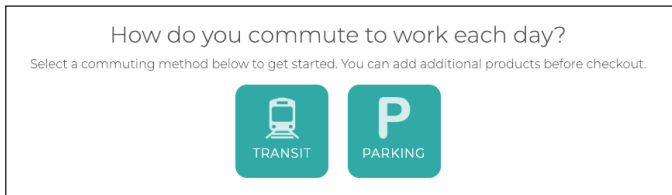


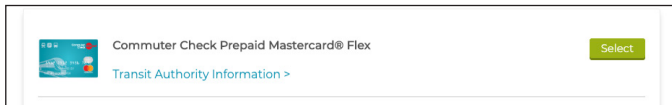
How to Place an Order

Once you are logged into your commuter benefits account, follow these steps to place an order.

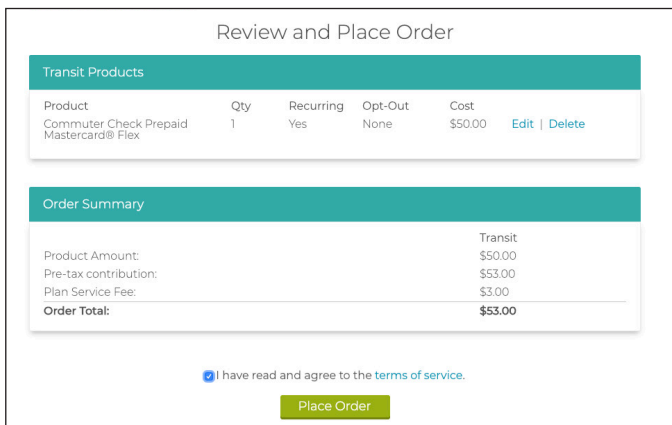
1. From the side menu select **'Place an Order'**.
2. Select your commute method.



3. Verify your product, and click **'Select'**.



4. Enter your order details and select your recurring options. When finished click **'Next'**.
5. View your cart, and click **'Proceed to Checkout'**.
6. Confirm your delivery address,
7. Review your order. If everything is correct, click **'Place Order'**.

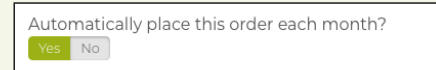


8. A confirmation will display that your order has been placed.

Helpful Tips

Recurring Orders

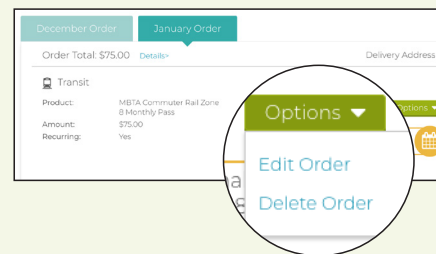
When you set your order to recur monthly, your order will be placed automatically each month. You won't have to log back into your account unless you want to make changes to your order.



If there are any months that you do not need your order, simply select **'Yes'**, and select the months you do not need from the calendar.

Editing or Deleting Your Order

After your order has been placed, you may edit or delete your order (up to the 10th of the month in most cases). You can make changes to your order right from your dashboard. Under the **'Options'** button, select **'Edit Order'** or **'Delete Order'**.



Managing Your Card

You can activate or report a problem with your card right from your dashboard. More details about your Commuter Check Prepaid Mastercard such as transaction history can be found under My Account > Card Management.

About Your Card

Use your Commuter Check Prepaid Mastercard the same way you would use a debit or credit card.

*You can only use the Commuter Check Prepaid Mastercard for commuter products as defined by the tax code that governs this benefit program.

The Commuter Check Prepaid Mastercard may only be used for qualified commuter benefit purchases in accordance with IRS Tax Code 132(f). No cash or ATM access. This card may not be used everywhere Debit Mastercard is accepted.

The Commuter Check Prepaid Mastercard is issued by The Bancorp Bank pursuant to license by Mastercard International Incorporated. The Bancorp Bank; Member FDIC. Mastercard is a registered trademark, and the circles design is a trademark of Mastercard International Incorporated.