

# CONEXIS Commuter Benefits Mass Transit



## Commuter Benefits

*Did you know you can set aside \$130 pre-tax dollars per month to pay for qualified commuting expenses?*

### **Qualified commuting expenses Include:**

- Pass
- Token
- Fare Card
- Voucher
- Similar item entitling individuals to transportation on mass transit facilities

## Commuter Benefits

- 🔥 **Orders must be placed by the 10<sup>th</sup> of the month for use the following month**
- 🔥 **You can elect recurring orders to automatically order a new pass each month**
  - You can choose any combination of months and exclude the months you won't need a pass
- 🔥 **If the cost of the monthly pass is more than the statutory limit, the price difference is paid by credit card**
  - Recurring orders can store your credit card number for amounts over the statutory limit so there is no need to log-on each month
- 🔥 **Orders are mailed the 23rd of the month, for use the following month**

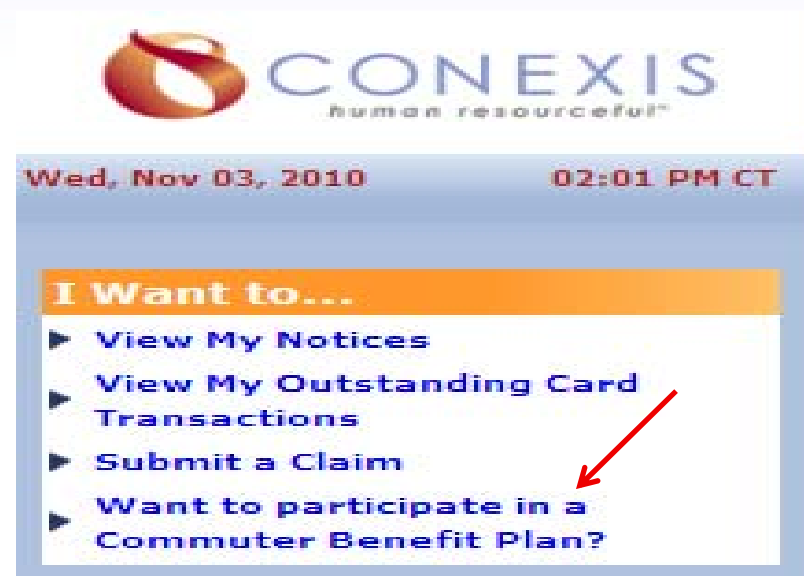
Order Period*	Month
November 11 – December 10	January
December 11 – January 10	February
January 11 – February 10	March
February 11 – March 10	April
March 11 – April 10	May
April 11 – May 10	June
May 11 – June 10	July
June 11 – July 10	August
July 11 – August 10	September
August 11 – September 10	October
September 11 – October 10	November
October 11 – November 10	December



# HOW TO ORDER A MASS TRANSIT PASS

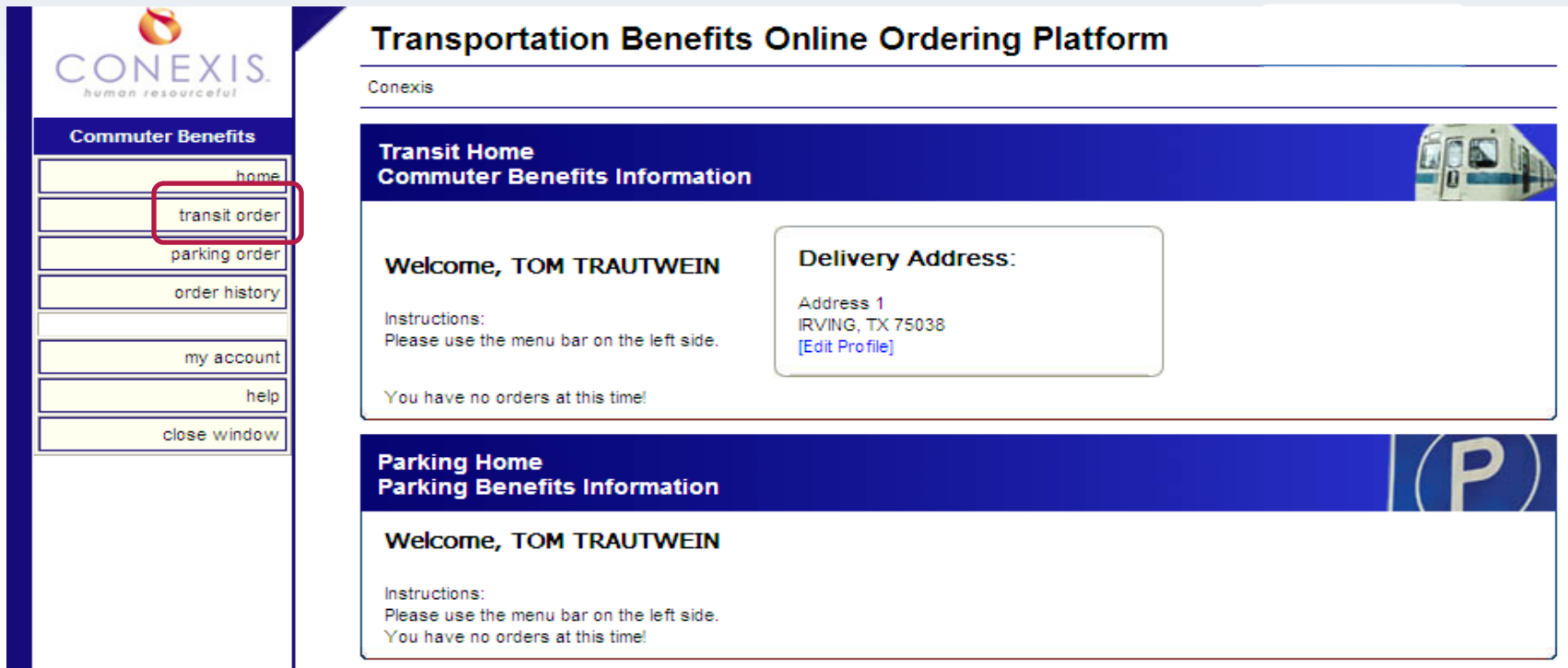
## Commuter Benefits – Ordering Instructions

1. Access the Web site: [mybenefits.conexis.com](http://mybenefits.conexis.com)
2. Log in to your account.
3. As a first time user, select the [Click Here](#) to Register link.
4. On the main page, click the link for 'Want to participate in a Commuter Benefit Plan?'



# Commuter Benefits – Mass Transit Orders

1. From the home page click the 'Transit Order' link to order a transit pass



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**Commuter Benefits**

- home
- transit order**
- parking order
- order history
- my account
- help
- close window

## Transportation Benefits Online Ordering Platform

Conexis

### Transit Home Commuter Benefits Information



**Welcome, TOM TRAUTWEIN**


Instructions:  
Please use the menu bar on the left side.

You have no orders at this time!

**Delivery Address:**

Address 1  
IRVING, TX 75038  
[\[Edit Profile\]](#)

### Parking Home Parking Benefits Information



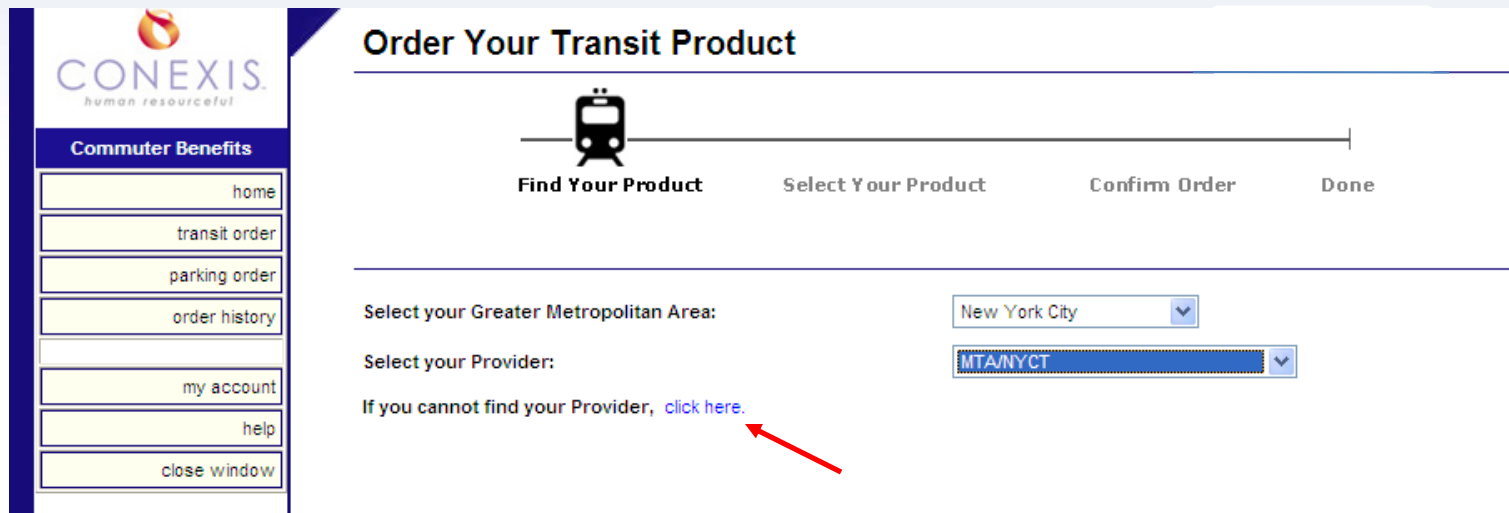
**Welcome, TOM TRAUTWEIN**

Instructions:  
Please use the menu bar on the left side.

You have no orders at this time!

## Commuter Benefits – Mass Transit Orders

2. Select the Greater Metropolitan Area
3. Select the transit authority (Provider)



**Order Your Transit Product**

Find Your Product | Select Your Product | Confirm Order | Done

Select your Greater Metropolitan Area:

Select your Provider:

If you cannot find your Provider, [click here](#).

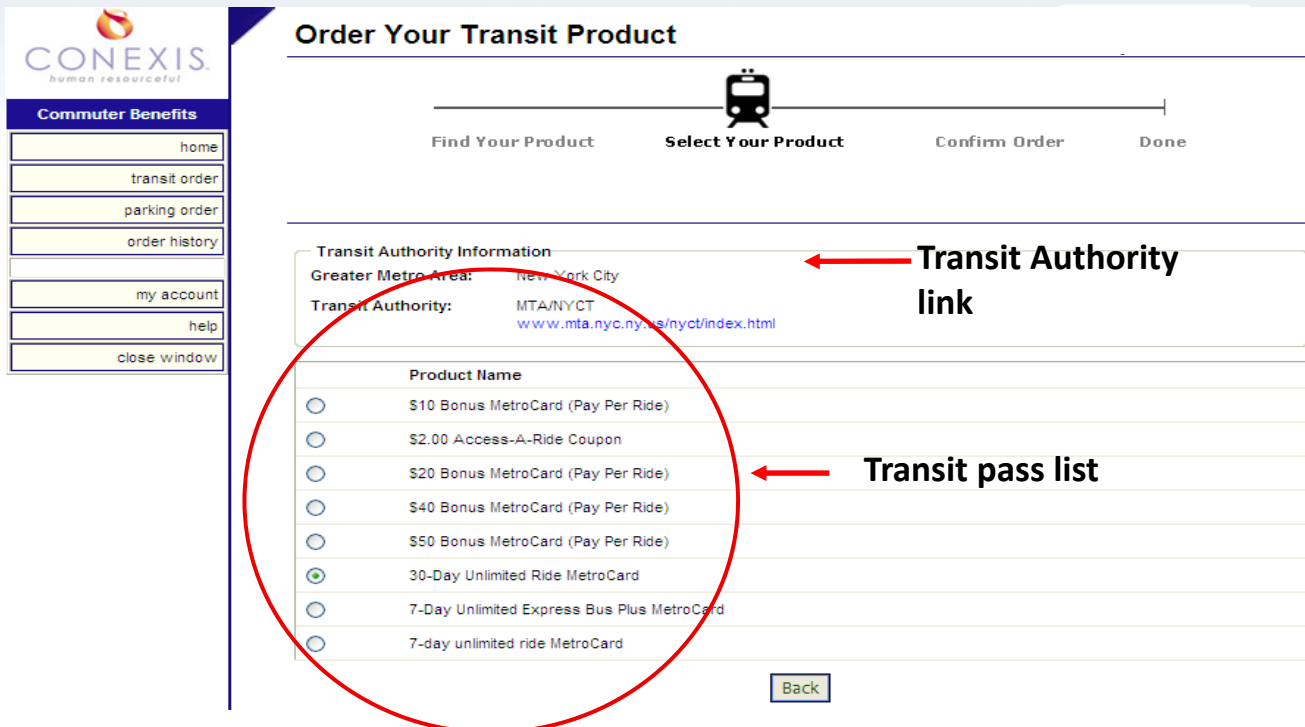
home  
transit order  
parking order  
order history  
my account  
help  
close window

4. If the transit authority is not listed, click on 'If you cannot find your Provider click here'; then follow the steps provided to add your transit authority



## Commuter Benefits – Mass Transit Orders

5. Select the type of transit pass from the 'Product Name' list. If you are unsure which transit pass to purchase click on the 'Transit Authority' link



**Order Your Transit Product**

Find Your Product   **Select Your Product**   Confirm Order   Done

**Transit Authority Information**

Greater Metro Area: [New York City](#)

Transit Authority: [MTA/NYCT  
www.mta.nyc.ny.us/nyct/index.html](http://www.mta.nyc.ny.us/nyct/index.html)

**Product Name**

- \$10 Bonus MetroCard (Pay Per Ride)
- \$2.00 Access-A-Ride Coupon
- \$20 Bonus MetroCard (Pay Per Ride)
- \$40 Bonus MetroCard (Pay Per Ride)
- \$50 Bonus MetroCard (Pay Per Ride)
- 30-Day Unlimited Ride MetroCard
- 7-Day Unlimited Express Bus Plus MetroCard
- 7-day unlimited ride MetroCard

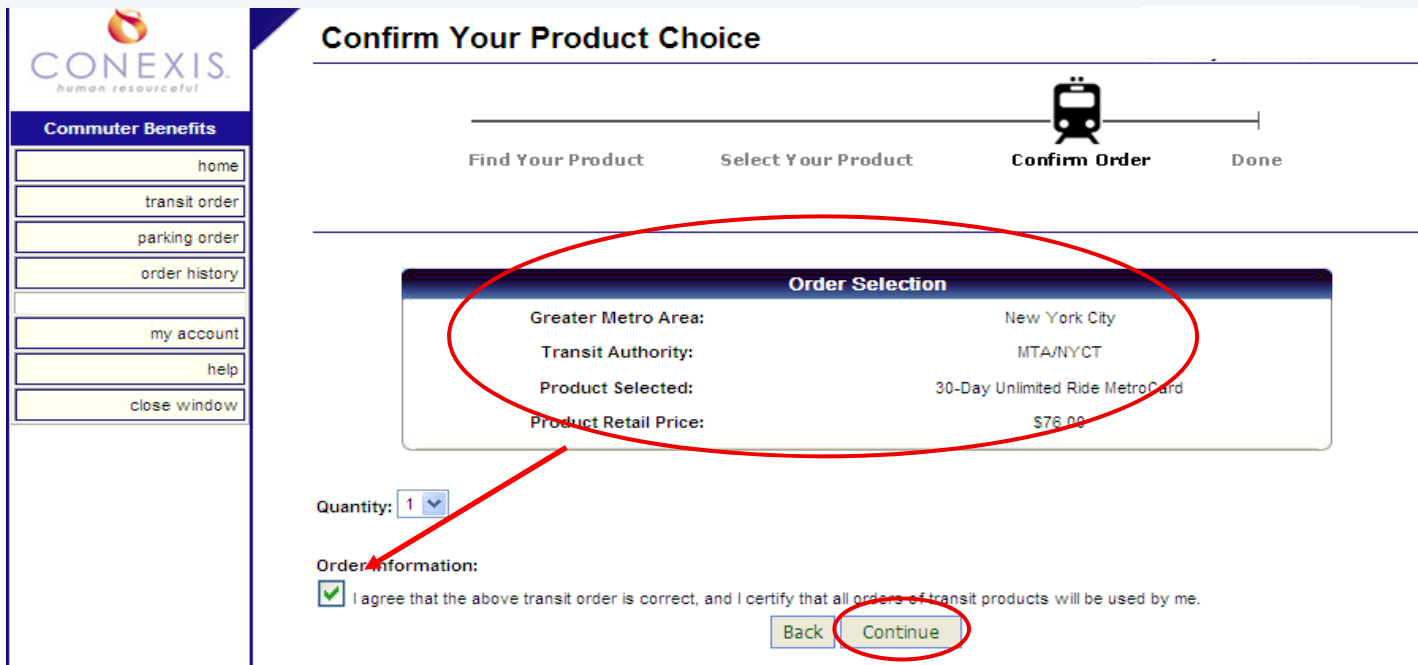
[Back](#)

**Transit Authority link**

**Transit pass list**

## Commuter Benefits – Mass Transit Orders

6. Review order for accuracy, then check the box if you agree the order is correct
7. Click on the 'Continue' button if the order is correct. If your order is not correct click on the 'Back' button to correct your order



**Confirm Your Product Choice**

Find Your Product    Select Your Product    **Confirm Order**    Done

**Order Selection**

Greater Metro Area:	New York City
Transit Authority:	MTA/NYCT
Product Selected:	30-Day Unlimited Ride MetroCard
Product Retail Price:	\$76.00

Quantity: 1

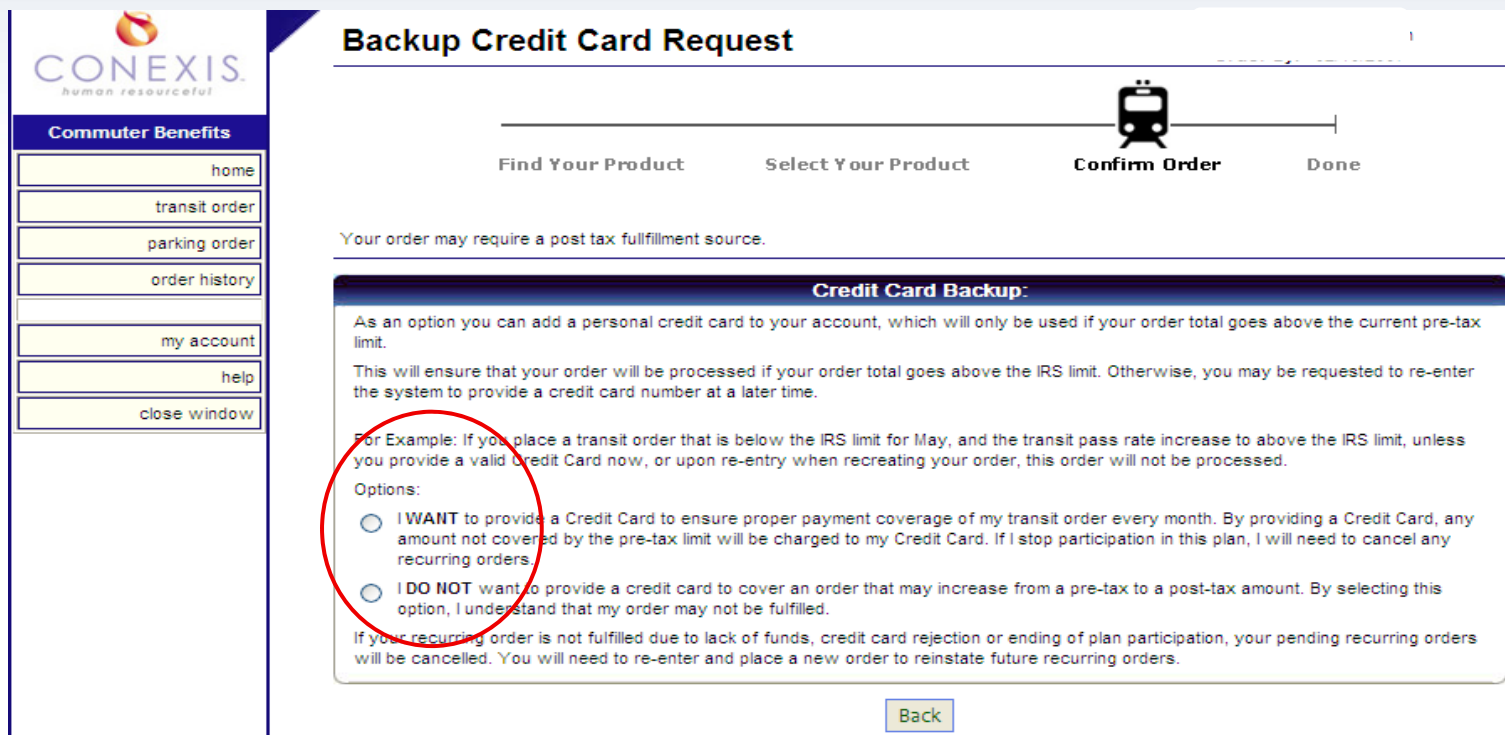
**Order Information:**

I agree that the above transit order is correct, and I certify that all orders of transit products will be used by me.

Back    **Continue**

## Commuter Benefits – Mass Transit Credit Card Backup

- Here you will be asked to enter in credit card information. If your order is over the monthly maximum the difference will be charged on your card.



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### Backup Credit Card Request

Find Your Product    Select Your Product    **Confirm Order**    Done

Your order may require a post tax fulfillment source.

**Credit Card Backup:**

As an option you can add a personal credit card to your account, which will only be used if your order total goes above the current pre-tax limit.

This will ensure that your order will be processed if your order total goes above the IRS limit. Otherwise, you may be requested to re-enter the system to provide a credit card number at a later time.

For Example: If you place a transit order that is below the IRS limit for May, and the transit pass rate increase to above the IRS limit, unless you provide a valid credit card now, or upon re-entry when recreating your order, this order will not be processed.

Options:

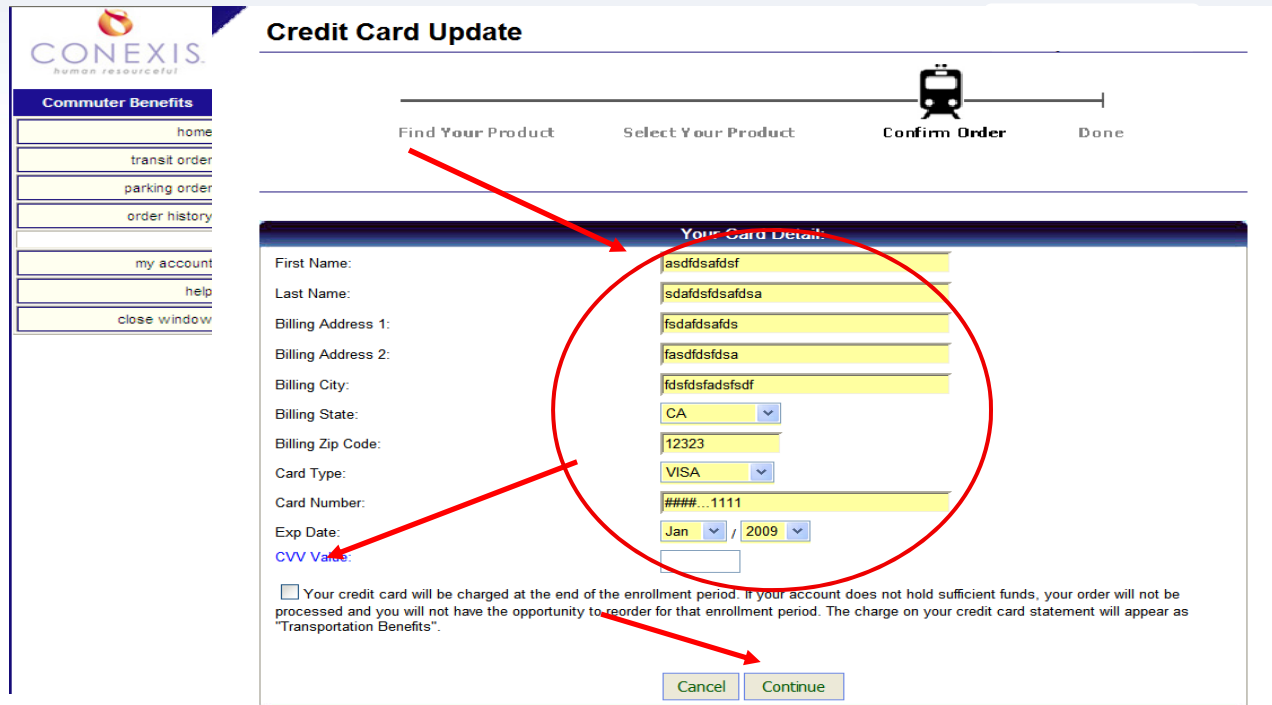
- I **WANT** to provide a Credit Card to ensure proper payment coverage of my transit order every month. By providing a Credit Card, any amount not covered by the pre-tax limit will be charged to my Credit Card. If I stop participation in this plan, I will need to cancel any recurring orders.
- I **DO NOT** want to provide a credit card to cover an order that may increase from a pre-tax to a post-tax amount. By selecting this option, I understand that my order may not be fulfilled.

If your recurring order is not fulfilled due to lack of funds, credit card rejection or ending of plan participation, your pending recurring orders will be cancelled. You will need to re-enter and place a new order to reinstate future recurring orders.

[Back](#)

## Commuter Benefits – Mass Transit Credit Card Backup

9. Enter credit card information if your selected monthly order exceeds the regulatory maximum
10. Check box
11. Select 'Continue'



**CREDIT CARD UPDATE**

Find Your Product    Select Your Product    **Confirm Order**    Done

**Your Card Detail:**

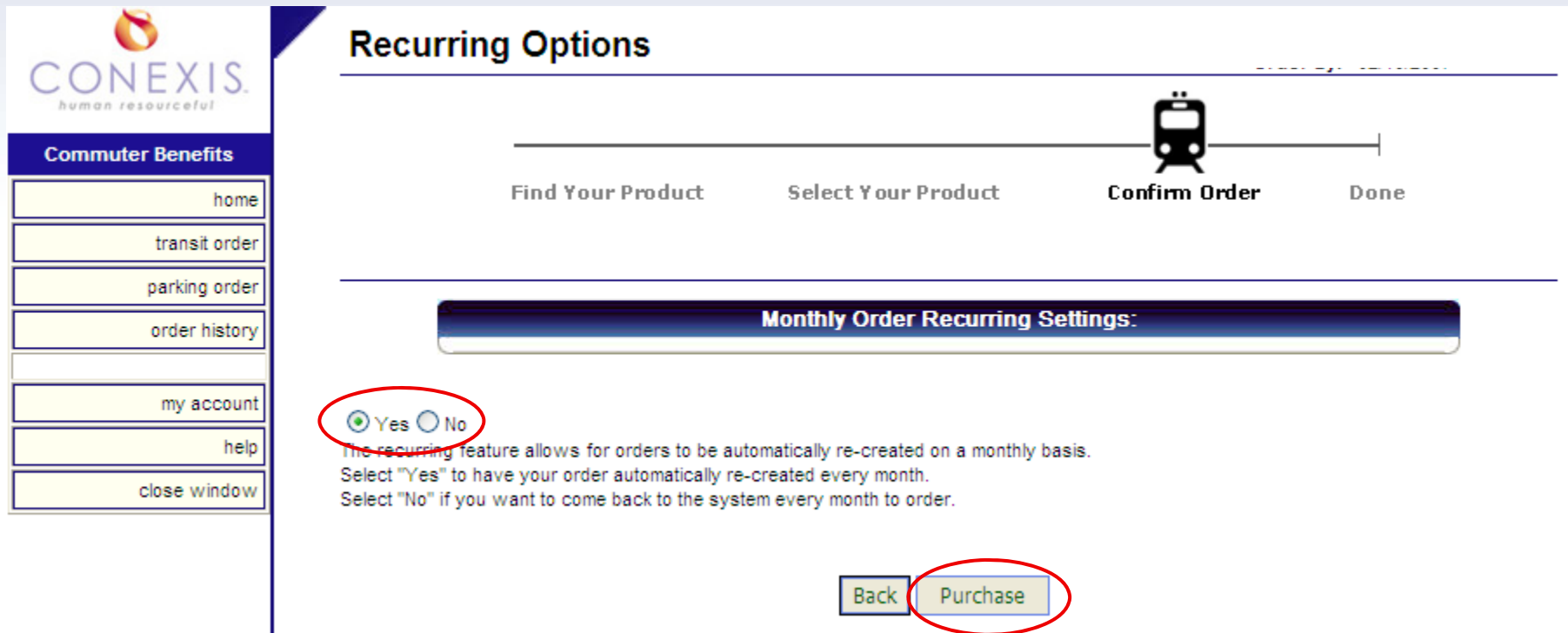
First Name: [jasdfdsafdsf]  
Last Name: [sdafdsfdsafdsa]  
Billing Address 1: [fsdafdsafds]  
Billing Address 2: [fasdfdsfdsa]  
Billing City: [fdsfdsfadsfdf]  
Billing State: [CA]  
Billing Zip Code: [12323]  
Card Type: [VISA]  
Card Number: [###...1111]  
Exp Date: [Jan] / [2009]  
CVV Value: [ ]

Your credit card will be charged at the end of the enrollment period. If your account does not hold sufficient funds, your order will not be processed and you will not have the opportunity to reorder for that enrollment period. The charge on your credit card statement will appear as "Transportation Benefits".

Cancel    Continue

## Commuter Benefits – Mass Transit Recurring Orders

12. If you want your order to be automatically recreated each month, select 'Yes'. If you do not want recurring orders select 'No.' Click on 'Purchase' to continue



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### Recurring Options

Find Your Product    Select Your Product    **Confirm Order**    Done

#### Monthly Order Recurring Settings:

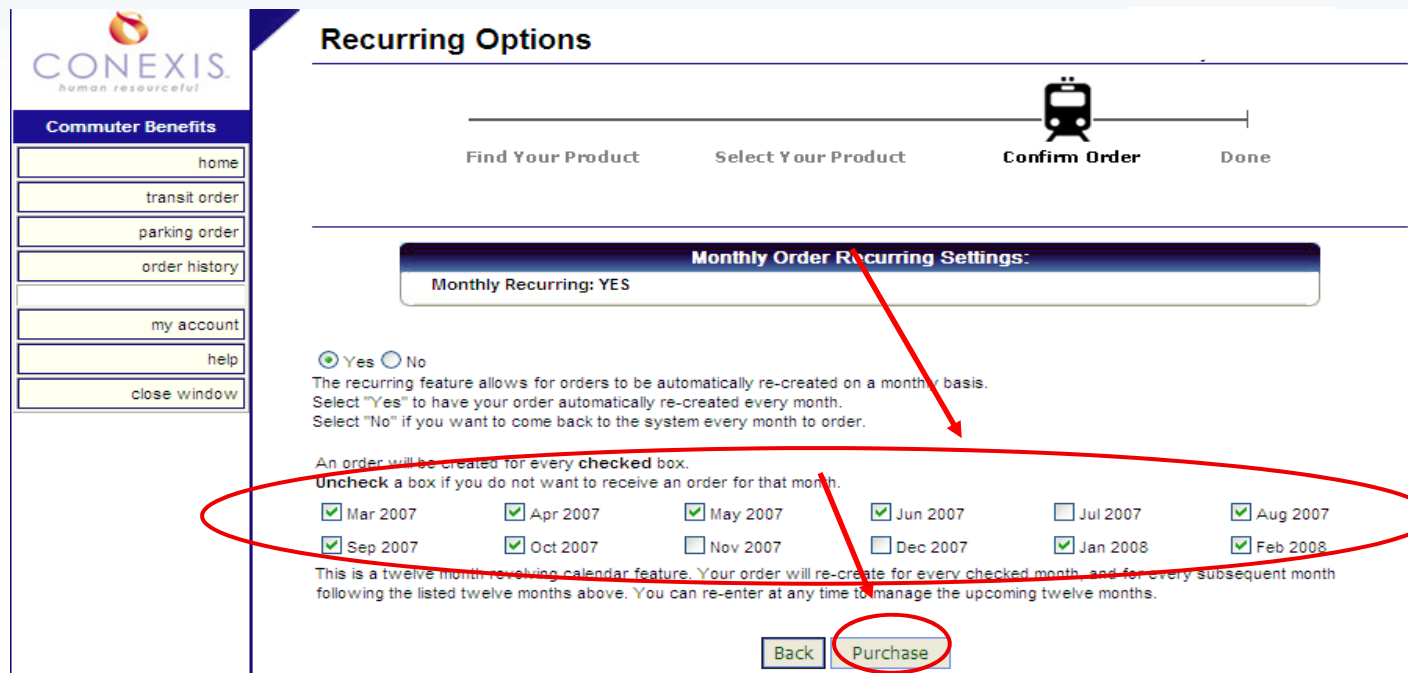
Yes  No

The recurring feature allows for orders to be automatically re-created on a monthly basis.  
Select "Yes" to have your order automatically re-created every month.  
Select "No" if you want to come back to the system every month to order.

Back    Purchase

## Commuter Benefits – Mass Transit Recurring Orders

13. For recurring orders, choose the specific months you would like your automatic orders to occur by checking the boxes
14. Click on 'Purchase' to continue



**Recurring Options**

Find Your Product    Select Your Product    **Confirm Order**    Done

**Monthly Order Recurring Settings:**

Monthly Recurring: YES

Yes    No

The recurring feature allows for orders to be automatically re-created on a monthly basis. Select "Yes" to have your order automatically re-created every month. Select "No" if you want to come back to the system every month to order.


An order will be created for every checked box. Uncheck a box if you do not want to receive an order for that month.

<input checked="" type="checkbox"/> Mar 2007	<input checked="" type="checkbox"/> Apr 2007	<input checked="" type="checkbox"/> May 2007	<input checked="" type="checkbox"/> Jun 2007	<input type="checkbox"/> Jul 2007	<input checked="" type="checkbox"/> Aug 2007
<input checked="" type="checkbox"/> Sep 2007	<input checked="" type="checkbox"/> Oct 2007	<input type="checkbox"/> Nov 2007	<input type="checkbox"/> Dec 2007	<input checked="" type="checkbox"/> Jan 2008	<input checked="" type="checkbox"/> Feb 2008

This is a twelve month revolving calendar feature. Your order will re-create for every checked month, and for every subsequent month following the listed twelve months above. You can re-enter at any time to manage the upcoming twelve months.

## Commuter Benefits – Mass Transit Orders

15. Review order for accuracy. Click on 'Return Home' to complete this order or make changes. Changes may be made from the home page at any time.




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### Order Update Complete

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Find Your Product
Select Your Product
Confirm Order
 Done

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Thank you for your order. Your order is complete. Please Return Home if you want to change the below order.

**Current Transit Order**

MTA/NYCT 30-Day Unlimited Ride MetroCard	Qty: 1	Cost: \$76.00	\$76.00
<b>Total Estimated Cost:</b>			<b>\$76.00</b>

Estimated Pre-Tax Amount Applied To Payroll: \$76.00

**Monthly Recurring: YES**

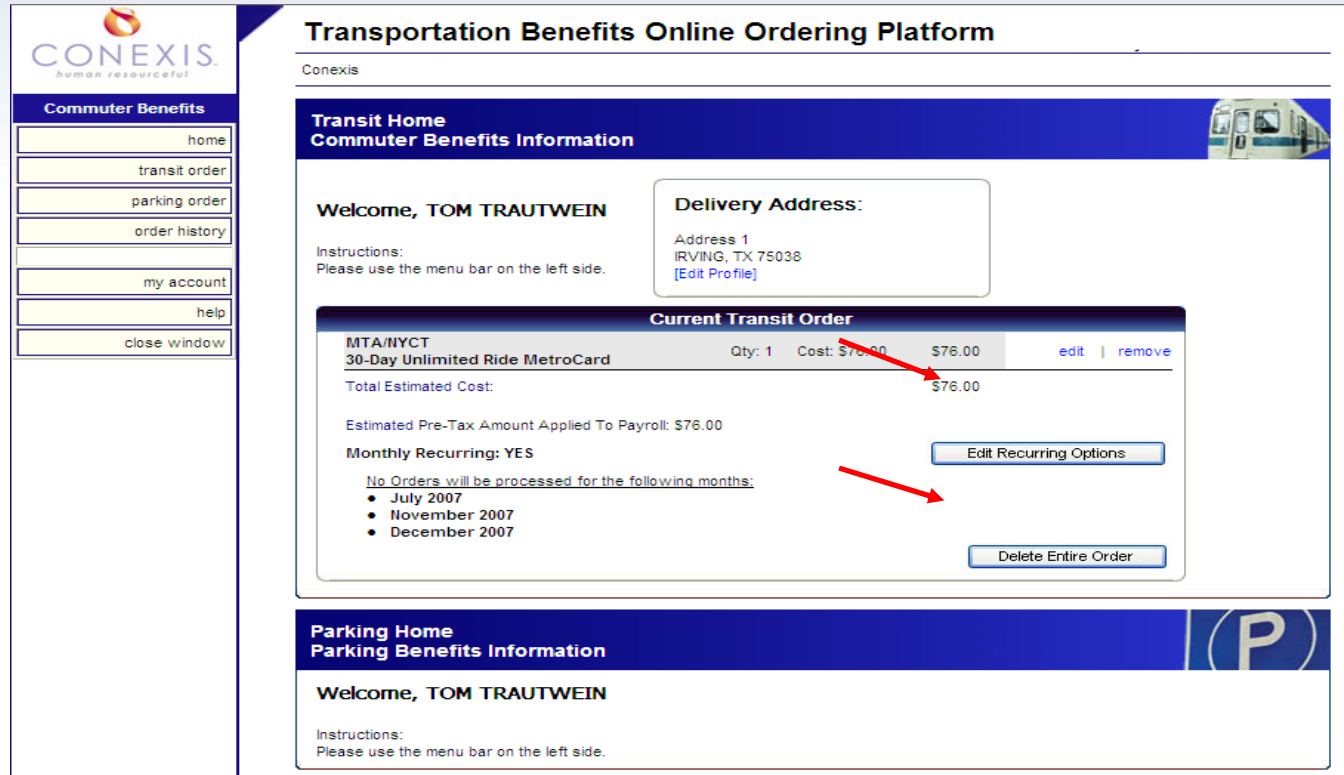
No Orders will be processed for the following months:

- July 2007
- November 2007
- December 2007

Return Home

# Commuter Benefits – Mass Transit Orders

From the home page you can:  
 Make additional transit orders  
 ‘Edit Recurring Orders’  
 ‘Delete Entire Order’



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**Transportation Benefits Online Ordering Platform**

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**Transit Home**  
Commuter Benefits Information

Welcome, TOM TRAUTWEIN

**Delivery Address:**  
 Address 1  
 IRVING, TX 75038  
[\[Edit Profile\]](#)

Instructions:  
 Please use the menu bar on the left side.

**Current Transit Order**

MTA/NYCT 30-Day Unlimited Ride MetroCard	Qty: 1	Cost: \$76.00	\$76.00	<a href="#">edit</a>   <a href="#">remove</a>
Total Estimated Cost:			\$76.00	

Estimated Pre-Tax Amount Applied To Payroll: \$76.00

**Monthly Recurring: YES**

No Orders will be processed for the following months:

- July 2007
- November 2007
- December 2007

[Edit Recurring Options](#)

[Delete Entire Order](#)

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**Parking Home**  
Parking Benefits Information

Welcome, TOM TRAUTWEIN

Instructions:  
 Please use the menu bar on the left side.



