# Enrolling in Commuter Benefits

## Quick Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Using your browser, navigate to: <strong>healthhub.com</strong>.</td>
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<td>2.</td>
<td>In the top right corner, click <strong>EMPLOYEE ACCOUNT LOGIN</strong>.</td>
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</table>
| 3.   | If you already have a username and password for a PayFlex flexible spending account, log in with the same information you use to manage that account.  
If you do not have a PayFlex account, click **REGISTER NOW** and enter your **Member ID** and home address **Zip Code**, and complete the registration steps.  
- Your Member ID should be your 7-digit NU employee ID number (found on your WildCARD).  
- If you are asked for an **Employer ID**, enter **100398**. |
| 4.   | Locate the green **My Dashboard** menu on the left side of the page and click the **Commuter Benefits** option. |

## LOGGING IN TO PAYFLEX HEALTHHUB

4. The first time you enter the Commuter Benefits section, you will be asked to add your campus mailing address:  
- Click the **Add/Edit My Address** tab.  
- Enter your primary **campus** office address.  
- When finished, click **Save My Address**.  
- Click **Proceed to Site** to continue.
SELECTING YOUR TRANSIT BENEFITS (CTA, METRA, PACE, NU SHUTTLE)

IMPORTANT! If you are loading CTA or Pace funds onto a Ventra card, you must first obtain the Ventra card and activate it online at www.ventrachicago.com. After activating your card, locate your “Transit ID” number by logging into www.ventrachicago.com; the number will be located below the card name in your account. **This Transit ID number is required to deposit funds onto a Ventra card.**

1. After logging into HealthHub, use the top menu to select **Place An Order** and then **Transit**.

2. On the left side of the screen, enter your **Zip Code** and click **Search**. Then, use the right side of the screen to select your transit provider, such as “CTA Ventra,” “Metra,” or “NU Shuttle.”
   - When selecting a provider, be sure to click the button next to your choice. Clicking the provider name will open that provider’s website.

3. After selecting a provider, you will see a list of transit pass options. Scroll through the list and click the box to the left of the pass you’d like to purchase.

4. Review and complete any options relevant to the pass you have purchased.
   - CTA/Ventra users must enter their **12-digit Transit ID**. This is **not** the number on your Ventra card. To find your Transit ID, log into your Ventra account at ventrachicago.com; your Transit ID will be listed in the heading for each card. Please double-check that you entered this ID correctly; if incorrect, your funds may not be available on your Ventra card.
   - Metra users will be asked to enter their Departure and Destination stations.

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**Note:**

- If you are loading Pace funds, you will need to activate your Ventra card online and then load funds using the Pace website, which can be found at www.pacewwicz.com.
5. If you would like to repeat this transit deduction monthly, select “Yes” to **Would you like to receive this order for multiple months?** A box will open with each month selected. Uncheck any month for which you do **not** want the benefit deducted.

   ![Image of the selection box](image)

6. If you would like to add more items to your order, click the **Continue Shopping** button; to finish, click **Checkout**.

7. You will be asked to agree that your order is correct. Review all information and click **Place Order**.

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### SELECTING COMMUTER PARKING BENEFITS

**IMPORTANT!** The Commuter Parking benefit is **not** campus parking. Campus parking deductions are still administered through the Parking Office on each campus. This Commuter Parking benefit is intended to subsidize parking costs for those who drive to public transit (e.g. a Metra parking lot) or use a non-University owned parking garage or lot.

1. After logging into HealthHub, use the top menu to select **Place An Order** and then **Parking**.

   ![Image of the parking selection menu](image)

2. Select one of the two parking options on the left side of the screen:
   - **Commuter Check for Parking** are checks that you can use to directly pay a parking vendor, such as the monthly fee for an off-campus parking garage. The checks will be made out directly to the parking provider, but will be mailed to you.
     - a. Use the map to search for and select a parking provider that accepts Commuter Checks.
     - b. Enter the **Parking Amount** per check and the **Quantity** of checks you need.
   - **Enroll in Cash Reimbursement** will create a monthly pre-tax payroll deduction, which you can then use to be reimbursed for out-of-pocket parking, such as the daily fee at a Metra lot.
     - a. Enter the **Amount** to set aside into your parking account each month.

3. If you would like to repeat this transit deduction monthly, select “Yes” to **Would you like to receive this order for multiple months?** A box will open with each month selected. Uncheck any month for which you do **not** want the benefit deducted.

4. If you would like to add more items to your order, click the **Continue Shopping** button; to finish, click **Checkout**.

5. You will be asked to agree that your order is correct. Review all information and click **Place Order**.

   ➔ If you selected the **Enroll in Cash Reimbursement** option, you must submit a claim request to receive reimbursement for each out-of-pocket parking expense. To do so, log back into your account and select **Commuter Benefits**, as indicated on page 1. Then select the **Claims** option from the top menu and follow the prompts to submit your claim.