To enroll in the program, you will need the following three pieces of information.

1. Company Code: 

2. Employee Number – provided by your company’s benefits administrator or on your pay stub

3. Date of Birth

Note: If you don’t know your Company Code or Employee Number, please contact your company’s benefits administrator.

To learn more about the TransitChek program and how you will save money on your commute, go to http://save.transitchek.com.
To start the registration and enrollment process, go to www.transitchek.com and click on the Log-In to TransitChek® Premium button, under “Manage Your TransitChek.”

1. Under First-Time Users click Register Now. Enter your Company Code, Employee Number, Date of Birth and type in the CAPTCHA code in the fields provided. Click Next to continue.

2. Review your contact information and fill in all of the required fields. Click Next to continue.

3. Create a Username and Password. Passwords must be at least 8 characters long with one numeric character (e.g., Password2). Passwords are case sensitive. Then, select a Security Question from the drop-down and enter the Security Answer in the text field provided. Click Finish to continue.

4. You are now ready to begin your enrollment. Click Continue to start.
Enrollment

1. SELECT REGION
Select the region in which you commute. The region you choose will allow the system to determine the types of TransitChek® Benefits products you’ll be able to use. Click Next to continue.

2. DESCRIBE YOUR COMMUTE
Enter the zip code where you live under Commute Origin and the zip code where you work under Commute Destination.

3. Select the Commuter Benefit you will be enrolling for. Click Next to continue.

Note: Options that are grayed out mean they are not being offered by your company.

Note: Per IRS regulations, the Bicycle benefit option is only available as a $20 employer-paid fringe benefit and cannot be combined with Transit or Parking at this time.

ATTENTION! If you selected “Transit Only”, your enrollment process will continue through to step #6 where you will then be directed to the “Enrollment Survey” page.

ATTENTION! If you selected “Parking Only”, your enrollment will begin with the “Select Parking Benefit” page.

ATTENTION! If you selected “Bicycle”, the TransitChek CashBack® product is the only product available. You will be directed to the Direct Deposit page where you can elect to have the reimbursement automatically deposited into your checking account.
SELECT TRANSIT BENEFIT

In the example below, an employee selected the Transit & Parking commuter benefit in step #3.

4 Choose your transit **Service Type** (e.g., Bus, Rail, Subway, Ferry, Vanpool, Paratransit, Light Rail, or Trolley).

5 Select the **Service Provider** (Operator) that you use.

6 Enter your **Monthly Expense** in the text field provided. Click **Next** to continue.

**Note:** Repeat steps, #4-6 above to add additional **Service Types**, **Operators** and **Monthly Expenses** if you use more than one transit operator.

**Note:** Click anywhere on the screen to update your total amount.

**Note:** TAMS® will direct you to the **Benefits Product** page where you will be able to select a transit product based on the information you previously entered.

SELECT YOUR TRANSIT BENEFIT PRODUCT

7 Choose your benefits product. The first product is the recommended product. Click **Next** to continue.

**Note:** If the cost of your commute is incorrect, click the **Update** link to update the total transit benefit amount.
**SELECT A PARKING BENEFIT**

8 Enter your **Monthly Parking Expense**. Specify if the parking facility accepts Visa cards. (If the parking facility does not accept Visa card payments, your benefit option will only be the TransitChek CashBack® reimbursement product.)

9 Select the name of the **Operator** if the parking benefit is used to park at a rail or bus station.

10 Select the **Parking Location** if the parking benefit is used to park at a rail or bus station. Click **Next** to continue.

*Note: TAMS® will direct you to the parking **Benefit Product** page where you will be able to select the product option available, based on the specific parking information you provided.*

**SELECT YOUR PARKING BENEFIT PRODUCT**

11 Choose your benefit product. The first product is the recommended product. Click **Next** to confirm your benefit selection and to continue.

*Note: If the cost of your parking is incorrect, click the **Update** link to update the total parking benefit amount.*

*Note: If you chose the TransitChek QuickPay® Card you will be directed to the **Enrollment Survey** page. Continue onto step # 13.*

*Note: If you chose the TransitChek CashBack reimbursement product you will be directed to the **Direct Deposit** page where you can elect to have the reimbursement automatically deposited into a personal checking account. Continue onto step # 12.*

*Note: If you chose the SmarTrip® Card product you will be directed to the **SmarTrip** page where you can enter the card serial number. Continue onto step # 13.*

**ENTER DIRECT DEPOSIT INFORMATION**

You have the option of having your TransitChek CashBack® reimbursement directly deposited into a personal checking account after initiating your claim online and submitting the proper form with required signatures and receipts to TransitChek.
12. Enter your checking **Routing Number** and **Account Number**. Click **Next** to continue.

![Routing Number and Account Number]

**ENROLLMENT SURVEY QUESTION**

13. Answer the Enrollment Survey question and click **Next** to continue.

**CONFIRM YOUR BENEFIT**

14. Read the **Benefits Summary** and **Terms & Conditions**. Select **I Accept** and click **Confirm**.

**ENROLLMENT CONFIRMATION**

*Congratulations on your enrollment!* This page confirms your enrollment, TransitChek® product(s), benefit amounts and the month in which your benefit will take effect. You will receive an email confirmation. **Print** a copy of the confirmation page for your records.

**Managing Your TransitChek® Premium Commuter Benefits**

Changes in your life and work usually mean changes to your commute. TransitChek enables you to manage your benefits and to make changes easily, if needed.

Depending on the kind of program options your company is offering, your personal home page will allow you to:

- Review a summary of your TransitChek benefits
- Increase or decrease your monthly benefit amount
- Change your TransitChek product
- Temporarily suspend your TransitChek benefits
- Report a lost or stolen card product
- Request a card replacement

To manage your benefits, go to **www.transitchek.com**.
RETURNING USERS

1. Enter your **User Name**.
2. Enter your **Password**.
3. Click **Log In**.

FROM THE EMPLOYEE HOME PAGE

Use the Navigation Toolbar at the top of your Employee Home Page to manage your account.

Click **My Info** to:
- Update Contact Information
- View Benefit Limits
- Change Password

Click **My Benefit** to:
- Change Your Benefit
- Temporarily Suspend Your Benefit
- Update Your TransitChek CashBack Account
- Manage Your SmarTrip Account
- Manage your TransitChek QuickPay® Card
- View Your Benefit History

Click **Replace a Product** to:
- Replace your Card product

Click **Forms** as needed for:
- TransitChek CashBack® Parking Reimbursement Form
- TransitChek CashBack® Transit Reimbursement Form
- TransitChek CashBack® Bicycle Benefit Reimbursement Form
- Access-A-Ride Form

The TransitChek QuickPay® Prepaid Visa Card is issued by The Bancorp Bank pursuant to a license from Visa U.S.A. Inc. The Bancorp Bank; Member FDIC.