

Action Required for Existing Accounts



If you were already using the previous transportation benefits offering through WageWorks, the administration of your account is changing to ConnectYourCare.

You'll still be able to enjoy all of your tax savings and online ordering benefits, but there are a few important changes that require your attention, so be sure to read this guide closely.

Making the Required Changes is Easy

Though your action is required, the great news is that we've made it very easy. Be sure to take action now so you don't miss out on this important cost-savings benefit.

- **Get started.** Simply log in at www.connectyourcare.com. If you have not registered with CYC before, follow instructions to create your user name and password. Click on **Transportation Benefits** in your participant portal to land on the Transit and Parking Home Page.
- **Make changes.** Select from this list the transportation benefits you use, and complete the steps by the required deadlines.
 - **I have a credit or balance on my WageWorks account.** Your credits and pre-tax balance ("carry-over balance") will automatically transfer to your new CYC account by May 1, 2016. No action is needed on your part. When the carry-over balance is available in your CYC account you will simply use them to place your new orders with CYC. Once these amounts are transferred, your pre-tax carry-over balance will be used for your orders before further pre-tax payroll deductions will be made.

If you have a post-tax balance in your WageWorks account, those funds will be returned to you via check from WageWorks.
 - **I submit a new order for a transit pass each time I need one.** Beginning February 11, you will submit new orders through the ConnectYourCare portal. You must order before March 10 for your April pass.
 - **I have a recurring transit pass order; it repeats regularly without me having to log in each month.** Your recurring order with WageWorks expires with your March pass. You must resubmit your order, including future recurring orders, through the ConnectYourCare portal. Submit your new order between February 11 and March 10 for your April pass.
 - **I have a Smart Card issued from the Transit Authority, what do I need to know?** Your existing Smart Card will expire March 31—but don't throw it away! Your existing card can be funded from your new ConnectYourCare account.

Simply transfer your existing Smart Card to your new account. First, locate your serial/ account number on your card, log into your new ConnectYourCare account, submit a new Smart Card order and be sure to include your serial/account number. Make this transfer before March 10 to ensure your existing Smart Card receives funding for April 1.