



## Announcing Premium Commuter Benefits for North Park University!

### Commuter Benefit Program Overview:

Commuting to work each day can be expensive. The commuter benefit program offered by North Park University will help you save money on your commuting costs. North Park has selected the Commuter Check Eco solution that provides you with simple online ordering and electronic fulfillment for use in commuting to work.

### How Does the Program Work?

Using the Commuter Check website (see [Registration is Easy](#) below), you will create an account and place orders for transit products. Commuter Check will send North Park information about your selections and instructions to make the proper pre-tax deductions from your paycheck.

### Ordering Vouchers, Smart Cards and Prepaid Debit Cards for Transit:

Commuter Check Eco is a national service. Our long-standing relationships with transit authorities across the nation enable us to provide electronic loading of smart cards in selected cities. Once you have created your new account, just mouse over "Place an Order", then select Transit and choose the appropriate Transit Smart Card for you.

- **The Commuter Check Card Prepaid MasterCard<sup>®</sup>:** A re-loadable commuter benefit card that is accepted at Transit Agencies or designated transit retail centers where only transit and vanpool passes, tickets, and fare cards are sold\*. The Commuter Check Card can be also used at fare vending machines, which saves you time waiting in line and time locating a customer service desk or staffed sales area.

*\*For compliance reasons the Commuter Check Card can only be accepted at designated outlets that sell transit products exclusively, such as Transit Stations and Kiosks. Stores that sell other products, such as gift shops and pharmacies, will not accept the Commuter Check Card.*

- **Commuter Check Vouchers:** These vouchers come in flexible denominations and can be used to purchase tickets and other fare media at participating transit retail centers.

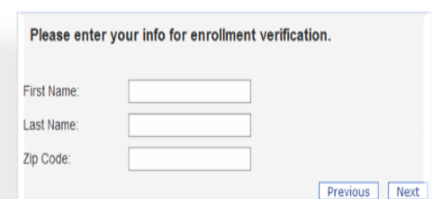
### Registration is Easy:

Registering and placing orders is easy. Follow these simple steps to get started.

**Go to:** <https://www.commutercheckdirect.com> \*

\* Commuter Check Direct is designed to work with Microsoft Explorer Version 7.0 and above

From the main landing page, select *New Participant* from the menu on the left of the page.



Please enter your info for enrollment verification.

First Name:

Last Name:

Zip Code:

To register, you will need the following information:

**Company ID:** 1443

**First Name:**

**Last Name:**

**Zip Code:**

All information must match your employer's records at the time of eligibility; this information is used to authenticate you as a user in the system. So, if your employer's records list you as James instead of Jim, you will want to enter James in the first name field. If you have any trouble with the process, please contact Customer Support at 888.235.9223.

Once you have entered this data, you will advance to another page where you are asked to enter your personal demographic information, set your password, and set your user name. Note that this is the information we will use to contact you about your orders. The system will send email reminders about your orders as well, so make sure to enter a valid email address.

### **Important Registration Tips:**

Username: Must consist of at least 6 characters (symbols are okay, spaces are not)

Password: Must consist of at least 6 characters

### **Your Commuter Benefit has some features you need to know about in order to take full advantage of the program:**

- The program is monthly program; log in and place an order to be fulfilled on a monthly basis. **Orders must be entered by the 10th of the month for the following benefit period.** For example, **to receive an order for use in January, you must place your order before December 10th.** Changes must be made online before the cut-off date of the **10th** of the month for the following benefit month.
- Use the convenient recurring settings option to request funds to automatically be loaded to your smart card each month. Don't worry; we'll email you a reminder so remember to give us a valid email address when you register.
- Pre-tax deductions are allowed up to the limit of \$130 per month for transit expenses.
- No retroactive changes may be made.

### **Contacting Customer Support:**

Customer Support is available to assist you with registration, placing an order or any other questions or concerns you may have. Our skilled representatives are available Monday through Friday from 8:00 AM to 8:00 PM Eastern Time. You can reach Customer Support as follows:

By Phone: 888.235.9223

By Email: [ccdcustomerservice@edenredusa.com](mailto:ccdcustomerservice@edenredusa.com)

If you have any questions or problems with registration or placing an order, please contact customer service at 888.235.9223.