Ordering Parking Through Edenred

Please Note:

• If you are taking advantage of the pre-tax parking reimbursement option, you must also have a transit order.

• You must finalize your parking order by 11:59 PM Eastern on the fourth calendar day of the prior month. For example, April parking orders must be placed by 11:59 PM Eastern on March 4th.

• If you wish to park on campus you will not be eligible to order transit and/or parking through Edenred. For more information regarding on-campus parking please visit www.parking.harvard.edu.

1. Login to the Edenred Commuter Benefits Site by visiting: http://www.commuterchoice.harvard.edu/mbta, and use your Harvard Key credentials.
   Note: If you are a new employee or are switching from a Harvard parking pass, you may not have immediate access to the system. Try again after 3PM on Friday when the weekly eligibility file is updated.

2. From your Edenred Commuter Benefits Dashboard, click on ‘Place an Order’.

3. Select ‘Park’ from the list of options.

4. Select ‘Enroll in Cash Reimbursement’ from the list of options.
   Note: Parking Cash Reimbursement reflects any out of pocket parking expense.

5. Enter your order details and select your recurring options.
   When finished click ‘Next’.

6. View your cart, and click ‘Proceed to Checkout’.

7. Confirm your delivery information, and click ‘Next’.
   Note: If your delivery information is incorrect, this change needs to be made in PeopleSoft.

8. Review your order. If everything is correct, click ‘Place Order’.

9. A confirmation will display that your order has been placed.

Helpful Tips

Recurring Orders
When you set your order to recur monthly, your order will be placed automatically each month. You won’t have to log back into your account unless you want to make changes to your order.

If there are any months that you do not need your order, simply select ‘Yes’, and select the months you do not need from the calendar.

Editing or Deleting Your Order
You can make changes to your order from your dashboard.
Under the ‘Options’ button, select ‘Edit Order’ or ‘Delete Order’.

Changes to your order can be made up until up until the 4th calendar day of the prior month. The last date to order is displayed on the dashboard.