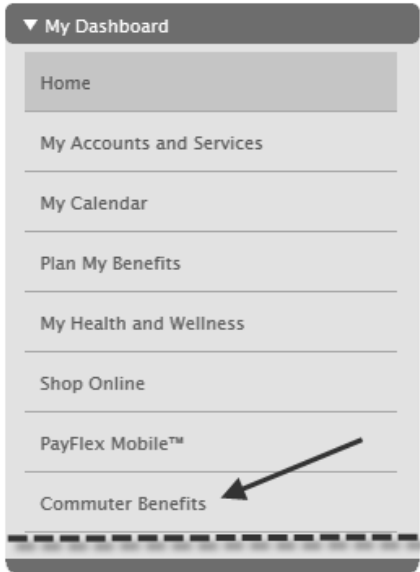
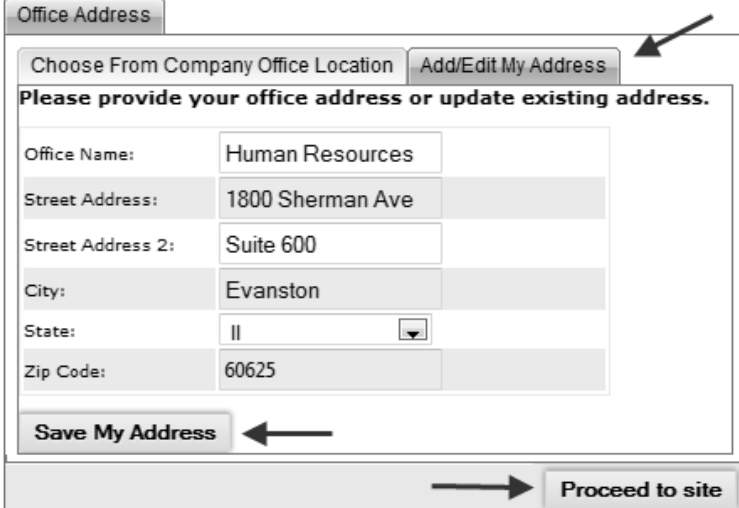
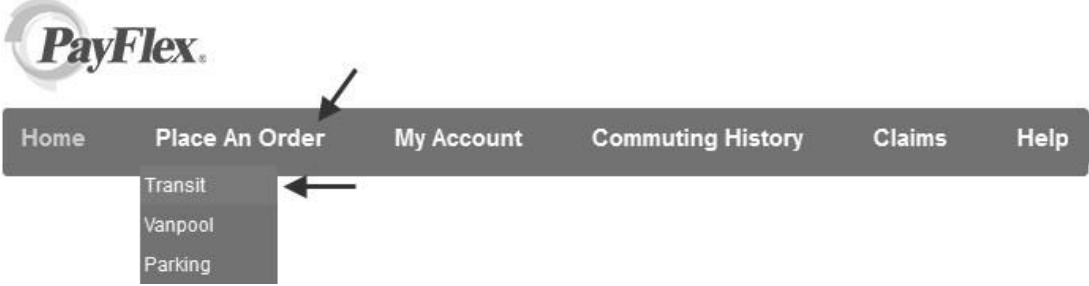
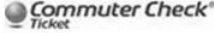


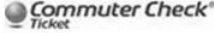


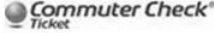




LOGGING IN TO PAYFLEX

1.	Using your browser, navigate to: www.PayFlex.com
2.	<p>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.</p> <p>If you do not have a PayFlex account, click “Create Your Profile” and enter the last 4 digits of your Member ID and home address Zip Code, and complete the registration steps.</p> <ul style="list-style-type: none"> Your Member ID should be your 7-digit NU employee ID number (found on your WildCARD), not your SSN. If you are asked for an Employer ID, enter <u>100398</u>.
3.	<p>Locate the green My Dashboard menu on the left side of the page and click the Commuter Benefits option.</p> 
4.	<p>The first time you enter the Commuter Benefits section, you will be asked to add your campus mailing address:</p> <ul style="list-style-type: none"> Click the Add/Edit My Address tab. Enter your primary <i>campus</i> office address. When finished, click Save My Address. Click Proceed to Site to continue. 

SELECTING YOUR TRANSIT BENEFITS (CTA, METRA, PACE, NU SHUTTLE)

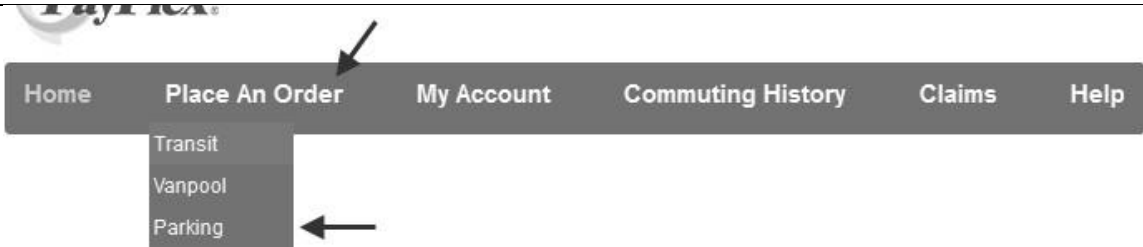
IMPORTANT! If you are loading CTA or Pace funds onto a Ventra card, you must first obtain the Ventra card and activate it online at www.ventrachicago.com. After activating your card, locate your “Transit ID” number by logging into www.ventrachicago.com; the number will be located below the card name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

1.	After logging into PayFlex, 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.” <ul style="list-style-type: none"> When selecting a provider, be sure to click the <input type="radio"/> button next to your choice. Clicking the provider name will open that provider’s options. <p>SELECT A TRANSIT PRODUCT</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Quick Order</p> <p><input checked="" type="radio"/> Commuter Check Voucher</p> </div> <div style="width: 30%;"> <p>Search for transit provider</p> <p>Transit Provider Name <input type="text"/></p> <p>OR</p> <p>Zip Code <input type="text" value="60625"/></p> <p><input type="button" value="Search"/></p> <p><small>Please let us know if your transit provider is not listed. To search for nearby providers that accept our products click here.</small></p> </div> <div style="width: 35%;"> <p>Search Result</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="radio"/> Commuter Check Voucher</td> <td></td> </tr> <tr> <td><input type="radio"/> CTA Ventra</td> <td></td> </tr> <tr> <td><input type="radio"/> METRA</td> <td></td> </tr> <tr> <td><input type="radio"/> Michigan Plaza Express</td> <td></td> </tr> </table> </div> </div>	<input type="radio"/> Commuter Check Voucher		<input type="radio"/> CTA Ventra		<input type="radio"/> METRA		<input type="radio"/> Michigan Plaza Express	
<input type="radio"/> Commuter Check Voucher									
<input type="radio"/> CTA Ventra									
<input type="radio"/> METRA									
<input type="radio"/> Michigan Plaza Express									
3.	After selecting a provider, you will see a list of transit pass options. Scroll through the list and click the <input type="checkbox"/> 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. <ul style="list-style-type: none"> CTA/Ventra users must enter their 12-digit Transit ID. <u>This is <i>not</i> the number on your Ventra card.</u> To find your Transit ID, log into your Ventra account at www.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. <div style="margin-top: 10px;"> <p>Selected Product</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Vanpool Provider:</td> <td style="text-align: right;">CTA Ventra</td> </tr> <tr> <td>Product Name:</td> <td style="text-align: right;">30 Day Pass</td> </tr> <tr> <td>Product Price:</td> <td style="text-align: right;">\$100.00</td> </tr> </table> <p>Transit Account ID: <input style="width: 100px;" type="text"/> (12-digits) *</p> <p><small>By selecting this product I agree to the terms and conditions outlined by the Ventra program</small></p> <p>Would you like to receive this order for multiple months? Yes <input type="radio"/> No <input checked="" type="radio"/></p> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Cancel"/> <input type="button" value="Continue Shopping"/> <input type="button" value="Checkout"/> </div> </div>	Vanpool Provider:	CTA Ventra	Product Name:	30 Day Pass	Product Price:	\$100.00		
Vanpool Provider:	CTA Ventra								
Product Name:	30 Day Pass								
Product Price:	\$100.00								

<p>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 <i>not</i> want the benefit deducted.</p> <div data-bbox="332 180 1339 447" style="border: 1px solid black; padding: 5px;"> <p>Would you like to receive this order for multiple months? Yes <input checked="" type="radio"/> No <input type="radio"/></p> <p>An order will be created for every checked box. Please uncheck a box if you do not want to receive an order for that month. Your order will continue to recur for future months not displayed in the calendar below.</p> <p>If you decide to return and edit your recurring options, please uncheck any months you do not wish to receive an order for. If you wish to STOP your order completely, please return to the homepage and delete your shopping cart.</p> <p>(Current Benefit Month)</p> <table border="0"> <tr> <td>Jan 2014 <input checked="" type="checkbox"/></td> <td>Feb 2014 <input checked="" type="checkbox"/></td> <td>Mar 2014 <input checked="" type="checkbox"/></td> <td>Apr 2014 <input checked="" type="checkbox"/></td> <td>May 2014 <input checked="" type="checkbox"/></td> <td>Jun 2014 <input checked="" type="checkbox"/></td> </tr> <tr> <td>Jul 2014 <input checked="" type="checkbox"/></td> <td>Aug 2014 <input checked="" type="checkbox"/></td> <td>Sep 2014 <input checked="" type="checkbox"/></td> <td>Oct 2014 <input checked="" type="checkbox"/></td> <td>Nov 2014 <input checked="" type="checkbox"/></td> <td>Dec 2014 <input checked="" type="checkbox"/></td> </tr> </table> </div>	Jan 2014 <input checked="" type="checkbox"/>	Feb 2014 <input checked="" type="checkbox"/>	Mar 2014 <input checked="" type="checkbox"/>	Apr 2014 <input checked="" type="checkbox"/>	May 2014 <input checked="" type="checkbox"/>	Jun 2014 <input checked="" type="checkbox"/>	Jul 2014 <input checked="" type="checkbox"/>	Aug 2014 <input checked="" type="checkbox"/>	Sep 2014 <input checked="" type="checkbox"/>	Oct 2014 <input checked="" type="checkbox"/>	Nov 2014 <input checked="" type="checkbox"/>	Dec 2014 <input checked="" type="checkbox"/>
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<p>6. If you would like to add more items to your order, click the Continue Shopping button; to finish, click Checkout.</p>												
<p>7. You will be asked to agree that your order is correct. Review all information and click Place Order.</p>												

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.

<p>1. After logging into PayFlex, use the top menu to select Place An Order and then Parking.</p>

<p>2. Select one of the two parking options on the left side of the screen:</p> <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> a. Enter the Amount to set aside into your parking account each month.
<p>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 <i>not</i> want the benefit deducted.</p>
<p>4. If you would like to add more items to your order, click the Continue Shopping button; to finish, click Checkout.</p>
<p>5. You will be asked to agree that your order is correct. Review all information and click Place Order.</p>

→ 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.