

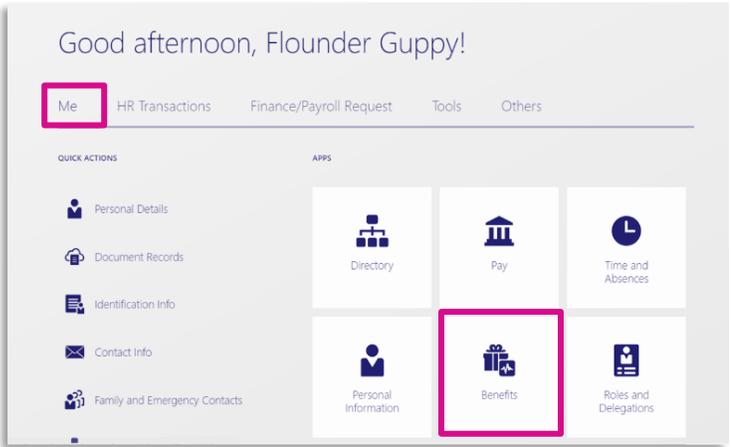
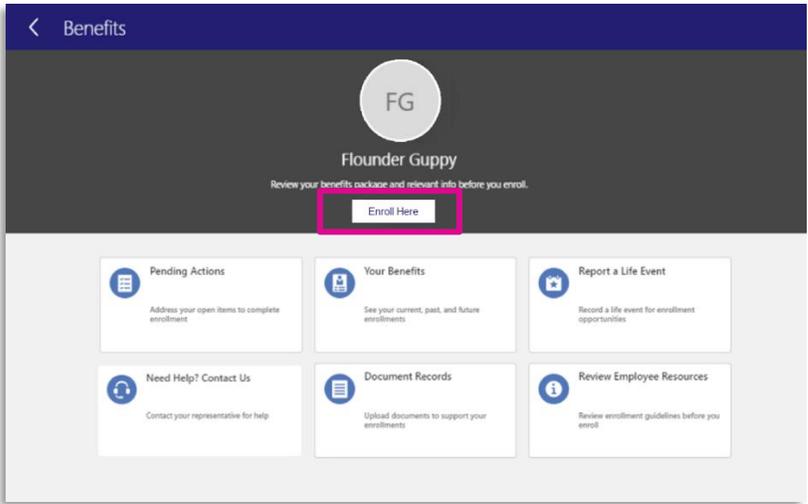


OVERVIEW

This document provides guidance on the steps to be followed to enroll in OR edit Parking/Transit Reimbursement plans.

AUDIENCE

- End Users /Employees

Enroll in or edit Parking/Transportation Reimbursement	
<ol style="list-style-type: none"> 1. Click on the Me tab on your Sinai Cloud home page. 2. Click on the Benefits icon. 	
<p>The Benefits home page opens.</p> <ol style="list-style-type: none"> 3. Click the Enroll Here button. 	



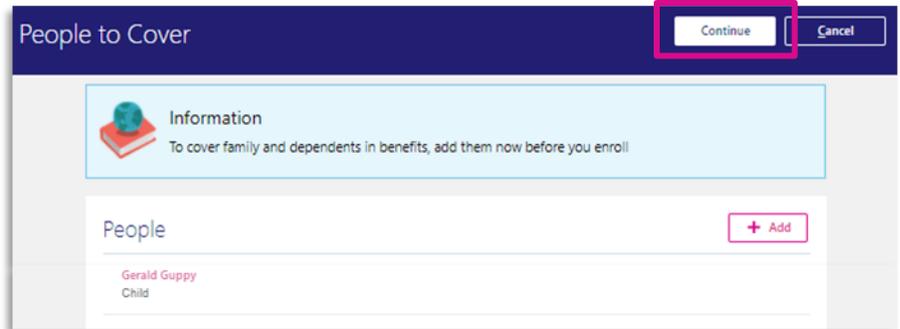
Enroll in or edit Parking/Transportation Reimbursement (cont'd)

The **People to Cover** page opens.

4. Click **Continue** to navigate to the Transit and Parking Plan benefits.

NOTE: This guide is to help you **Enroll in OR Edit your Parking and Transit Reimbursement Program Benefits.**

If you want to **only VIEW** your Transit and Parking Plan elections you are currently enrolled in, please use the guide called "View Current Transit and Parking Elections"

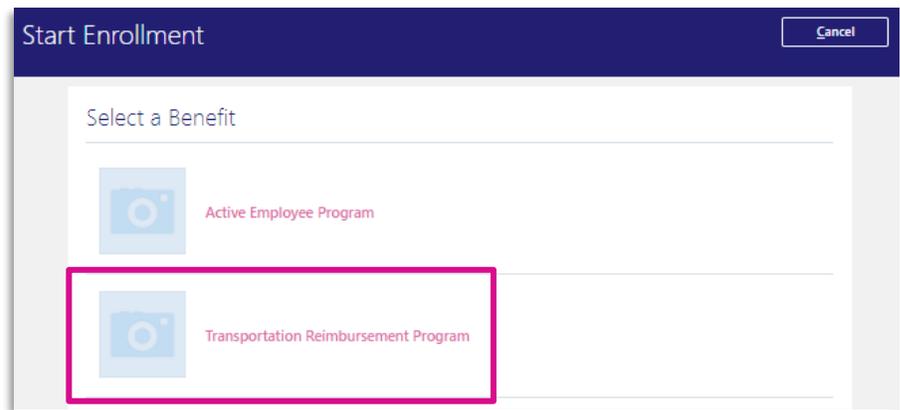


The **Start Enrollment Page** opens.

5. Click on the **Transportation Reimbursement Program** pink link to begin making Transit plan elections, or edit your existing plans.

NOTE: You can access Transit/Parking Reimbursement Program benefit at ANY time to enroll or edit the plans.

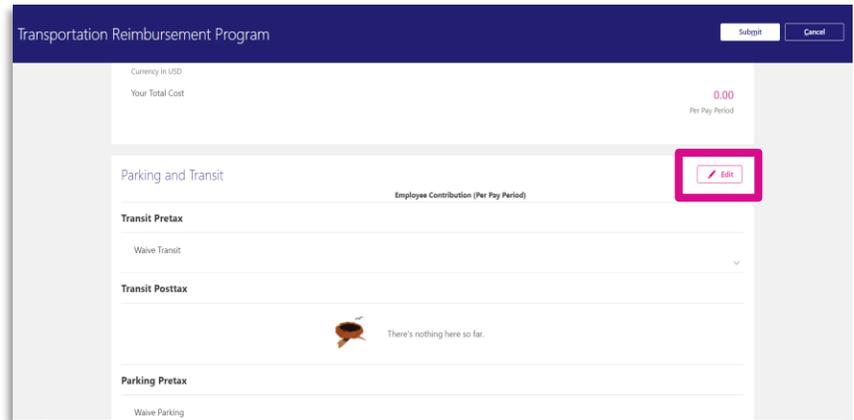
You DO NOT need to report a life event to do so.





The **Transportation Reimbursement** page opens.

- Click on the **Edit** button to begin enrolling in, or editing benefits.



Enroll in or edit Parking/Transportation Reimbursement (cont'd)

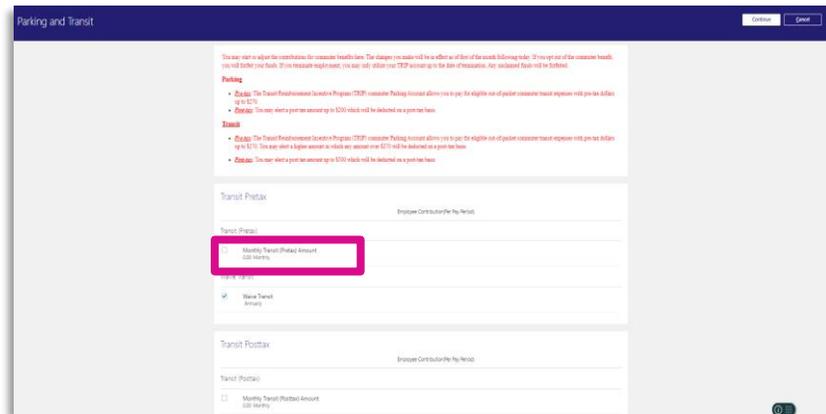
The **Transit and Parking** plan details page opens.

Read the **notice in red** which explains the details of the plans.

- Click on the **checkbox** next to the "Monthly Transit" option.

NOTE: Skip step 7 if you are already enrolled in this benefit.

NOTE: If you **DO NOT** want Transit Pre-Tax deductions, click the checkbox next to "Waive"





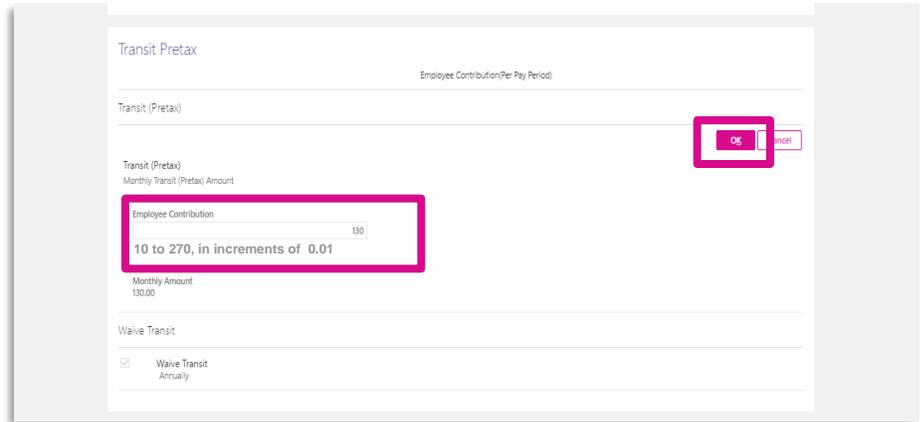
Once you click the checkbox, a section for **employee contributions** will open.

8. In the **Employee Contribution** field, type in the **MONTHLY** amount you would like to be contributed to your Transit plan.

Or, edit the existing amount you already had.

NOTE: You must enter a minimum of \$10.00 a month.

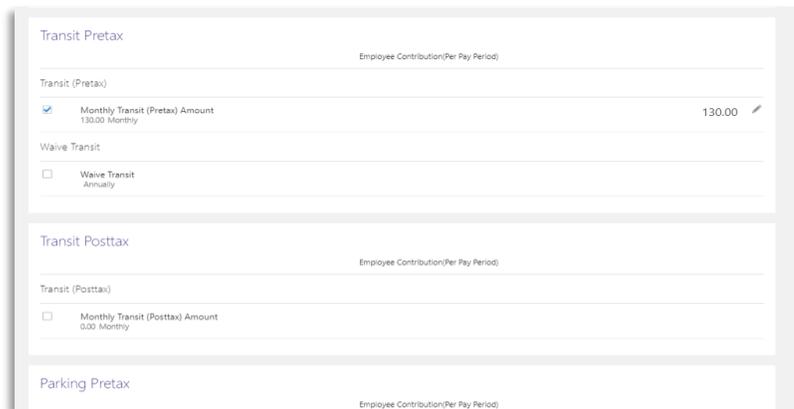
9. Click on the **Ok** button.



You will be brought back to view the remaining Parking and Transit plan options.

Continue scrolling down the page to view the remaining plan options.

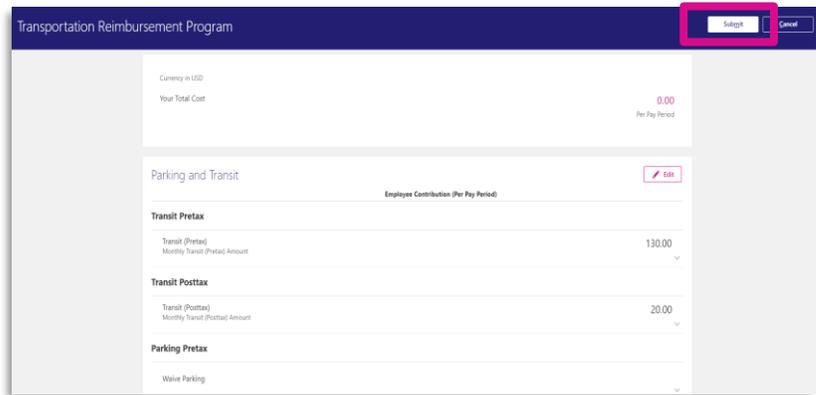
10. **Repeat steps 7-9** for all remaining plans.



Enroll in or edit Parking/Transportation Reimbursement (cont'd)

11. Click **Submit** when finished.

You have finished enrolling/ editing your transportation benefits!





Sinai Cloud
Benefits QRG – Enroll in or Edit Parking/Transit Reimbursement Plans

