

## New Enrollee Park-n-Ride

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 Park-n-Ride Plan 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).

You must enroll in a Commuter Card or Transit Pass Plan to enroll in Park-n-Ride. If you are being transitioned from a Premium Card or TSA Card to the new Commuter Card, you are eligible to enroll in Park-n-Ride. When you enroll in ESS for a transit plan, change “No” to “Yes” for Park-n-Ride and enter a Monthly Deduction Amount.

### Next Step: 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 sign up for the Park-n-Ride Plan you want. 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?

- ✓ The Deadline for selecting a Park-n-Ride option is the 10<sup>th</sup> of the month.
  - Example: January 10<sup>th</sup> for February parking expenses
  - On the WageWorks website, select: “Place Commuter Order”, then “Park-n-Ride”
- ✓ Follow the prompts for the Park-n-Ride option you choose: Pay My Parking, Parking Card, or Pay Me Back.
- ✓ 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 to place an order.
- ✓ Your payroll deductions will be posted in your WageWorks Account on payday.
- ✓ You will have separate Transit and Parking Accounts. The funds cannot be comingled.

### What happens next?

- ✓ You will receive emails from WageWorks confirming your Park-n-Ride selection.
- ✓ For **Pay My Parking**, your parking provider will be paid directly by WageWorks.
- ✓ For the **Parking Card**, you will receive your WageWorks Parking Card in the mail in approximately **7 - 10** days.
  - ✓ Activate your Parking Card.
  - ✓ Use your Parking Card to pay for transit related parking after there are sufficient deductions in your account.
  - ✓ Your funds will be loaded on the 1<sup>st</sup> day of each month for use in that calendar month (e.g., February 1<sup>st</sup> for use in February).
- ✓ For **Pay Me Back**, you should submit your claim form after the first day of the benefit month of your election (e.g., February 1<sup>st</sup> for February eligible parking expenses).
  - You do not need to submit your claim form in the calendar month that the expenses were incurred, but you should submit your claims on a regular basis to get your reimbursement. You have 180 days after the expense was incurred to submit your claim. You can only submit claims in months where you have a Pay Me Back election.