

Set up Commuter Checks for Daily, Weekly or Monthly Off-Campus Parking Fees

IMPORTANT

You will need to enroll for Parking Reimbursements and enroll in a parking flexible spending account *before* requesting a commuter check for qualifying parking expenses.

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 **Parking Order** on the left side of the screen.
13. Under **Select a Parking Type**, click the second radio button to request a **Commuter Check for Parking**.
14. Fill out the information about your parking provider. Required fields are denoted with an asterisk.
15. Click **Continue**.
16. Click **Yes** if this is a reoccurring check request. The system automatically creates a payment order for a one year period. You can uncheck any months that you do not need a check for. Click **No** if this is a one-time payment.
17. Read the **Important Information** section. Click in the box that you agree to the terms of the agreement.
18. Click **Purchase**.
19. Click **Return Home** to return to the **Transportation Benefits Online Ordering Platform**.
20. 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>	

<p>7 Click Sign Up Now.</p>	<p>Commuter</p> <p>Commuter Account</p> <p>Save money on your everyday commuter expenses.</p> <p>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.</p> <ul style="list-style-type: none">How does the Commuter Account work? <p>Sign Up Now!</p>
<p>8 Read the Disclaimer, then select Continue. You will be logged into your account on the Wired Commute website.</p>	<p>You're Now Leaving the Your Spending Account™ Web site</p> <p>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.</p> <p>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.</p> <p>Continue</p>
<p>9 If you have an email address, enter it in the email address text box provided and then click on Add Email.</p> <p>Continue to step 11.</p>	<p>YOUR SPENDING ACCOUNT™</p> <p>Commuter Benefits</p> <ul style="list-style-type: none">hometransit orderparking orderorder historymy accounthelpclose window <p>Missing Email Address</p> <p>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 be not be notified of these events.</p> <p>Email Address: <input type="text" value="james.monroe@yale.edu"/></p> <p>Skip Add Email</p>
<p>10 If you do not have an email address, click Skip. You will see this message.</p> <p>You can return later to add or update your email address.</p>	<p>Windows Internet Explorer</p> <p>This system uses email to communicate changes in your order. Are you sure you don't want to enter an email address?</p> <p>OK Cancel</p>

<p>11 If the delivery information displayed is correct, continue to step 14.</p> <p>If the information is not correct, click Edit Profile.</p>	
<p>12 Click Click here to change your delivery address.</p>	
<p>13 Update your address information. Click in the box next to I have read and understand the above instructions. Then click Update.</p>	
<p>14 Click on Parking Order, located in the left-hand navigation menu.</p>	

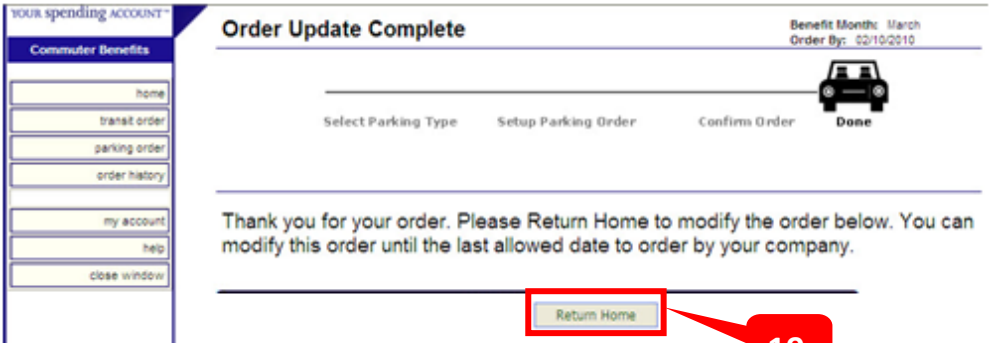

15 To request a **Commuter Check for Parking**, click on the second radio button.

16 Fill out the information about your parking provider. Required fields are denoted with an asterisk.

Click **Continue**.

17 If this is a reoccurring check request, click **Yes**. The system automatically creates a payment order for a one year period. You can uncheck any months that you do not need a check for.

If this is a one-time payment, click **No**.

<p>18 Read the Important Information section and click in the checkbox indicating that you agree to the terms of agreement.</p> <p>Click Purchase.</p>	<p>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.</p> <p><input checked="" type="checkbox"/> I agree that the above parking product ordered 03/24/2010 is correct, and I certify that all orders of parking 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.</p> <p>Back Purchase</p> <p>18</p>
<p>19 Your Commuter Check Payment order confirmation will be displayed here.</p> <p>Click Return Home to return to the Transportation Benefits Online Ordering Platform.</p>	 <p>YOUR spending ACCOUNT Commuter Benefits</p> <ul style="list-style-type: none">hometransit orderparking orderorder historymy accounthelpclose window <p>Order Update Complete Benefit Month: March Order By: 02/10/2010</p> <p>Select Parking Type Setup Parking Order Confirms Order Done</p> <p>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.</p> <p>Return Home</p> <p>19</p>
<p>21 Click Close Window to exit the application.</p>	 <p>YOUR spending ACCOUNT Commuter Benefits</p> <ul style="list-style-type: none">hometransit orderparking orderorder historymy accounthelpclose window <p>Transportation Benefits Online Ordering Platform 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> <p>Transit Home Commuter Benefits Information</p> <p>21 JAMES MONROE Delivery Address: 56 SHEILA LANE MILFORD, CT 06460 [Edit Profile]</p> <p>Please use the menu bar on the left side.</p> <p>Parking Home Parking Benefits Information</p>