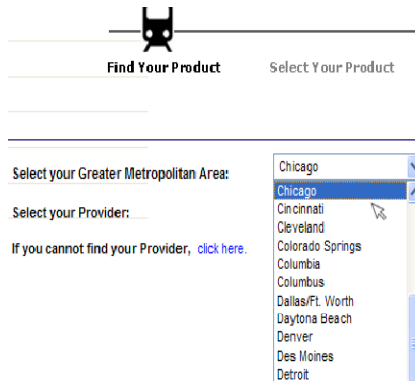
Click *Next*



## Placing a Transit order

Order your transit passes in 4 easy steps!

1. Once you've logged into your Commuter Benefits homepage, select *Transit Order* from the menu on the left.
2. Select your Greater Metropolitan Area (GMA)
3. Select your provider from the list of participating transit authorities.
4. Choose from the catalog of transit products offered by your transit provider.

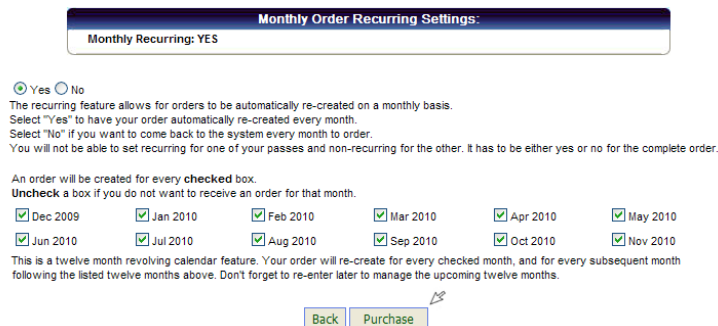


The screenshot shows a web form titled "Find Your Product". It has two main sections: "Find Your Product" and "Select Your Product". Under "Find Your Product", there is a dropdown menu for "Select your Greater Metropolitan Area:" with "Chicago" selected. Below that is a field for "Select your Provider:" with a link: "If you cannot find your Provider, click here." Under "Select Your Product", there is a list of transit providers: Chicago, Cincinnati, Cleveland, Colorado Springs, Columbia, Columbus, Dallas/Ft. Worth, Daytona Beach, Denver, Des Moines, and Detroit. A mouse cursor is pointing at "Chicago".

In the event you utilize more than one provider, such as a bus for part of your commute and a train for the other part, you will need to order each pass separately.

Certain products will present specific options for you to select such as denomination, quantity, account number or other data required for the particular product you selected. Once you have completed all the required information, click *Continue*.

You will be taken to a *Recurring Options* screen where you can set your order to recur automatically each month. This is a great option for those who do not want to place their order each month. Once you have confirmed your order and account settings, click *Purchase*.



The screenshot shows a form titled "Monthly Order Recurring Settings:". It has a section for "Monthly Recurring: YES" with radio buttons for "Yes" (selected) and "No". Below this is explanatory text: "The recurring feature allows for orders to be automatically re-created on a monthly basis. Select 'Yes' to have your order automatically re-created every month. Select 'No' if you want to come back to the system every month to order. You will not be able to set recurring for one of your passes and non-recurring for the other. It has to be either yes or no for the complete order." There is also a note: "An order will be created for every checked box. Uncheck a box if you do not want to receive an order for that month." Below this is a grid of checkboxes for months from Dec 2009 to Nov 2010, all of which are checked. At the bottom are "Back" and "Purchase" buttons.

If you do not wish to receive your order on a certain month, simply deselect that month and you will not be sent any products for that period.

## Helpful Tips

### Can't locate Transit Provider?

If you are unable to locate your provider select the option that reads [click here](#), and enter your Transit information. We will work to add the requested Transit Authority and Transit Authority Pass. You will be notified within 10 business days on the status of your request.

### Recurring Order Options:

The recurring feature allows for orders to be automatically re-created on a monthly basis. Select "Yes" to have your order automatically re-created every month. Select "No" if you want to come back to the system every month to order. You will not be able to set recurring for one of your passes and non-recurring for the other. It has to be either yes or no for the complete order.

### Deleting your order:

In the event you want to delete your order, from the ordering page select the product that you would like to delete (Transit/Parking/Bicycle) and select [Delete Entire Order](#).

## Placing a Card Order

*Save time waiting in line, stop tracking receipts, and don't worry about your pass being lost in the mail!*

### **The Commuter Check Card Prepaid MasterCard®**

A re-loadable commuter benefit card that can be used for purchasing transit or parking products. These cards are very convenient and easy to use. You will receive one card which is funded monthly with a specified amount. No more waiting in line, and no more saving receipts!

**Commuter Check Card for Transit** is accepted at transit agencies, fare vending machines, and designated transit retail centers



where **only transit products are sold**. Use your Commuter Check Card the same way you would use a credit card at your local transit agency.\*

\*You can only use the Commuter Check Card for commuter products as defined by the tax code that governs this benefit program.

### **Order your Commuter Check Card in 4 easy steps!**

1. From your Commuter Benefits homepage, select the type of card you want to order: *Transit* or *Parking*.
2. Select *Commuter Check Prepaid MasterCard* from the list of available options. *Note: if you are ordering the Commuter Check Card for Transit, you will first have to select your GMA.*
3. Enter the value you would like loaded onto your card and answer two security questions for identity verification.
4. Confirm your order and account settings, review the card terms and conditions and click *Purchase*.

### **Helpful Tips**

You will only have to order your Commuter Check Card once. The card will be **reloaded electronically** for future orders on the 23rd of every month preceding the benefit month.

You will be required to answer two **Security Questions**, which will be used to authenticate your identity. Have your **date of birth** and home **phone number** ready!

Select the **Recurring Order** option to have funds loaded onto your card automatically each month. You don't have to log back into the system unless you want to make changes to your order!

Use the **Card Management** tab to activate your card, view transaction history and report the card lost/stolen.

Your Commuter Check Card is a **NON-PIN debit card**, which is processed like a credit card. When given the option for Debit or Credit, you will need to select the **CREDIT** option.

## Placing a Parking order

*Whether you're an infrequent parker, rent a monthly parking spot or park at a different garage every day, MYCC has a solution to meet your parking needs!*

Ordering your parking product is easy. From your Commuter Benefits homepage, select *Parking Order* from the menu on the left. Select the parking option that works for you and follow the prompts.

**Monthly Direct Pay:** This convenient solution allows us to send payment directly to your parking provider each month, so you don't have to worry about writing checks and mailing payments. Simply provide us with some information about your existing parking arrangement, and we will take care of the rest!

This solution is great for monthly parkers or those that pay on a monthly or quarterly basis!

### How to Order

1. From the Parking menu select *Monthly Direct Pay*
2. Type in your Parking Provider's name
3. Select your provider's payment address from the list of available locations
4. Enter information about your parking garage
5. Enter your monthly parking amount and your parking account number

Please enter in the amount of your parking below.

<b>Order Details *required</b>	
<b>My Monthly Parking Cost is:*</b>	<input type="text"/>
<b>My Parking Account Number:*</b>	<input type="text"/>
<i>Please locate your parking account number on your last invoice or contact your parking provider.</i>	
<input type="checkbox"/> I have an existing Monthly Parking Relationship with my Parking Provider.	
<b>My Parking Order Details</b>	
Parking Payment / Payee Name:	Standard Parking

### Helpful Tips

*Don't see your parking provider listed?*

*If you cannot locate your parking provider - select the option that reads [click here](#) and enter the requested information. We will reach out to the parking provider to affiliate them as a payee in our system.*

*When selecting your parking provider, please note that this is the BILLING address only, not the actual location of your parking spot. You will be able to indicate the physical location of your parking garage at a later time.*

*You must have an **existing relationship** with a parking provider in order to use this option.*



**Commuter Check for Parking Vouchers:** These vouchers are made payable to the parking provider of your choice and can be used to pay for parking expenses. Simply submit the voucher to the parking attendant as payment instead of cash or a personal check.

Perfect for daily parkers!

### How to Order

1. From the Parking menu select *Commuter Check for Parking*
2. Enter your parking provider's payment information
3. Enter the desired quantity and denomination

Your Commuter Check for Parking order will be mailed to your home address on file.

#### Please Fill In

Parking Provider / Payee Name: *	<input type="text" value="Standard Parking"/> <small>Per IRS guidelines, the payee must be the Park Please do not enter your name as Payee.</small>
Location Name of Parking Lot: *	<input type="text" value="Standard Parking"/>
Parking Lot Address:	<input type="text"/>
Parking Lot City: *	<input type="text" value="New York"/>
Parking Lot State: *	<input type="text" value="NY"/>
Parking Lot Zip Code:	<input type="text" value="10001"/>
Commuter Check for Parking Amount:	<input type="text" value="230"/>
Quantity:	<input type="text" value="1"/>
Total Cost:	

### Helpful Tips

Make sure that your parking provider accepts Commuter Checks for Parking before placing your order.

Commuter Checks for Parking come in **flexible denominations**, including cents.

There is **no cash back** for Commuter Checks for Parking, so order the exact amount that you will need.

*Still don't see an option that fits you? Try to Commuter Check Card for Parking!*

**Commuter Check Card for Parking** offers the functionality and convenience of a reloadable, personalized, debit card for use at parking facilities nationwide. No receipts are necessary with this solution, just swipe and go.

(Click [here](#) for instructions on placing a card order)

Perfect for infrequent parkers and for use at automated parking facilities!

