Dear Stanford University Pre-Tax Customer,

Our records indicate that you have used pre-tax dollars to make commuter purchases through our office, such as Caltrain parking permits, Clipper cash, and BART or other transit passes during the past year.

**Administration of the pre-tax program is changing**
We want you to know that administration of this program is transitioning to Edenred Commuter Benefits Solutions beginning with orders placed in February. Rather than making transit purchases through our office, you will use the Edenred online portal to place orders once we launch the program next week. Please note that this change does not apply to the purchase of Stanford parking permits. With the transition to Edenred, your payments will continue to be made through Stanford payroll deduction.

**What do I need to do?**
When you receive our email next week, go to the Edenred online portal to set up your pre-tax order. If you have a current and recurring pre-tax order, your order will **not** continue unless you sign in and set up your order with Edenred Commuter Benefits Solutions. **You don’t need to do anything now. Please wait until we send you the link.**

**When does this change go into effect?**
All orders for March 2018 must be made through the Edenred portal by **Feb. 9**. On an ongoing basis, orders must be made through Edenred’s portal by no later than the 9th of the preceding month. For example, if you want to receive or continue your order in March 2018, you must place your order no later than **Feb. 9, 2018**.

**Why is this happening?**
As part of our office’s move to Redwood City in 2019, we are working to streamline our operations and move them online, since we will not have a physical presence on the main campus. We are transitioning to an experienced pre-tax commuter benefits provider this year to ensure the new process is in place and operating effectively prior to our department’s move to Redwood City next year.

**What are my next steps?**
You don’t need to do anything at this point, but please keep an eye out for our email next week that will provide you with the link to log in. You will place your order at that time. To make this as convenient for you as possible, we have set it up so you can use Stanford WebAuth (your SUNet ID and password) to authenticate through Stanford’s single sign-on system. Our email will include instructions for logging into the Edenred portal and how to place your order.

In next week’s email, we also will provide you with a link to our microsite, which will provide more information to familiarize you with the new process and service. Edenred is providing step-by-step guides for using the new system, which will be available on our site.

If you would like to learn more, here are links with some additional information:

- Edenred’s FAQ
- Additional information about this transition

Thank you for your patience and understanding as we implement this new process. Please let us know if you have any questions in the meantime. We can be reached at transportation@stanford.edu or 650.723.9362.

Sincerely,

Stanford University Parking & Transportation Services
transportation@stanford.edu | 650.723.9362
transportation.stanford.edu