

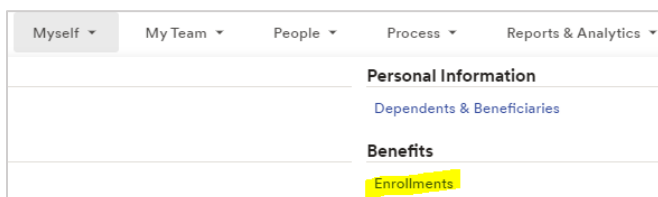
Commuter Benefits (WEX): How to Enroll

Unlike other benefits where enrollment is limited to an Open Enrollment period or a Qualifying Life Event, with **Commuter Benefits (Parking and Transit)**, you can enroll or make changes to your enrollment at any time. The 2024 maximum monthly contribution is \$315 per month per benefit. A list of eligible commuter expenses can be found [here](#).

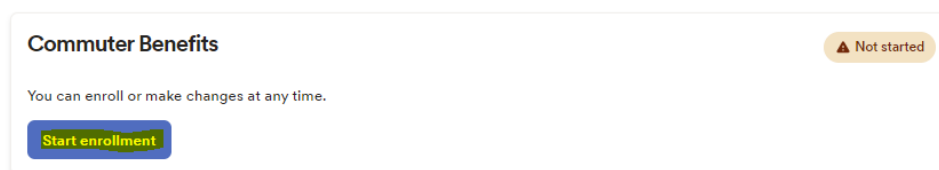
The enrollment process is managed in ADP under the Benefits/Enrollment section, where you can set-up a monthly contribution. Contributions will be deducted, pre-tax, from the 1st paycheck of each month and transferred to a personal Commuter account managed the vendor [WEX](#). You can spend your contributed dollars using a WEX debit card (a card will be mailed to you after your first enrollment or loaded onto your existing card if you already have a WEX card through a previous enrollment or FSA) or by filing claims. See flyers at the end of this packet for more information.

Instructions:

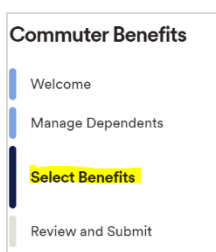
1. Login to [ADP Self Service Portal](#) and navigate to Myself> Benefits> Enrollments.



2. You will see a Commuter Benefits enrollment profile. Click “Start Enrollment”.



3. After opening the enrollment page, navigate to the “Select Benefits” tab. From this section, you can either make [new enrollments](#) or [change existing ones](#).



New Enrollments:

- a. From the Select Benefit screen, navigate to Eligible Plans. For the commuter benefit (Parking or Transit) that you are interested in, click on “View on Plans”. You can enroll in either or both, but each is a separate enrollment.

Commuter Benefits

- Welcome
- Manage Dependents
- Select Benefits**
- Review and Submit

Eligible Plans

You're eligible to enroll in the following plans.

Transit

[View all plans](#)

TRANSIT Benefits

You have 1 benefit options available to choose from. See what is right for you!

Parking

[View all plans](#)

Parking Benefits

You have 1 benefit options available to choose from. See what is right for you!

- b. On the next screen, you will need to select the Frequency to proceed. There is only one menu item to select from – **Monthly**. Please note the default screen may reference this being an annual contribution, or contribution for the entire year. This is a system limitation and is incorrect. The contribution that you enter will be deducted **monthly** not annually.

TRANSIT Benefits

Provider

[WEX Health, Inc](#)

Contributions

Enter contribution amount to view your estimated cost.

Your estimated ~~annual~~ contribution can be any amount from \$0.00 up to \$315.00.

For the ~~entire year~~, I want to contribute:

Frequency

Please select

Monthly

- c. A resulting field will pop up for you to enter your monthly contribution (up to \$315/month for 2024). Enter the contribution amount you want deducted each month. The per paycheck cost is only for the first paycheck of the month. Confirm details and confirm again on the pop-up screen.

Frequency: Monthly Contribution: 15

Per Paycheck Costs Your Cost: \$15.00

Confirm the details for this plan selection. [Confirm details](#)

WEX Health, Inc: TRANSIT Benefits

Coverage

Your Contribution: \$15.00

Per Paycheck Costs

Employee Cost	Payments
\$15.00	× 1

[Back](#) [Confirm](#)

- d. After confirming, you still will need to submit the enrollment. On the Selected Plans page, click Next and then on the following screen, click Submit Enrollment.

Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

Transit

[View all plans](#)

TRANSIT Benefits
Effective: June 10, 2024

Who is Covered? You Your Cost \$15.00

Monthly contribution \$15.00

[Finish later](#) [Back](#) [Next](#)

Enrolled Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

Transit

TRANSIT Benefits
Effective: June 10, 2024

Who is Covered? You Your Cost \$15.00

Monthly contribution

[Finish later](#) [Back](#) [Submit enrollment](#)

- e. Your enrollment is complete. Your information will be submitted to the Commuter vendor WEX, and a debit card will be mailed to your address of record unless you already have a WEX debit card from a previous WEX commuter enrollment or FSA. After your enrollment syncs with the provider – typically 1-2 weeks, you can register your account with [WEX](#) to view funds, file claims, and manage your account. See How to Register guide for more detail.

Change an existing enrollment:

- Under the same Select Benefits tab, a Selected Plans section displays if you have a current enrollment. Click “View all plans” for the benefit to make a change.

Commuter Benefits

- Welcome
- Manage Dependents
- Select Benefits**
- Review and Submit

Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

TRANSIT Benefits
Effective: July 1, 2023

Who is Covered?
You

Monthly contribution
\$15.00

Your Cost
\$15.00

[View all plans](#)

Selected

- On the next page you can change the contribution amount or Unenroll. Click to confirm on the resulting pop-up.

Provider
[WEX Health, Inc](#)

Contributions

Enter contribution amount to view your estimated cost.

Your estimated monthly contribution can be any amount from \$0.00 to \$315.00.

For the entire year, I want to contribute:

Frequency:

Contribution:

Per Paycheck Costs

Your Cost
\$15.00

[X Unenroll](#)

- After confirming, you still will need to submit the enrollment if you have made a change. On the Selected Plans page, click Next and then on the following screen, click Submit Enrollment to finish the process.

Selected Plans

You are enrolled in the following plans. You can make changes until the enrollment period closes.

TRANSIT Benefits
Effective: June 10, 2024

Who is Covered?
You

Monthly contribution
\$15.00

Your Cost
\$15.00

[View all plans](#)

Selected

[Finish later](#) [Back](#) [Next](#)

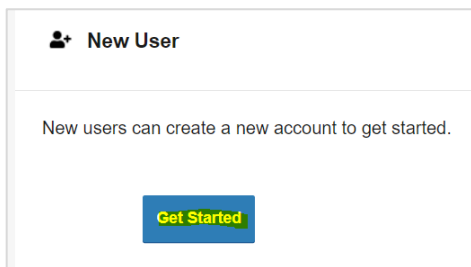
Enrollment Timing: Commuter enrollments/changes need to be submitted and approved in ADP by the Wednesday of the week prior to the first pay date of the month. For example, if the 1st paycheck for the month of June falls on Friday June 7th, the last day to submit your commuter enrollment or change in contribution(s) is Wednesday May 29th for the deduction to be processed on the June 7th pay date.

How to Register with WEX (Commuter Benefits)

If you have enrolled with commuter benefits in ADP, your contributions will be transferred to WEX – our vendor for Commuter Benefits. You will need to first register with WEX to manage your account. After completing registration, you will be able to view your balance, process claims, and login through the WEX app. If you have just completed enrollment in ADP, you may need to wait 1-2 weeks for your information to carry over as WEX won't be able to verify you as a user until your information is synched. After first time registration, your monthly contributions should sync within a few days.

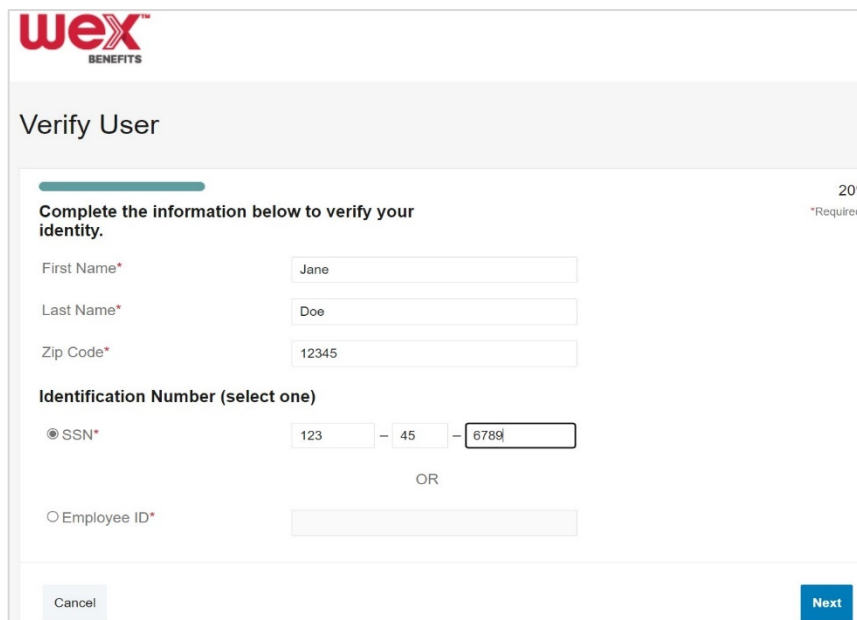
First Time Registration Instructions

1. Go to [Login \(wexhealth.com\)](https://wexhealth.com) . Click on “Get Started” under the “New User” section.



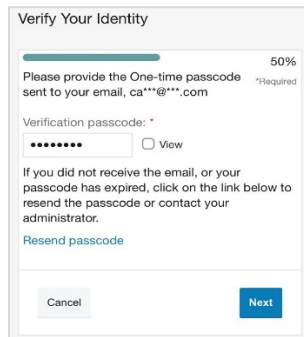
The screenshot shows a web interface for a 'New User' registration. At the top, there is a header with a person icon and the text 'New User'. Below this, a message states: 'New users can create a new account to get started.' At the bottom of the form, there is a blue button with the text 'Get Started' in yellow.

2. On the “Verify User” page, enter your identifying details to match you to your employee record. These will include: First and Last Name, Zip Code, and Social Security Number or Employee ID. Select “Next” to continue.
 - **Zip Code:** enter the home zip code that you use in ADP.
 - **Employee ID:** This is the position ID listed on your profile in [ADP](#) . To view, navigate to Myself> My Information> Profile, and under the “Work Info” box, use the Position number not including the letters (HZF).



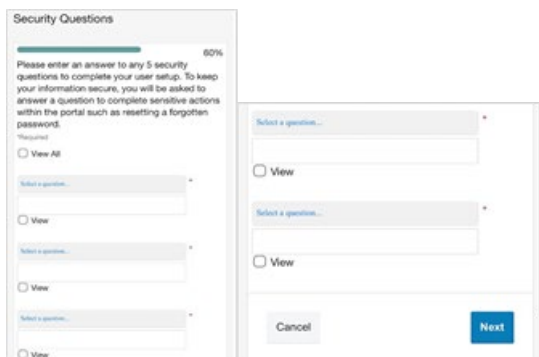
The screenshot shows the 'Verify User' page of the WEX Benefits portal. The page has a header with the WEX logo and the text 'Verify User'. Below the header, there is a progress bar and a message: 'Complete the information below to verify your identity.' To the right of the message, it says '20%' and '*Required'. The form contains several input fields: 'First Name*' with the value 'Jane', 'Last Name*' with the value 'Doe', 'Zip Code*' with the value '12345', and 'Identification Number (select one)'. Under 'Identification Number', there are two options: 'SSN*' with a value of '123 - 45 - 6789' and 'Employee ID*'. At the bottom of the form, there are two buttons: 'Cancel' and 'Next'.

- After entering your details, WEX will send a one-time passcode to your BBC work email Address. Enter this code in the verification passcode box and select “Next” to continue.



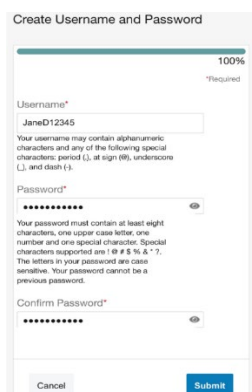
The 'Verify Your Identity' screen shows a progress bar at 50%. It prompts the user to provide a one-time passcode sent to their email (ca***@***.com). There is a text input field for the verification passcode, a 'View' button, and a 'Resend passcode' link. At the bottom are 'Cancel' and 'Next' buttons.

- On the next screen you will be asked to select 5 security questions/answers for WEX to secure your account. Select “Next” to continue.



The 'Security Questions' screen shows a progress bar at 60%. It asks the user to enter an answer to any 5 security questions. There are five question selection boxes, each with a 'View' button. At the bottom are 'Cancel' and 'Next' buttons.

- Finally, you will set up your login credentials. You will automatically be assigned a Username by WEX, and you will create your own password. The password will require at least 8 characters, and must include at least one uppercase and lowercase letter, and one special character. After creating your password, select “Submit”. Shortly after completing your setup, you will receive a confirmation email from WEX confirming your registration.



The 'Create Username and Password' screen shows a progress bar at 100%. It has fields for 'Username' (pre-filled with JaneD12345) and 'Password' (with a strength indicator). Below the password field is a 'Confirm Password' field. At the bottom are 'Cancel' and 'Submit' buttons.

- Your registration is complete. We recommend downloading the WEX app and reviewing the flyers in this packet to get the most out of your commuter benefits.



WEX Benefits Card

Our benefits debit card is the fastest and most convenient way to access your funds and pay for eligible expenses. Just one debit card is all you need for your card-eligible benefits with us.

While the IRS requires documentation for certain spending and reimbursement benefits, we automate some of that substantiation through:



IIAS approval: If a merchant uses the Inventory Information Approval System (IIAS), the debit card will automatically approve eligible expenses. You can view a list of IIAS merchants at www.sig-is.org/card-holders/store-locator.



Copayments: If your employer provides us copayment amounts for your insurance plans, we can auto-approve expenses that match these copayment amounts.



Recurring claims: If you use your debit card for a purchase that requires substantiation, once the claim has been approved and you make that same purchase for the same dollar amount at that merchant, the recurring claim will be automatically approved.



How do I get a card?

We'll automatically mail you two debit cards to the address listed in your account the first time you enroll. If you're already enrolled, continue using the debit card you have.



Additional cards

You can request additional debit cards for your spouse or dependents from your online account. Log in, under Accounts select Banking/Cards.



Expiring debit card

We will automatically mail you a new debit card 30 or more days prior.



Lost or stolen cards

If your debit card is lost or stolen, you can report it in your online account or mobile app and request a new card.

Simplifying benefits for everyone.



» Benefits Mobile App

Access your benefits anytime, anywhere

Access your benefits on the go 24/7 with the WEX benefits mobile app. Our free app gives you convenient, real-time access to all your benefits accounts in one spot. This makes it easy to use your hard-earned dollars and view recent account activity without ever needing to call in.

The benefits mobile app keeps your benefits always within reach. Want to know the status of a recent claim or easily check the balance of your accounts? Log in to our secure app to get answers to those questions and so many more — wherever and whenever you want.

With our benefits mobile app, you can:



Check your balance, view account activity, and get instant updates on your claims



File a claim and upload documentation in seconds using your phone's camera.



Report a card as lost or stolen, which cancels the card and ships you a new one.



Log in through face recognition or fingerprint (depending on your phone).



Use Smart Scan to automatically file a claim from your Explanation of Benefits



Use your benefits debit card directly from your mobile phone with Apple Pay or Samsung Pay.



Scan an item's bar code to determine if it's an IRS code section 213(d) eligible expense.



Reset login credentials.



Security on the go

Our mobile apps use encryption and won't store photos, keeping your documentation safe and secure.

Download the app for free on Apple and Android smartphones and tablets



Save On Your Commute. **Your Way.**

Use your commuter benefits to save money and get to work in the way that works best for you.

STEP

1

Enroll in commuter benefits with your employer.

STEP

2

Determine your pre-tax contribution amount

*This is how you save \$\$\$ on commuting to-and-from work

STEP

3

Receive your benefits debit card in the mail.

STEP

4

Spend your funds on your work commute.

Here are a few examples of how you can get to work using your commuter benefits:

Lyft Shared

 **uberPOOL**

Take a LyftShared or uberPOOL

Request your LyftShared or UberPOOL and pay for the ride using your benefits debit card.

SPOT HERO

Drive your own car and park with SpotHero

- 1 Use the SpotHero mobile app (or go online to access the site) to find an available parking spot close to your office.
- 2 Pre-pay for your spot using your benefits debit card, drive to work, scan and show your pass, and then park in your reserved spot.



Purchase a ticket / pass to ride the bus, train, or ferry.

Buy your ticket / pass using your benefits debit card.



Drive your own car and park in parking ramp.

Use your benefits debit card to pay for the parking pass.



Use a transit authority's mobile app to pay for your ride.

- 1 Download the transit authority's mobile app and create an account.
- 2 Select the ticket you want to buy, use your benefits debit card to pay.
- 3 Activate your ticket before boarding, and show the activated ticket screen so it's visually validated by conductor (as needed).



Autoload your transit authority's card to pay for your ride

- 1 Purchase your smart card from the transit authority.
- 2 Choose the value / pass you want to add.
- 3 Use your benefits debit card to purchase value / pass and set up future autoloads.

Simplifying benefits for everyone.

