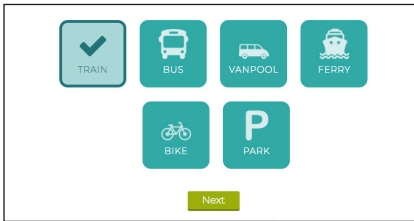


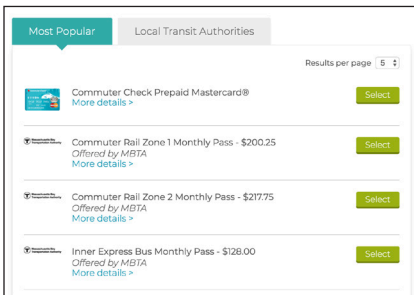
## Placing a Transit Order

Once you are logged into your commuter benefits homepage, follow these steps to place an order.

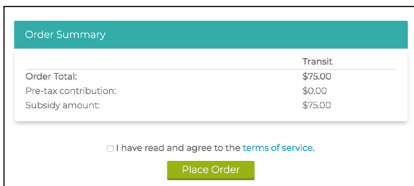
1. From the side menu select **'Place an Order'**.
2. Select **'Train'** from the list of options and click **'Next'**.



3. Enter your zip codes, then click **'Next'**.
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. Review your order. If everything is correct, click **'Place Order'**.



8. A confirmation will display that your order has been placed.

### Helpful Tips

#### Recurring Orders

If you set your order to recur monthly, funds will be loaded onto your card automatically each month. You won't have to log back into your account unless you want to make changes to your order.

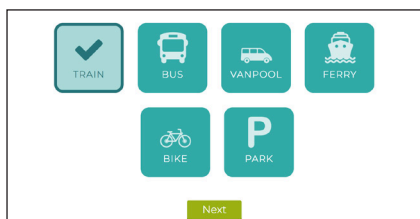
#### Editing or Deleting Your Order

After your order has been placed, you may edit or delete your order (up to the 10th of the month in most cases). You can make changes to your order right from your dashboard. Select the right hand tab that displays your upcoming order, and click 'Edit' or 'Delete'.

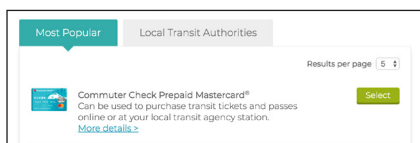
## Commuter Check Prepaid Mastercard®

This convenient reloadable prepaid card can be used for purchasing transit products or paying vanpool fees. You will receive one card, which is funded monthly with a specified amount. No more waiting in line or saving receipts. The Commuter Check Prepaid Mastercard is accepted at Transit Agencies, fare vending machines, vanpool providers and designated transit retail centers where only transit products are sold. Use your Commuter Check Prepaid Mastercard the same way you would use a credit card.\*

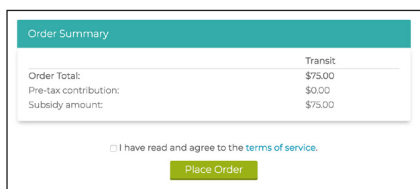
1. From the side menu select **'Place an Order'**.
2. Select **'Train'** from the list of options and click **'Next'**.



3. Enter your zip codes, then click **'Next'**.
4. Select **'Commuter Check Prepaid Mastercard'** 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. Review your order. If everything is correct, click **'Place Order'**.



8. A confirmation will display that your order has been placed.

## Helpful Tips

### Recurring Orders

If you set your order to recur monthly, funds will be loaded onto your card automatically each month. You won't have to log back into your account unless you want to make changes to your order.

### Managing Your Card

You can activate or report a problem with your card right from your dashboard. More details about your Commuter Check Prepaid Mastercard such as transaction history can be found under My Account > Card Management.

### About Your Card

Your Commuter Check Prepaid Mastercard is a NON-PIN debit card, which is processed like a credit card. When given the option for Debit or Credit, you will need to select the CREDIT option.

### Editing or Deleting Your Order

After your order has been placed, you may edit or delete your order (up to the 10th of the month in most cases). You can make changes to your order right from your dashboard. Select the right hand tab that displays your upcoming order, and click 'Edit' or 'Delete'.

\*You can only use the Commuter Check Prepaid Mastercard for commuter products as defined by the tax code that governs this benefit program.

The Commuter Check Prepaid Mastercard may only be used for qualified commuter benefit purchases in accordance with IRS Tax Code 132(f). No cash or ATM access. This card may not be used everywhere Debit Mastercard is accepted.

The Commuter Check Prepaid Mastercard is issued by The Bancorp Bank pursuant to license by Mastercard International Incorporated. The Bancorp Bank; Member FDIC. Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated.