



## Placing Your Transit & Parking Orders

**As of 1/1/2024 The Monthly IRS pre-tax limits for Transit & Parking is \$315 per month**

- To place your order(s) for your commuter items you must log into the ordering website.
- Go to [www.mycommuterconnect.com](http://www.mycommuterconnect.com)
- To set up your commuter orders for the first time please click on the link marked **REGISTER HERE**
  - Enter the following information:  
Your First Name, Your Last Name, Your Email Address, The Month & Day of your Birth, The Last 4 Digits of your SSN
  - You will receive a verification code via email
    - Enter the code to create or reset your password
  - Your username will be your email address
  - Login to proceed to the ordering site
- You may electronically fund your Smart Cards or order the Commuter Check Card (a prepaid MasterCard) that can be used to pay for commuter passes. **Do not order the Commuter Check Card if you are using the WMATA SmarTrip Card, you must choose the SmarTrip card see instructions below.** The other option is to order commuter check vouchers. You may also arrange to have your parking provider paid directly.
- Before selecting any option please verify that the form of payment you select is accepted.
- Orders must be placed by the your employers' designated deadline to receive benefits by the 1<sup>st</sup> of the following month.

### **IMPORTANT – How to use your WMATA Metro SmarTrip Stored Value Card**

**You must register your SmarTrip card with WMATA before funds can be loaded onto the card.**

#### **Transit**

1. From your commuter benefits homepage, choose **Place an Order** from the left-hand navigation, then select the **TRAIN** icon, then **Next**.
2. Enter your WORK zip code, then **Next**.
3. **WMATA Washington Metro SmarTrip Card – Stored Value** will be your best option.
  - You should have an existing account with your parking provider before choosing this option. Please have your account information handy when you place your order.
4. **Select** complete **Your Order Details**

#### **Parking**

1. From your commuter benefits homepage, choose **Place an Order** from the left-hand navigation, then select the **PARK** icon, then **Next**.
2. Enter your WORK zip code, then **Next**.
3. Choose the I USE A **SMARTCARD** icon.
4. **WMATA Washington Metro SmarTrip** will be your only option.
  - You should have an existing account with your parking provider before choosing this option. Please have your account information handy when you place your order.
5. **Select** complete **Your Order Details**