



How to Update Commuter Enrollment



Updating a Commuter Benefit Election Amount

HOW DO I UPDATE MY ELECTION AMOUNT?

Once you are on the Flexible spending and reimbursement accounts summary page, select any commuter benefit you are enrolled in by selecting the benefit name (red arrow).

Your current benefits

Effective as of today:

2020 2021 2022 Display protected health information

Limited purpose flexible spending account (LPFSA)	\$2,750.00
Coverage amount: \$2,750.00	
Dependent care	\$1,650.00
Coverage amount: \$2,500.00	
Commuter pre-tax parking	Eligible
Commuter pre-tax transit	\$270.00

Health savings account (HSA) \$2950.00

Cash available: **\$2,950.00** Cash available

Invested balance: \$200.00

Total account balance: \$3,150.00

Recent activity

(Last 30 days)

Date	Account type	Description	Amount
02/01/2021	Dependent care	NORMAL DISTR PARTIAL - CHK #499232	-400.00
01/27/2021	Health savings account (HSA)	PARTIC CONTR CURRENT YR PARTICIPANT CLUR YR (Cash)	+100.00
01/22/2021	Limited purpose flexible spending account (LPFSA)	PARTIC CONTR CURRENT YR PARTICIPANT CLUR YR (Cash)	+114.58
01/22/2021	Dependent care	PARTIC CONTR CURRENT YR PARTICIPANT CLUR YR (Cash)	+104.17
01/22/2021	Commuter pre-tax transit	PARTIC CONTR CURRENT YR PARTICIPANT CLUR YR (Cash)	+135.00
01/15/2021	Health savings account (HSA)	NORMAL DISTR PARTIAL CVS/PHARMACY #011521 BOSTON MA (Cash)	-47.32
01/15/2021	Health savings account (HSA)	NORMAL DISTR PARTIAL FAMILY DENTAL FRAMMINGHAM	-20.00
01/13/2021	Health savings account (HSA)	PARTIC CONTR CURRENT YR PARTICIPANT CLUR YR (Cash)	+100.00
01/13/2021	Health savings account (HSA)	CO CONTR CURRENT YR EMPLOYER CLUR YR (Cash)	+1,000.00
01/08/2021	Limited purpose flexible spending account (LPFSA)	PARTIC CONTR CURRENT YR PARTICIPANT CLUR YR (Cash)	+114.58

[View all HSA transactions](#) [View all other reimbursement transactions](#)

Need more help?

Request an additional NetBenefits AccessCard®

Call an account specialist at 833-299-5089

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Provided by Fidelity Investments

Please be aware of any employer commuter benefit information specific to your account in the banner area (red arrow).

The screenshot shows the top navigation bar with 'Contact Us', a user profile icon, a shopping cart with '(0)', and 'Logout'. Below is the Fidelity logo with 'INVESTMENTS' and 'POWERED BY WEB HEALTH'. A green navigation bar contains 'Home', 'Accounts', 'Tools & Support', and 'Message Center 18'. Under 'I Want To:', there are buttons for 'File A Claim' and 'Manage My Expenses'. A white banner contains the text: 'Commuter benefit enrollments and/or updates to existing elections must be completed by the 15th of the month to be effective the following month.' A red arrow points to this text. Below the banner are links for 'Important Commuter Benefit Update' and 'How to Update My Enrollment'.

Under the Accounts tab, select on "Account Summary"

The screenshot shows the 'Accounts' tab selected in the green navigation bar. The 'ACCOUNTS' menu is expanded, listing 'Account Summary', 'Account Activity', 'Expenses', 'Claims', 'Payments', and 'Statements'. A callout box says 'First, hover over Accounts' pointing to the 'Accounts' tab. Another callout box says 'Then click Account Summary' pointing to the 'Account Summary' link, which has a mouse cursor over it. The 'PROFILE' menu lists 'Profile Summary', 'Banking', 'Payment Method', and 'Login Information'. The 'I WANT TO' menu lists 'File A Claim', 'Manage My Expenses', and 'Enroll in Commuter'. The 'Message Center' shows '10' messages.

Expand the Account details by selecting the “+” symbol. Then select the “[Update Election](#)” link.

Accounts / Account Summary

The information displayed on the Account Summary page will vary depending upon your specific benefits.

2020

ACCOUNT	ELIGIBLE AMOUNT	SUBMITTED CLAIMS	PAID	PENDING	DENIED	AVAILABLE BALANCE
+ Medical Flexible Spending Account...	\$2,000.00	\$200.00	\$30.00	\$0.00	\$170.00	\$1,970.00

0020

ACCOUNT	ELIGIBLE AMOUNT	SUBMITTED CLAIMS	PAID	PENDING	DENIED	AVAILABLE BALANCE
- Transit 2020	\$450.00	\$0.00	\$0.00	\$0.00	\$0.00	\$75.00

Election Details

Effective: 7/1/2020
My Monthly Election: \$75.00

My Contributions to Date: \$75.00
Plan Year Balance: -

[Update Election](#)

Click the + sign to expand plan details

Then click Update Election

Enter the new election amount and select the month you'd like the new election to be effective.

Update Election

*Required

New Election Amount * \$ /per month

What month would you like the update to be effective? *

New Effective Date ⓘ

Updates to your election will be effective on per.

Cancel

- Select a month and year...
- Select a month and year...
- July 2020
- August 2020
- September 2020
- October 2020
- November 2020
- December 2020

Hover over the question mark next to New Effective Date and this message appears:

Update Election X

*Required

New Election Amount * \$ /per month

What month would you like the update to be effective? *

New Effective Date ?

If the current month is selected, the new effective date will be today. If a future month is selected, the new effective date will be the first day of the selected month.

Updates to your election will be communicated to your employer.

WHY AM I UNABLE TO UPDATE MY ELECTION?

You may encounter a situation in which you can't update your election online.

⊖ Transit 2020 - \$0.00 \$0.00 \$0.00 \$0.00 \$525.00

Election Details	Effective: 8/1/2020	My Contributions to Date: \$525.00
	My Monthly Election: \$150.00	Plan Year Balance: -
Effective: 1/1/2020	My Contributions to Date: -	
My Monthly Election: \$75.00	Plan Year Balance: -	

Grayed out and not clickable

**** You cannot update your election at this time**

In the following example, the new election amount has an effective date that is set for a future date. This screenshot was taken on 7/30/20. Since the new effective date is 8/1/20, you will need to wait until 8/1/2020 to update your election online.

ACCOUNT	ELIGIBLE AMOUNT	SUBMITTED CLAIMS	PAID	PENDING	DENIED	AVAILABLE BALANCE
⊖ Transit 2020	-	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Election Details</p> <div style="border: 1px solid red; padding: 2px; margin-bottom: 5px;"> Effective: 8/1/2020 My Monthly Election: \$150.00 </div> <div style="border: 1px solid red; padding: 2px;"> Effective: 1/1/2020 My Monthly Election: \$75.00 </div> </div> <div style="width: 45%;"> <p>My Contributions to Date: \$525.00 Plan Year Balance: -</p> <p>My Contributions to Date: - Plan Year Balance: -</p> </div> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> <div style="width: 30%;"> <div style="border: 1px solid green; border-radius: 10px; padding: 2px; display: inline-block;">Current Election</div> </div> <div style="width: 30%; text-align: center;"> Update Election </div> <div style="width: 30%; border: 1px solid green; padding: 5px; text-align: center;"> ** For reference, this screenshot was taken on 7/30/2020 </div> </div> <p><small>** You cannot update your election at this time.</small></p>						

ELECTIONS AND SPENDING

The Internal Revenue Service (IRS) sets maximum monthly pre-tax deduction, and it is typically adjusted annually; these limits reflect the maximum monthly limit that may be excluded from an employee’s income for qualified commuter benefits.

- Unused amounts can be carried over
- Funds are available based on your payroll deduction cycle.
- The employee can track account activity on [NetBenefits](#)
- Call the Fidelity Flexible Spending and Reimbursement Accounts Services line if you have questions, 833-299-5089

HOW THE NETBENEFITS COMMUTERCARD® WORKS WITH COMMUTER BENEFITS

The NetBenefits CommuterCard® maintains separate accounts or “purses” of pre- and post-tax money for parking and transit directing the card transaction to the appropriate purse based on the Merchant Category Code (MCC) at the point of sale. The card cannot be used at alternative outlets, such as restaurants and grocery stores.

The amount of available funds on the card must cover the entire mass transit or parking expense or the transaction will be declined. You may split the cost by swiping your card for the exact available amount and then pay for the remaining amount with an alternate form of payment.

The NetBenefits CommuterCard® can be used for mass transit passes, tokens or fare cards purchased at a valid transit fare terminal with a valid transit election. The card helps with parking expenses for any type of vehicle at or near your work location or at or near a location from which you commute using mass transit.

