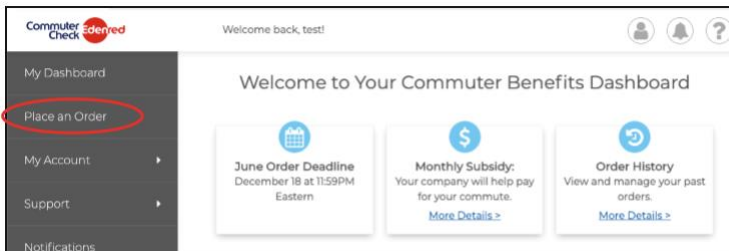


Placing an Order for the Commuter Check Prepaid Mastercard

How to Place an Order for the Prepaid Mastercard

1. Login to the Edenred Commuter Benefits Site by visiting: <http://www.commuterchoice.harvard.edu/mbta>, and use your Harvard Key credentials.
2. From your Edenred Commuter Benefits Dashboard, click on 'Place an Order'.



3. Select 'Train' or 'Bus' from the list of options to allocate funds toward a transit debit card, and/or select 'Parking' to allocate funds toward a parking debit card. Then, select 'Commuter Check Prepaid Mastercard®'. Note: if you place an order for a transit and parking debit card, you will be mailed one card with both election amounts loaded onto it.
4. 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?

Are there any months you do not need this order?

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.

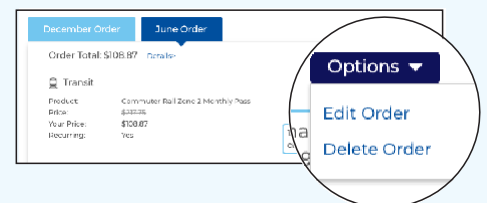
Recurring Orders

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?

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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5. Confirm your order, and click '**Proceed to Checkout**'.
6. Confirm your delivery address, and click '**Next**'.
7. Finally, please read the Terms and Conditions. If everything is correct, click '**Place Order**'.
8. A confirmation will display that your order has been placed.

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 the new Harvard ZipBy daily parking app coming this fall. 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.*