



Placing Your Transit & Parking Orders

The Monthly IRS pre-tax limits for Transit & Parking is \$265 per month

- To place your order(s) for your commuter items you must log into the ordering website.
- Go to www.mycommuterconnect.com
- To set up your commuter orders for the first time please click on the link marked **REGISTER HERE**
 - Enter the following information:
 - Your First Name, Your Last Name, The Month & Day of your Birth, The Last 4 Digits of your SSN
 - Add the two numbers together in the CAPTCHA Box
 - Create your **username** and **password**
 - Login to proceed to the ordering site
- You may electronically fund your Smart Cards or order the Commuter Check Card (a prepaid MasterCard) that can be used to pay for commuter passes. **Do not order the Commuter Check Card if you are using the WMATA SmarTrip Card, you must choose the SmarTrip card see instructions below.** The other option is to order commuter check vouchers. You may also arrange to have your parking provider paid directly.
- Before selecting any option please verify that the form of payment you select is accepted.
- Orders must be placed by the your employers' designated deadline to receive benefits by the 1st of the following month.

IMPORTANT – How to use your WMATA Metro SmarTrip Stored Value Card

You must register your SmarTrip card with WMATA before funds can be loaded onto the card.

Transit

1. From your commuter benefits homepage, choose **Place an Order** from the left-hand navigation, then select the **TRAIN** icon, then **Next**.
2. Enter your WORK zip code, then **Next**.
3. **WMATA Washington Metro SmarTrip Card – Stored Value** will be your best option.
 - You should have an existing account with your parking provider before choosing this option. Please have your account information handy when you place your order.
4. **Select** complete **Your Order Details**

Parking

1. From your commuter benefits homepage, choose **Place an Order** from the left-hand navigation, then select the **PARK** icon, then **Next**.
2. Enter your WORK zip code, then **Next**.
3. Choose the I USE A **SMARTCARD** icon.
4. **WMATA Washington Metro SmarTrip** will be your only option.
 - You should have an existing account with your parking provider before choosing this option. Please have your account information handy when you place your order.
5. **Select** complete **Your Order Details**