



How to enroll in commuter benefits



Step-by-step guide to enrolling in a commuter benefit

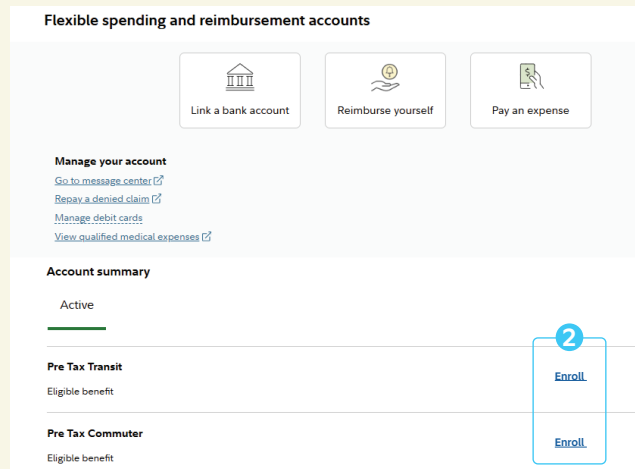
Start by logging in at NetBenefits®. If you don't have a username and password, select **"Register as a new user"** and then follow the step-by-step instructions.

STEP 1

Log on to NetBenefits® at www.netbenefits.com.

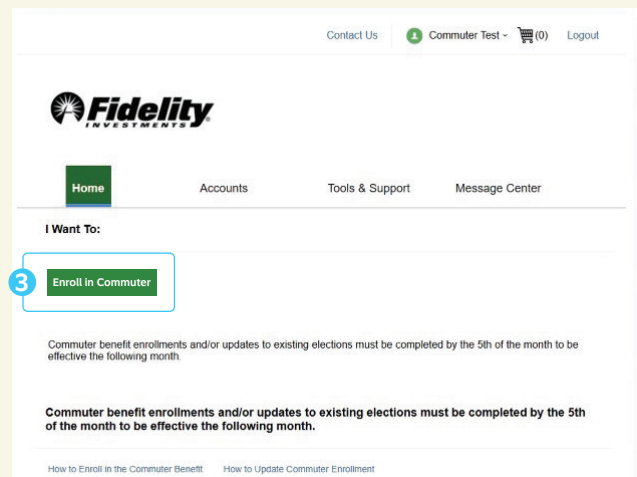
STEP 2

Navigate to "Flexible spending and reimbursement accounts" and select any eligible transit or parking commuter benefit.



STEP 3

Begin the enrollment process by selecting the "Enroll in Commuter" button.



STEP 4

Select your Commuter plans and continue by selecting "Next."

Enroll in Commuter Benefits

1 Select plan 2 Plan details 3 Review + Confirm

Select your plans

4

Post Tax Parking
Learn More

Post Tax Transit
Learn More

Pre Tax Parking
Save up to \$94.50/mo
Learn More

Pre Tax Transit
Save up to \$94.50/mo
Learn More

Cancel

4 Next

STEP 5

Choose your Commuter plans, decide your monthly contribution amount, and select "Next."

Monthly Election Amount

Post Tax Parking

5

Your contribution (\$0 - \$9999.99) \$0 / month

Pre-tax savings: \$0.00 / month*

Select Effective Date: December 2024

Effective Date: 12/4/2024

Total: \$0.00/month

Pre Tax Parking

5

Your contribution (\$0 - \$315) \$315 / month

Pre-tax savings: \$94.50 / month*

Select Effective Date: December 2024

Effective Date: 12/4/2024

Total: \$315.00/month

*Tax savings estimate is based on 30% tax rate. True tax savings will be based on your individual circumstances.

My Total Monthly Payroll Deduction \$315.00/month

My Total Benefit \$315.00/month

Cancel

Previous Next 5

STEP 6

Review the confirmation screen and select "Enroll."

Home Accounts Tools & Support Message Center 2

Enroll in Commuter Benefits

1 Select plan 2 Plan details 3 Review + Confirm

Review + Confirm

Parking Pre-tax savings: \$31.50 / month

Your Contribution: \$105.00 / month

Total: \$105.00/month

Transit Pre-tax savings: \$28.50 / month

Your Contribution: \$95.00 / month

Total: \$95.00/month

Payment method

Primary Payment Method Alternative Payment Method

My Benefit Debit Card Check

Separate Cards will be issued to the following dependents: No dependent debit cards issued

My Total Monthly Payroll Deduction \$200.00/month

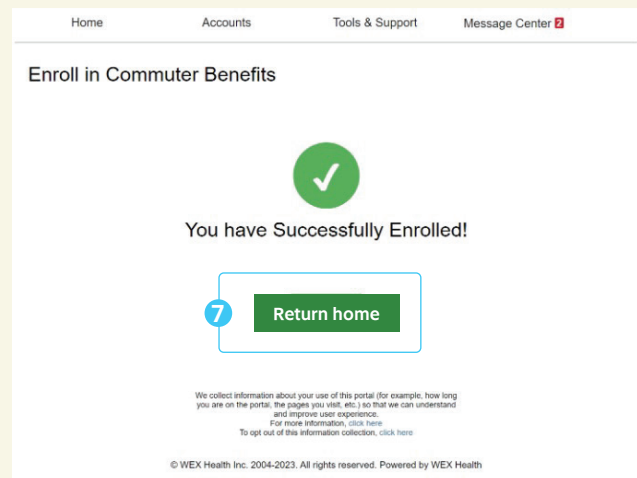
My Total Benefit \$200.00/month

Cancel

Previous Enroll 6

STEP 7

Your enrollment is complete. Select "Return home" to go back to the NetBenefits® home page.



Eligible expenses

You'll receive a commuter debit card to pay for qualified transportation expenses at eligible merchants and service providers. The amount of the purchase will be deducted automatically from the appropriate account, based on the type of merchant and available balance in your parking and/or transit account.

Parking: Use this account to pay for parking at or near your work location or at a mass transit station used for commuting.

Transit: Expenses for your transit account include costs associated with public transportation such as train, bus, monorail, streetcar, subway, and ferry. Vanpool expenses are eligible, but the highway vehicle must seat at least 6 adults, excluding the driver.

Elections and spending

The Internal Revenue Service (IRS) sets the maximum monthly pre-tax deduction limit that can be excluded from an employee's income for qualified transportation expenses. You can choose the pre-tax* amount you'd like added to your commuter debit card through payroll deduction. Keep in mind that if the amount you want to spend with your commuter debit card exceeds the IRS maximum monthly limit, the transaction will be declined. Instead, use another form of payment and reimburse yourself through NetBenefits®.

*You can also elect post-tax amounts. Electing both pre- and post-tax funds enables you to use your commuter debit card for all your commuter expenses, if your monthly expenses exceed the IRS pre-tax limits.

Note: The IRS has a requirement that commuter claims have to be submitted within 180 days of incurring the expense.

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