



## PLACING YOUR COMMUTER TRANSIT AND / OR 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](http://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** (follow the criteria carefully)
  - 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. 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 first of the following month.
- Please note that the deadline to place orders for the LIRR and Metro North is the 4th of each month.
- If you terminate employment with your company any unused funds will be forfeited.