

Commuter Benefits Resource Guide

Pay for your commute
with tax-free dollars



Edenred Benefits



Welcome to Commuter Benefits!

Commuter benefits help you pay for your commute to and from work using tax-free dollars, which saves you money on your taxes each year. You can use commuter benefits for transit and vanpools. Check your commuter benefits account to determine which options are available under your current commuter benefits program.

How much could you save?

The current monthly tax-free allowable limits are updated yearly. For the most up to date information and our savings calculator, please visit:

www.edenredbenefits.com/tax-limits

A woman with long dark hair, wearing a light-colored blazer over a white shirt, is seated on a train. She is looking down at a smartphone in her hands. The train window behind her shows a blurred landscape. The text 'COMMUTES THAT ARE COVERED' is overlaid in large white letters.

COMMUTES THAT ARE COVERED

**a wide
VARIETY OF
COMMUTER BENEFIT** products ensures
that no matter how an employee commutes, they can
enjoy the savings and convenience of the benefit.

Transit

- Bus
- Subway
- Train
- Trolley
- Ferry
- Water Taxi
- Light Rail
- Vanpool



HOW MUCH CAN I SPEND?

you can set aside MONEY FROM YOUR PAYCHECK

each month on transit expenses.

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HOW TO SPEND TRANSIT FUNDS

»» **PREPAID CARDS**

Reloadable commuter benefit cards that are accepted at transit agencies or designated transit retail centers where only transit and vanpool passes, tickets, and fare cards are sold, or at fare vending machines.

»» **TRANSIT PASSES**

We offer products for hundreds of transit agencies nationwide. Simply select your desired transit passes through your Commuter Benefits online account, and you will receive your product by mail each month.

»» **SMART CARDS**

We offer several transit agency-specific Smart Cards across the nation. And, we are constantly adding more to our catalog.

»» **TRANSIT VOUCHERS***

Our vouchers are redeemable for passes, tickets, or cards anywhere transit, or vanpool vouchers are accepted.

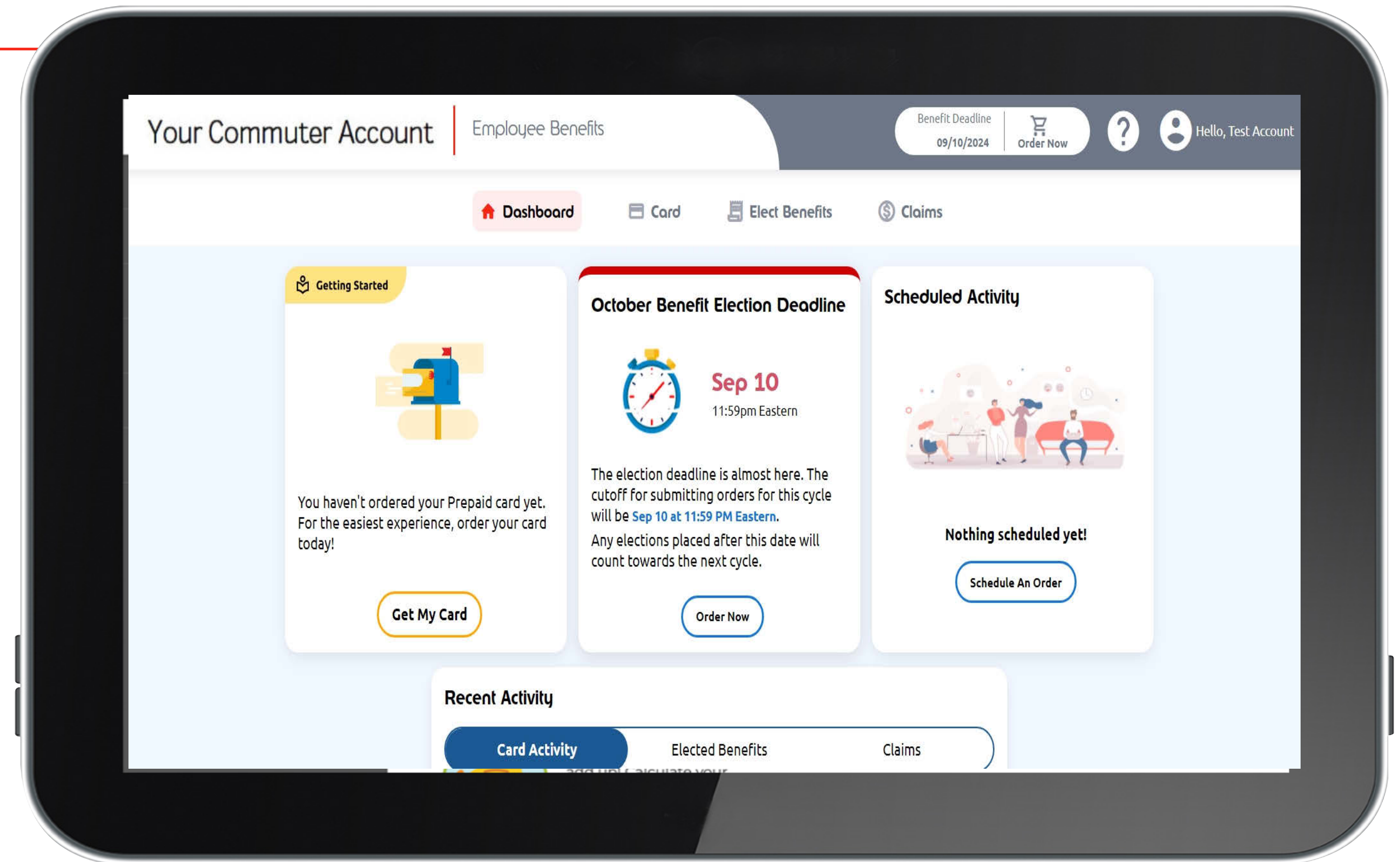
*Vouchers may only be cashed by businesses that provide transportation services

ONLINE DASHBOARD

Your online dashboard displays an overview of your commuter benefits account.

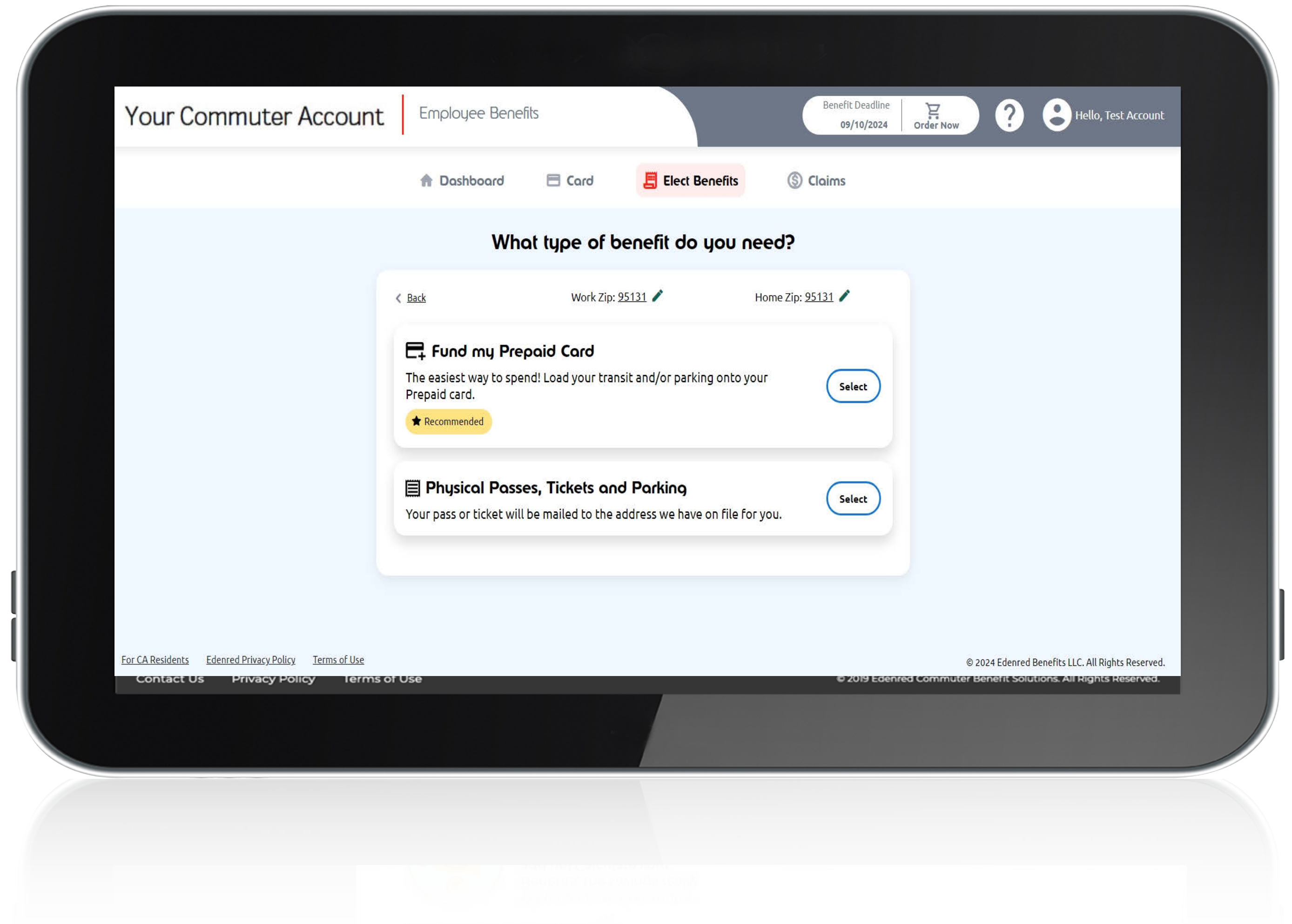
From your DASHBOARD YOU CAN:

- View and manage your recent orders
- See your benefit election deadline
- View your card balance
- View your claims
- Navigate to your profile and view support



PLACING AN ORDER

To place an order, begin by selecting Elect Benefits. Based on the type of commute you choose, you will be guided through the ordering flow for that product type.



TRANSIT PASS ORDERS

1. From the dashboard, under Benefit Election Deadline, select **'Order Now'**.
2. Select Physical Passes, Ticket and Parking from the list of options.
3. Select the type of commute from the list of options.
4. Select your product from the list of options.
5. Enter your order details and click **'Review Order'**.
6. Review your order, and click **'Elect Benefits'**.
7. A confirmation will display that your order has been placed.

helpful tips

REPEAT ORDERS MONTHLY

When you set your benefit to repeat monthly, it will be placed automatically each month. You won't have to log back into your account unless you want to make changes to your order.

If there are any months that you do not need your order, select Opt-out on specific months, and select the months you do not need your benefits from the calendar.

EDITING OR DELETING YOUR ORDER

You can make changes to your order from your dashboard. Click View Details on your order, and click on the trash can icon to delete the order, or the pencil icon to edit the order.

Changes to your order can be made up until the benefit election deadline. Your company's benefit election deadline is displayed on the dashboard.

PREPAID CARD TRANSIT ORDERS

1. From the dashboard, under Benefit Election Deadline, select **'Order Now'**.
2. Select Prepaid Card from the list of options.
3. Select Public & Shared Transportation from the funding options.
4. Enter your order details and click **'Review Order'**.
5. Review your order, and click **'Elect Benefits'**.
6. A confirmation will display that your order has been placed.

helpful tips

CHECKING YOUR CARD BALANCE

You can check your card balance anytime from the dashboard.

MANAGING YOUR CARD

You can activate, request a replacement or report a problem with your card on the Card page.

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FREQUENTLY ASKED QUESTIONS

WHERE CAN I FIND MY COMPANY ID?

You can find your company ID in your 'Start Saving on your Commute Today' email, or you can ask your employer for this information.

HOW DO COMMUTER BENEFITS SAVE ME MONEY?

Since commuter benefits allow you to use tax-free money to pay for qualified commuting costs, you'll end up saving on your income taxes. Savings vary by person because they depend on your salary and monthly transit costs.

WHAT ARE THE DIFFERENT TYPES OF COMMUTING EXPENSES COVERED?

- Bus, ferry, train, trolley tickets and passes
- Vanpool fees

WHAT ARE THE CURRENT MONTHLY TAX-FREE ALLOWABLE LIMITS?

The monthly tax-free allowable limits are updated yearly. For the most up to date information and our savings calculator, please visit:

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FREQUENTLY ASKED QUESTIONS



WHAT'S NOT COVERED?

- Tolls
- Taxis
- Gas/fuel
- Mileage
- Business trip costs
- Airport parking fees
- Parking fees at your home
- EZ Pass and Airline tickets

HOW DO I GET MY COMMUTER BENEFITS?

Your vouchers, tickets, passes and prepaid cards are shipped directly to your home via USPS. If you use a smart card, you can directly load funds to your account via our online platform.

CAN I REDEEM MY COMMUTER BENEFITS FOR CASH?

No, you can only redeem them for qualified modes of transportation for getting to and from work.

DO MY COMMUTER BENEFITS FUNDS EXPIRE?

Since commuter benefits are rolling, meaning you can sign up or drop out at any time, your funds can be rolled over from month to month.

HOW DO I USE MY COMMUTER BENEFITS?



Prepaid Cards: Our prepaid cards are perfect for those that park and ride or take public transportation. Accepted at qualified agencies.

Vouchers: Our vouchers are redeemable for passes, tickets, or cards anywhere transit or vanpool vouchers are accepted.

Smart Cards: If your employees use Smart Cards for their daily commute, we offer several transit agency-specific Smart Cards across the nation.