Manage Your Commuter Benefit Order Frequency

Please follow the steps below to manage your ordering preferences for your transit pass and/or pre-tax parking enrollment through WageWorks, the CommuterChoice transportation benefit provider. Please remember that any update must be made by 11:30 PM on the fourth calendar day of the prior month. For example, changes in your order frequency starting April 1 must be made by 11:30 PM on March 4th.

1. Login to the WageWorks site with your Harvard Key credentials by visiting www.commuterchoice.harvard.edu/mbta.

2. From your dashboard, click in the box that shows your current order. (If you no longer have an order placed, your dashboard will reflect this and you can click on “Enroll in Commuter” if you wish to resume an order).

3. If you want to continue with the Manage Calendar feature, click the “View Order Calendar” link and update your order for the next 12 months.

This box will determine your recurring monthly orders after 12 months unless you update your preferences.
If you wish to change your order frequency to recurring monthly or back to manage calendar, click on the product you are ordering and make your preferred updates on the Order Frequency page.

4. Confirm any changes that you’ve made along with your mailing address and agree to the program terms on the following screens to complete your updated order. You should receive an automated email from WageWorks soon after to confirm your updates.

If you have questions about your orders, please contact WageWorks (1.877.924.3967, using the last 4 digits of your HU ID) or CommuterChoice (commuterchoice@harvard.edu; 617.384.7433).