



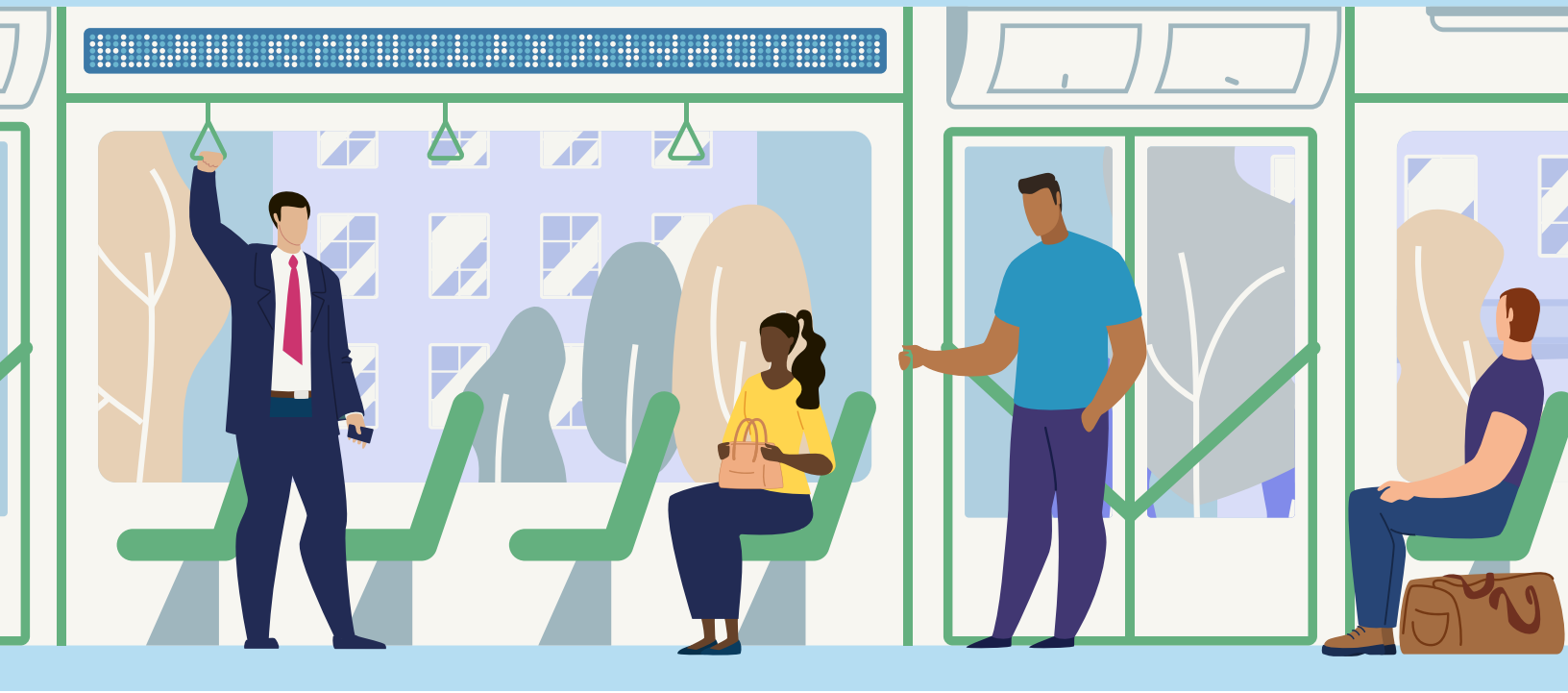
# WELCOME TO THE COMMUTER BENEFIT PLAN

As a participant in the County's Commuter Benefit Plan (CBP), you save money by using pre-tax dollars to pay work-related commuting expenses such as: bus/rail passes, transit vouchers, Metrolink passes, Transit Access Pass cards (TAP cards), vanpool fees, and parking. You can order an Edenred Benefits Prepaid Mastercard to pay eligible transit and parking expenses. The CBP also offers automatic payment and delivery features for these purchases.

## HOW THE CBP WORKS

- Visit [mylacountybenefits.com](https://mylacountybenefits.com), then click the link in the Commuter Benefits tile
- Choose the CBP product(s) and the amount you want to have deducted from your paycheck, up to the IRS allowable pre-tax monthly limit<sup>1</sup>
- Your CBP product will be mailed to your address or loaded electronically to your commuter pass or card
- Your parking can be paid directly to the provider, or you can submit claims for parking reimbursement using CBP funds
- Any enrollments or election changes made by 8:59 p.m. PT on the 10th of each month will be effective on the first day of the following month
- The payroll deduction will appear on the second paycheck of the same month in which you place a CBP order by the 10th of the month deadline (for example, for an order placed by January 10, the payroll deduction will be reflected on the second paycheck in January, and you'll receive that order by February 1)
- You can adjust the amount of your election, the frequency of your purchases, or set your account to automatically place the same order each month when enrolling so that the same amount is deducted from your paycheck each month

<sup>1</sup> The IRS periodically adjusts the pre-tax limit; click the link in the Commuter Benefits tile on [mylacountybenefits.com](https://mylacountybenefits.com) to find out what this year's limit is. The limit applies separately to transit and parking; expenses over the pre-tax limit for transit or parking will be deducted from your paycheck after-tax.



## PICK YOUR CBP PRODUCT

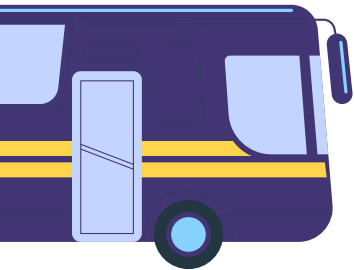
When you enroll, choose from the following products:

- **Edenred Benefits Prepaid Mastercard** – Use this pre-paid debit card to pay transit or parking expenses<sup>1</sup>
- **Transit Access Pass (TAP) Cards** – Have funds automatically applied to your TAP card
- **Monthly Transit Pass home delivery** – Get your monthly pass delivered to your home or automatically reloaded
- **Commuter check vouchers** – Available for transit or parking and redeemable at participating transit and parking authorities
- **Direct pay parking orders** – Use your monthly CBP benefit to pay your parking provider directly
- **Parking cash reimbursement** – When you pay directly for parking, you can file claims<sup>2</sup> to be reimbursed for qualifying expenses
- **Vanpools** – These are covered if they meet the following criteria:
  - The vanpool must qualify as a “commuter highway vehicle”
  - It must be a leased vanpool, owned and operated by a public transit authority or private business
  - Personal employee group carpools do not qualify
  - The van must seat at least six adults excluding the driver, and
  - At least 80% of the vehicle must be dedicated to transporting employees between their homes and workplaces, with County employees occupying at least half of the vehicle’s seats, not including the driver’s seat

The CBP doesn’t cover ridesharing (Uber and Lyft).

<sup>1</sup> The Edenred Benefits Prepaid Mastercard complies with IRS regulations and can only be used at locations where the merchant exclusively provides fare media (e.g., tokens, passes, or cards) or qualified parking services.

<sup>2</sup> Claims must be filed within 180 days of the date of the parking expense.



# ENROLL AND MAKE CHANGES

CBP benefit enrollments are managed and accepted online on a monthly basis. To enroll and make changes to your account:

1. Log in to [mylacountybenefits.com](https://mylacountybenefits.com).
2. Click the link in the Commuter Benefits tile.
3. Select “Place an Order” from the left menu. You can change your ZIP code and browse transportation and parking categories in your area.
4. 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.
5. When ready, review your order and click “Checkout.” When done, click “Place Order.”
6. You’ll see “Your order is complete” after you’ve placed an order. From here, you can return to your dashboard.

**Important:** The system doesn’t prevent you from ordering amounts above the pre-tax limit. Any amount above the monthly pre-tax IRS limit will be deducted from your paycheck after-tax.



## HELPFUL CBP TIPS

- You can enroll, make changes, pause, or cancel your participation in the CBP anytime during the year
- If you use multiple forms of transportation, you can select multiple CBP products to cover different commuting expenses – simply follow the instructions under “Enroll and Make Changes” to select a product and place an order, then repeat for subsequent products
- If you consistently select the same transit products, you can set your order to repeat every month and select months you don’t need the order (for example, because of vacation or a leave of absence)
- Using the Edenred Benefits Prepaid Mastercard can give you the flexibility to make occasional transit or commuter rail purchases if you don’t need a monthly pass
- When submitting claims for parking expenses, you have 180 days from the date of the incurred expense to submit your reimbursement claim
- Pre-tax CBP contributions cannot be refunded per IRS regulations, so plan carefully





**County of Los Angeles**  
**Department of Human Resources**  
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## GET THE MOST OUT OF YOUR COMMUTER BENEFIT PLAN

Open immediately – important details  
about managing your CBP benefits inside

## IMPORTANT DEADLINES



### 10TH OF EVERY MONTH

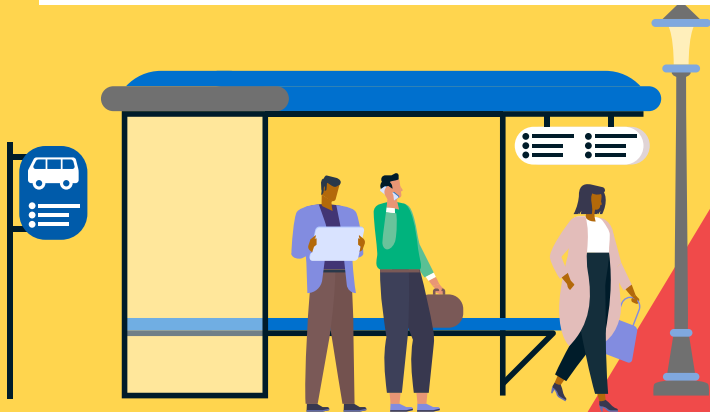
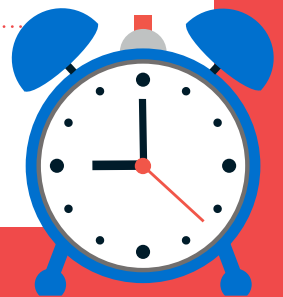
Deadline to enroll in, pause, or make changes to your CBP benefits for the next month.

If you set your order to repeat each month by the 10th of the month, your CBP benefits will begin the first of the next month and continue each month until you change your election.



### FIRST OF EVERY MONTH

CBP benefits are available if you enroll by the 10th of the previous month.



### QUESTIONS?

If you have questions, visit  
[mylacountybenefits.com](https://mylacountybenefits.com) or  
call **866-225-0067**, 7 a.m. to 7 p.m.,  
Monday – Friday.