

## New Enrollee Transit Pass

Enrollment in the Commuter Benefits Program through NYCAPS Employee Self Service began for all employees on December 1<sup>st</sup>, 2010.

To enroll go to NYCAPS Employee Self Service (ESS) [www.nyc.gov/ESS](http://www.nyc.gov/ESS) or fill out a TransitBenefit Plans enrollment form and have your TransitBenefit Coordinator do this for you. To find your Agency's TransitBenefit Coordinator – visit [http://www.nyc.gov/html/opa/html/transportation\\_benefits/transitbenefit-coordinator-list.shtml](http://www.nyc.gov/html/opa/html/transportation_benefits/transitbenefit-coordinator-list.shtml).

### **Step 1: First make sure to update your “Home/Mailing Address”, “Email Addresses” and “Phone Numbers”. In ESS select “Personal Information”.**

- ✓ Then add a “Mailing Address” even if it is the same as your “Home Address”. WageWorks will send your Commuter Card to the “Mailing Address” in ESS.
- ✓ Add or update “Email Address” and/or “Phone Number”.
- ✓ “Mailing Address”, “Email Address”, and “Phone Number” are required for Commuter Benefits enrollment.

### **Step 2: In ESS, select “Payroll and Compensation”, then “Deduction Information”, then “Commuter Benefits”**

- ✓ Enroll in Transit Pass Option
- ✓ Enter the Monthly Deduction Amount you choose
- ✓ Agree to Terms & Conditions
- ✓ Enter the Last 4 digits of your Social Security Number
- ✓ Click the Certify/Confirm button

### **Step 3: WageWorks Website**

- ✓ Wait 2 business days after you enroll in ESS.
- ✓ Then register on WageWorks website <http://getwageworks.com/nyc/> or call 1-877-WageWorks (1-877-924-3967) Monday to Friday, 8 a.m. to 8 p.m. to order your transit passes or tickets.
- ✓ When you call WageWorks, identify yourself as a City of New York employee.
- ✓ For security validation, you will be prompted for:
  - Last name on your paycheck
  - Month and Day of Birth (not year)
  - Zip code on file with WageWorks (Mailing Address)
  - Last four digits of your Employee Reference Number.

### **What else should I know?**

- ✓ Deadlines for ordering passes and tickets are the 4<sup>th</sup> of the month for MTA LIRR and Metro-North and the 10<sup>th</sup> of the Month for everything else.
  - Example: January 4<sup>th</sup> or 10<sup>th</sup> for delivery in late January for use in February
- ✓ On the WageWorks website, select:
  - “Place Commuter Order”, then “Public Transportation”, then “Select Your Service Provider”, then “Select Your Pass”
  - Confirm Your Mailing Address and Contact Information
  - Agree to Terms & Conditions.
- ✓ If you don't have enough money in your WageWorks Account by the order deadline, you can supplement funding with a personal credit card, but WageWorks must have received at least one payroll deduction for your order to be processed.
- ✓ Your payroll deductions will be posted in your WageWorks Account on payday.

### **What happens next?**

- ✓ You will receive emails from WageWorks confirming your purchases.
- ✓ You will receive your tickets/passes at your mailing address by the first of the month.