



How to Enroll in Commuter Benefits



Step by Step Guide to Enrolling in a Commuter Benefit

HOW DO I ENROLL IN A COMMUTER BENEFIT?

First, navigate to the Flexible spending and reimbursement accounts summary page and select any eligible transit or parking commuter benefit (red box).

Begin the enrollment process by selecting the “Enroll in Commuter” button.

Transit	
Eligible benefit	Enroll
Post Tax Transit 2022	
Eligible benefit	Enroll
Parking	
Account balance	\$0.00
Post Tax Parking 2022	
Eligible benefit	Enroll

The screenshot shows the top navigation bar with 'Home', 'Accounts', 'Tools & Support', and 'Me'. Below is a 'Your Debit Card' section with a note and a 'View More' link. Under 'I Want To:', there are four buttons: 'Reimburse Myself', 'Send Payment', 'Manage My Expenses', and 'Enroll in Commuter'. A red arrow points from the 'Enroll in Commuter' button to the 'Enroll' button in the table on the left. Below this is an 'Accounts' section with a card for 'Limited Purpose Flexible Spending Account 2022'.

Choose your Commuter plans and continue by clicking “next”.

The screenshot shows the 'Enroll in Commuter Benefits' page at Step 1: 'Select plan'. The progress bar indicates Step 1 is complete. Under 'Select your plans', there are two sections: 'FSRA 2021' and 'FSRA 2022'. Each section contains four plan options: 'Post-Tax Commuter Parking' (Save up to \$81/mo), 'Post-tax Commuter Transit' (Save up to \$81/mo), 'Pre-tax Commuter Parking' (Save up to \$81/mo), and 'Pre-tax Commuter Transit' (Save up to \$81/mo). In the FSRA 2022 section, the 'Pre-tax Commuter Transit 2022' option is highlighted with a red box. A red arrow points from this box to the 'Next' button at the bottom right of the page.

Choose your Commuter plans and continue by clicking “next”.



The screenshot shows the 'Enroll in Commuter Benefits' page at Step 2: 'Enter plan details'. The progress bar indicates Step 2 is complete. Under 'Enter plan details', there is a section for 'FSRA 2022' with a 'Monthly Election Amount' section. It shows 'Pre-tax Commuter Transit 2022' with a 'Your contribution (\$0 - \$270)' slider set to '\$ 200 /month'. The total is '\$200.00/month'. Below this, it shows 'My Total Monthly Payroll Deduction' as '\$200.00/month' and 'My Total Benefit' as '\$200.00/month'. A red arrow points from the 'Next' button in the previous screenshot to the 'Next' button at the bottom right of this page.


This is another view of the 'Enroll in Commuter Benefits' page at Step 2: 'Enter plan details'. A red arrow points to the 'Your contribution (\$0 - \$270)' slider, which is set to '\$ 200 /month'. A red text annotation 'Decide your monthly contribution' is placed above the slider with an arrow pointing to it. The 'Next' button at the bottom right is highlighted with a red box.


The screenshot shows the 'Enroll in Commuter Benefits' page at Step 3: 'Review + Confirm'. The progress bar indicates Step 3 is complete. It shows a summary of the 'Pre-tax Commuter Transit 2022' plan with a 'Total: \$200.00/month'. Below this, it shows 'My Total Monthly Payroll Deduction' as '\$200.00/month' and 'My Total Benefit' as '\$200.00/month'. The 'Enroll' button at the bottom right is highlighted with a red box.

Enrollment Complete.


You will return to the Home Page by selecting the “Return Home” button.

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Enroll in Commuter Benefits



You have Successfully Enrolled!

Your Pre-tax Commuter Transit 2022 benefit will be available to use on 1/1/2022.

[Return Home](#)

We collect information about your use of this portal (for example, how long you are on the portal, the pages you visit, etc.) so that we can understand and improve user experience.
For more information, [click here](#).
To opt out of this information collection, [click here](#).

ELECTIONS AND SPENDING

The Internal Revenue Service (IRS) sets maximum monthly pre-tax deduction, and it is typically adjusted annually; these limits reflect the maximum monthly limit that may be excluded from an employee's income for qualified commuter benefits.

- Unused amounts can be carried over
- Funds are available based on your payroll deduction cycle.
- The employee can track account activity on NetBenefits.com

HOW THE NETBENEFITS COMMUTERCARD® WORKS WITH COMMUTER BENEFITS

The NetBenefits CommuterCard® maintains separate accounts or “purses” of pre- and post-tax money for parking and transit directing the card transaction to the appropriate purse based on the Merchant Category Code (MCC) at the point of sale. The card cannot be used at alternative outlets, such as restaurants and grocery stores.

The amount of available funds on the card must cover the entire mass transit or parking expense or the transaction will be declined. You may split the cost by swiping your card for the exact available amount and then pay for the remaining amount with an alternate form of payment.

The NetBenefits CommuterCard® can be used for mass transit passes, tokens or fare cards purchased at a valid transit fare terminal with a valid transit election. The card helps with parking expenses for any type of vehicle at or near your work location or at or near a location from which you commute using mass transit.

