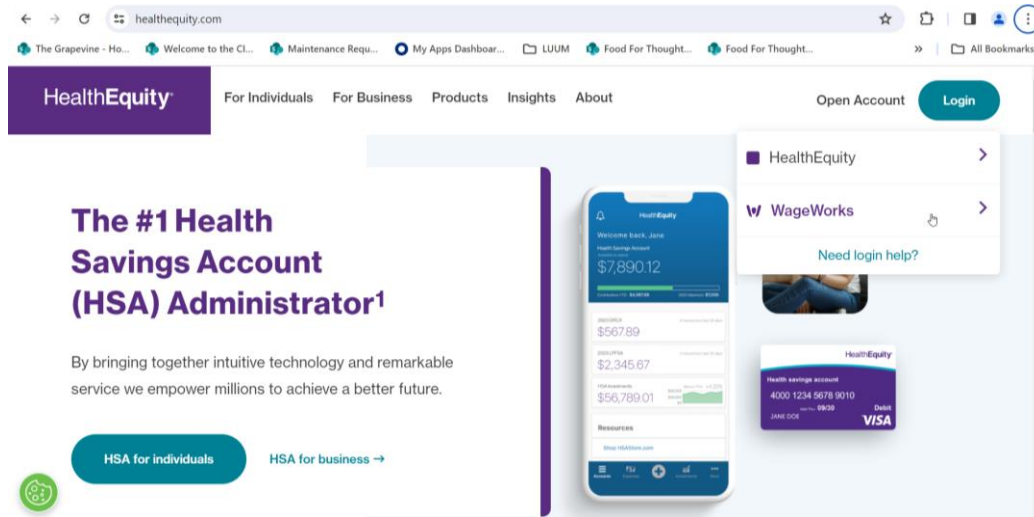


Commuter Account Model (CAM) Member Enrollment Guide

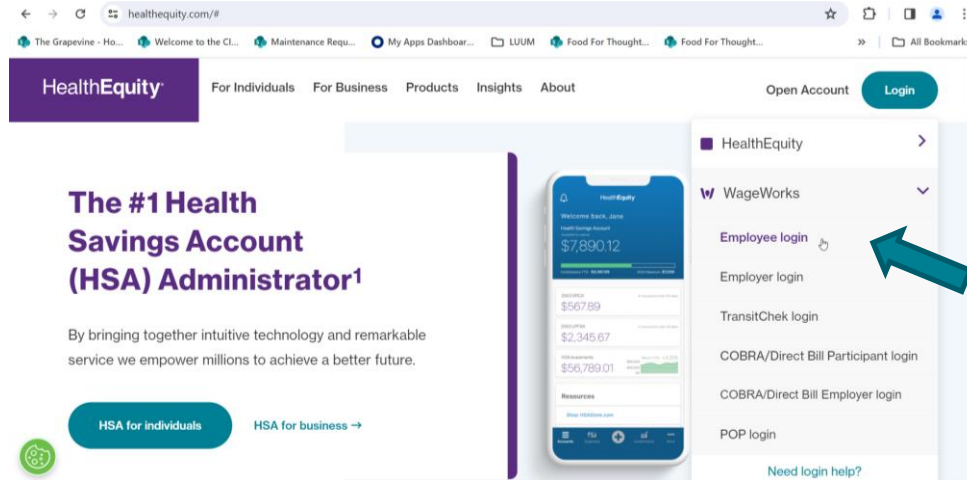
First Time System Access

First, employees will navigate to www.healthequity.com to login to the WageWorks system provided by HealthEquity:



First Time CAM Login

After clicking the login button for the WageWorks drop-down that appears, select “Employee login” to get started:



Registration and Validation

A series of steps will ensue to validate the user's registration in our system:

HealthEquity
WageWorks

FIRST-TIME USER REGISTRATION October 22, 2021

BACK Instructions NEXT

Before You Start
Have your contact and bank information handy.

Follow These Steps

- 1 Identify Yourself
- 2 Accept Policies
- 3 Enter / Verify Contact Info
- 4 Enter / Verify Reimbursement Method
- 5 Select Preferences
- 6 Select Username & Password
- 7 Confirm Profile & Preferences

NEXT

Multiple accounts

If you had a WageWorks account in the past or with a previous employer, you may see them listed. Please make sure you click on the Omnicom Management Inc. radio button (as indicated in the screenshot below with the red arrow).

Our records indicate you are eligible for benefits from the following program sponsors.

Select the program you would like to access now:



DO NOT USE - Omnicom Group

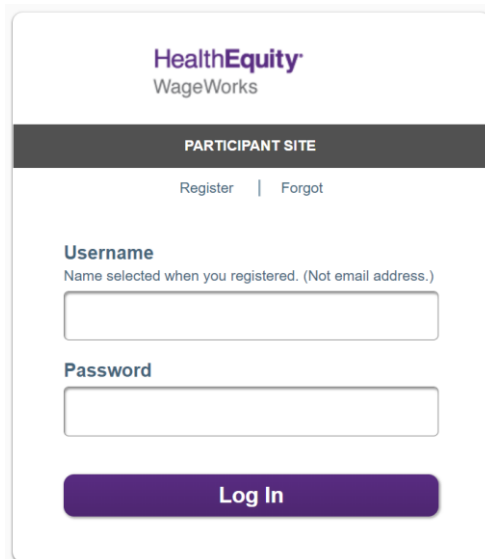


Omnicom Management Inc.



First Time CAM Login

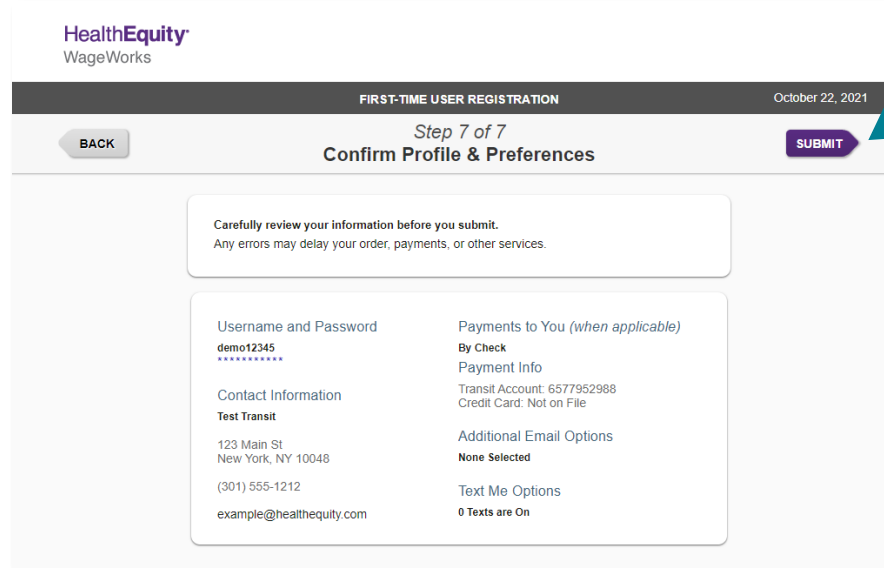
Users will then be asked to create a Username and Password after registering on the participant site:



The image shows a login form for the HealthEquity WageWorks Participant Site. At the top, the HealthEquity logo is displayed above the text 'WageWorks'. Below this is a dark grey header bar with the text 'PARTICIPANT SITE' in white. Underneath the header bar, there are two links: 'Register' and 'Forgot', separated by a vertical line. The main form area contains two input fields. The first is labeled 'Username' with a subtext 'Name selected when you registered. (Not email address.)'. The second is labeled 'Password'. At the bottom of the form is a large purple button with the text 'Log In' in white.

Registration Confirmation

Upon completion of 7 simple steps, users can confirm their profile and settings before moving on to place their CAM card orders:



HealthEquity
WageWorks

FIRST-TIME USER REGISTRATION October 22, 2021

[BACK](#) Step 7 of 7 [SUBMIT](#)

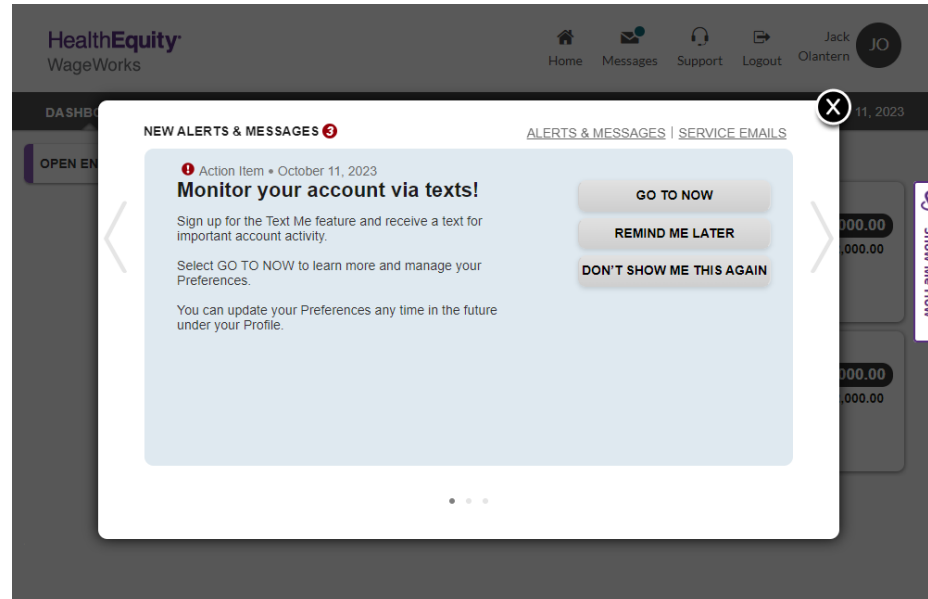
Confirm Profile & Preferences

Carefully review your information before you submit.
Any errors may delay your order, payments, or other services.

Username and Password demo12345 *****	Payments to You (when applicable) By Check Payment Info Transit Account: 6577952988 Credit Card: Not on File
Contact Information Test Transit 123 Main St New York, NY 10048 (301) 555-1212 example@healthequity.com	Additional Email Options None Selected Text Me Options 0 Texts are On

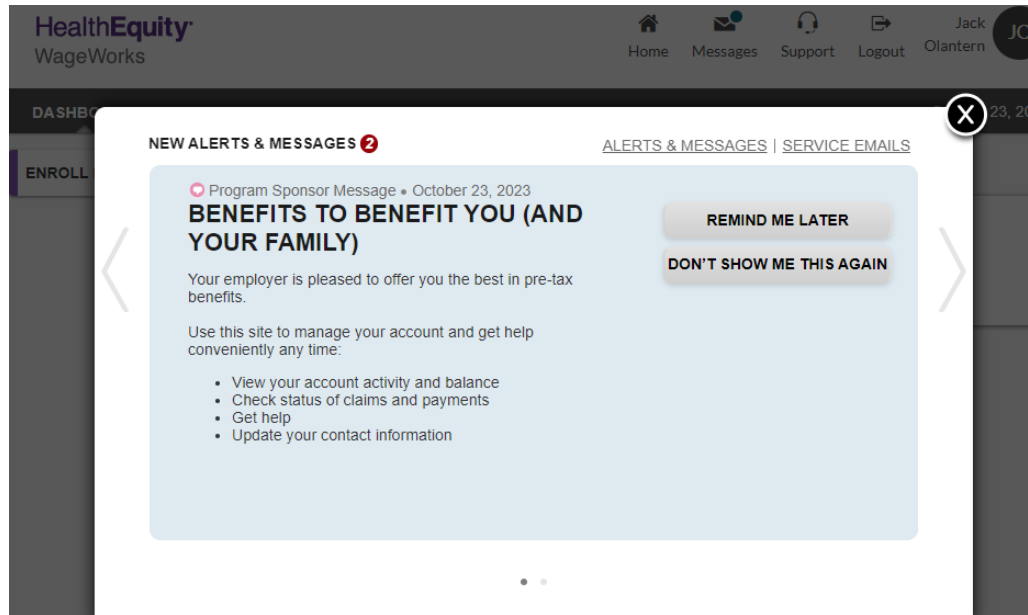
Initial Alert Page

When employees access the system for the first time, they will encounter a pop-up that allows them to manage their communication preferences as illustrated below:



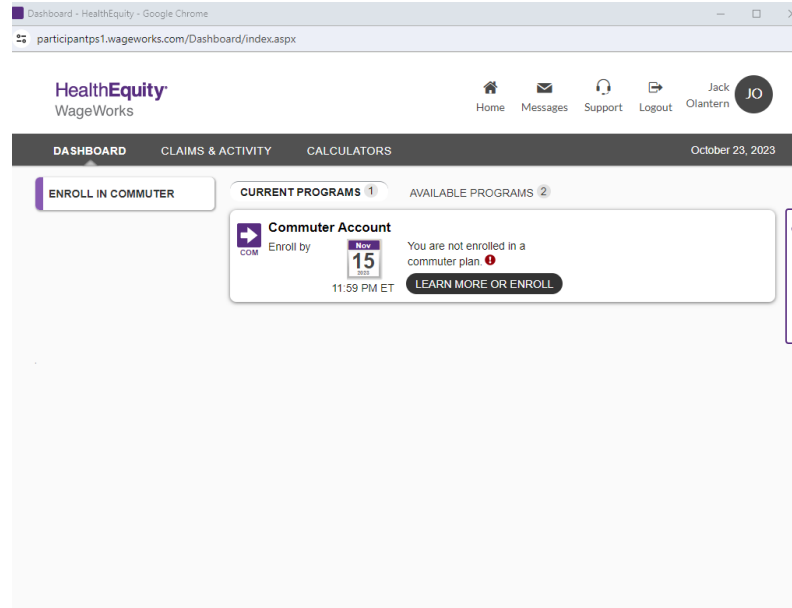
New Alerts & Messages

Other relevant messages will appear before the dashboard becomes visible:



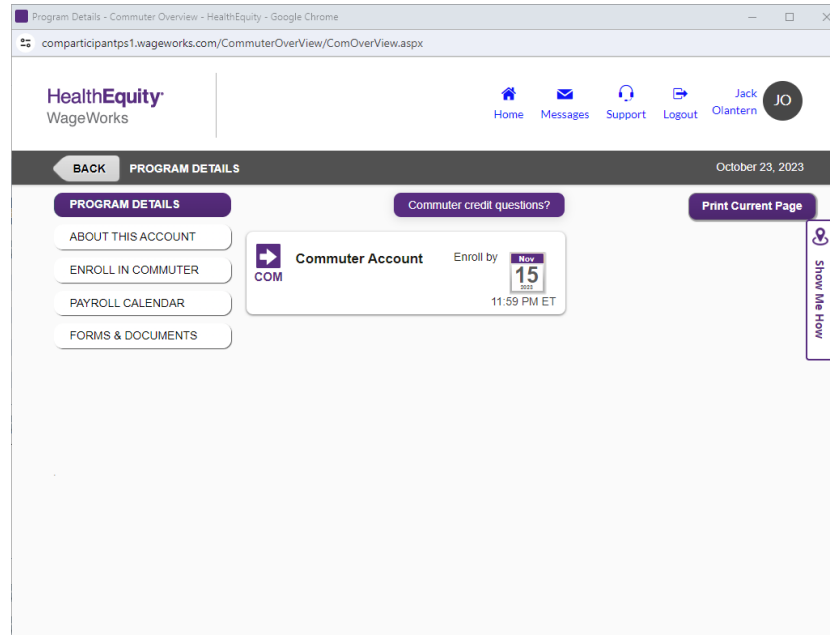
Member Dashboard

The Member Dashboard will display the ability to fund commuter cards by selecting “Enroll in Commuter”:



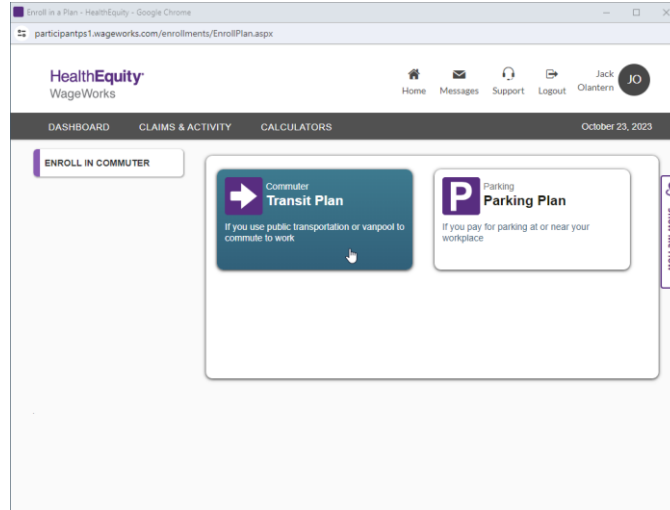
Enrollment Dashboard

Next, enrollees will automatically be sent to the dashboard that displays their available benefits as shown below:



Commuter Enrollment

Members then select which plan they want to enroll in and set their monthly election. They will be asked to select a provider and their plan type:



Election Page

The monthly transit election page displays the following:

- External website of transit provider to help calculate monthly expenses
- Election Summary Information
- Pay date, deduction information, account balance, and first-order deadline

ENROLL IN A TRANSIT PLAN

1 2 3 4 5

BACK Select Monthly Amount NEXT

Monthly Election \$ Please enter a Monthly Election Amount.

We recommend that you pick an amount that will cover your usual monthly transit expenses

Your first contribution is scheduled for your **November 2** paycheck.

Election Summary

Below is a calculation of your election details based on your monthly election.

	Pre-Tax	Post Tax
Monthly Election Amount	\$0.00	0.00
Estimated Payroll Deduction	\$0.00	0.00
Estimated Annual Savings*	\$0.00 - \$0.00	

Contributions Calendar

Funds will be placed in your account on your pay date and available for use. You will need to have enough funding in your account to pay for your order by the ordering deadline for that order cycle. Below is a projection of your account balances and the upcoming order deadline based on your election.

Date	Event	Deduction	Account Balance
Nov 2	Pay Date	\$0.00	\$0.00
Nov 16	Pay Date	\$0.00	\$0.00
Dec 10	Next Order Deadline*		\$0.00

Commuter Enrollment

Once the Member has completed the monthly transit election, the Member will click next and confirm the enrollment:

- Place the order
- Click “Submit” to return to the dashboard

Note: enrolling in the parking card is similar to transit enrollment

Manage Account – About this Account

There is additional information available in the system for members wanting to know more about how their commuter card works:

BACK ABOUT THIS ACCOUNT March 29, 2022

PROGRAM DETAILS TRANSIT CARD PLAN PARKING

ABOUT THIS ACCOUNT
PLACE COMMUTER ORDER
CHANGE ENROLLMENT
ADD FUNDS TO ACCOUNT
ACCOUNT STATEMENT
COMMUTER CARD ACTIVITY

About the Commuter Card COM

About the Commuter Card

The Commuter Card works just like a credit card and can be used to pay for your commuting costs at [select transit providers in your area](#). Funds will be loaded to your card on your pay date as long as you are enrolled for this option.

HealthEquity
Commuter card
4000 1234 5678 9010
12/25 Debit
JOHN R. SMITH VISA

How does the Commuter Card work? The Commuter Card is a stored valued card that works like a credit card at transit agency ticket vending machines and ticket windows. When using the Commuter Card at an agency ticket vending machine that accepts both credit and debit cards, be sure to choose "Credit". If you choose "Debit", you will be prompted for a PIN and the Commuter Card does not require a PIN.

Is the Commuter Card a Credit Card? The Commuter Card is a Visa® stored value card, which works just like a credit card at transit locations. There is no line of credit available, and your personal credit is unaffected by use of the card – only the funds you elect to put on the card are available for use.

What happens to the balance on your card? Any unused balance will remain on your card for future use while you are still employed with your current employer.

What happens to your card if you separate from your employer? You have 90 days from your separation date to spend any remaining balances on your Transit card. You should manage your Commuter Card balance and avoid building up excessive balances that would be difficult to utilize in the 90-day period [More Commuter Card Questions?](#)

BACK ABOUT THIS ACCOUNT March 29, 2022

PROGRAM DETAILS PARKING CARD PLAN

ABOUT THIS ACCOUNT
CHANGE ENROLLMENT
ADD FUNDS TO ACCOUNT
ACCOUNT STATEMENT
COMMUTER CARD ACTIVITY

About the Commuter Card COM

About The Commuter Card

The Commuter Card works just like a credit card and can be used to pay for your commuting costs at select providers in your area. Funds will be loaded to your card on your pay date as long as you are enrolled for this option.

How does the Commuter Card work? The Commuter Card is a stored value card that works like a credit card at parking operators who accept credit cards and some online parking vendor sites. When using the Commuter Card, choose "Credit" if prompted for debit or credit option". You can confirm your card balance by logging into your account or calling.

If you would like to add an optional personal identification number (PIN), please call Customer Service. You can then use your card as you would a debit card at participating merchants, by selecting the "Debit" payment option and entering the PIN. The PIN cannot be used to give cash access at ATMs or cash back at Merchants.

Is the Commuter Card a Credit Card? No. The Commuter Card is a stored value card which works like a credit card at valid merchants. There is no line of credit available, and your personal credit is unaffected by the use of the card - only the funds you elect to put on the card are available for use.

What happens to the balance on your card? Any unused balance will remain on your card for future use while you are still employed with your current employer.

What happens to your card if you separate from your employer? After your separation date you will no longer have access to the balance on your card. Pretax parking deductions must be used for work-related expenses and you can no longer have work-related expenses after your separation date.

Per IRS regulations, pretax funds cannot be refunded to you if you terminate. You will forfeit (lose) all unused pretax funds and they will be returned to your employer. All unused post-tax funds will be refunded directly to you shortly after your separation date is reported.

[More Commuter Card Questions?](#)

HealthEquity®