



OFFICE OF PAYROLL ADMINISTRATION

One Centre Street, Room 200N, New York, New York 10007

MOHAMED H. HAFEEZ
Acting Executive Director

NEIL MATTHEW
Deputy Executive Director, Payroll Operations Bureau

MEMORANDUM

To: Premium TransitChek MetroCard (PMC) Plan Participants

From: NYC Office of Payroll Administration
Payroll Customer Service Division
Transit Benefit Unit

Date: December 9, 2014

Subject: PMC Ordering Information for the WageWorks Website

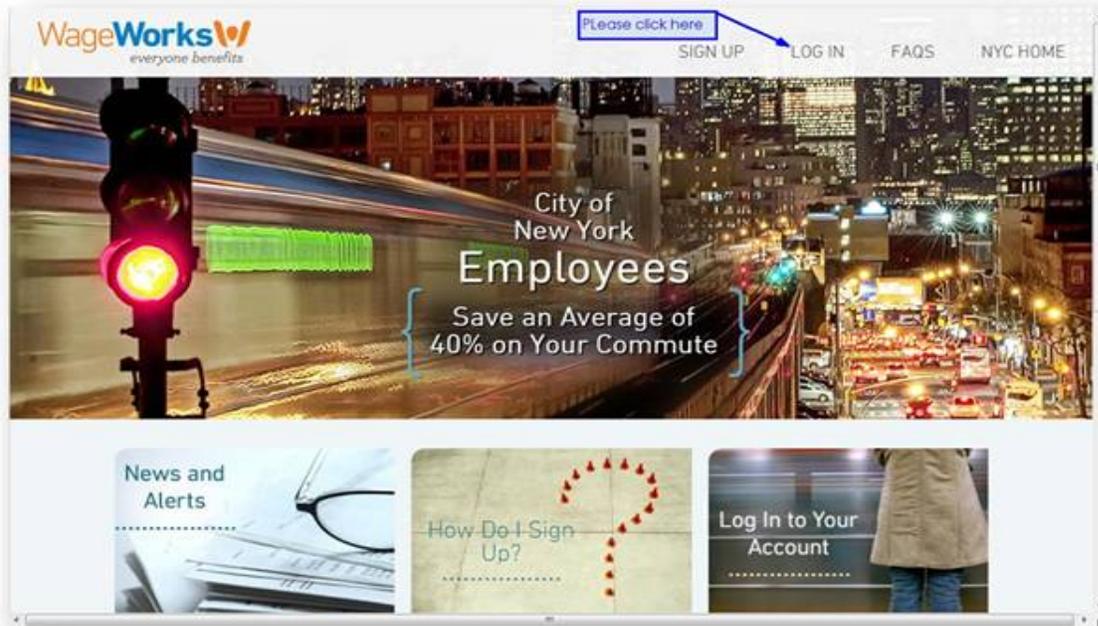
The following pages provide instructions to order the Premium TransitChek MetroCard (PMC) on the WageWorks website.

If you have any questions or concerns, please contact the OPA Transit Benefit Unit at transit@payroll.nyc.gov.

Premium TransitChek MetroCard (PMC) Ordering Information for the WageWorks Website

After enrolling in NYCAPS Employee Self Service or the DoE payroll portal the following steps must be followed by the 10th of the month:

Access the WageWorks web site at www.getwageworks.com/nyc



The next few screens are seen after initially registering, or signing into your account profile

Your DASHBOARD

The screenshot displays the WageWorks NYC dashboard. At the top, the WageWorks logo is on the left, and the NYC logo is in the center. To the right of the NYC logo are links for 'ALERTS & MESSAGES', 'PROFILE', 'HELP', and 'LOG OUT'. Below the logos is a navigation bar with 'DASHBOARD' (selected), 'CLAIMS & ACTIVITY', 'CALCULATORS', and 'CARD CENTER'. The date 'December 4, 2014' is shown on the right. The main content area has three tabs: 'ENROLL IN COMMUTER', 'CURRENT PROGRAMS' (selected), and 'AVAILABLE PROGRAMS'. Under 'CURRENT PROGRAMS', there is a 'Commuter Account' section. A blue box highlights a link that says 'Click anywhere on this link to get to account detail page' with an arrow pointing to the 'Commuter Account' card. The card shows 'Order by: 10 2014'. To the right of the card, there are three sections: 'Current Orders' (January 2015, No Transit Orders), 'Current Contributions' (Monthly, Transit, \$56.00), and 'Available Balances' (Transit Card \$0.00, Transit Account \$0.00). Below the card, a red note states: 'Important: Balances may not reflect your recent card transactions.' At the bottom, there is a small copyright notice: 'Copyright © 2000-2014 WageWorks, Inc. All Rights Reserved. All contents and the design of this web site are copyrighted by WageWorks, Inc. and may be protected by other laws. WageWorks is a registered trademark of WageWorks, Inc. No part of this site is intended to provide tax or legal advice. Savings examples are provided for illustrative purposes only. You should consult a professional adviser regarding your personal situation.'

Program Details

WageWorks NYC

ALERTS & MESSAGES PROFILE HELP LOG OUT

BACK PROGRAM DETAILS December 04, 2014

PROGRAM DETAILS

ABOUT THIS ACCOUNT

PLACE COMMUTER ORDER

CHANGE ENROLLMENT

COMMUTER CARD ACTIVITY

FORMS & DOCUMENTS

Please click

Print Current Page

Commuter Account Order by **Dec 10**

Available Balances

Transit Card	\$0.00
Transit Account	\$0.00

January 2015 (Delivery by Dec 31, 2014)

Current Orders

Transit (0)

- No Transit Orders

Parking (0)

- No Parking Orders

Important: Balances may not reflect your most recent card transactions.

Current Contributions

Monthly

Transit **\$56.00**

Last contribution amount - Not Received

Copyright © 2000-2014. All contents and the design of this web site are copyrighted and may be protected by other laws. No part of this site is intended to provide tax or legal advice. Savings examples are provided for illustrative purposes only. You should consult a professional advisor regarding your personal situation.

Place Commuter Order

WageWorks NYC

ALERTS & MESSAGES PROFILE HELP LOG OUT

BACK PLACE COMMUTER ORDER December 04, 2014

PROGRAM DETAILS

ABOUT THIS ACCOUNT

PLACE COMMUTER ORDER

CHANGE ENROLLMENT

COMMUTER CARD ACTIVITY

FORMS & DOCUMENTS

Commuter
Transit

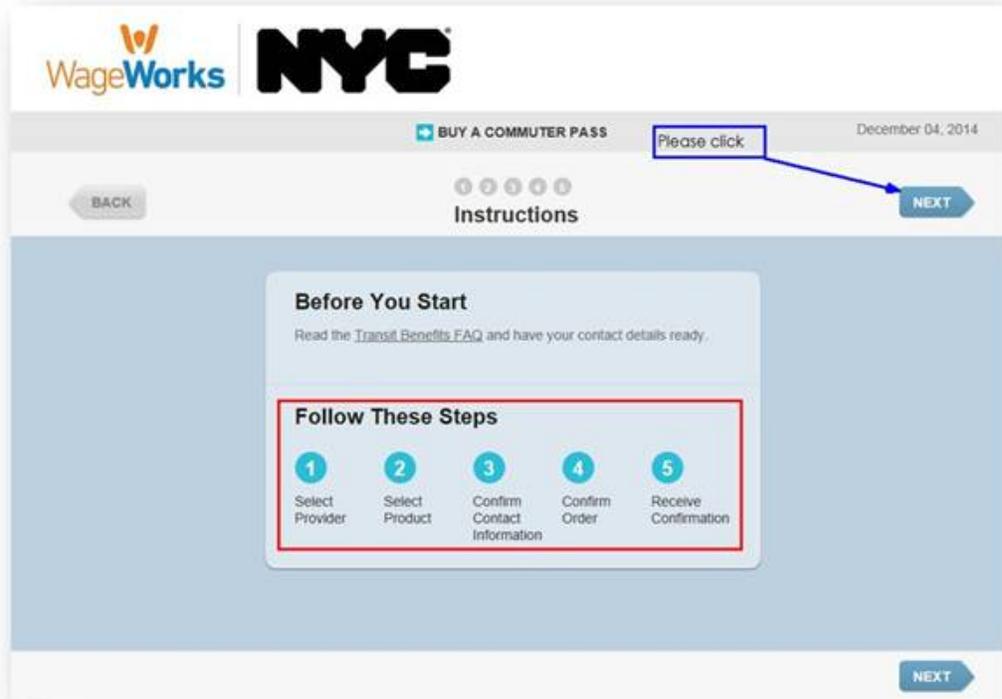
Please click

If you use public transportation to commute to work

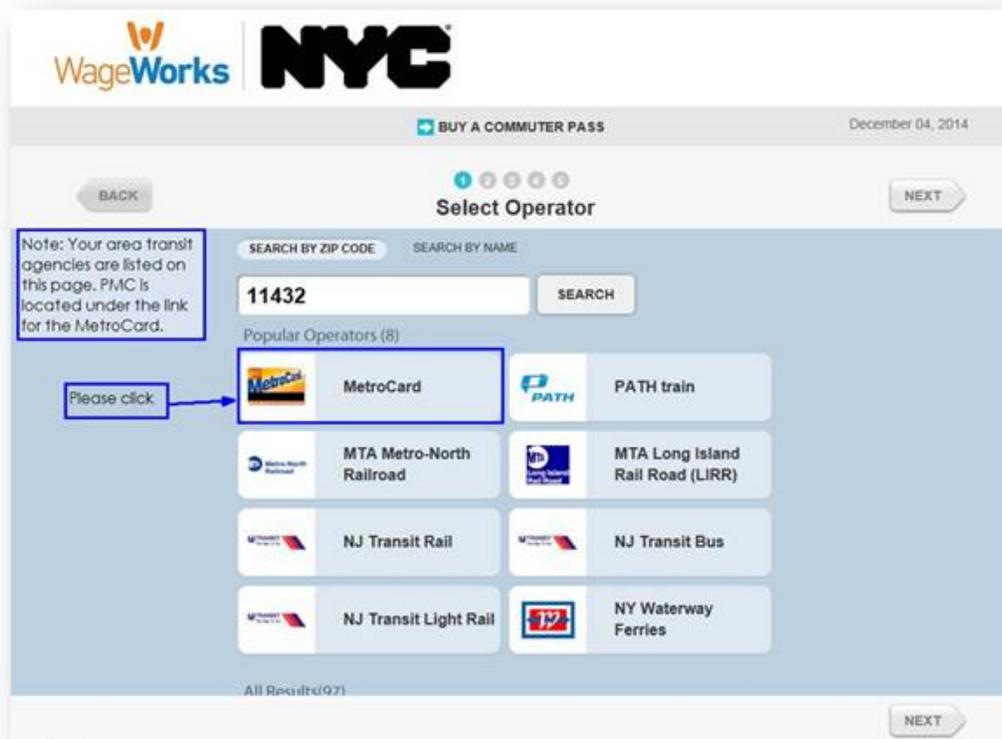
Copyright © 2000-2014. All contents and the design of this web site are copyrighted and may be protected by other laws. No part of this site is intended to provide tax or legal advice. Savings examples are provided for illustrative purposes only. You should consult a professional advisor regarding your personal situation.

The following screenshots show how to order a Premium TransitChek MetroCard (PMC).

Order a PMC – Step 1



Order a PMC – Step 2



Order a PMC – Step 3

WageWorks NYC

BUY A COMMUTER PASS December 04, 2014

BACK NEXT

Select Product

3 Product(s) Available

Premium TransitChek Metrocard
An annual Unlimited Ride MetroCard valid for unlimited rides on MTA NYC Transit subway and local buses for a 12 month period. This MetroCard cannot be used on Express buses.
As long as you are enrolled for this card, you can use this card continuously for unlimited local rides, 7 days a week, 365 days a year. The monthly cost for this annual card is the same as the 30-day Unlimited Ride MetroCard - \$112. This product cannot be purchased at MTA ticket vending machines and can only be purchased through WageWorks/TransitChek.

Pay-Per-Ride MetroCard
Valid for service on MTA New York City Transit (subway, bus, express bus, Staten Island Railway), New York Bus Service, Queens Surface Corporation, Jamaica, Triboro, and Command Bus Service, and Long Island Bus.

Unlimited Ride MetroCard
Unlimited rides for MTA Subway and Bus service.

I cannot find the pass or ticket I am looking for

Order a PMC – Step 4

WageWorks NYC

BUY A COMMUTER PASS December 04, 2014

BACK NEXT

Premium TransitChek Metrocard

An annual Unlimited Ride MetroCard valid for unlimited rides on MTA NYC Transit subway and local buses for a 12 month period.

The Premium TransitChek MetroCard operates differently than the 30-day Unlimited Ride MetroCard you may have used in the past. The 30 day Unlimited Ride MetroCard is good for 30 days after the 1st day of use, so if you do not start using the card, your 30 day period does not begin until that first day of usage. The Premium TransitChek MetroCard is valid for an entire calendar month regardless of usage.

The Premium TransitChek MetroCard is valid on the following systems:
MTA New York City Transit Subway and Local Buses, MTA Staten Island Railway, MTA Bus Company (not applicable for Express Services), Nassau Inter-County Express (NICE Bus), Westchester Bee Line Buses (local buses only), Roosevelt Island Tram
Please note: this product does not work on MTA Express buses, PATH trains, or AirTrain JFK.

FAQ - Can I cancel this card before the end of my 12 month period?
FAQ - Why should I consider switching to the Premium TransitChek MetroCard versus the 30-day Unlimited Ride MetroCard?

Span: 12 Months
Frequency: Every Month
Quantity: 1

Total Cost as Selected: \$112.00

Recurring order every month until you change or cancel.

[PREMIUM TRANSITCHEK METROCARD FAQs - CLICK HERE.](#)

Order a PMC – Step 5

BUY A COMMUTER PASS December 04, 2014

1 2 3 4 5

BACK NEXT

Confirm Contact Information

Your mailing address has been provided and can only be updated by your program sponsor. If the mailing address is not correct, please notify your program sponsor as soon as possible to ensure they have your most current address and can provide it to us without delay. Sorry, but we are unable to process any updates to your mailing address directly from you.

Mailing Address 168 Easy Street

This address will be used for any orders or communications that we will mail to you.

DO enter a residential address where you want to receive this mail.

DO NOT enter your work address, a PO Box or a non-residential address.

City Jamaica

State NY

ZIP 11432

Work ZIP 10007

Daytime Phone

A number where we can call for critical issues.

Email

An address you check often for time-sensitive and critical info, including confirmations.

I confirm that this information is accurate. Please review for accuracy and select the check box.

See instructions above if the mailing address is not correct.

Confirm above info

Order a PMC – Step 6

If a note appears to the right of your PMC order on this page (as pictured below), it means that there are currently not enough funds in your account to purchase the PMC pass. This is a prompt to add a **PERSONAL CREDIT CARD** as an alternate funding; however, you can **SKIP** adding the card at this time and complete your order. **ADDING A PERSONAL CREDIT CARD IS OPTIONAL.**

1 2 3 4 5

Confirm Order

CREDIT CARD SKIP CC

Premium TransitChek MetroCard (P...)

Pass	Premium TransitChek Metrocard
Total Cost	\$112.00
Description	An Unlimited Ride MetroCard valid for unlimited rides on MTA NYC Transit subway and local buses and other operators accepting MetroCard for the span of one calendar year.
Span	12 Months

Order Subtotal: \$112.00
Transit Account \$92.00
Balance Due: \$20.00

Select: CREDIT CARD to enter credit card information for the balance due.

If the remaining balance is not added to your account, you will receive the below email notifying you of a “shortfall” (see below).

Our records show the cost of your total Commuter order for the January benefit month exceeds the available balance on your account(s).

Total Transit Order Amount: \$112.00
Available Transit Balance: Amount currently available on your
Transit Shortfall: Amount required to purchase the PMC

Your Commuter order will cancel automatically unless you update your order to a selection of lower value or provide a personal credit card. Changes must be made before midnight EST December 10th.

To provide a personal credit card, log into your account at <http://getwageworks.com/nyc/> and edit your existing order. We will keep your credit card number on file to process future orders.

You will again be given the opportunity to add a personal credit card. **ADDING A PERSONAL CREDIT CARD IS OPTIONAL.** If no action is taken, the PMC will not be delivered until your account balance is at least \$112.00 by the 10th of the following month.

Order a PMC – Step 7

Select “Submit Order” to complete.

Confirm Order

Submit Order

Submit order to finalize

Premium TransitChek MetroCard (P...

Pass: Premium TransitChek Metrocard

Total Cost: \$112.00

Description: An Unlimited Ride MetroCard valid for unlimited rides on MTA NYC Transit subway and local buses and other operators accepting MetroCard for the span of one calendar year.

Span: 12 Months

IF THIS IS YOUR FIRST ORDER:
Your new annual Premium TransitChek MetroCard (PMC) will be delivered to you by the 26th of the month before the 1st day of the benefit month. If your card does not arrive by the 26th of the month, please login to your WageWorks account to request a replacement card. You will be able to select whether you want a replacement card mailed to you or pick up a replacement at the WageWorks/TransitChek offices in Manhattan. You will not be able to request a replacement before the 26th of the month. Please be aware that there are no reimbursements for the time you are without your PMC.

If you are currently using the 30-day MetroCard, you may want to purchase a Pay-Per-Ride MetroCard to bridge the gap between the time that your current 30-day MetroCard expires and the 1st day of the new benefit month when your new PMC card will be active.

Retain the PMC that you will receive in the mail for use in future months. You will not receive a new one in the mail until expiration of your card.

IF THIS IS A RECURRING ORDER:
Your current Premium TransitChek MetroCard (PMC) will continue to be active and usable for your upcoming benefit month.

Please do not discard the PMC that you are currently using as you will not receive a new one in the mail until expiration.

IMPORTANT INFORMATION ABOUT YOUR PREMIUM TRANSITCHEK METROCARD:
The annual Premium TransitChek MetroCard (PMC) operates differently than the 30-day Unlimited Ride MetroCard you may have used in the past. The 30-day Unlimited Ride MetroCard is good for 30 days after the 1st day of use, so if you do not start using the card, your 30 day period does not begin until that first day of usage. The PMC is valid for an entire calendar month regardless of usage. If you do not use your PMC, your card is still active for that calendar month and you cannot receive a refund for not using the card.

If you lose your PMC or your card becomes damaged, you can login to your WageWorks account or contact customer service to have a replacement card mailed to you or send to pick one up at the WageWorks/TransitChek offices in Manhattan.

Mailing Address/Contact Info: 180 East Street, Jamaica, NY 11437

First Benefit Month: 01

Benefit month for this order

Your Order Has Been Placed
A confirmation email will be sent by the end of the day.
Select NEXT to return to Commuter Program Details.

If you have any questions on this process, please call WageWorks Customer Service, between 8 AM and 8 PM EST Monday - Friday, at 1-877-924-3967.