



# ACCESSING YOUR COMMUTER BENEFIT PLAN ACCOUNT

On November 15, 2022, the County's Commuter Benefit Plan (CBP) transitioned to a new administrator. Review these important details and instructions to enroll and manage your CBP account.

## ENROLLING IN THE CBP

Follow the instructions on the next page to enroll in or make changes to your CBP elections. Enrollments or changes made by 8:59 p.m. PT on the 10th of each month will be effective the following month. For example, enrollments made by 8:59 p.m. PT on February 10, 2023, will be available for use on March 1, 2023. Beginning April 3, 2023, access the new, permanent CBP website at [mylacountybenefits.com](https://mylacountybenefits.com) by following the directions outlined on the following page.

## REMINDER ABOUT COVERED COMMUTER EXPENSES

Under the new administrator, the covered commuting expenses will not change and will continue to include eligible work-related bus/rail passes, transit vouchers, Metrolink passes, Transit Access Pass cards (TAP cards), vanpool fees, and parking.



## IMPORTANT CBP DEADLINES

- **April 3, 2023:** New CBP website is live
- **10th of every month:** Deadline to enroll in, pause, or make changes to your CBP benefits for the next month

## DID YOU HAVE A BALANCE ON YOUR COMMUTER CARD OR IN YOUR PAY ME BACK ACCOUNT?

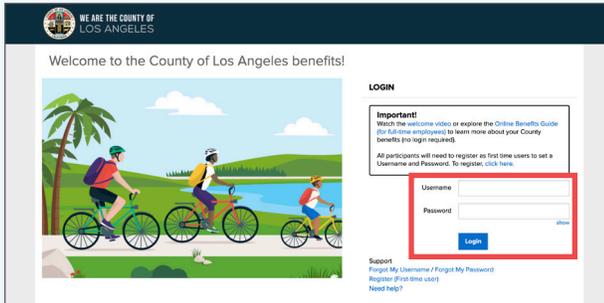
Any 2022 pre-tax balances that remain on your WageWorks Commuter Card and in your Pay Me Back parking accounts after March 31, 2023, will be processed as a credit under the new administrator and will be temporarily unavailable for a short time during this process. If you have questions about your 2022 CBP balances, contact HealthEquity at **877-924-9236**.

## QUESTIONS?

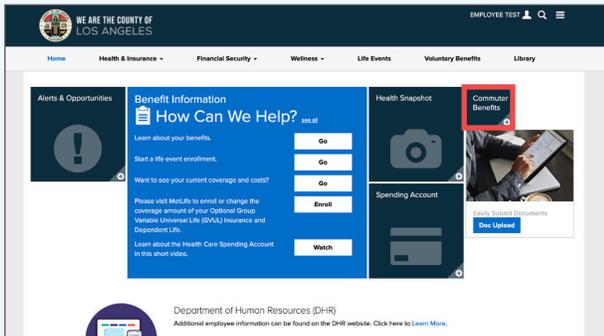
More information regarding this transition is available at [employee.hr.lacounty.gov/commuter-benefit-plan](https://employee.hr.lacounty.gov/commuter-benefit-plan). If you have questions or want to enroll, visit [mylacountybenefits.com](https://mylacountybenefits.com) or call **866-225-0067**, 7 a.m. to 7 p.m., Monday – Friday.

# HOW TO ENROLL OR MAKE CHANGES

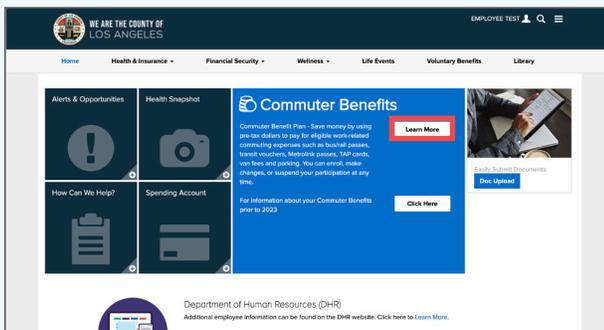
1. Log in to [mylacountybenefits.com](https://mylacountybenefits.com). The first time you access the new website, click “Register (First-time user)” and follow the instructions. If you’re already registered, enter your username and password.



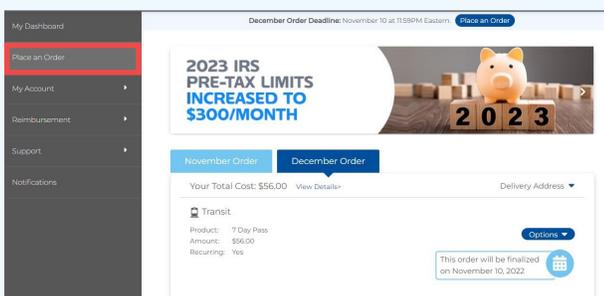
2. Click the Commuter Benefits tile on the landing page.



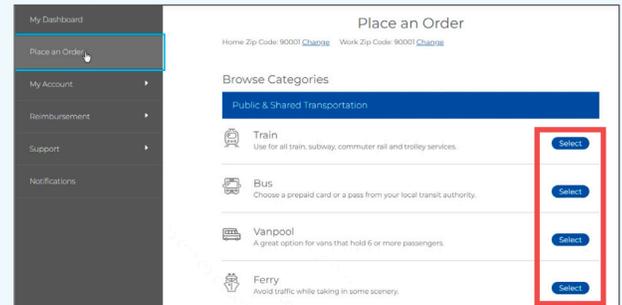
3. Click the Learn More button on the Commuter Benefits tile.



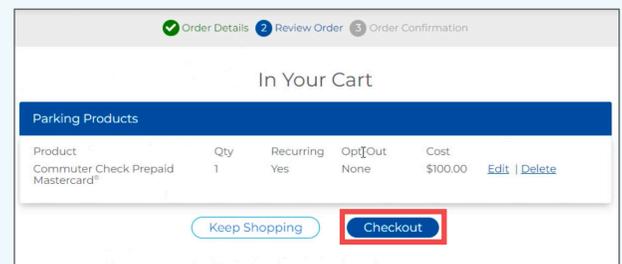
4. To place an order, select “Place an Order” from the left menu.



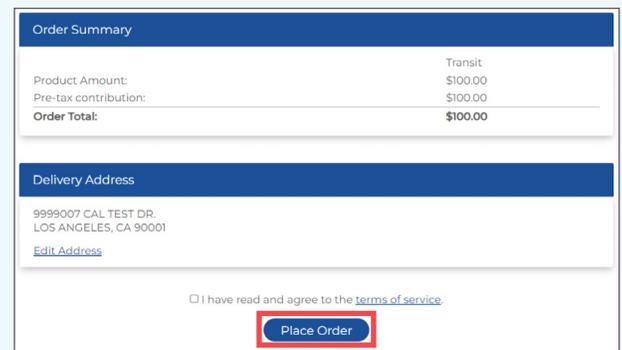
5. You can change the ZIP code and browse transportation and parking categories in your area. Select your preferred transportation and/or parking categories. Follow the prompts and enter the required information. You can set your order to repeat every month and select months you don’t need the order.



6. When ready, review your order and click “Checkout.”



7. When done, click “Place Order.”



8. You will see “Your order is complete” after you’ve placed an order. From here, you can return to your dashboard.

