TransitChek®
GETTING STARTED

How to Enroll for Your TransitChek Premium Commuter Benefits

This **Getting Started Guide** will help you through the TransitChek® registration and enrollment process so you can make the most of your commuter benefit.

Note: *If you do not have a computer and internet access, you can also enroll by phone. Call 1.888.618.CHEK (2435).*

To enroll in the program, you will need the following three pieces of information.

1. Company Code – provided by your company's benefits administrator
2. Employee Number – provided by your company's benefits administrator or on your pay stub
3. Date of Birth

Note: *If you don't know your Company Code or Employee Number, please contact your company's benefits administrator.*

TransitCenter™

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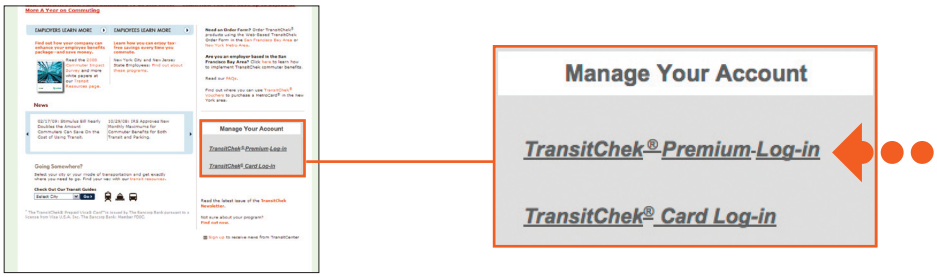
Create User Name and Password

To start the registration and enrollment process, go to **www.transitcenter.com** and click on the **TransitChek® Premium** link.



1. Under **First-Time Users** click **Register Now.** Enter your **Company Code, Employee Number, Date of Birth** and type in the **CAPTCHA** code in the fields provided. Click **Next** to continue.

2. Review your contact information and fill in all of the required fields. Click **Next** to continue.

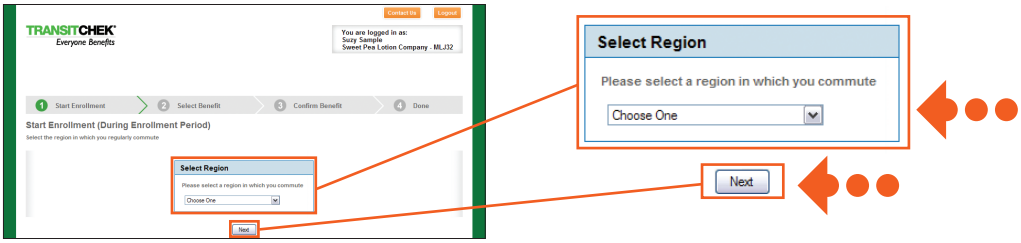
3. Create a **Username** and **Password**. Passwords must be at least 8 characters long with one numeric character (e.g., **Password2**). Passwords are case sensitive. Then, select a **Security Question** from the drop-down and enter the **Security Answer** in the text field provided. Click **Finish** to continue.

4. You are now ready to begin your enrollment. Click **Continue** to start.

Enrollment

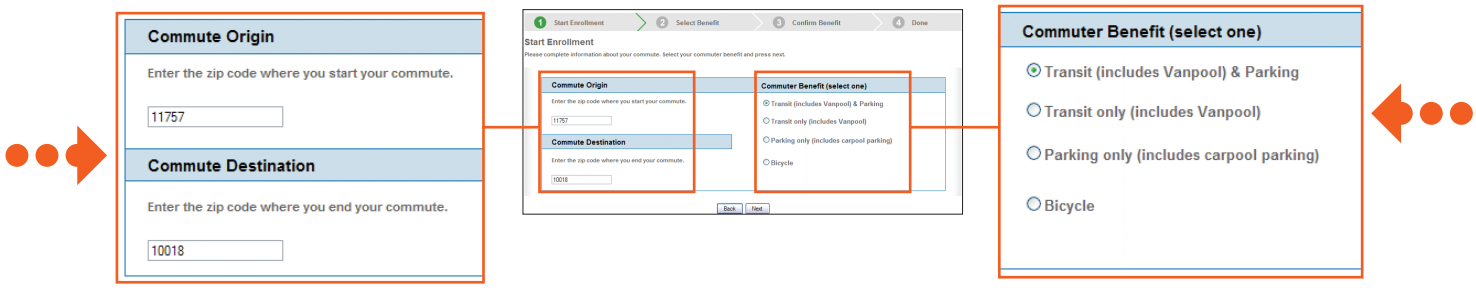
SELECT REGION

1. Select the region in which you commute. The region you choose will allow the system to determine the types of TransitChek Benefits products you'll be able to use. Click **Next** to continue.



DESCRIBE YOUR COMMUTE

2. Enter the zip code where you live under **Commute Origin** and the zip code where you work under **Commute Destination**.



3. Select the **Commuter Benefit** you will be enrolling for. Click **Next** to continue.

Note: *Options that are grayed out mean they are not being offered by your company.*

Note: *Per IRS regulations, the Bicycle benefit option is only available as a $20 employer-paid fringe benefit and cannot be combined with Transit or Parking at this time.*

ATTENTION! If you selected "Transit Only", your enrollment process will continue through to step #6 where you will then be directed to the "Enrollment Survey" page.

ATTENTION! If you selected "Parking Only", your enrollment will begin with the "Select Parking Benefit" page.

ATTENTION! If you selected "Bicycle", the TransitChek CashBack® product is the only product available. You will be directed to the Direct Deposit page where you can elect to have the reimbursement automatically deposited into your checking account.

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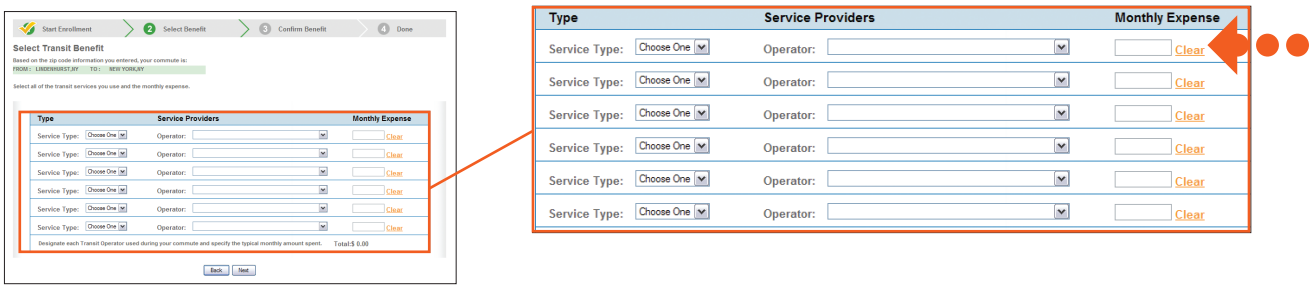
SELECT TRANSIT BENEFIT

In the example below, an employee selected the **Transit & Parking** commuter benefit in step #3.

4. Choose your transit **Service Type** (e.g., Bus, Rail, Subway, Ferry, Vanpool, Paratransit, Light Rail, or Trolley).



5. Select the **Service Provider** (Operator) that you use.

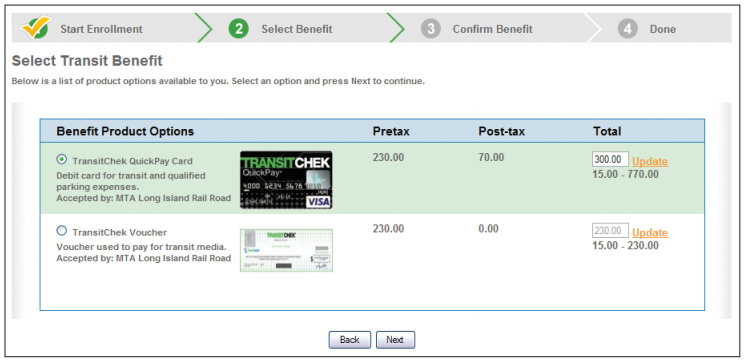
6. Enter your **Monthly Expense** in the text field provided. Click **Next** to continue.

> ***Note:*** *Repeat steps, **#4-6** above to add additional **Service Types**, **Operators** and **Monthly Expenses** if you use more than one transit operator.*
>
> ***Note:*** *Click anywhere on the screen to update your total amount.*
>
> ***Note:*** *TAMS will direct you to the **Benefits Product** page where you will be able to select a transit product based on the information you previously entered.*

SELECT YOUR TRANSIT BENEFIT PRODUCT

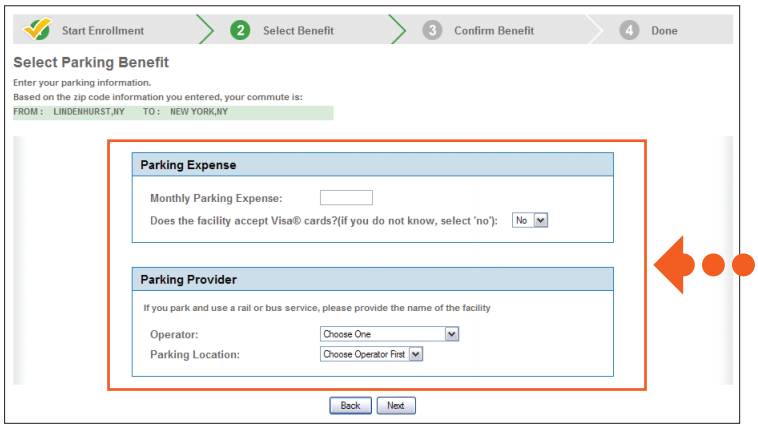
7. Choose your benefits product. The first product is the recommended product. Click **Next** to continue.

> ***Note:*** *If the cost of your commute is incorrect, click the **Update** link to update the total transit benefit amount.*



SELECT A PARKING BENEFIT

8 Enter your **Monthly Parking Expense**. Specify if the parking facility accepts Visa® cards. (If the parking facility does not accept Visa card payments, your benefit option will only be the TransitChek CashBack® reimbursement product.)



9 Select the name of the **Operator** if the parking benefit is used to park at a rail or bus station.

10 Select the **Parking Location** if the parking benefit is used to park at a rail or bus station. Click **Next** to continue.

> ***Note:*** *TAMS will direct you to the parking* ***Benefit Product*** *page where you will be able to select the product option available, based on the specific parking information you provided.*

SELECT YOUR PARKING BENEFIT PRODUCT

11 Choose your benefit product. The first product is the recommended product. Click **Next** to confirm your benefit selection and to continue.

> ***Note:*** *If the cost of your parking is incorrect, click the* ***Update*** *link to update the total parking benefit amount.*
>
> ***Note:*** *If you chose the Premium TransitChek QuickPay® Card you will be directed to the* ***Enrollment Survey*** *page. Continue onto step* ***# 13****.*
>
> ***Note:*** *If you chose the TransitChek CashBack® product you will be directed to the* ***Direct Deposit*** *page where you can elect to have the reimbursement automatically deposited into a personal checking account. Continue onto step* ***# 12****.*

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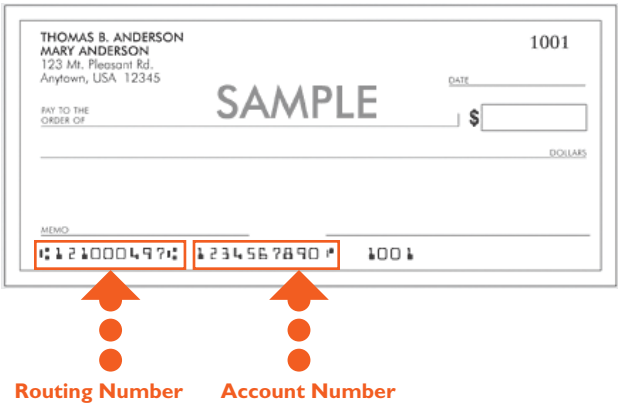
ENTER DIRECT DEPOSIT INFORMATION

You have the option of having your TransitChek CashBack® reimbursement directly deposited into a personal checking account after submitting your claim forms to TransitCenter.

12 Enter your checking **Routing Number** and **Account Number**. Click **Next** to continue.



ENROLLMENT SURVEY QUESTION

13 Answer the Enrollment Survey question and click **Next** to continue.

CONFIRM YOUR BENEFIT

14 Read the **Benefits Summary** and **Terms & Conditions.** Select **I Accept** and click **Confirm**.

ENROLLMENT CONFIRMATION

Congratulations on your enrollment! This page confirms your enrollment, TransitChek product(s), benefit amounts and the month in which your benefit will take effect. You will receive an email confirmation. **Print** a copy of the confirmation page for your records.

Managing Your TransitChek® Premium Commuter Benefits

Changes in your life and work usually mean changes to your commute. TransitChek enables you to manage your benefits and to make changes easily, if needed.

Depending on the kind of program options your company is offering, your personal home page will allow you to:

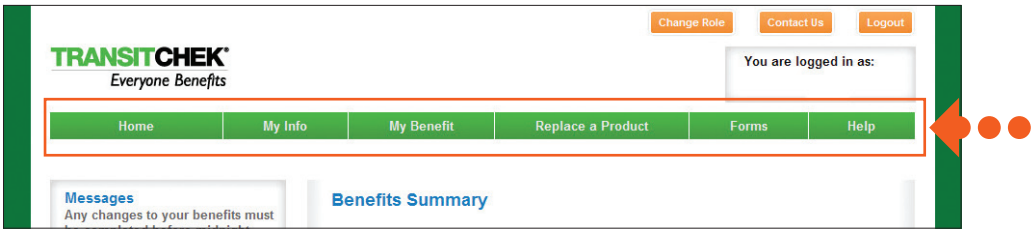
- Review a summary of your TransitChek benefits
- Increase or decrease your monthly benefit amount
- Change your TransitChek product
- Temporarily suspend your TransitChek benefits
- Report a lost or stolen card product
- Request a card replacement

To manage your benefits, go to **www.transitcenter.com**.

RETURNING USERS

1. Enter your **User Name**.
2. Enter your **Password**.
3. Click **Log In**.

FROM THE EMPLOYEE HOME PAGE



Use the Navigation Toolbar at the top of your Employee Home Page to manage your account.

Click **My Info** to:

- Update Contact Information
- View Benefit Limits
- Change Password

Click **My Benefit** to:

- Change Your Benefit
- Update Your TransitChek CashBack Account
- View Your Benefit History
- Manage your TransitChek QuickPay Card
- Temporarily Suspend Your Benefit

Click **Replace a Product** to:

- Replace your Card product

Click **Forms** as needed for:

- Premium TransitChek® MetroCard® Replacement Form
- TransitChek® Voucher Replacement Form
- TransitChek CashBack® Parking Claim Form
- TransitChek CashBack® Transit Claim Form
- TransitChek CashBack® Bicycle Benefit Claim Form
- Access-A-Ride Form

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