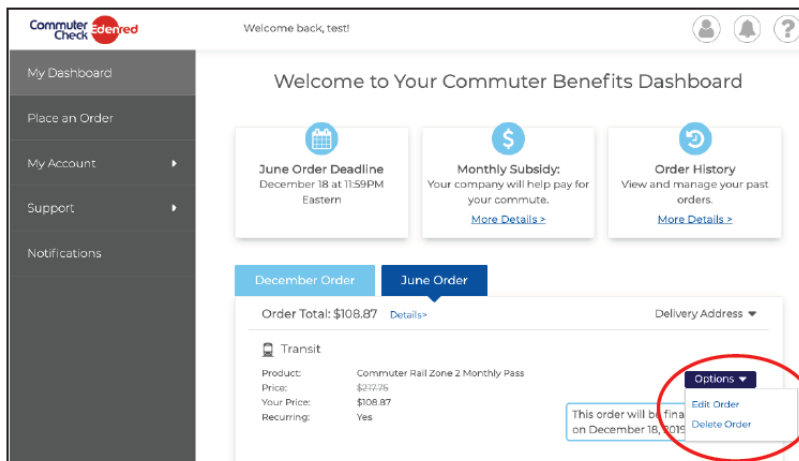


Transitioning from the MBTA Benefit to Parking

If you need to change from a monthly MBTA pass to parking at the Cambridge or Allston campuses, please follow the steps below.

1. Cancel your MBTA Pass

- A. Login to the Edenred Commuter Benefits site by visiting: www.commuterchoice.harvard.edu/mbta, and use your Harvard Key credentials.
- B. Your current order should appear on the dashboard. Hover over the 'Options' button and click 'Delete Order'.



- C. When deleting an order, a pop-up window will display. Confirm that you would like to delete your order by clicking 'Delete'

2. Sign Up for a Parking Pass

- A. Fill out parking application: <https://bit.ly/2020permit>
- B. Campus Service Center staff will contact you within 1 business day to discuss your parking permit application and parking access.
- C. Permit will be mailed to your home address within 7-10 days.

Reminders

Cancel your MBTA pass ASAP

To avoid being charged for an unwanted pass, cancel your MBTA pass as soon as possible. The deadline to cancel your pass is the **4th** of the prior month.

Flexible Parking

The University offers a number of permit types to meet the different commuting needs of faculty and staff. Review options at <https://www.transportation.harvard.edu/parking/permits-rates/permit-types>

Share your Ride

Carpool with a colleague to save 50-75% on parking costs. Don't have a carpool partner in mind? Try zimride.com/crimson

Save Money

Paying for parking via payroll deduction results in automatic pre-tax savings. Save even more by parking at an underutilized garage. Find out more at parking.harvard.edu

Electric Charging on Campus

Request an Electric Charging permit if you plan to charge your car at work. Space is limited and permit availability is not guaranteed.