

Set up a Recurring Transit Ticket Purchase

1. Open an internet browser and type in the following address to access the portal: www.yale.edu/portal.
2. Click **Login to the portal**, and log in using your NetID and password.
3. Click **My Benefits** on the upper right side of the screen.
4. In the "My Spending Accounts" box on the left side of the screen, click **Commuter**.
5. Click the **Commuter** tab on the top of the screen.
6. Click **Sign Up Now** on the left side of the screen.
7. Read the Disclaimer and then select **Continue**.
8. If you have an email address, enter it in the text box provided. Click **Add Email** and continue to step 9. If you do not have an email address, click **Skip**. Click **OK** in the message that appears.
9. If the delivery information displayed is correct, continue to step 12. If the delivery information is not correct, click on [\[Edit Profile\]](#) to update your **Personal Account Info**.
10. To change your address, click [\[Click here to change your delivery address\]](#).
11. Update your address information. After you have read the Important Information, click in the box next to **I have read and understand the above instructions**. Then click **Update**.
12. Click **Transit Order** on the left side of the screen.
13. Choose your **Greater Metropolitan Area** and **Provider** from the drop-down lists provided.
14. Click one of the radio buttons to choose your **Product Name**.
15. Choose your **Start Station** and **End Station** from the drop-down lists.
16. Read the **Important Information** and **Order Information**. Click in the box located under **Order Information**.
17. Click **Continue**.
18. Click *No* if you would like to make a one-time purchase, then click **Purchase** and continue to step 20. Click *Yes* to have your order automatically re-created every month, then click **Purchase**.
19. Click in the box next to each month that you would like to have a transit pass issued for your selected start and end stations, then click **Purchase**.
20. Click **Return Home** to return to the **Transportation Benefits Online Ordering Platform**.
21. Click **Close Window** to exit.

ILLUSTRATED INSTRUCTIONS BEGIN ON THE NEXT PAGE

<p>1 Open an internet browser and type in the following address to access the portal:</p> <p>www.yale.edu/portal</p>	
<p>2 Click Login to the portal, and log in using your NetID and password.</p>	
<p>3 Click My Benefits on the upper right hand corner of the Portal.</p> <p>4 Faculty will see a different menu pane.</p>	
<p>5 In the My Spending Accounts box, click Commuter.</p>	
<p>6 Click the Commuter tab.</p>	

7 Select **Sign Up Now**.

Commuter

Commuter Account

Save money on your everyday commuter expenses.

You can reduce your taxable income by up to **\$230 a month** when paying for public transportation or vanpool expenses with before-tax money, and have reductions of up to **\$230 a month** by paying for your parking expenses with before-tax money.

■ [How does the Commuter Account work?](#)

Sign Up Now!

7

8 Read the Disclaimer and then select **Continue**. You will be logged into your account on the Wired Commute website.

You're Now Leaving the Your Spending Account™ Web site

To further assist you, this site connects to sites maintained by other companies. Neither Hewitt nor your employer endorses or takes any responsibility for other companies' sites, or makes any representations or warranties concerning the content, accuracy, completeness or timeliness of such sites.

Hewitt Associates does not give any warranty or other assurance as to the operation, quality or functionality of the site. Access to the site may be interrupted, restricted or delayed for any reason.

Continue

8

9 If you have an email address, enter it in the email address text box provided. Click **Add Email**.

Continue to step 11.

10 If you do not have an email address, click **Skip**. You will see this message.

You can return at a later time to add or update your email address.

YOUR spending ACCOUNT™

Commuter Benefits

home
transit order
parking order
order history
my account
help
close window

Missing Email Address

If you have an email address, please enter it here. We use email to communicate the status of your monthly orders, including rate increase notifications, recurring order reminders, and fulfillment emails. If you do not provide an email address, you will not be notified of these events.

Email Address:

Skip

Add Email

9

Windows Internet Explorer

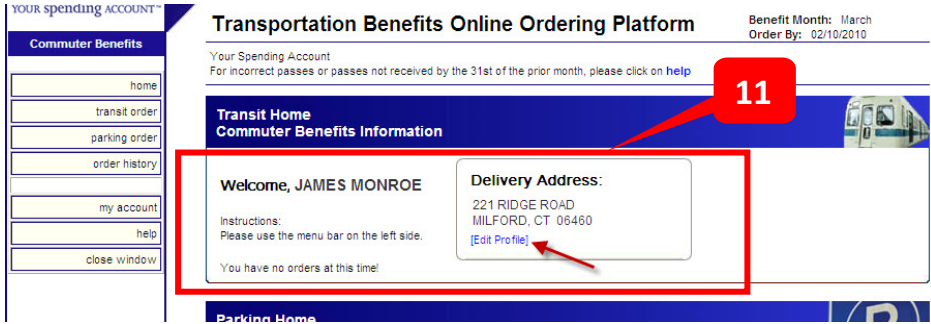
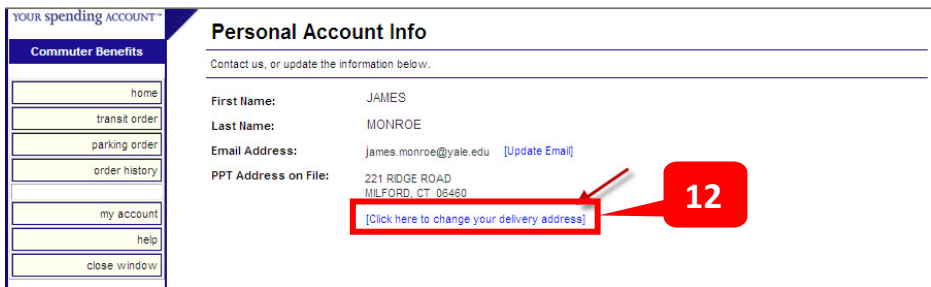
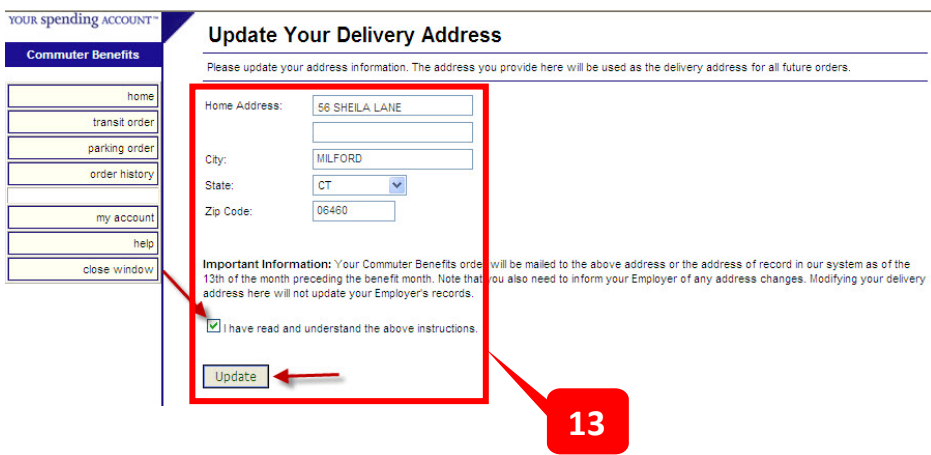


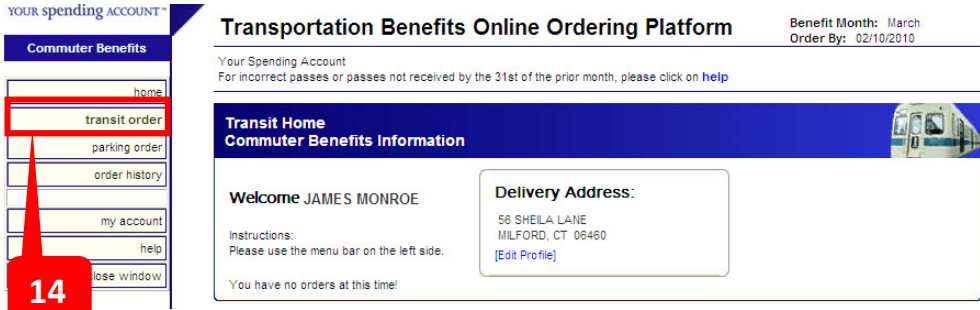
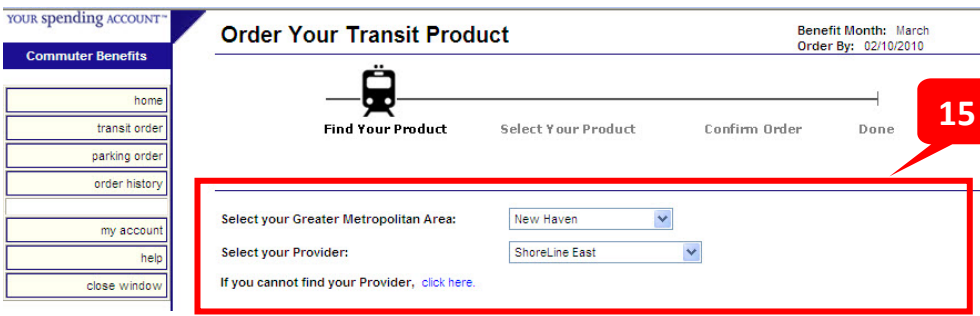
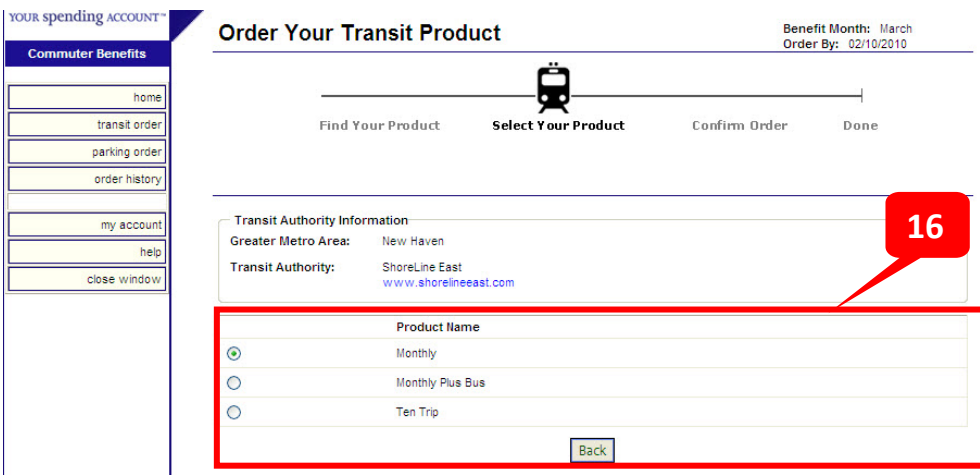
This system uses email to communicate changes in your order. Are you sure you don't want to enter an email address?

OK

Cancel

10

<p>11 If the delivery information displayed is correct, continue to step 14.</p> <p>If the delivery information is not correct, click Edit Profile.</p>	
<p>12 Click on the Click here to change your delivery address link.</p>	
<p>13 Update your delivery address information. After reading the Important Information, click in the box next to I have read and understand the above instructions. Then click Update.</p> <p>The updated address will be used for future orders.</p>	

<p>14 Click Transit Order.</p>	 <p>YOUR spending ACCOUNT™</p> <h3>Commuter Benefits</h3> <ul style="list-style-type: none">hometransit orderparking orderorder historymy accounthelpclose window <h2>Transportation Benefits Online Ordering Platform</h2> <p>Benefit Month: March Order By: 02/10/2010</p> <p>Your Spending Account For incorrect passes or passes not received by the 31st of the prior month, please click on help</p> <h3>Transit Home Commuter Benefits Information</h3> <p>Welcome JAMES MONROE</p> <p>Delivery Address: 56 SHEILA LANE MILFORD, CT 06460 [Edit Profile]</p> <p>Instructions: Please use the menu bar on the left side.</p> <p>You have no orders at this time!</p>
<p>15 Choose your Greater Metropolitan Area and Provider from the drop-down lists provided.</p>	 <p>YOUR spending ACCOUNT™</p> <h3>Commuter Benefits</h3> <ul style="list-style-type: none">hometransit orderparking orderorder historymy accounthelpclose window <h2>Order Your Transit Product</h2> <p>Benefit Month: March Order By: 02/10/2010</p> <p>Find Your Product Select Your Product Confirm Order Done</p> <p>Select your Greater Metropolitan Area: <input type="text" value="New Haven"/></p> <p>Select your Provider: <input type="text" value="ShoreLine East"/></p> <p>If you cannot find your Provider, click here.</p>
<p>16 Click one of the radio buttons to choose your Product Name.</p>	 <p>YOUR spending ACCOUNT™</p> <h3>Commuter Benefits</h3> <ul style="list-style-type: none">hometransit orderparking orderorder historymy accounthelpclose window <h2>Order Your Transit Product</h2> <p>Benefit Month: March Order By: 02/10/2010</p> <p>Find Your Product Select Your Product Confirm Order Done</p> <p>Transit Authority Information</p> <p>Greater Metro Area: New Haven Transit Authority: ShoreLine East www.shorelineeast.com</p> <p>Product Name</p> <ul style="list-style-type: none"><input checked="" type="radio"/> Monthly<input type="radio"/> Monthly Plus Bus<input type="radio"/> Ten Trip <p>Back</p>

17 Choose your **Start Station** and **End Station** from the drop-down lists.

Read the **Important Information** and **Order Information** sections. Then click in the box located under **Order Information**.

Click **Continue**.

YOUR spending ACCOUNT™

Commuter Benefits

- home
- transit order
- parking order
- order history
- my account
- help
- close window

Confirm Your Product Choice

Benefit Month: March
Order By: 02/10/2010

Find Your Product Select Your Product **Confirm Order** Done

Order Selection

Greater Metro Area:	New Haven
Transit Authority:	ShoreLine East
Product Selected:	Monthly
Product Retail Price:	\$71.00

Quantity: 1 (You are only allowed 1 item of this type, per benefit month order)

Start Station: Guilford End Station: New Haven Union Station

Verify Your Delivery Address

Home Address: 56 SHEILA LANE

City: MILFORD

State: CT

Zip Code: 06460

Important Information: Your Commuter Benefits order will be mailed to the above address or the address of record in our system as of the 13th of the month preceding the benefit month. Note that you also need to inform to your employer of any address changes, modifying your delivery address here will not update your Employer's records.

Order Information:

I agree that the above transit product ordered 02/02/2010 is correct, and I certify that all orders of transit products will be used by me only for the purposes of commuting to and from work at the Employer. If applicable, I authorize my employer to deduct the amount of my order noted above from my paycheck on a pre-tax basis up to the monthly IRS limit, and the remainder on a post-tax basis.

Back Continue

18 Click **Yes** to have your order automatically re-created every month. Then click **Purchase**.

Click **No** if you would like to make a one-time purchase. Then click **Purchase** and continue to step 20.

YOUR spending ACCOUNT™

Commuter Benefits

- home
- transit order
- parking order
- order history
- my account
- help
- close window

Recurring Options

Benefit Month: March
Order By: 02/10/2010

Find Your Product Select Your Product **Confirm Order** Done

Monthly Order Recurring Settings:

Yes No

The recurring feature allows for orders to be automatically re-created on a monthly basis. Select "Yes" to have your order automatically re-created every month. Select "No" if you want to come back to the system every month to order. You will not be able to set recurring for one of your passes and non-recurring for the other. It has to be recurring or no for the complete order.

Back Purchase

19 Click in the box next to each month that you would like to have a transit pass issued for your selected start and end stations. Your order will be automatically created for every checked month.

Then click **Purchase**.

Recurring Options Benefit Month: March
Order By: 02/10/2010

home | transit order | parking order | order history | my account | help | close window

Find Your Product | Select Your Product | **Confirm Order** | Done

Monthly Order Recurring Settings:

Monthly Recurring: YES

Yes No

The recurring feature allows for orders to be automatically re-created on a monthly basis. Select "Yes" to have your order automatically re-created every month. Select "No" if you want to come back to the system every month to order. You will not be able to set recurring for one of your passes and non-recurring for the other. It has to be either yes or no for the complete order.

An order will be created for every checked box. Uncheck a box if you do not want to receive an order for that month.

<input checked="" type="checkbox"/> Mar 2010	<input checked="" type="checkbox"/> Apr 2010	<input checked="" type="checkbox"/> May 2010	<input checked="" type="checkbox"/> Jun 2010	<input type="checkbox"/> Jul 2010	<input checked="" type="checkbox"/> Aug 2010
<input checked="" type="checkbox"/> Sep 2010	<input checked="" type="checkbox"/> Oct 2010	<input checked="" type="checkbox"/> Nov 2010	<input checked="" type="checkbox"/> Dec 2010	<input checked="" type="checkbox"/> Jan 2011	<input checked="" type="checkbox"/> Feb 2011

This is a twelve month revolving calendar feature. Your order will re-create for every checked month, and for every subsequent month following the listed twelve months above. Don't forget to re-enter later to manage the upcoming twelve months.

[Back](#) [Purchase](#)

20 Click **Return Home** to return to the **Transportation Benefits Online Ordering Platform**.

Order Update Complete Benefit Month: March
Order By: 02/10/2010

home | transit order | parking order | order history | my account | help | close window

Find Your Product | Select Your Product | Confirm Order | **Done**

Thank you for your order. Please Return Home to modify the order below. You can modify this order until the last allowed date to order by your company.

Current Transit Order

ShoreLine East Monthly	Qty: 1	Cost: \$71.00	\$71.00
Total Estimated Cost:			\$71.00

Estimated Pre-Tax Amount Applied To Payroll: \$71.00

Monthly Recurring: YES

No Orders will be processed for the following months:

- July 2010

[Return Home](#)

21 Click **Close Window** to exit.

Transportation Benefits Online Ordering Platform Benefit Month: March
Order By: 02/10/2010

home | transit order | parking order | order history | my account | help | **close window**

Your Spending Account
For incorrect passes or passes not received by the 31st of the prior month, please click on [help](#)

Transit Home
Commuter Benefits Information

Welcome, JAMES MONROE

Delivery Address:
56 SHEILA LANE
MILFORD, CT 06460
[\[Edit Profile\]](#)

Instructions:
Please use the menu bar on the left side.

Current Transit Order

ShoreLine East Monthly	Qty: 1	Cost: \$71.00	\$71.00	edit remove
Total Estimated Cost:			\$71.00	

Estimated Pre-Tax Amount Applied To Payroll: \$71.00

Monthly Recurring: YES [Edit Recurring Options](#)

No Orders will be processed for the following months:

- July 2010

[Delete Entire Order](#)