



Announcing Premium Commuter Benefits for San Leandro Unified School District!

About My Commuter Check:

My Commuter Check is brought to you by Edenred - a top global provider of social and employee benefits worldwide. We manage programs that serve 30 million individuals in 40 countries in Europe, Latin America, Asia/Pacific, and North America.

Commuter Benefit Program Overview:

Commuting to work each day can be expensive. The commuter benefit program offered by **SLUSD** will help you save money on your commuting costs along with the convenience of automated electronic fulfillment. My Commuter Check provides Vouchers, Debit Cards and electronic loading of select Smart Cards for a number of transit authorities through an easy on-line enrollment and benefit management program. **SLUSD** is also committed to preserving the environment and reducing its carbon footprint and wants to encourage its employees to contribute to these efforts by taking public transportation. Together we can save money and the environment at the same time.

How Does the Program Work?

Using the My Commuter Check website (see [Registration is Easy](#) below), you will create an account and place orders for transit and/or parking products. My Commuter Check will send your employer information about your selections and instruct them to deduct the proper amounts from your paycheck.

Ordering Vouchers, Smart Cards or Debit Cards:

My Commuter Check is a national service. Our long-standing relationships with transit authorities across the nation enable us to provide electronic loading of smart cards in selected cities. Once you have created your new account, just select the Transit Order button on the left. Select your Greater Metropolitan Area and choose from the following Transit Smart Cards available:

- Community Transit
- COMPASS Card
- CTA - Chicago Card Plus
- Foothill Transit (West Covina)
- Kitsap Transit
- Long Island Rail Road Monthly
- METRO (HOUSTON)
- Metro North Railroad Monthly
- Metro SmarTrip® Card
- Metro (Seattle)
- MTS-SANDAG
- NCTD-The Coaster
- Pierce Transit
- SFRTA Tri-Rail
- Sound
- TAP Card
- Clipper (TransLink)
- Ventura County Transportation Commission



- MBTA - CharlieCard
- MDTA
- ORCA
- PATCO
- Washington State Ferries

• **Commuter Check Card for Transit:** A re-loadable commuter benefit card that is accepted at Transit Agencies or designated transit retail centers where only transit and vanpool passes, tickets, and fare cards are sold*. The Commuter Check Card can be also used at Fare Vending Machines, which saves you time waiting in line and time locating a customer service desk or staffed sales area.

**For compliance reasons the Commuter Check Card can only be accepted at designated outlets that sell transit products exclusively, such as Transit Stations and Kiosks. Stores that sell other products, such as gift shops and pharmacies, will not accept the Commuter Check Card.*

- **Commuter Check for Transit Vouchers:** If you cannot find a transit product on the website, you can order a Commuter Check Voucher to purchase the pass you want. Just select *Commuter Check Voucher* from the product menu and specify the quantity and denomination(s) you desire. My Commuter Check will send the vouchers to you, and you can use them to purchase transit passes at designated transit retail outlets.

Ordering Parking:

There are several parking options available to meet your individual needs:

- **Monthly Direct Pay:** Allows you to enter your parking provider and other information about your existing monthly parking arrangement and we will pay your parking expenses directly each month.
- **Commuter Check Card for Parking:** This pre-paid debit card solution offers the convenience of a reloadable, personalized, debit card for use at parking providers. No receipts are necessary and cards are loaded with the amount you specify each month and then used to pay for parking.
- **Commuter Check for Parking Vouchers:** Order vouchers and specify the denomination you desire, make your vouchers payable to the parking provider of your choice and we will then send the vouchers to you and you can use these to pay for parking expenses.

Your Commuter Benefit has some features you need to know about in order to take full advantage of the program:

- The program is monthly program; log in and place an order to be fulfilled on a monthly basis. **Orders must be entered by the 10th of the month for the following benefit period.** For example, **to receive an order for use in January, you must place your order before December 10th** Changes must be made online before the cut-off date of the 10th of the month for the following benefit month.
- Use the convenient recurring settings option to request funds to automatically be loaded to your smart card each month. Don't worry; we'll email you a reminder so remember to give us a valid email address when you register.
- Pre-tax deductions are allowed up to the limit of \$130 per month for transit and another \$250 for parking. You can, however, order products that total more than this limit.
- No retroactive changes may be made.





Registration is Easy:

Registering and placing orders is easy. Follow these simple steps to get started.

Go to: <https://www.mycommutercheck.com> *

* My Commuter Check is designed to work with Microsoft Explorer Version 6.0 and above

From the main landing page, select *First time user?* from the menu on the left of the page.

To register, you will need the following information:

Company ID: 109673
First Name:
Last Name:
Zip Code:

A screenshot of a web form titled "Please enter your info for enrollment verification." The form contains three input fields: "First Name:", "Last Name:", and "Zip Code:". At the bottom right of the form, there are two buttons labeled "Previous" and "Next".

All information must match your employer's records at the time of eligibility; this information is used to authenticate you as a user in the system. So, if your employer's records list you as James instead of Jim, you will want to enter James in the first name field. If you have any trouble with the process, please contact Customer Support at 888.235.9223.

Once you have entered this data, you will advance to another page where you are asked to enter your personal demographic information, set your password, and set your user name. Note that this is the information we will use to contact you about your orders. The system will send email reminders about your orders as well, so make sure to enter a valid email address.

Important Registration Tips:

Username: Must consist of at least 6 characters (symbols are okay, spaces are not)
Password: Must consist of at least 6 characters

Contacting Customer Support:

Customer Support is available to assist you with registration, placing an order or any other questions or concerns you may have. Our skilled representatives are available Monday through Friday from 8:00 AM to 8:00 PM Eastern Time. You can reach Customer Support as follows:

By Phone: 888.235.9223
By Email: mycommutercheck@edenredusa.com

