

WageWorks 2022 Commuter Benefit Election Instructions

Setting Up Your Commuter Benefits Account

Important:

- Can make changes throughout the year
- Selection of commuter card transit and parking options (see page 2)
- Commuter card replenishment
 - Transit—20th of month before
 - Parking—1st of month



Welcome to Commuter Benefits. Setup Your Account to Start Saving.

Your Commuter Benefits program is brought to you through WageWorks. The program makes it easy for you to save on taxes and enjoy convenient automatic payment and delivery features of our commuter benefits.

This QuickStart Guide will give you the information to setup your commuter account with WageWorks so you can order your transit pass or parking payment, change or cancel orders, get help and more. The registration of an account will start your commuter benefit enrollment.

At-a-Glance

- WageWorks Registration
- Knowing Your Program
- Ordering Through WageWorks
- Your Transit Options
- Your Parking Options
- Changing Your Order

WageWorks Registration

The first step in opening your commuter benefits program is to setup your account through WageWorks online system. To open your account, select "Register" by using the following internet link: <https://participant.wageworks.com>

IMPORTANT: The system does not recognize special characters in a name (e.g., hyphen or dash such as O'Grady or Green-Wilder). If your name contains a special character, you will need to enter a space in place of that character (e.g., O Grady or Green Wilder). Your **ID Code** is the last 4 digits of your Social Security Number.

During the registration process, you will be given the opportunity to select your preference in purchasing the commuter transit pass or parking payments orders. For more information regarding the commuter card options, see page 2.

New to the WageWorks website?

You can also log into www.wageworks.com to review your order history, update your contact information, and change your username and password, if applicable.

Knowing Your Program

Contribution limits

There is a limit how much you can save with this program. The IRS rules that govern the program have monthly tax-free maximums.

Eligible Expenses

It's important to make sure you spend your commuter benefits program dollars only on expenses deemed eligible by the IRS. Whether you have public transportation, parking, or park and ride expenses, you can save on just about any way you get to work:

- ◆ Bus, light rail, regional rail, streetcar, trolley, subway or ferry
- ◆ Vanpool
- ◆ Parking at or near work
- ◆ Parking at or near public transportation for your commute

Some expenses, however, are not eligible. The ineligible expenses are listed in your WageWorks account.

Questions? Ask us.

If you have any questions, you can talk to a trained expert to learn more about the program. Just call 877-WageWorks (877-924-3967) Monday through Friday, from 8 a.m. to 8 p.m. Eastern Time.



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Ordering Through WageWorks

Using the Commuter Benefits Program is easy, quick and hassle-free. And unlike other pretax savings programs, it works from month to month with no annual election required – you can sign up, make changes, or cancel at any time, subject to monthly election and cut-off deadlines applicable to your transit agency or required by Brown & Brown. WageWorks makes ordering your monthly transit or parking benefits a snap.

Here's how

- 1) Log into www.wageworks.com and select your Commuter program.
- 2) Select: Enroll in Commuter.
- 3) Choose the type of order you wish to make: public transit, vanpool or your parking option, and follow the instructions.
- 4) Select "Every Month" to repeat the same order automatically each month until you change or cancel it.
- 5) Select "Manage Calendar" to select benefit months you wish to receive your order.
- 6) Select "One Time" if you prefer to log in again whenever you would like to order more; then complete your order.
- 7) Make sure to enter your email address to receive account status electronically.

That's it! If you provided your email address, check your inbox after you enroll for a welcome email with order and account information. See below for more information on the different ways you can use the program to save on your commute.

Your Transit Options

If you ride public transportation to work, WageWorks, has several convenient options for you to receive your passes, tickets, smart cards, or other fare media.

Home Delivery

- When you order your monthly passes or tickets for public transportation through WageWorks, you can enjoy the convenience of automatic home delivery every month.
- WageWorks will mail your pass in a plain business envelope so be careful not to mistake it for junk mail. The exact date of delivery may vary depending on your transit agency and the U.S. Mail. If it still hasn't come by the first business day of the benefit month, call WageWorks as soon as possible (no later than the third business day of the month) at 877-924-3967.
- If you order a smart card, WageWorks will reload your account in the amount of your order before the start of each commuted month.

WageWorks Commuter Card

- If you ordered a WageWorks Commuter Card use it to pay for your eligible commuting expenses.
- Funds from each month's order will become available through your card on the 20th of the month before the benefit month (e.g.; June 20th for July benefit month).
- You can check your balance anytime by logging into your account.
- All other program related eligibility rules apply as some card-specific requirements. See the information that came with your WageWorks Commuter Card for more information or check www.wageworks.com.

Your Parking Options

If you park near where you work or near where you board public transit you take to work, you have several ways to pay for your parking through WageWorks.

Pay My Parking

This is the standard monthly option. WageWorks will pay your parking provider on your behalf in time for the start of each order month. This works well if you pay for a monthly parking space or permit.

WageWorks Commuter Card

If you pay for parking with a debit or credit card, consider using the Commuter Card instead. This is a stored value card that works like a credit card at parking operators that accept them.

Pay Me Back

If you don't pay on a monthly basis or your parking garage doesn't accept cards, select this option. Park, pay, and then use Pay Me Back to get reimbursed.

Here's how to use Pay Me Back:

- Log into www.wageworks.com.
- Click "Submit Receipt or Claim."
- Complete the online process by following the step-by-step instructions.
- If you prefer to submit a Pay Me Back request by fax, email, or mail, download and print the form from Forms & Documents.
- If your provider does not provide receipts (e.g. cash meters that do not provide receipts) follow the instructions to request payment online.
- Requests must be submitted within 180 days of payment.

Please note: To use Pay Me Back you must have an active Parking election for the month the expense is incurred.

Changing Your Commuter Benefits Order

Your Commuter benefits program provides you maximum flexibility and convenience. You can change or cancel your order anytime your needs change, subject to monthly election and cut-off deadlines applicable to your transit agency or required by your employer. It's as easy to manage your commuter account or make changes as it is to sign up in the first place. All it takes is just a quick visit to www.wageworks.com to access your commuter benefit account or a toll-free phone call.

It's easy to make change. Log into your commuter benefits account at www.wageworks.com then:

- Choose "Modify or Cancel Commuter Order" from the menu or select the listing for the order itself. Any change or cancellation must be completed by the monthly election and cut-off deadline applicable to your transit agency or required by your employer. However, you are not required to participate every month. Check your WageWorks commuter dashboard online for your change or cancellation deadline.
- To cancel, just click the "Cancel" button.
- To change details such as amount, frequency or mailing address, follow the instructions and place your order.
- To change to a different type of pass or parking provider, cancel your order and start over with a new one.

If you've entered your correct email address you will receive an email confirmation as well as monthly reminders reflecting the change. If you prefer to make changes by phone call 877-924-3967 during business hours.