

How-to Guide for enrolling in transit commuter benefits

Flexible Spending Accounts | Temple University Human Resources

1. First, register your Flexible Savings Account on **Health Equity | WageWorks** webpage: [Programs for HSA, FSA, COBRA & Lifestyle Benefits](#)

HealthEquity
WageWorks

FIRST-TIME USER REGISTRATION July 27, 2023

Step 1 of 7
Identify Yourself

Enter the information as it appears in your employer or program sponsor's records. All fields are required.

First Name

Last Name

Date of Birth MM/DD or M/D format

Home Zip Code

ID Code

Your ID Code is the last 4 digits of ONLY ONE of the following supplied by your program sponsor:

1. Your social security number -OR-
2. Your employee number -OR-
3. The code provided by your program sponsor

SWMU

Type the characters shown above:

Temple supplies the last 4 digits of your SSN.

Note: Your Home Zip Code will be the zip code you provided **when you were hired.**

2. Once you've registered your account you can log in and your Member Homepage will look like this.

Home Messages Support Logout

SPONSORED ACCOUNTS
Temple University

Transit
14 Days Left
Order by 08/10 @ 11:59 PM EDT

Parking
14 Days Left
Order by 08/10 @ 11:59 PM EDT

Transit

Place Transit Order Place Van Pool Order

Transit Orders
14 days left to order

Order by
08/10/2023
@ 11:59 PM EDT
for the September 2023
benefit month

Savings
Estimated Savings YTD
\$0.00

Transit Balances
Credits²
\$0.00

² Balances shared between both transit and parking accounts.

RECENT ACTIVITY Order History

Date	Order Description	Status	Amount
No activity for this account			

MANAGE ACCOUNT




- General Forms
- About This Program
- CCHF Form
- Special Handling Form

Remember: Unlike your other health benefits, there is no open enrollment period for FSA. **You can enroll or cancel your enrollment at any time.**

3. Now you place your transit order.





Transit

[Place Transit Order](#) [Place Van Pool Order](#)

 Transit Orders 14 days left to order Order by 08/10/2023 @ 11:59 PM EDT for the September 2023 benefit month	 Savings Estimated Savings YTD \$0.00	 Transit Balances Credits ² \$0.00
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This guide is for transit commuters but there are 4 total options for commuter orders:


Select an option below to place your commuter order

 Commuter Transit If you use public transportation to commute to work	 Commuter Vanpool If you use a Vanpool to commute to work
 Commuter Parking If you pay to park while you are at work	 Commuter Park and Ride If you park at a train station or bus stop that is part of your commute

Park and Ride benefits are a complement to transit benefits for anyone who parks at a train station lot or bus stop as part of their regular commute.

There are two methods of collecting the pre-tax benefit for Park and Ride:

 Parking
Pay My Provider
If you pay for a monthly parking permit or pay once per month

 Parking
Pay Me Back
If you pay at a meter, cash box or different places throughout the month

Find out more about [Park and Ride](#) and other Mobility Alternative Programs (MAP) like the [Emergency Ride Home Service](#) on this site: [Using Transit | DVRPC](#)

The following reviews the process for ordering transit commuter passes:

Before You Start
Read the [Transit Benefits FAQ](#) and have your contact details ready.

Follow These Steps

- 1** Select Provider
- 2** Select Product
- 3** Confirm Contact Information
- 4** Confirm Order
- 5** Receive Confirmation

You can find more information on this and all four commuter options on [HealthEquity's Commuter Benefits Page](#), and in the FAQ section of this document.









First, enter your zip code and select your provider:

Additional providers include: Beeline Bus, Colt (Lebanon), Capital Area Transit (CAT), Capitol Trailways, Martz Lines, NJ Transit Light Rail, NJ Transit Mobil App, Pennsylvania Voucher, Peter Pan Lines, Pottstown Urban Transit, Premier Coach, Susquehanna Trailways, and Trans-Bridge Lines

Step 1 of 5
Select Operator

SEARCH BY ZIP CODE SEARCH BY NAME


Popular Operators (8)

 SEPTA	 PATCO
 SEPTA Key Card	 New Jersey Transit Bus
 New Jersey Transit Rail	 DART First State
 Amtrak (Philadelphia-Wilmington-...)	 Greyhound Quicklink (NY-NJ)

Then, select your product. Your product needs will vary depending on your commuting frequency, location, and provider. Thoughtfully consider your commuting behavior and all your options before selecting. The following reflect all the options for “SEPTA” and “SEPTA Key Card”:

BUY A COMMUTER PASS

Step 2 of 5
Select Product



SEPTA
Southeastern Pennsylvania Transportation Authority
<http://www.septa.org>

3 Product(s) Available

Key Card Monthly Pass
Add a pass to your SEPTA Key Card

Order by
Aug 10 2023
11:59 PM ET

Commuter Card - Transit
A reusable [stored value card](#) that can be used to purchase SEPTA tickets, passes, and tokens at **SEPTA locations that accept credit/debit cards**. Note: This card cannot be used at non-SEPTA locations such as grocery stores, drug stores, or newsstands. The WageWorks Commuter Card may also be used to fund a Key Card. For more information on the key card, please visit <https://www.septakey.org>

Order by
Aug 10 2023
11:59 PM ET

WageWorks Transit Voucher - SEPTA
A voucher that is accepted toward the purchase of transit fares by SEPTA. Please note: agencies cannot provide change for products purchased with vouchers. Try to avoid choosing voucher amounts that exceed the cost of the transit product you are going to purchase.

Order by
Aug 10 2023
11:59 PM ET


For these products, you must first purchase and register a SEPTA Key Card. More information on that process is available on the [SEPTA Key](#) website.

The SEPTA Key fare program offers a reusable, reloadable contactless chip card good for travel on all SEPTA services. The program allows customers to purchase a Key card and load a Daily, Weekly or Monthly Pass or put money in a Travel Wallet.

To see all Fare Products and learn more, visit: [Fare Products — SEPTA Key](#)

BUY A COMMUTER PASS

Step 2 of 5
Select Product



SEPTA Key Card
SEPTA Key Card
<https://www.septakey.org/>

2 Product(s) Available

Key Card Monthly Pass
Add a pass to your SEPTA Key Card

Order by
Aug 10 2023
11:59 PM ET

Key Card Travel Wallet
Add Travel Wallet funds to your SEPTA Key Card

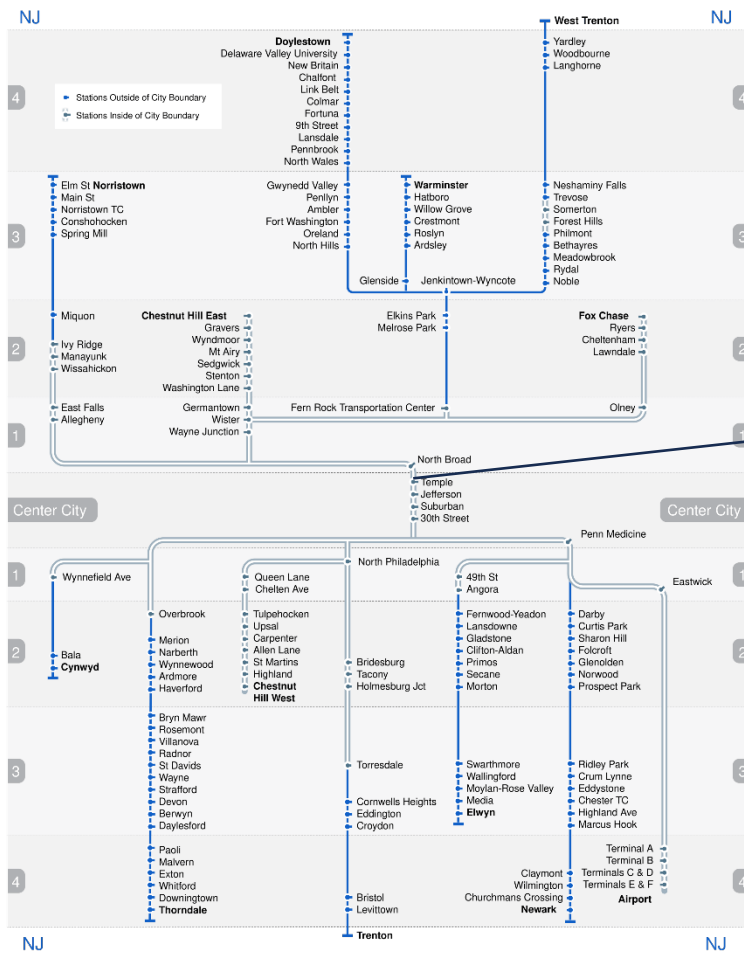
Order by
Aug 10 2023
11:59 PM ET

Monthly TransPass+

- Sold starting on the 20th day of the prior month through the 10th day of the valid month
- Good for travel between 12:01 a.m. on the first day of the month through 2:00 a.m. through the first day of the following month (i.e. 12:01 a.m. June 1- 2:00 a.m. July 1)
- Valid for travel on all Buses, Trolleys, Trackless Trolleys, the Norristown High Speed Line, Broad Street and Market Frankford Line, at all times
- Valid on Regional Rail up to and including Zone 1 Stations and for Airport travel at all times
- Valid on all Regional Rail on Weekends and Major Holidays
- Valid for up to 240 rides

Price: \$96.00

For Regional Rail Train riders, here is a guide for selecting the appropriate Zone for your TrailPass:



All Philly trains travel through Temple! The Temple University Regional Rail Station is conveniently located just east of Main Campus at 927 W. Berks Street.

For more information on Weekly and Monthly TrailPasses and Zone pricing, visit [Fare Products on SEPTA Key.](#)

Frequently Asked Questions: Commuter Benefits

Do I have to come back and update my order each month?

No, you do not need to come to the Participant site each month and update your order. Most participants select an order and then only return if they want to change or cancel their regular order.

- If the frequency of this order is Every Month, you will automatically receive this order each benefit month as long as you remain eligible to participate in this program or until you change or cancel this order.
- If the frequency of this order is Manage Calendar, you can place a recurring order but only for the months you choose.
- If the frequency of this order is One Month Only, then you will receive this order for the upcoming benefit month only. You will need to place another order (and select “Every Month” as the frequency) to receive this order more than once.

Is the parking at my train station or bus stop a parking expense or transit expense?

Parking at a train station or bus stop that is part of your commute to work is considered a parking expense under the pre-tax commuter benefit program.

What is the definition of a vanpool that is eligible under this program?

A Vanpool eligible for this program needs to have seating for 6 or more adult passengers, 80% of mileage is to transport employees and 50% of seating capacity used for employee transport.

What public transportation expenses are eligible under this program?

Bus, Train, Subway, Ferry, Streetcar and other forms of mass public transportation are eligible under this program.

What type of Commuting expenses are not eligible under this program?

The following expenses are examples of Commuting expenses that are not eligible under this program.

- Tolls (including programs such as E-Z Pass)
- Parking Tickets
- Gasoline
- Cost of Parking at or near home/residence
- Taxis or Limo Services
- Carpools
- Cost of Bike Rentals/Sharing