

## Action Required for Existing Transit Account Participants



If you were/are using the Gilt transportation benefits offering through WageWorks, the administration of your account is changing to ConnectYourCare effective January 1, 2017.

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

Action is required, and 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](http://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. (Be sure to allow pop-ups from CYC.)
- **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 WageWorks account and card access will terminate December 31, 2016. Your credits and pre-tax balance ("carry-over balance") will automatically transfer to your new CYC account shortly after February 1, 2017 (to give time for all previous transactions to clear the account). 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 November 11, 2016 you will submit new orders through the ConnectYourCare portal. You must order before December 10 for your January 2017 pass (before December 4 for Long Island Rail Road and Metro North Rail Road).
- **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 December pass. You must resubmit your order, including future recurring orders, through the ConnectYourCare portal. Submit your new order between November 11 and December 10, 2016 for your January 2017 pass.
- **I have a Smart Card issued from the Transit Authority, what do I need to know?** Your existing Smart Card will work until your funds or trips are used — but don't throw the card 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 December 10 to ensure your existing Smart Card receives funding for January 1.