

Ordering Your Transit Pass Through Edenred

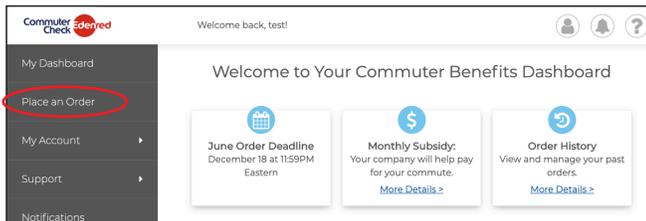
The following instructions will show you how to place your monthly transit pass order through Edenred, the CommuterChoice transportation benefit provider.

Please Note: All passes must be ordered by 11:59 PM Eastern on the fourth calendar day of the prior month. For example, orders for April transit passes must be placed by 11:59 PM Eastern on March 4th.

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 your preferred mode (ie: Train) from the list of options.
4. Select your product from the list of options.
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

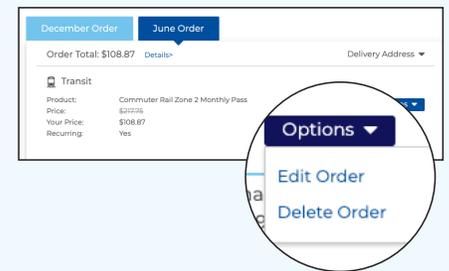
When you set your order to recur monthly, your order will be placed automatically each month. You won't have to log back into your account unless you want to make changes to your order.



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.

About Subsidies

Harvard subsidizes MBTA monthly passes by 50%. All other transit products reflect pre-tax savings only.