

New Enrollee Unrestricted Commuter Card

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

To enroll go to NYCAPS Employee Self Service (ESS) 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.

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 Unrestricted Commuter Card 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

What happens next?

- ✓ You will receive your Commuter Card in the mail in approximately **7 - 10** days.
- ✓ Activate your Commuter Card.
- ✓ Use your Commuter Card to make transit purchases after there are sufficient deductions in your account.

What else should I know?

- ✓ If you use your Commuter Card at a vending machine, select “**Credit**” and follow the instructions. A Personal Identification (PIN) is not required for this card. If you are prompted for a zip code, enter the zip code for your Mailing Address on file at WageWorks.
- ✓ Two business days after you enroll in ESS, you may register on WageWorks website <http://getwageworks.com/nyc/> or call 1-877-WageWorks (1-877-924-3967) to check your balances and card activity.
- ✓ 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
- ✓ Your payroll deductions will be posted on your WageWorks Commuter Card on payday.