



Placing Your Transit & Parking Orders

The Monthly IRS pre-tax limits for Transit & Parking is \$270 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

PLACE YOUR COMMUTER TRANSIT AND/OR PARKING ORDER:

- If you use your commuter benefit for both transit and parking, you need to place two orders, one for each benefit.
- **Transit:** 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.
- **Parking:** If you have a parking contract with a garage, you may pay your parking garage directly, or you can order the Commuter Check Card (a prepaid MasterCard) that can be used at some parking locations.
- Before selecting any option please verify that the form of payment you select is accepted.
Do not order the Commuter Check Card if you are using the WMATA SmarTrip Card, you must choose the SmarTrip card see instructions on page two.
- Orders are for monthly amounts, order the amount you will need for the entire month, even if it exceeds the pre-tax limit. Post-tax amounts will be taken either by payroll deductions or you will be prompted to enter an alternative payment method.
- If your employer offers a subsidy, this amount will be applied to your order first, prior to initiating a payroll deduction.
- Orders must be placed by your employers' designated deadline to receive benefits by the 1st of the following month.

[Download a presentation](#)

How to order the 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.
 - **Amount to Add:** this is the monthly amount
 - You need to add your registered **SmartTrip Card Account Number**
 - **Automatically place this order each month?** Defaults to **Yes**
4. Choose **Next** to complete your order

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. Choose **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**