

## Using Payflex To Order Commuter Passes

The University has partnered with Payflex, a major processor of commuter benefits, to administer our pre-tax Commuter Transit and Parking programs (the campus parking programs administered by Transportation & Parking Services are not included). If you wish to place a new order or change an existing order, you must log into [www.payflex.com](http://www.payflex.com) before the monthly cutoff date (5th of each month) and shut off your deduction. If you do not place or update your order before the cutoff date you will receive your transit benefit for one more month. No refunds or adjustments can be provided.

If electing **Metra** pass be mailed to your home, Northwestern is not responsible for lost, stolen, or delayed passes. See *Use Ventra Card/App to Buy Metra Pass* guide for information on how purchase digital Metra passes via Ventra.

### Payroll Deductions

Your transit deduction will be taken out of your monthly or second biweekly paycheck.

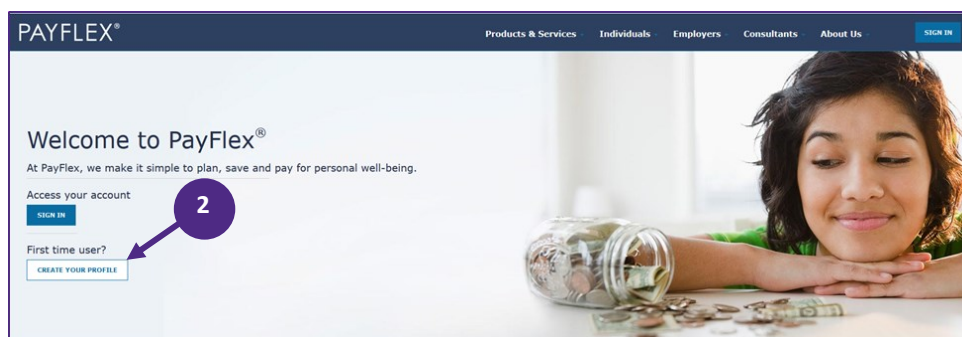
You must enroll in the program or make any changes to existing deductions by the 5th of the month in which the deduction is to be taken, for transit use beginning in the month following your deduction. Any new enrollments/changes entered after the 5th will take effect one month later.



### First Time User

If you already have an account created with Payflex, you can bypass this section. Otherwise, follow these steps to create an account.

1. Navigate to [www.payflex.com](http://www.payflex.com).
2. Select Create Your Profile.



## First Time User Cont.

3. Enter your name, address, and the last four digits of your Member ID (Employee ID on your Wild-Card). If asked for your Employer ID, enter 100398. Complete your registration profile as instructed. Note: it can take up to 3-weeks before your information is available in Payflex and cannot be expedited.

### Find Me

Complete the following fields. If you're an employer or consultant, you'll need to contact your PayFlex Account Manager

\*Indicates required field **3**

Last Name\*:

Mailing address\*:  
 ZIP code\*:

Your ID number\*:  
 Last 4 characters of your ID number\*:

Date of birth

**SUBMIT**

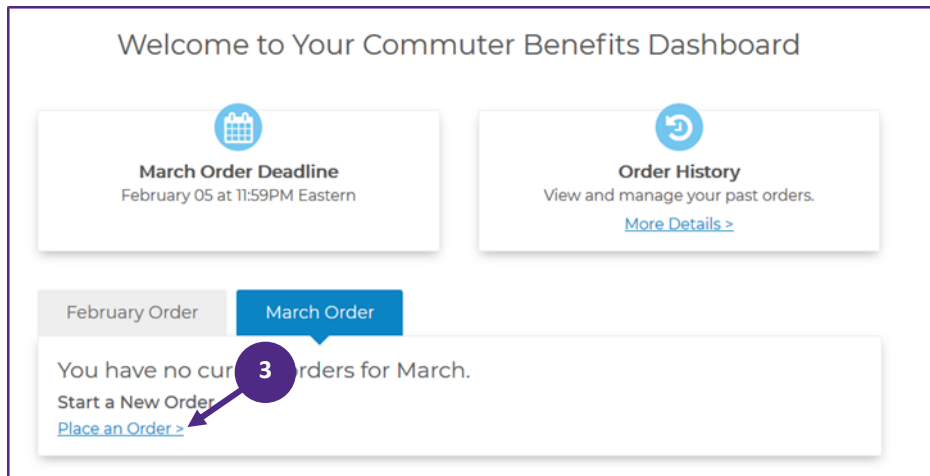
## Place An Order

**NOTE: The monthly pre-tax limit beginning in 2020 for transit and for parking is \$270.**

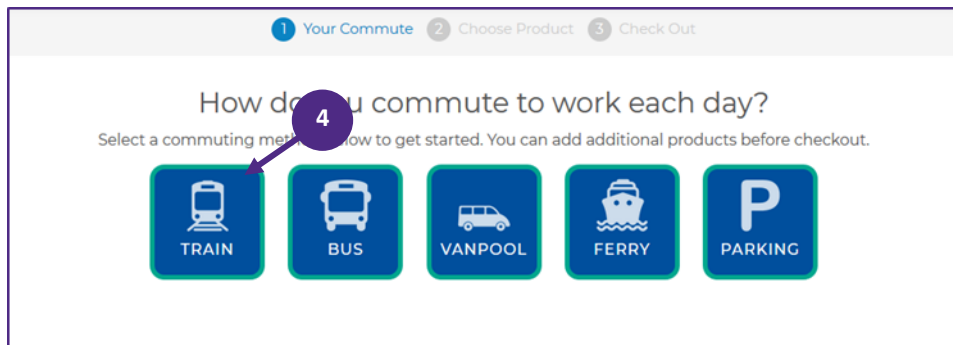
1. Navigate to [www.payflex.com](http://www.payflex.com) and login.
2. Scroll down to the Online Commuter section of the webpage and select Place An Order.

The screenshot shows the Payflex website interface. At the top, there is a navigation bar with links for Home, Help & Support, Account Settings, and Sign Out. Below this is a secondary navigation bar with links for Your Accounts, Alerts & News, Health Plan Claims, and Documents & Forms. The main content area is divided into several sections: Account Actions, Manage Funds, Manage Investments, and a Quick Tips section. The Online Commuter section is highlighted with a blue border and a callout bubble containing the number 2, pointing to the 'Place an order' link under the 'Account Actions' sub-section. The Quick Tips section for Online Commuter lists actions such as 'Order a pass', 'Add funds to a fare card', 'View ordering deadline', 'Review order history', and 'Change or cancel an order'.

3. In the center of the page, select Place An Order.

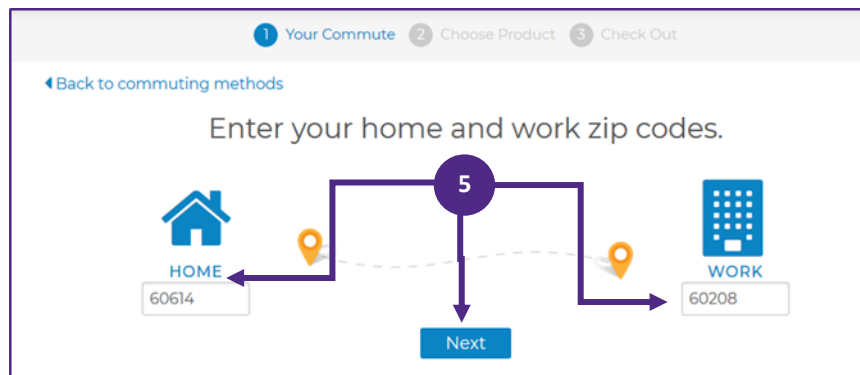


4. Select your mode of transportation.

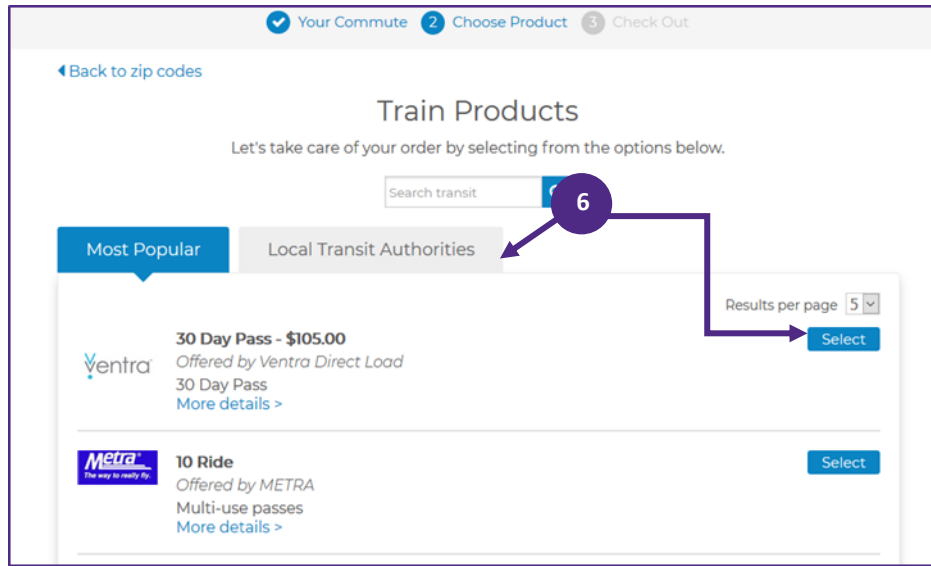


**NOTE: The monthly pre-tax limit beginning in 2020 for transit and for parking is \$270.**

5. Input your home and work ZIP codes then select **Next**.

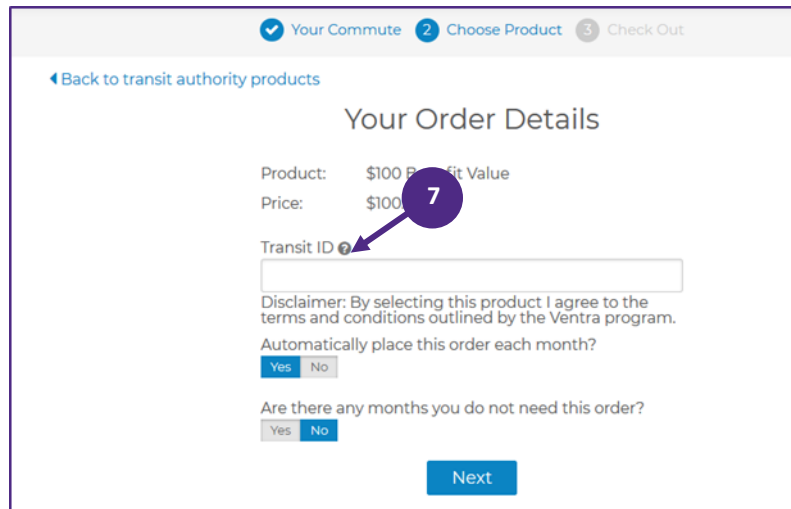


6. Select your preferred transit method:
  - a. Select Local Transit Authorities for more options;
  - b. If electing **Metra** pass be mailed to your home, Northwestern is not responsible for lost, stolen, or delayed passes. See Use Ventra Card/App to Buy Metra Pass guide for information on how purchase digital Metra passes via Ventra.

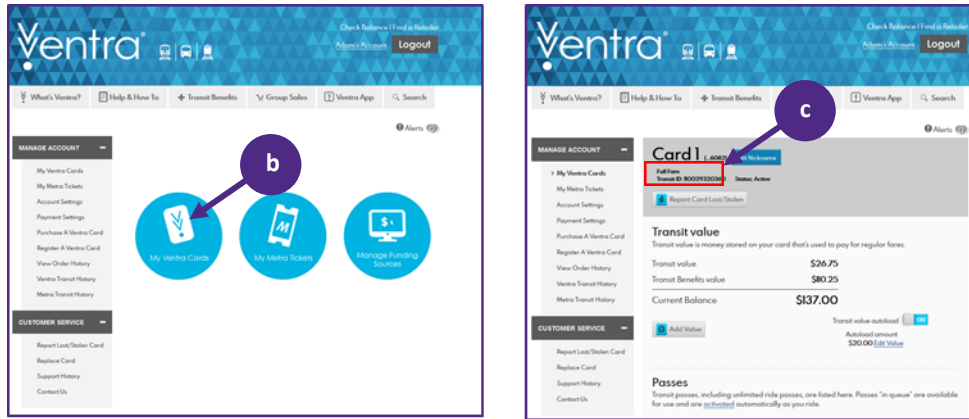


7. If you are loading funds to a Ventra account you will need to identify your Transit ID. Otherwise you may skip this step.

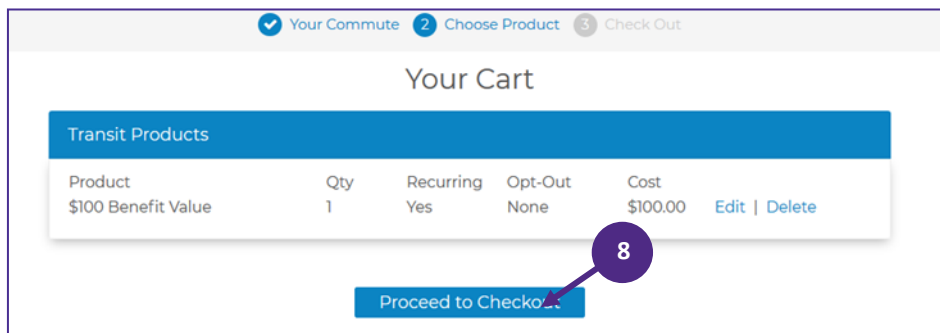
**NOTE: The monthly pre-tax limit beginning in 2020 for transit and for parking is \$270.**



- a. Navigate to [www.ventrachicago.com](http://www.ventrachicago.com) and login;
- b. Select My Ventra Cards;
- c. Then locate the Transit ID for your Ventra Card.



8. Select Proceed to Checkout.



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9. Acknowledge the terms of service and select Place Order.

