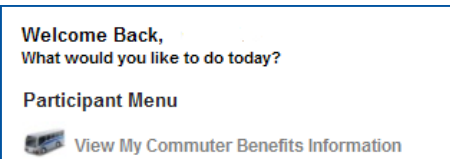


The **Commuter Check Card Prepaid MasterCard®** saves you time, money and is a “green” way to purchase pre-tax transit or parking! There are separate cards for transit and parking and you can order one card or both depending on your needs. You will use www.benesyst.net to fund your cards monthly with a specified amount. No more waiting in line, and no more saving receipts!

How do I access my account?

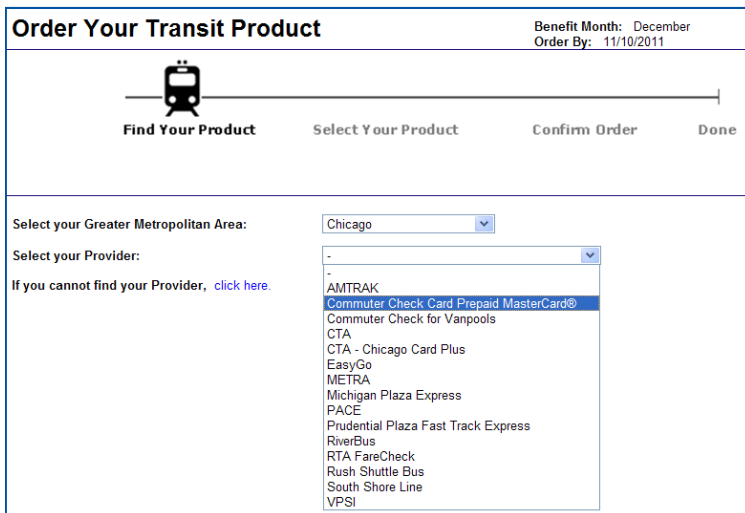
You may order your card(s) by visiting www.benesyst.net by the 10th of the previous month. Login to your account (first time users will select “Create an Account” and follow the instructions to create a User Name and Password).



From the welcome screen, select “View My Commuter Benefits Information”

Placing a Transit Card Order

1. From your Commuter benefits homepage select “**transit order**” from the menu on the left.
2. Next, under **Select your Greater Metropolitan Area**, select your city from the drop down menu.



3. Under **Select your Provider**, select **Commuter Check Prepaid MasterCard** from the drop down menu (as shown above).
4. On the **Confirm Your Product Choice** screen, enter the value you would like loaded onto your card and answer two security questions for identity verification.
5. Confirm your order and account settings, review the card terms and conditions and click Purchase.
6. Be sure to verify your address.



Where can I use my transit card?

The Commuter Check Card for Transit is accepted at transit agencies, fare vending machines, and designated transit retail centers where **only** transit products are sold. Use your Commuter Check Card the same way you would use a credit card at your local transit agency.

Your Commuter Check Card is a NON-PIN debit card, which is processed like a credit card. When given the option for Debit or Credit, you will need to select the CREDIT option.



How do I activate my card?

Visit www.benesyst.net or call 866.264.2440 to activate your card, check your balance or for detailed account information. Unused balances at the end of the month will carry over to the next month.

How much funding can I load to my card?

The card is available in any whole dollar denomination you require with a \$10 minimum and a \$700 maximum balance load—cents are not available. You may use your card up to six transactions or up to \$600 each day. Once the maximum has been reached for either scenario, you will be unable to use the card for the remainder of that day.

How do I add funds?

You can select the **Recurring Order** option to have funds loaded onto your card automatically each month. You don't have to log back into the system unless you want to make changes.

If you do not elect the recurring option, you can enter the funds that you would like loaded to your card each benefit month. Simply place the order by the 10th of the previous month.

Commuter Check Card for Parking

You can also elect the *Commuter Card Prepaid MasterCard®* for parking expenses. Submit your order by the 10th of the month and designate the initial dollar value you want on the Card. Cards are funded by the 23rd of every month for use during the upcoming benefit month.

Note that as these cards can be used for nearly all parking needs, the system will not allow for non-card parking purchases (Commuter Check or Monthly Direct Pay) if you select the Card option.




Placing a Parking Card Order

From your Commuter benefits homepage select “parking order” from the menu on the left.

From the three options, select “Purchase a Commuter Check Card Prepaid MasterCard® for Parking”

Purchase a Commuter Check Card Prepaid MasterCard® for Parking

Benefit Month: December
Order By: 11/10/2011



Select Parking Type **Setup Parking Order** Confirm Order Done

Request a New Commuter Check Card Prepaid MasterCard® for Parking

You have selected the Commuter Check Card Prepaid MasterCard® for Parking. Commuter Check Card for Parking is a reloadable card to purchase parking at parking locations where MasterCard is accepted.

Enter in your designated load amount, and confirm your order.

This is a Reloadable Card. You will receive your card in the mail after your first order. If you choose to have your order recur, this card will be reloaded electronically for future orders on the 23rd of every month preceding the benefit month. Please activate your Commuter Check Card for Parking when you receive it and keep it for long-term use.

Note that this is NON-PIN debit card, that needs to be processed like a credit card. When given the option for Debit or Credit, you need to select Credit.

Please Check out the Help section for additional information.

Load Amount:

Minimum Total Amount: \$10.00
Maximum Total Amount: \$700.00

Enter the amount you would like loaded onto your card and answer the two security questions. Select your recurring options and complete your order. Be sure to verify your address.



When are funds available?

Funds are available on your cards by the 23rd of the month for use in the following benefit month. For example, if your new card arrives on January 21st, funds elected online may not be available until January 23rd. Once funds are available you can purchase passes, tickets and smartcards for use in February.

What if I don't receive my cards or want to receive new cards?

Visit www.benesyst.net and use the **Card Management** screen to manage your card or call 866.264.2440 for a replacement. There is no fee associated with replacing a card which was never received (activated). If replacing an active card, a fee of \$15 will be assessed to your card balance. A replacement will not be issued if your card does not have enough funds to cover the fee.

Commuter Benefits

- home
- transit order
- parking order
- order history
- my account
- card management
- help
- close window

Card Management

This contains a listing of your your current Personalized Commuter Check Card Prepaid MasterCard®.

Parking Personalized Commuter Check Card Prepaid MasterCard®

Number on File:	xxxx-xxxx-xxxx-0219
Expiration Date:	12/05/2011
Ordered Date:	03/13/2009
Mail Date:	03/16/2009
Activation Date:	03/23/2009
Status:	Active
Balance:	\$0.00

- **Activate** - click to activate your new card
- **History** - click to view a list of all transactions
- **Report Lost** - click to report your card lost and request a replacement. Your lost card will be immediately closed. If at the time of closing, your card balance is more than the card replacement fee of \$15, you will be issued and mailed a replacement card within 7-10 business days. Otherwise, your replacement card request will be queued until the balance on your card reaches above \$15, i.e. with a recurring load in the next benefit month.

When do cards expire?

The expiration period is 36 months. If the card is still active and contains funds at expiration, it will automatically be replaced.

What happens to my funds if I close my account?

If you want to close your account, please call 866-264-2440 from 8:00 AM to 8:00 PM Eastern Time and speak with a customer service representative. For both pre and post-tax funds: the funds will be returned to your shopping cart for purchase of another type of transit or parking product during your credit delay period. If you do not use the credit for another type of transit or parking product within the credit delay period, the credit will be returned to your employer.