



WageWorks Commuter Ordering Model (COM)

Subject: Important Information about your new WageWorks Commuter Benefits



Welcome to WageWorks!

Brandeis University is pleased to announce that your commuter benefit program will now be administered by WageWorks. In this message you will find important information about participating in this benefit on our new commuter platform.

Getting Started

Congratulations on enrolling in the commuter benefits program sponsored by your employer. The program makes it easy to save on taxes and enjoy convenient automatic payment and delivery options.

This program has two components: pre-tax transit and pre-tax parking. You have several options for ordering your transit and/or parking online while continuing to save money with monthly pre-tax payroll deductions up to \$265 for transit and \$265 for parking (pre-tax limits are subject to change annually).

Online Registration and Ordering through www.wageworks.com

1. From the **WageWorks.com** homepage click **Log In/Register -> Employee Registration**
2. First-time users will be required to provide the following details to authenticate their accounts;
 - First and Last Name
 - Date of Birth
 - Home Zip Code
 - Employee Id number last 4 digits. For example my Employee Id is 10055555; enter 5555. Your Employee Id number may be found on your paycheck
3. Once you have completed the required steps for registration, you will now view your Dashboard.
4. On your Dashboard you will see page you will see your Commuter benefit listed.
5. Select "Enroll In Commuter".
6. Click on Place Commuter Order and follow the steps required.

To place your order or make any changes to your reoccurring order the deadline is the 4th of each month for the next month. For example if you want to change your January order the change must be made by December 4th.

When placing your order, you may choose to set your order as "recurring" so that logging in again is not necessary unless you would like to change or cancel your order. Please ensure that your email address is entered into your ordering account online. Important rate information, changes and deadline reminders and order confirmations are sent via email, not mail.

A Quick Start Guide will be emailed/mailed to you giving you the information you need to order your transit pass or parking payment, change or cancel orders, get help and more. Even if you've already started using the commuter benefits program, use the Quick Start Guide to learn how you can make the most of your Commuter Benefits:



The Essentials

Eligible expenses

It's important to make sure you spend your commuter benefits program dollars only on expenses deemed eligible by the IRS.

Whether you have public transportation, parking or park and ride expenses you can save on just about any way you get to work:

- Bus, light rail, regional rail, streetcar, trolley, subway or ferry
- Vanpool
- Parking at or near work
- Parking at or near public transportation for your commute

Some expenses, however, are not eligible. These include:

- Parking costs that are not work-related
- Mileage and tolls
- Taxis and limousines
- Parking at an airport for air travel

What if I still have questions?

If you have any questions, please contact WageWorks Customer Service at 877-WageWorks (877-924-3967) Monday through Friday, from 8 a.m. to 8 p.m. EST. Visit us at www.wageworks.com and select 'Employee' for resources, forms and additional FAQ's on your benefits.

Sincerely,

WageWorks