# TransitChek<sup>®</sup> GETTING STARTED

●●◆ How to Enroll for Your TransitChek Premium Commuter Benefits

This **Getting Started Guide** will help you through the TransitChek<sup>®</sup> registration and enrollment process so you can make the most of your commuter benefit.

**Note:** If you do not have a computer and internet access, you can also enroll by phone. Call 1.888.618.CHEK (2435).

## To enroll in the program, you will need the following three pieces of information.

- I. Company Code provided by your company's benefits administrator
- 2. Employee Number provided by your company's benefits administrator or on your pay stub
- 3. Date of Birth

**Note:** If you don't know your Company Code or Employee Number, please contact your company's benefits administrator.





More A Year on Contenting

## **Create User Name and Password**

To start the registration and enrollment process, go to www.transitcenter.com and click on the TransitChek<sup>®</sup> Premium link.

Advances Lake Audet     Advances     Ad		Manage Your Account
	Manage Your Account Matchell Cater Lacount Mark Laco J For Secondaria Cater Lacount Angel Parts Cater Lacount Angel Parts Cater Lacount Angel Parts	<u>TransitChek®Premium-Log-in</u>

Under First-Time Users click Register Now. Enter your Company Code, Employee Number, Date of Birth and type in the CAPTCHA code in the fields provided. Click Next to continue.

2 Review your contact information and fill in all of the required fields. Click **Next** to continue.

Create a Username and Password. Passwords must be at least 8 characters long with one numeric character (e.g., Password2). Passwords are case sensitive. Then, select a Security Question from the drop-down and enter the Security Answer in the text field provided. Click Finish to continue.

4 You are now ready to begin your enrollment. Click **Continue** to start.



### Enrollment

#### SELECT REGION

Select the region in which you commute. The region you choose will allow the system to determine the types of TransitChek Benefits products you'll be able to use. Click Next to continue.

1	TRANSITCHEK Everyone Benefits	ContactUs Logout You are logged in as: Suzy Sample Sweet Pea Lotion Company - MLJ32	Select Region	
S	Sate Erwaltneer     Confirm Be     Select Beendit     Select Beendit     Confirm Be     Select Beendit     Confirm Be     Select Beendit     Select Beendit	nefit 🕢 🚯 Done	Please select a region in which you commute Choose One	<b>.</b>
	Select Region Pass select a region in which you commute Doors fore		Next	

#### DESCRIBE YOUR COMMUTE

2 Enter the zip code where you live under **Commute Origin** and the zip code where you work under **Commute Destination**.

Γ	Commute Origin	St	Start Enrollment     Select tart Enrollment	Benefit	Confirm Benefit	Done	Commuter Benefit (select one)
	Enter the zip code where you start your commute.	Pier	complete information about your commute. Select your o	commuter benefit ar	d press next.		Transit (includes Vanpool) & Parking
	11757		Enter the zip code where you start your commute.		Transit (includes Vanpool) & Parking     Transit only (includes Vanpool)		O Transit only (includes Vanpool)
	Commute Destination		Commute Destination		<ul> <li>Parking only (includes carpool parking)</li> <li>Bicycle</li> </ul>		O Parking only (includes carpool parking)
	Enter the zip code where you end your commute.		10018	Back	Ned		© Bicycle
	10018						

**Select the Commuter Benefit** you will be enrolling for. Click **Next** to continue.

**Note:** Options that are grayed out mean they are not being offered by your company.

**Note:** Per IRS regulations, the Bicycle benefit option is only available as a \$20 employer-paid fringe benefit and cannot be combined with Transit or Parking at this time.

**ATTENTION!** If you selected "Transit Only", your enrollment process will continue through to step #6 where you will then be directed to the "Enrollment Survey" page.

**ATTENTION!** If you selected "Parking Only", your enrollment will begin with the "Select Parking Benefit" page.

**ATTENTION!** If you selected "Bicycle", the TransitChek CashBack<sup>®</sup> product is the only product available. You will be directed to the Direct Deposit page where you can elect to have the reimbursement automatically deposited into your checking account.

#### SELECT TRANSIT BENEFIT

In the example below, an employee selected the **Transit & Parking** commuter benefit in step #3.

Choose your transit Service Type (e.g., Bus, Rail, Subway, Ferry, Vanpool, Paratransit, Light Rail, or Trolley).

	alum Baurali	Туре	Service Providers	Monthly Expense
Select Transit Benefit Based on the tip code information your entered, your commute is:		Service Type: Choose One	Operator:	
PROM : LINCENEMIST,JIY TO: REWYORK,WY Select all of the transit services you use and the monthly expense.		Service Type: Choose One 💌	Operator:	Clear
Type Service Providers	Monthly Expense	Service Type: Choose One 💌	Operator:	Clear
Service Type: Croces One M Operator: Service Type: Croces One M Operator:	Clear	Service Type: Choose One 💌	Operator:	Clear
Service Type: Drome One M Operator:	Clear	Service Type: Choose One 💌	Operator:	Clear
Service Type: Doces Date Operator:		Service Type: Choose One 💌	Operator:	Clear
Service Type: [Doose One ] Operator: Designate each Transit Operator used during your commute and specify the typical monthly am	nount spent. Total:\$ 0.00			
Eack Neet				

Select the Service Provider (Operator) that you use.

6 Enter your **Monthly Expense** in the text field provided. Click **Next** to continue.

**Note:** Repeat steps, **#4-6** above to add additional **Service Types**, **Operators** and **Monthly Expenses** if you use more than one transit operator.

Note: Click anywhere on the screen to update your total amount.

**Note:** TAMS will direct you to the **Benefits Product** page where you will be able to select a transit product based on the information you previously entered.

#### SELECT YOUR TRANSIT BENEFIT PRODUCT

Choose your benefits product. The first product is the recommended product. Click Next to continue.

**Note:** If the cost of your commute is incorrect, click the **Update** link to update the total transit benefit amount.

a list of product options available to you.	Select an option and press	Next to continue.		
Benefit Product Options		Pretax	Post-tax	Total
TransitChek QuickPay Card Debit card for transit and qualified parking expenses. Accepted by: MTA Long Island Rail Road	UNCHER	230.00	70.00	300.00 Update 15.00 - 770.00
O TransitChek Voucher Voucher used to pay for transit media. Accepted by: MTA Long Island Rail Road	TANGTODEX La constanting and the second sec	230.00	0.00	230.00 Update 15.00 - 230.00

#### SELECT A PARKING BENEFIT

Enter your Monthly Parking Expense. Specify if the parking facility accepts Visa<sup>®</sup> cards. (If the parking facility does not accept Visa card payments, your benefit option will only be the TransitChek CashBack<sup>®</sup> reimbursement product.)

Start Enro	ollment 🔰 2 Select Benefit 🔰 🕄 Confirm Benefit 🤇 4	Done
Select Parking	g Benefit	
Enter your parking inf Based on the zip code FROM : LINDENHURST	formation. Information you entered, your commute is: T/IY TO : NEW YORK,NY	
	Parking Expense	
	Monthly Parking Expense: Does the facility accept Visa® cards?(if you do not know, select 'no'): No 💌	
	Parking Provider	
	If you park and use a rail or bus service, please provide the name of the facility	
	Operator: Choose One  Parking Location: Choose Operator First V	
	Book Next	

9 Select the name of the **Operator** if the parking benefit is used to park at a rail or bus station.

Select the Parking Location if the parking benefit is used to park at a rail or bus station. Click Next to continue.

**Note:** TAMS will direct you to the parking **Benefit Product** page where you will be able to select the product option available, based on the specific parking information you provided.

#### SELECT YOUR PARKING BENEFIT PRODUCT

Choose your benefit product. The first product is the recommended product. Click Next to confirm your benefit selection and to continue.

**Note:** If the cost of your parking is incorrect, click the **Update** link to update the total parking benefit amount.

**Note:** If you chose the Premium TransitChek QuickPay<sup>®</sup> Card you will be directed to the **Enrollment Survey** page. Continue onto step **# 13**.

**Note:** If you chose the TransitChek CashBack<sup>®</sup> product you will be directed to the **Direct Deposit** page where you can elect to have the reimbursement automatically deposited into a personal checking account. Continue onto step **# 12**.

#### ENTER DIRECT DEPOSIT INFORMATION

You have the option of having your TransitChek CashBack<sup>®</sup> reimbursement directly deposited into a personal checking account after submitting your claim forms to TransitCenter.

Inter your checking Routing Number and Account Number. Click Next to continue.

MARY ANDERSON			1001
Anytown, USA 12345		DATE	
	SAMPLE	_	
PAY TO THE ORDER OF	JANNI LL	\$	
			DOLLA
MEMO			
MEMO	1231562890 / 1001		
MEMO	1234567890 * 1001		
MDMO 1:121004771;	1234567890 / 1001		
CADA CADA	1234567890 * 1001		
MIMO	1234567890 * 1001		
MINO 1:121000497:	1234567890 / 1001		

ENROLLMENT SURVEY QUESTION

B Answer the Enrollment Survey question and click Next to continue.

#### CONFIRM YOUR BENEFIT

Read the Benefits Summary and Terms & Conditions. Select I Accept and click Confirm.

#### ENROLLMENT CONFIRMATION

**Congratulations on your enrollment!** This page confirms your enrollment, TransitChek product(s), benefit amounts and the month in which your benefit will take effect. You will receive an email confirmation. **Print** a copy of the confirmation page for your records.

## Managing Your TransitChek<sup>®</sup> Premium Commuter Benefits

Changes in your life and work usually mean changes to your commute.TransitChek enables you to manage your benefits and to make changes easily, if needed.

Depending on the kind of program options your company is offering, your personal home page will allow you to:

- Review a summary of your TransitChek benefits
- · Increase or decrease your monthly benefit amount
- Change your TransitChek product
- Temporarily suspend your TransitChek benefits
- Report a lost or stolen card product
- Request a card replacement

To manage your benefits, go to www.transitcenter.com.



#### FROM THE EMPLOYEE HOME PAGE

Everyone Bene	fits			You are lo	gged in as:
Ноте	My Info	My Benefit	Replace a Product	Forms	Help

Use the Navigation Toolbar at the top of your Employee Home Page to manage your account.

#### Click My Info to:

- Update Contact Information
- View Benefit Limits
- Change Password

#### Click My Benefit to:

- Change Your Benefit
- Update Your TransitChek CashBack Account
- View Your Benefit History
- Manage your TransitChek QuickPay Card
- Temporarily Suspend Your Benefit

#### Click Replace a Product to:

• Replace your Card product

Click Forms as needed for:

- Premium TransitChek<sup>®</sup> MetroCard<sup>®</sup> Replacement Form
- TransitChek<sup>®</sup> Voucher Replacement Form
- TransitChek CashBack<sup>®</sup> Parking Claim Form
- TransitChek CashBack® Transit Claim Form
- TransitChek CashBack® Bicycle Benefit Claim Form
- Access-A-Ride Form



#### CORPORATE HEADQUARTERS:

1065 Avenue of the Americas, 16th Floor New York, NY 10018 P: 1.212.329.2000 www.transitcenter.com

CUSTOMER SERVICE: P: 1.888.618.CHEK (2435)

TransitChek is a registered trademark of TransitCenter, Inc. Copyright © 2009 TransitCenter, Inc.All rights reserved.