

QuickStart Guide

Your Commuter Benefits Program

At-a-Glance

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Welcome to saving smart. Welcome to WageWorks.

Your commuter benefits program is sponsored by your employer and brought to you by WageWorks — a leading provider of consumer-directed benefits solutions.

New to the WageWorks website?

If you haven't registered online yet, please do so today. To register, just visit www.wageworks.com and click "Register with Wageworks now." You'll need to verify your employee status by answering a few simple questions, confirm your contact information and create a username and password.

You can also log into www.wageworks.com to review your claim history, update your contact information, change your username and password and even set up direct deposit of reimbursements into your bank account. Log in and take it for a spin.

Questions? Ask us.

If you have any questions or concerns, you can talk to a trained expert to learn more about the program. Just call 855-428-0446 Monday through Friday, from 8 a.m. to 8 p.m. Eastern Time.

www.wageworks.com

Welcome to WageWorks.

Keep your savings rolling.

Congratulations on enrolling in the commuter benefits program sponsored by your employer and brought to you by WageWorks.

No matter how you get to work, you'll ride smart. The program makes it easy to save on taxes.



Your Commuter Benefits program: The Essentials

- ▶ **Filing a claim (Pay Me Back).** After your payroll deduction for the benefit month has been processed, you may submit your receipt for reimbursement.

Here's how to use Pay Me Back:

- ▶ Log into your account at www.wageworks.com.
- ▶ Select "Submit Receipt or Claim."
- ▶ Click on "File Claim" for the month of the expense.
- ▶ Click "Print Claim Form" to submit a Pay Me Back Request by fax or mail. Be sure to include your supporting document(s) with your claim.
- ▶ If your provider does not provide receipts (e.g. cash meters that do not provide receipts), click "File Online" and follow the instructions to submit your claim.
- ▶ Requests must be submitted within 180 days of the date the expense was incurred.
- ▶ **Deadlines.** The cutoff for enrolling, changing or canceling your monthly contribution is the 15th of the month prior to the deduction month. Contributions are deducted from the first paycheck of the month.
- ▶ **If you separate from your employer,** you will have 180 days to submit reimbursement claims against funds set aside for your out-of-pocket expenses. Any unclaimed deductions are forfeited after 180 days.

