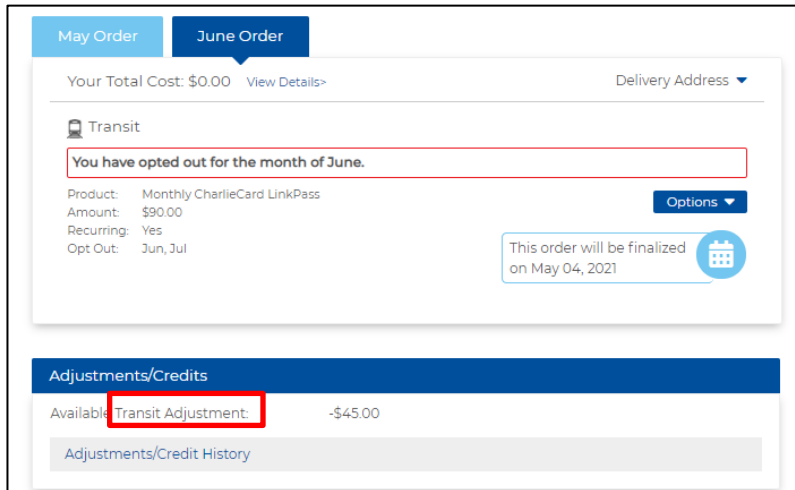


How to Take Advantage of the Transit and Parking Flex Feature

1. Login to the Edenred Commuter Benefits Site by visiting: <http://www.commuterchoice.harvard.edu/mbta>, and use your Harvard Key credentials.
2. From the **My Dashboard** tab, scroll down to review any available credits under the **Adjustment/Credit** section. Note: *Account Credits are unused balances that can be used to fund future transit and/or parking orders. Account credits are automatically applied to order totals, if applicable.*



3. Please pay special attention to whether your credit is for transit or parking.
4. Once you confirm your available credit amount and your credit type (transit or parking), please navigate to the **Place an Order** tab. If your credit is for transit, please select **Train** or **Bus** from the list of options to allocate funds toward a transit debit card. If your credit is for parking, please select **Parking** to allocate funds toward a parking debit card. Choosing Train, Bus, or Parking will not impact where you can use the debit card. It will inform the system where to pull credits from, if applicable.
5. Select **Commuter Check Prepaid Mastercard®** Note: *if you place two debit card orders – one for transit and one for parking - you will be mailed one card with both election amounts loaded onto it.*

Helpful Tips

If you need to change from a monthly MBTA pass to the Edenred **Transit** Commuter Check Prepaid Mastercard, you will need to cancel your MBTA pass first in order to select the Mastercard.

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.

Automatically place this order each month?
 Yes No

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'**.




The last date to order is displayed on the dashboard.


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6. Upon selecting **Commuter Check Prepaid Mastercard®**, please enter your order details and click **Next**. *Note: The Monthly Transit/Parking Expense field is the dollar amount that will load to your card each month (if you elect for a recurring order).*


Your Order Details

Product: Commuter Check Prepaid Mastercard®

Monthly transit expense 

Create a 4-digit activation code
 Please remember this code, you will need it to activate your card.

Date of Birth 



Automatically place this order each month?
 Yes No

Are there any months you do not need this order?
 Yes No

Next

7. Confirm your order and click **Proceed to Checkout**. *Note: if you ordered up to your available credit amount and select the debit card that aligns with your credit type (transit or parking), your deduction amount should be \$0.*
8. Confirm your delivery address and click **Next**.
9. Finally, please read the Terms and Conditions. If everything is correct, click **Place Order**.
10. A confirmation will display that your order has been placed. *Note: MasterCard's are loaded on the 19th of every month (i.e. October 19th for November 2021 benefit month.)*
11. **IMPORTANT:** Any transit credit loaded to your MasterCard will be available for Parking purchases (or vice versa) in the following month. For example: if you order for November 2021 by the order cutoff of October 4th, you can use transit funds loaded to your MasterCard on October 19th for parking on (or after) November 1st.

The pre-tax debit card for transit and parking is available for all full time benefits eligible employees without a Harvard Annual Parking Permit. This benefit allows commuters to spend up to \$270*/month on a pre-tax basis for work-related transit commuting and an additional \$270*/month pre-tax in regulated parking expenses. The pre-tax parking benefit is limited to MBTA or other commuter parking facilities and can be used in conjunction with one-day and hourly parking at select Harvard Parking Facilities. The pre-tax savings should not be used at commercial parking operations in the area. The debit card option is not subsidized by the University. Per IRS regulations, these pre-tax deductions cannot be refunded and can only be used towards eligible transit and parking expenses. Inappropriate use of the debit card will result in the automatic revocation of the benefit.

*Determined by the IRS and subject to change.