



# Commuter Ordering

# www.wageworks.com

WageWorks everyone benefits

EMPLOYEES EMPLOYERS BROKERS

HELP SALES LOG IN/REGISTER

Employee Log in  
Employee Registration  
COBRA/Direct Bill Log in  
Employer Log in  
For take care Log in

## Saving Made Easy

Simplify Paying for Expenses Important to You and Your Family

I'm an Employee I'm an Employer I'm a Broker

Latest News  
Uncle Sam Hates Mass Transit Riders, Loves Parking Lots

A Brand New Day

https://www.wageworks.com/#

# Registration

WageWorks

FIRST-TIME USER June 26, 2012

BACK NEXT

1 2 3 4 5

Instructions

**Before You Start**  
Have your contact and reimbursement details (i.e. bank account).

**Follow These Steps**

- 1 Identify Yourself
- 2 Accept User Agreement
- 3 Select Username & Password
- 4 Verify Contact Information
- 5 Verify Reimbursement Method

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NEXT

# Registration

Register for Online Access January 9, 2014

1 2 3 4 5 6

**Identify Yourself**

Enter the information as it appears in your employer or program sponsor's records.

First Name

Last Name

Date of Birth  MM/DD format

Home Zip Code

ID Code

Your ID Code is the last 4 digits of one of the following:

- Your social security number
- Your employee number
- Code provided by your program sponsor

Enter the moving letters seen in the box below

**NMS**

↻  
?

BACK NEXT

# Registration

WageWorks®  
+ ♥ →

FIRST-TIME USER June 26, 2012

1 2 3 4 5

BACK NEXT

## User Agreement

to your account.

**Penalties for misuse.** The Service provides you with access to funds set aside by you on a pre-tax basis. These funds belong to your employer/program sponsor, and governed by Federal law. The Internal Revenue Service and other tax authorities enforce these laws. In addition to other legal remedies, your refusal to follow the terms of this Agreement or provision of false or fraudulent statements regarding the items or services you have purchased may result in disciplinary action by your employer/program sponsor including, but not limited to, termination of your use of the Service, termination of participation from the Plan, or termination of employment. The tax authorities may also initiate tax collections against you.

**I Accept the User Agreement**

**I Decline the User Agreement**

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NEXT

# Registration

WageWorks

FIRST-TIME USER July 25, 2012

1 2 3 4 5

BACK Select Username and Password NEXT

We recommend periodic password changes for account security.

Username

Password

Confirm Password

Your username must:

- Be at least 5 characters long.
- May contain any combination of letters and numbers (but no other characters).

Your password must:


- Be between 8 and 20 characters.
- Include one symbol or number.
- Not include your last, first or username.

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90%

# Registration



FIRST-TIME USER

1 2 3 4 5

**Verify Contact Information**

July 25, 2012

BACK
NEXT

**Enter the residential address where you want us to send you mail.**  
 Do not enter your work address, a PO Box or other non-residential address.  
**This address will not be communicated to your program sponsor or any other party.**  
 Be sure to update your address here whenever it changes and separately notify all others who need to be aware of your new mailing address.

Email

Confirm Email

Mailing Address

City

State  ▼

Zip  -

Work Zip Code


Daytime Phone  -  -   ext.

Use standard email format, such as youraddress@company.com.

Used to provide local services, when available.

A number where we can call for critical issues.

NEXT



90%

# Registration

WageWorks

FIRST-TIME USER July 25, 2012

1 2 3 4 5

BACK NEXT

**Verify Reimbursement Method**

**Commuter:** You can have your payments deposited into your personal bank account. If you do not elect direct deposit, payments will be made by check to the address in your Profile.

Reimburse Payments by

Direct Deposit

Check

Bank Name

Bank Account Number  Scroll down to see how to locate these numbers.

Bank Routing Number


Type of Account

Checking

Savings

**How to Locate Bank Numbers:**

Your sample check may not have these numbers in the exact same location.



NEXT

90%



# Registration

**WageWorks**

FIRST-TIME USER July 25, 2012

1 2 3 4 5

BACK Confirm Details SUBMIT

Carefully review your information before you submit.  
Any errors may delay reimbursement of your claims.

Username and Password <b>alicehayes</b> *****	Reimbursement Payments <b>By Check</b>
Contact Information <b>Alice Haynes</b> 123 Test Testing, CA 93286 (925) 398-8135 christine.garcia@wageworks.com	Payment Info Credit Card: Not on File

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SUBMIT

90%

DASHBOARD

CLAIMS & ACTIVITY

CALCULATORS

RESOURCE CENTER


February 3, 2014


ENROLL IN COMMUTER



SUBMIT RECEIPT or CLAIM


ELIGIBLE EXPENSES

CURRENT PROGRAMS 



PAST PROGRAMS 



**Commuter Account**

Order by: 

Current Orders  
March 2014

-  No Transit Orders
-  No Parking Orders

Don't Miss Out

On savings and convenience.

**PLACE YOUR ORDER**

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ENROLL IN COMMUTER

SUBMIT RECEIPT or CLAIM

ELIGIBLE EXPENSES



Commuter  
**Transit**

If you use public transportation to commute to work



Commuter  
**Vanpool**

If you use a Vanpool to commute to work



Commuter  
**Parking**

If you pay to park while you are at work



Commuter  
**Park and Ride**

If you park at a train station or bus stop that is part of your commute



BACK

1 2 3 4 5

## Instructions

NEXT 

### Before You Start

Read the [Transit Benefits FAQ](#) and have your contact details ready.

### Follow These Steps

1

Select  
Provider

2

Select  
Product

3

Confirm  
Contact  
Information

4

Confirm  
Order

5

Receive  
Confirmation

BACK

1 2 3 4 5

### Select Operator

NEXT

SEARCH BY ZIP CODE

SEARCH BY NAME

10018

SEARCH

Popular Operators (8)



MetroCard



PATH train



MTA Metro-North Railroad



MTA Long Island Rail Road (LIRR)



NJ Transit Bus



NJ Transit Rail



NJ Transit Light Rail



NY Waterway Ferries



BACK

1 2 3 4 5

## Select Product

NEXT



### MTA Metro-North Railroad

Metro-North Railroad  
<http://www.mta.info>

2 Product(s) Available

#### WageWorks Commuter Card

WAGEWORKS COMMUTER CARD – The WageWorks Commuter Card is a **stored value card** that can be used to purchase monthly, weekly, ten-trip and one-way Metro-North Railroad tickets. The Commuter Card is accepted by Metro-North Railroad's ticket vending machines, ticket windows, Mail&Ride program and Webticket program.

[Click here](#) to see a list of other transit providers in your area that accept the WageWorks Commuter Card. [Click here](#) to learn more about the WageWorks Commuter Card.

Order by



#### Metro-North Mail&Ride Payment

MAIL&RIDE EXPRESS PAYMENT – **Choose this option if you have a Mail&Ride account set up with MNRR.** WageWorks will send the amount of your election, which may include both a pretax benefit and any post tax dollars to MNRR and those funds will be applied towards your Mail&Ride order. Any remaining balance due will continue to be due in the manner that you have set up with the Mail&Ride program, e.g., your personal credit card, debit card, or personal check. You will continue to manage your Mail&Ride ticket choices through MNRR and your WageWorks payments will appear on your monthly invoice.

Order by



BACK

1 2 3 4 5

### Metro-North Mail&Ride Payment

NEXT

You must have an existing Mail&Ride Account to use this payment option. If you do not have a Metro-North Mail&Ride account, please go to the [MTA Mail&Ride website](#) or contact the Metro-North Mail&Ride program at (212) 532-4900.

Please enter in your Mail&Ride account number and the payment amount you wished to be credited towards your Mail&Ride account in the boxes below. Your account number is on the bottom left hand corner of **YOUR MONTHLY MAIL&RIDE PASS**.

If your monthly ticket costs more than \$245 (the pre-tax monthly limit for transit purchases in 2012), you may want to choose a \$245 payment.

Mail&Ride Acct#

Confirm Mail&Ride Acct#

Amount \$

Frequency

Every Month

Recurring order every month until you change or cancel

Manage Calendar

Recurring order - but only for the months you choose

One Month Only

Quantity

Your Mail&Ride account number must be 7 digits with a hyphen included between the 6th and 7th digits. Do not enter any letters in the entry.

What should I do if my ticket costs more than \$130 – the monthly pre-tax limit for transit purchases? If your ticket costs more than \$130, you may want to choose a \$130 payment (the current pre-tax monthly limit for transit purchases). If you choose an amount greater than \$130, you will reduce the amount that the Mail&Ride program will need to recover through your current payment mechanism (e.g., your credit card).

[MAIL&RIDE PAYMENT FAQs – CLICK HERE](#)

BACK

1 2 3 4 5

### Confirm Contact Information

NEXT

Mailing Address

Test

This address will be used for any orders or communications that we will mail to you

123 Test

DO enter a residential address where you want to receive this mail

City

New York

DO NOT enter your work address, a PO Box or a non-residential address

State

NY

ZIP

10018

Work ZIP

Daytime Phone

Email

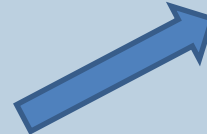
Test@test.com

A number where we can call for critical issues

An address you check often for time-sensitive and critical info, including confirmations

I confirm that this information is accurate

Please review for accuracy and select the check box





BACK

1 2 3 4 5

## Program Sponsor Certifications

NEXT

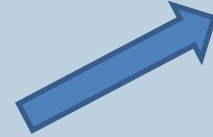
Important - In order to complete your order, please read and acknowledge the following information from your program sponsor.

Print Current Page

Under the terms of this program, your employer pays 100% of your transit benefits up to the Federal pre-tax limit of \$245 per month. You should only use this program to purchase transit fare media (i.e., passes and tickets) related to your commute to and from work. You may not purchase transit fare media for any other purpose or for any other person including your family. Please click the check box below to acknowledge your understanding and agreement to these terms.

I acknowledge the above information

Please review and then check the box to continue.



[BACK](#)

1 2 3 4 5

**Confirm Order**[SUBMIT ORDER](#) **Metro-North Mail&Ride Payment**

Pass	Metro-North Mail&Ride Payment
------	-------------------------------

Total Cost	<b>\$200.00</b>
------------	-----------------

Description	Payment that will be provided to Metro-North and credited to your Mail&Ride account.
-------------	--

Mail&Ride Acct#	123456-7
-----------------	----------

WageWorks will send the payment you selected to the Mail&Ride program, which will be credited toward your account. Any remaining balance for your Mail&Ride ticket will continue to be due in the manner that you have set up with the Mail&Ride program, e.g., your personal credit card, debit card, or personal check. You will continue to manage your Mail&Ride ticket choices through Metro-North and your WageWorks tax-free payment will appear on your monthly invoice.

If you wish to make changes to your ticket or address, please contact the Mail and Ride program by visiting the [MTA Mail&Ride website](#) or contact the Metro-North Mail&Ride program at (212) 532-4900.

**Important Reminder** – To use this payment option, your Mail&Ride account with Metro-North must be in active status. If your account is not in active status, we will not be able to process your order.

**Mailing Address/Contact Info**

Participant Test  
Test 123 Test  
New York, NY 10018  
(555) 555-5555  
Test@test.com

**First Benefit Month****Change/Cancel Until**

One Month Prior to the Benefit Month

**Frequency**

Every Month

Thank You

NEXT

Print Current Page

**Your Order Has Been Placed**  
 A confirmation email will be sent by the end of the day.  
 Select NEXT to return to Commuter Program Details.



**Metro-North Mail&Ride Payment**

Pass	Metro-North Mail&Ride Payment
Total Cost	<b>\$200.00</b>
Description	Payment that will be provided to Metro-North and credited to your Mail&Ride account.
Mail&Ride Acct#	123456-7

WageWorks will send the payment you selected to the Mail&Ride program, which will be credited toward your account. Any remaining balance for your Mail&Ride ticket will continue to be due in the manner that you have set up with the Mail&Ride program, e.g., your personal credit card, debit card, or personal check. You will continue to manage your Mail&Ride ticket choices through Metro-North and your WageWorks tax-free payment will appear on your monthly invoice.

If you wish to make changes to your ticket or address, please contact the Mail and Ride program by visiting the [MTA Mail&Ride website](#) or contact the Metro-North Mail&Ride program at (212) 532-4900.

**Important Reminder** – To use this payment option, your Mail&Ride account with Metro-North must be in active status. If your account is not in active status, we will not be able to process your order.

**Mailing Address/Contact Info**

Participant Test  
 Test 123 Test  
 New York, NY 10018  
 (555) 555-5555  
 Test@test.com

**First Benefit Month**



**Change/Cancel Until**

4th of Month  
 One Month Prior to the Benefit Month

**Frequency**

Every Month

BACK

PROGRAM DETAILS

February 03, 2014

PROGRAM DETAILS

Print Current Page

ABOUT THIS ACCOUNT

PLACE COMMUTER ORDER

MODIFY OR CANCEL ORDER

FORMS & DOCUMENTS



Commuter Account

Order by



March 2014

(Delivery by Feb 28, 2014)

Current Orders

Transit (1)

Metro-North Mail&Ride Payment



\$200.00

Change or Cancel by  
Feb 04, 2014

Parking (0)

 No Parking Orders

Order Payments

Pretax Deduction	\$	130.00
Post Tax Deduction	\$	70.00
Total	\$	200.00
Estimated Annual Tax Savings	\$	468.00

BACK

PLACE COMMUTER ORDER

February 03, 2014

PROGRAM DETAILS

ABOUT THIS ACCOUNT

PLACE COMMUTER ORDER

MODIFY OR CANCEL ORDER

FORMS & DOCUMENTS



Commuter  
**Transit**

If you use public transportation to commute to work



Commuter  
**Vanpool**

If you use a Vanpool to commute to work



Commuter  
**Parking**

If you pay to park while you are at work



Commuter  
**Park and Ride**

If you park at a train station or bus stop that is part of your commute



BACK

1 2 3 4 5 6

## Select Payment Method

NEXT



Parking

### Pay My Provider

If you pay a monthly fee for parking, tell us how much you pay your parking provider each month and we will send a payment to your parking provider on your behalf.



Parking

### Commuter Card

If you pay for parking with a debit or credit card.



Parking

### Pay Me Back

If you pay cash or park at different places throughout the month.

BACK

- 1
- 2
- 3
- 4
- 5

## Amount & Frequency

NEXT

Amount \$



Be sure this amount is enough to cover your monthly parking expenses

Frequency



**Every Month**

Recurring order every month until you change or cancel



**Manage Calendar**

Recurring order - but only for the months you choose



**One Month Only**

BACK

1 2 3 4 5

NEXT

### Confirm Contact Information

Mailing Address

Test

This address will be used for any orders or communications that we will mail to you

123 Test

DO enter a residential address where you want to receive this mail

City

New York

DO NOT enter your work address, a PO Box or a non-residential address

State

NY

ZIP

10018

Work ZIP

12345

Daytime Phone

555

555

5555

A number where we can call for critical issues

Email

Test@test.com

An address you check often for time-sensitive and critical info, including confirmations

I confirm that this information is accurate

Please review for accuracy and select the check box





BACK

SUBMIT ORDER

### WageWorks Commuter Card

Commuter Card Amount

**\$100.00**

Primary Location

123456  
#123  
New York, NY 10028

First Benefit Month



Your card will be mailed to you  
by Mar 1, 2014

#### Mailing Address/Contact Info

Participant Test  
Test  
123 Test  
New York, NY 10018  
(555) 555-5555  
Test@test.com

Change/Cancel Until

10th of Month  
Prior to the Benefit Month

Frequency

Every Month

This amount will be available on your card as of the first day of the benefit month (e.g., March 1st for a March benefit order).

## Thank You

NEXT

### Your Order Has Been Placed

A confirmation email will be sent by the end of the day.  
Select NEXT to return to Commuter Program Details.

Print Current Page



### WageWorks Commuter Card

#### Commuter Card Amount

**\$100.00**

#### Primary Location

123456  
#123  
New York, NY 10028

#### First Benefit Month



Your card will be mailed to you  
by Mar 1, 2014

#### Mailing Address/Contact Info

Participant Test  
Test  
123 Test  
New York, NY 10018  
(555) 555-5555  
Test@test.com

#### Change/Cancel Until

10th of Month  
Prior to the Benefit Month

#### Frequency

Every Month

This amount will be available on your card as of the first day of the benefit month (e.g., March 1st for a March benefit order).

# Sample Order



BACK

PROGRAM DETAILS

February 03, 2014

## PROGRAM DETAILS

ABOUT THIS ACCOUNT

PLACE COMMUTER ORDER

MODIFY OR CANCEL ORDER

FORMS &amp; DOCUMENTS

Print Current Page



## Commuter Account

Order by



## March 2014

(Delivery by Feb 28, 2014)

## Transit (1)

Metro-North Mail&amp;Ride Payment

**\$200.00**

## Current Orders

Change or Cancel by  
Feb 04, 2014

## Parking (1)

Commuter Card (Parking)

**\$100.00**Change or Cancel by  
Feb 10, 2014

## Order Payments

Pretax Deduction	\$	230.00
Post Tax Deduction	\$	70.00
<b>Total</b>	<b>\$</b>	<b>300.00</b>
<b>Estimated Annual Tax Savings</b>	<b>\$</b>	<b>828.00</b>



# Thank You