

## Action 5.3 Encourage Smart Commuting

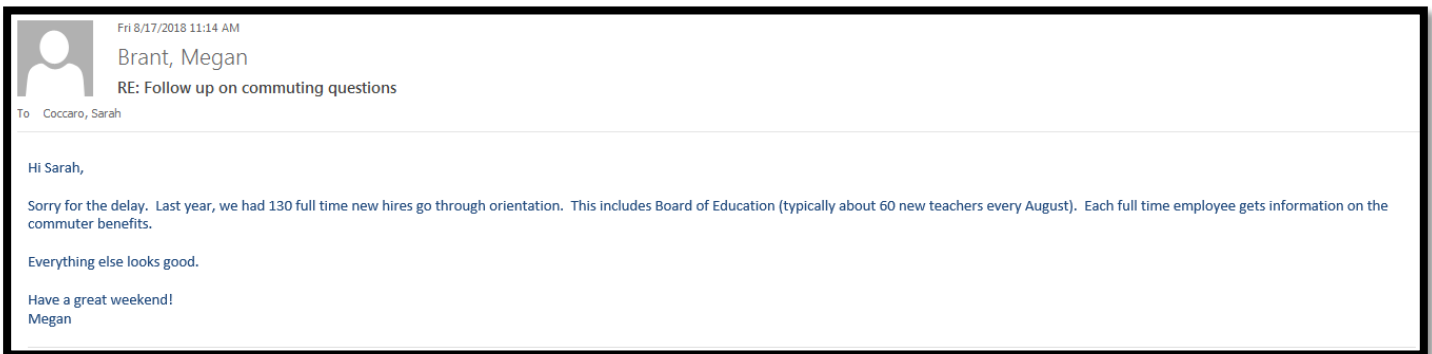
What to do: Achieving silver or gold status as a Partner in the CTrides program satisfies the requirements of this Action. Alternatively, provide at least six incentives or amenities from this checklist to encourage municipal employees to engage in alternative commuting strategies. (10 points)

**Submit:** Documentation of silver or gold status as Partner in the CTrides program, or submit this checklist of steps taken; and annual data on the percentage of municipal employees impacted/affected by/participating in each strategy.

### Checklist:

Provide at least six incentives or amenities from this checklist to encourage municipal employees to engage in alternative commuting strategies.

- ✓ **Designate an on-site point of contact for employee commute inquiries.**
  - The on-site point of contact is Megan Brant, Benefits Administrator in Human Resources. Her contact is [megan.brant@greenwichct.org](mailto:megan.brant@greenwichct.org) or (203) 622-2292.
- ✓ **Make alternative commute information available electronically, in new-hire packets and in other disseminated materials.**
  - All new hires are given information regarding the commuter transit program through WageWorks. See attached PDF.



- ☐ ~~Host three or more commuter events per year, at which you distribute information on commuter culture and CT Rides.~~
- ☐ ~~Develop or update a municipal staff commuter plan.~~
- ☐ ~~Offer a formal flextime program, which may include a formal compressed work week policy or staggered workday.~~
- ☐ ~~Implement or formalize a telecommuting program.~~
- ☐ ~~Host at least one vanpool or carpool formation meeting.~~
- ☐ ~~Offer free or preferred parking for those who vanpool or carpool.~~
- ✓ **Provide municipal vehicles for offsite meetings and deliveries to employees who do not commute by personal vehicle.**
  - The Fleet Department is an Automotive Service Excellence (ASE) Certified Blue Seal Facility responsible for providing quality and professional Fleet Management to Town departments. The Fleet Department operates the Vehicle Maintenance Center,

where the Town's fleet of vehicles are maintained and repaired. The following Town departments are serviced: Board of Education, Fire, General Government, Health, Human Services, Library, Nathaniel Witherell, Parks and Recreation, Police, Public Works, and Land Use.

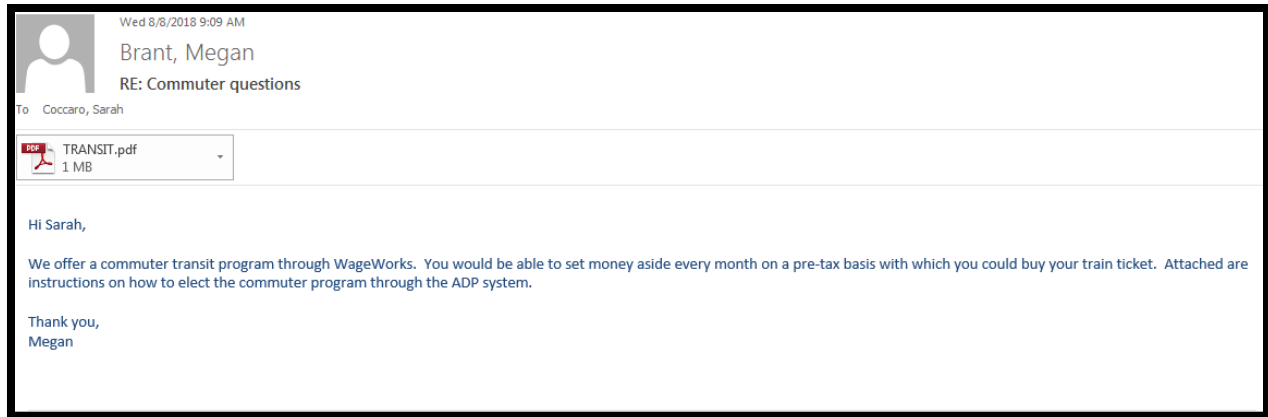
- <https://www.greenwichct.gov/573/Fleet>

✓ **Provide a designated bicycle parking area.**



*Photos of the bike racks offered at Town Hall*

- ☐ ~~Provide employees access to basic bicycle maintenance tools.~~
- ☐ ~~Offer municipally provided rewards for employees who commute by alternatives to a personal vehicle.~~
- ✓ **Provide pretax payroll deductions for employee commuting costs (vanpool, transit and/or bicycle commuters).**



- ✓ **Sell transit passes on site.**
  - Town employees can visit the Human Resources office in the Town Hall to apply in person for the WageWorks program.
- ☐ ~~Provide on-site showers, or partner with local gyms, YMCAs, or other groups to provide off-site showers.~~
- ☐ ~~Supplement parking by partnering with local organizations to create private park-and-rides.~~
- ☐ ~~Provide a bicycle fleet for employee use or to rent.~~
- ✓ **Provide an employer-subsidized shuttle, preferably running from a park-and-ride or mass transit stops.**
  - Employees who use mass transit can take advantage of bus shuttles to employment sites around Greenwich's central business district using the Central Loop Shuttle.
  - <https://www.norwalktransit.com/greenwich/>

**From:** Arnemann, Jessica

**Sent:** Friday, September 01, 2017 11:00 AM

**To:** TownGovernmentOnlyList <[TownGovernmentOnlyList@greenwichct.org](mailto:TownGovernmentOnlyList@greenwichct.org)>; LibraryAllList <[LibraryAllList@greenwichct.org](mailto:LibraryAllList@greenwichct.org)>

**Subject:** Commuting Survey -Human Resources Department

Hello,

The Human Resources Department would like to invite you to participate in a voluntary survey in order to gather information regarding the commuting needs of all Town of Greenwich Employees. Please click on the link below to take you to the survey.

Supervisors, if your employees do not have access to email please provide them with a copy of the attached PDF Survey and return completed surveys to the Human Resources Department at Town Hall. If you have any questions please contact me.

<https://www.surveymonkey.com/r/ZC6L7DK>

We appreciate you taking the time to fill out this brief survey.

Respectfully,

**Jessica Arnemann**

**Human Resources Analyst**

**Town of Greenwich**

**101 Field Point Road**

**Greenwich, CT 06830**

**Phone: 203-618-3069 / Fax: 203-622-3756/ [jarnemann@greenwichct.org](mailto:jarnemann@greenwichct.org)**

Attach commuter survey, results of commuter survey

## Town of Greenwich Commuting Survey

1. Do you commute to work using the train (Metro North)?
  - ☐ Yes
  - ☐ No
  
2. If you Answered yes, how frequently do you use the Train to get you to work?
  - ☐ 5 days a week
  - ☐ 4 days a week
  - ☐ 3 days a week
  - ☐ 2 days a week
  - ☐ 1 day a week
  - ☐ When Needed
  - ☐ Not Applicable
  - ☐ (Other Please Specify)
  
3. What train station do you board to take you to work?
  
  
  
  
  
4. When you first get off the train in Greenwich how do you arrive to your work location?
  - ☐ Walk
  - ☐ Carpool from Greenwich train station to your worksite
  - ☐ Bus
  - ☐ Taxi/Uber
  - ☐ Central loop Shuttle
  - ☐ Not Applicable
  - ☐ Other (Please Specify)
  
  
  
  
  
5. What facility do you work at for the Town of Greenwich?
  - ☐ Town Hall
  - ☐ Civic Center
  - ☐ Nathaniel Witherell
  - ☐ Fire Department
  - ☐ Police Department
  - ☐ Greenwich Library
  - ☐ Perrot Library
  - ☐ Board of Education
  - ☐ Other (Please Specify)
  
  
  
  
  
6. Do you have a secondary way of commuting? (Please Specify)

## **Commuting Results**

Total # of Participants that participated in the surveys

574

### **#1 Do you commute to work using the train (MetroNorth) ?**

	<b><u>Answered</u></b>	<b><u>Percentage</u></b>
Yes	84	15%
No	489	85%
<b>Total Responses</b>	<b>573</b>	<b>100%</b>
<b>Skipped</b>	<b>1</b>	

### **#2 If you answered yes, How frequently do you use the train to get you work ?**

	<b><u>Answered</u></b>	<b><u>Percentage</u></b>
5 days a week	28	13%
4 days a week	5	2%
3 days a week	2	1%
2 days a week	10	5%
1 day a week	5	2%
When needed	23	11%
Not applicable	122	58%
Other	17	8%
<b>Total Responses</b>	<b>212</b>	<b>100%</b>
<b>Skipped</b>	<b>362</b>	

### **#3 What Train Station Do you Board to take you to work**

	<b><u>Answered</u></b>	<b><u>Percentage</u></b>
125th St. Harlem	3	3%
Branchville	1	1%
Branford	1	1%
Bridgeport	6	6%
Cos Cob	2	2%
East/ South Norwalk	6	6%
Fairfield Metro	25	24%
Grand Central	4	4%
Larchmont	2	2%
MetroNorth	2	2%
Milford	8	8%
N/A	18	17%
New Haven	4	4%
Old Greenwich	2	2%
Pelham	1	1%
Port Chester	1	1%
Rowayton	1	1%
Rye	1	1%
Southport	2	2%
Springdale	1	1%
Stamford	3	3%
Stratford	6	6%
West Haven	3	3%
Westport	3	3%
<b>Total Responses</b>	<b>106</b>	<b>100%</b>
<b>Skipped</b>	<b>468</b>	

<b>#4 When you get off the train in Greenwich how do you arrive to your work location ?</b>	<b><u>Answered</u></b>	<b><u>Percentage</u></b>
Walk	56	31%
Carpool	3	2%
Bus	1	1%
Taxi/Uber	6	3%
Central Loop Shuttle	5	3%
Not Applicable	92	52%
Other (Please Specify)	15	8%
<b>Total Responses</b>	<b>178</b>	<b>100%</b>
<b>Skipped</b>	<b>396</b>	

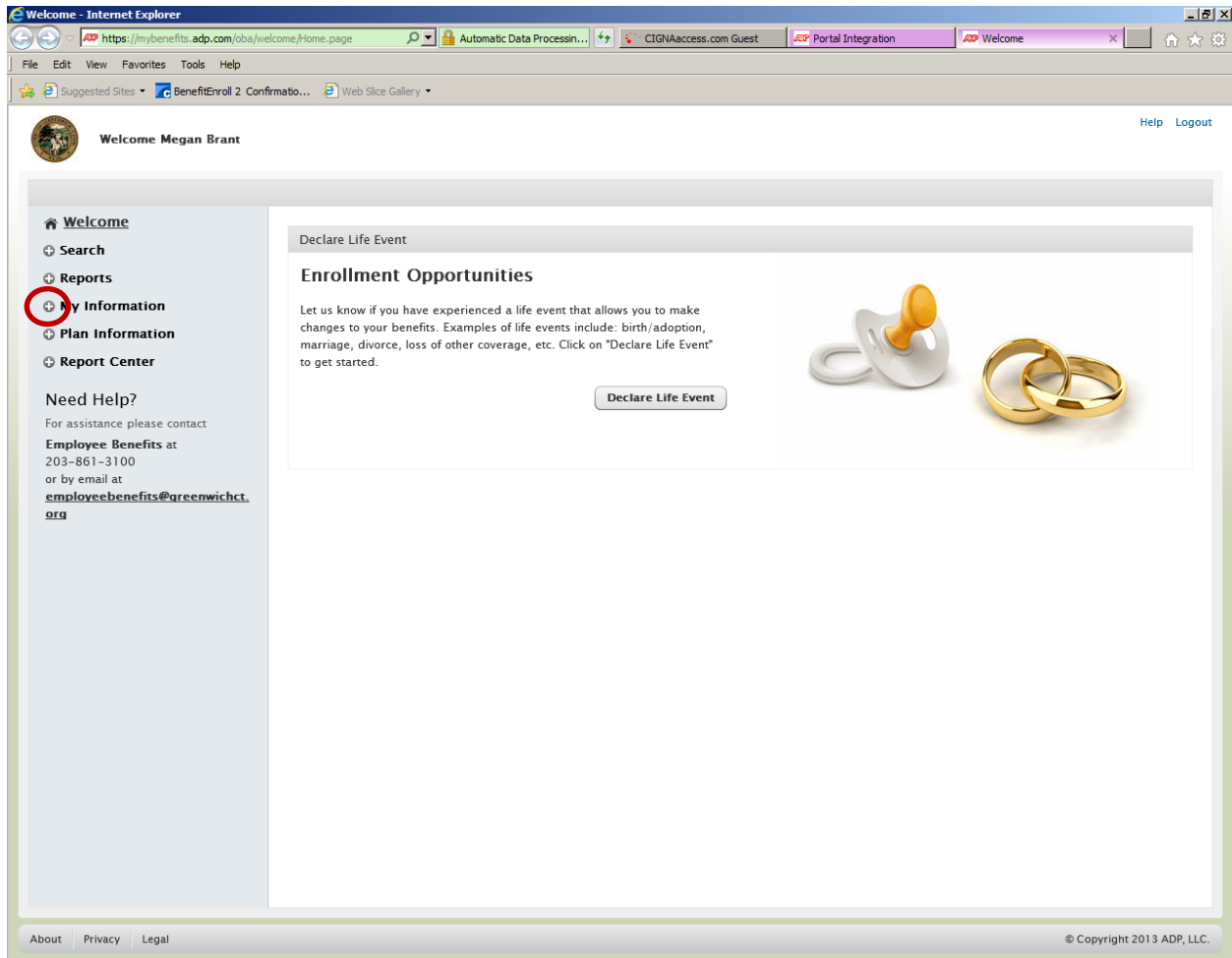
<b>#5 What Facility do you work at for the Town of Greenwich ?</b>	<b><u>Answered</u></b>	<b><u>Percentage</u></b>
Town Hall	89	20%
Civic Center	0	0
Nathaniel Witherell	10	2%
Fire Department	3	1%
Police Department	18	4%
Greenwich Library	25	6%
Perrot Library	3	1%
Board of Education	146	32%
Other (Please Specify)	160	35%
<b>Total Responses</b>	<b>454</b>	<b>100%</b>
<b>Skipped</b>	<b>120</b>	

<b>#6 Do you have a secondary way of commuting? (Please Specify)</b>	<b><u>Answered</u></b>	<b><u>Percentage</u></b>
No	42	18%
Bus	7	3%
Car	165	69%
Train	17	7%
Walk/Uber/Taxi	3	1%
Bike	1	0%
Not Applicable	5	2%
<b>Total Responses</b>	<b>240</b>	<b>100%</b>
<b>Skipped</b>	<b>334</b>	

## TRANSIT

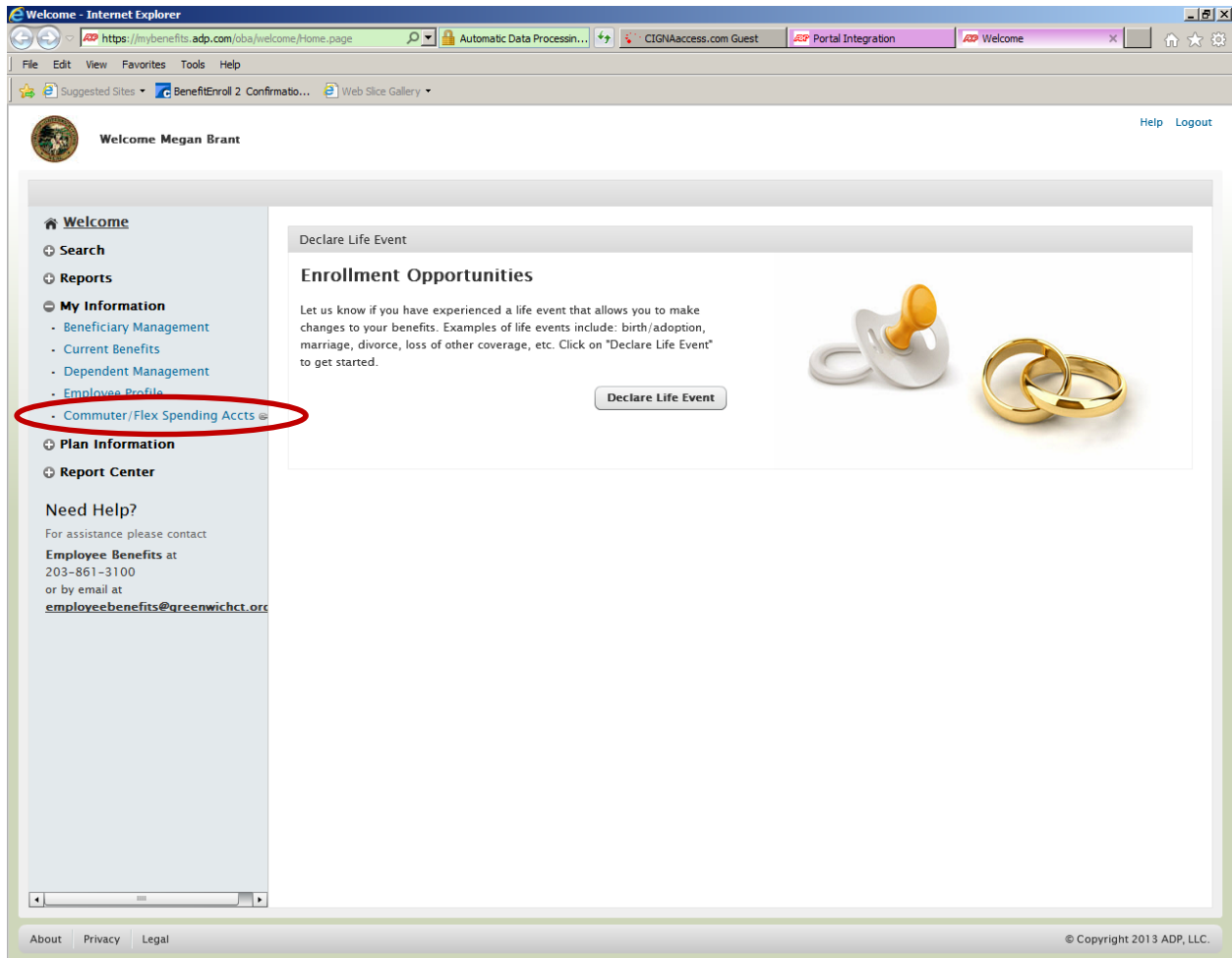
Log in to ADP self service (<https://portal.adp.com>) click on the benefits tab, click “welcome” and click on “click here to continue”.

A new page will launch, click on the plus sign next to “My Information” to expand the selection:

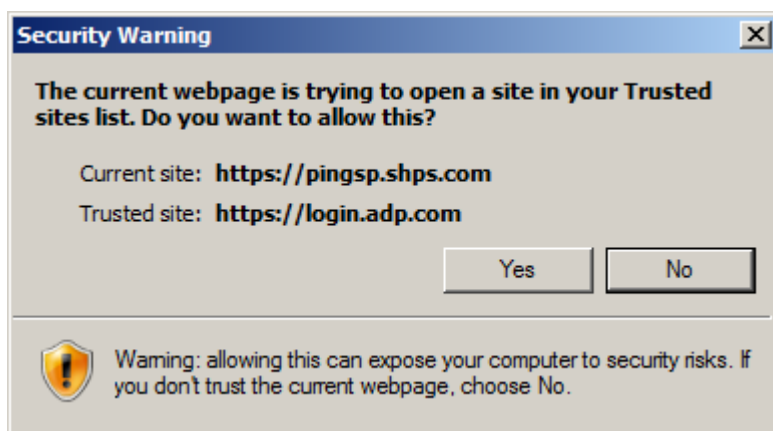




Click on “Commuter Flex Spending Accts” to launch the commuter enrollment site:



A new window will open. You may get a warning, click “Yes”, if you get the warning a second time click “Yes” again, you may have to click “Yes” a third time.



The FSA/Commuter Portal will open. Click on “Enrollment”

The screenshot shows the ADP Spending Accounts portal. The left sidebar contains a navigation menu with the following items: Home, MY ACCOUNT (expanded), Account Summary, Submit a claim, Search, Card Services, Document and Forms, Direct Deposit, Closed Accounts, **ENROLLMENT** (circled in red), and HELP. The main content area displays the 'Account Summary' for user MB Mogan B. It includes a table of account balances and a donut chart for HCFS2017.

Account Type	Balance
Health Care FSA (HCFS2016)	\$10.95
Dependent Care FSA (DCFS2016)	\$0.00
Health Care FSA (HCFS2017)	\$700.00
Dependent Care FSA (DCFS2017)	\$0.00

The donut chart for HCFS2017 shows a balance of \$700.00, represented by a small blue slice.

Click on "Commuter Enrollment"

Spending Accounts - Internet Explorer

https://login.adp.com/iams/#/

Automatic Data Processing, I... CIGNAAccess... Portal Integrat... ADP Welcome ADP Spending A... Secure Regist...

File Edit View Favorites Tools Help

Welcome to the official Tow... Web Slice Gallery Suggested Sites

ADP

Home

# Spending Accounts

MB Mogan B.


- MY ACCOUNT
- ENROLLMENT
  - Commuter Enrollment
- HELP

**FSA Store**  
THE FLEXIBLE SPENDING ACCOUNT SITE

## Account Summary

SUBMIT A CLAIM

Health Care FSA (HCFSA2016)	\$10.95
Dependent Care FSA (DCFSA2016)	\$0.00
Health Care FSA (HCFSA2017)	\$700.00
Dependent Care FSA (DCFSA2017)	\$0.00



HCFSA2017

A new page will open for the commuter enrollment. Hover over “Place an Order” and select the type of order: Transit, Vanpool or Parking

Flexcommute 3.0 - Home - Internet Explorer

https://www.flexcommute.com/WebUI3/Home.aspx

File Edit View Favorites Tools Help

Suggested Sites BenefitEnroll 2 Confirmatio... Web Slice Gallery

Benefit Month **October, 2015**

Town of Greenwich Order by **Thursday, September 10, 2015**

[Sign Out](#)

**ADP**

Home **Place An Order** My Account Commuting History Claims Help

Transit  
Vanpool  
Parking

**Your Pending Order**

You currently have no pending orders. If you'd like to place an order, hover over 'Place An Order' above and choose a benefit to start.

**Company Information**

Town of Greenwich  
Benefit Month: Oct 2015  
Last order date: 09/10/2015

[Edit](#)

**Member Information**

Delivery Information

[Edit](#)

**My Order History**

No Orders Found.

[See More](#)

The Commuter Check Prepaid MasterCard is issued by The Bancorp Bank pursuant to license by MasterCard International Incorporated. The Bancorp Bank; Member FDIC. MasterCard is a registered trademark of MasterCard International Incorporated.

Home My Account Commuting History Help Cardholder Agreement

© Copyright 2013. Min. Resolution 1024x768 pixels. Best viewed in Internet Explorer 9, Chrome and Firefox. Powered by WindCommute. All Rights Reserved.

## TRANSIT

You can either purchase your ticket through the system or order a prepaid MasterCard to purchase your ticket at the station.

### Prepaid MasterCard

Flexcommute 3.0 - Transit - Internet Explorer

https://www.flexcommute.com/WebUI3/Place-An-Order/Transit.aspx?is=y4%2fCRcTDmts6R

File Edit View Favorites Tools Help

Suggested Sites BenefitEnroll 2 Confirmation... Web Slice Gallery

Benefit Month **October, 2015**

Town of Greenwich Order by **Thursday, September 10, 2015**

[Sign Out](#)

**ADP**

Home Place An Order My Account Commuting History Claims Help

0 Product(s)

### Select a Transit Product

#### Quick Order

☒ Commuter Check Prepaid MasterCard

☐ Commuter Check Voucher

#### Search for transit provider

Transit Provider Name

OR





Zip Code

Click [here](#) to look up a Zip Code.

Please [let us know](#) if your transit provider is not listed.

To search for nearby providers that accept our products [click here](#).

#### Search Result

- ☐ **CT Transit** 
- ☐ **Peter Pan Arrow** 
- ☐ **AMTRAK** 
- ☐ **Metro North Railroad** 

**Tip:** The list of transit providers displayed on the right is based on your delivery address zip code, which is pre-populated in the zip code field. If you cannot find the provider you're looking for, you can enter the provider name in the "Transit Provider Name" field or enter in another zip code and press the "Search" button. This will refresh the list of providers.

The Commuter Check Prepaid MasterCard is issued by The Bancorp Bank pursuant to license by MasterCard International Incorporated. The Bancorp Bank; Member FDIC. MasterCard is a registered trademark of MasterCard International Incorporated.

Home My Account Commuting History Help Cardholder Agreement

© Copyright 2013. Min. Resolution 1024x768 pixels. Best viewed in Internet Explorer 9, Chrome and Firefox. Powered by WordCommute. All Rights Reserved.

Enter the amount you would like to contribute for the month, complete the remaining fields and indicate if this is a recurring purchase.

Flexcommute 3.0 - Transit - Internet Explorer

https://www.flexcommute.com/WebUI3/Place-An-Order/Transit.aspx?s=y4%2fRCrCDmtsBk

File Edit View Favorites Tools Help

Suggested Sites BenefitEnroll 2 Confirmatio... Web Slice Gallery

Benefit Month: October, 2015  
Town of Greenwich Order by: Thursday, September 10, 2015  
Sign Out

ADP Home Place An Order My Account Commuting History Claims Help

### Your Order

**Provider:** Commuter Check Prepaid MasterCard\*

**Product:** Commuter Check Prepaid MasterCard  
A reloadable prepaid card that can only be used to purchase transit fare media from qualified transit authorities where Debit MasterCard\*, Maestro\* cards, or NYCE\* cards are accepted.

**Quantity:** 1 (You are only allowed 1 item of this type per benefit month order)

**Load Amount**

**Minimum Total Amount:** 10

**Maximum Total Amount:** 1000

**Last 4 digits of your Home Phone Number:**   
Required for product activation(s). Example: 1234

**Notable Date:**   
When you call Customer Support, you will be asked for this date to verify your identity. Choose a date that is memorable to you (e.g. your birthday). For example: 12/01/1985

**Would you like to receive this order for multiple months?** Yes ☐ No ☒

Cancel Checkout

Tip: The list of transit provider you're looking for, you refresh the list of providers.

The Commuter Check Prepaid MasterCard is a registered trademark of MasterCard.

0 Product(s)

Id. If you cannot find the "Search" button. This will

Bankcorp Bank, Member FDIC.

© Copyright 2013. All Rights Reserved. 1024x768 pixels. Best viewed in Internet Explorer 9, Chrome and Firefox. Powered by WindCommute. All Rights Reserved.

If recurring, select the months for which you will be commuting via train.

Flexcommute 3.0 - Transit - Internet Explorer

https://www.flexcommute.com/WebUI3/Place-An-Order/Transit.aspx?y=y4%2fCRcTDmtsbr

File Edit View Favorites Tools Help

Suggested Sites BenefitEnroll 2 Confirmation... Web Slice Gallery

Benefit Month: October, 2015  
Town of Greenwich Order by: Thursday, September 10, 2015

Sign Out

ADP

Home Place An Order My Account Commuting History Claims Help

Quantity: 1 (You are only allowed 1 item of this type, per benefit month order)

Load Amount

Minimum Total Amount: 10  
Maximum Total Amount: 1000

Last 4 digits of your Home Phone Number:  
Required for product activation(s). Example: 1234

Notable Date:  
When you call Customer Support, you will be asked for this date to verify your identity. Choose a date that is memorable to you (e.g. your birthday). For example: 12/01/1985

Would you like to receive this order for multiple months? Yes ☒ No ☐

An order will be created for every **checked** box. Please **uncheck** a box if you do not want to receive an order for that month. Your order will continue to recur for future months not displayed in the calendar below.

If you decide to return and edit your recurring options, please uncheck any months you do not wish to receive an order for. If you wish to **STOP** your order completely, please return to the homepage and delete your shopping cart.

(Current Benefit Month)

Oct 2015 <input checked="" type="checkbox"/>	Nov 2015 <input checked="" type="checkbox"/>	Dec 2015 <input checked="" type="checkbox"/>	Jan 2016 <input checked="" type="checkbox"/>	Feb 2016 <input checked="" type="checkbox"/>	Mar 2016 <input checked="" type="checkbox"/>
Apr 2016 <input checked="" type="checkbox"/>	May 2016 <input checked="" type="checkbox"/>	Jun 2016 <input checked="" type="checkbox"/>	Jul 2016 <input checked="" type="checkbox"/>	Aug 2016 <input checked="" type="checkbox"/>	Sep 2016 <input checked="" type="checkbox"/>

Cancel Checkout

Tip: The list of transit provider you're looking for, you refresh the list of providers.

The Commuter Check Prepaid MasterCard is a registered trademark of MasterCard.

Copyright 2015. All rights reserved. ADP is a registered trademark of ADP. All other trademarks are the property of their respective owners. Flexcommute is a registered trademark of Flexcommute, Inc. All rights reserved.

Once all information is entered click on checkout

Click the box for agreement and click “Click to Complete Purchase”:

Flexcommute 3.0 - CartSummary - Internet Explorer  
https://www.flexcommute.com/WebUI3/Place-An-Order/CartSummary.aspx?s=y4%2fCR:CTE  
CIGNAaccess.com... ASP Spending Account... Flexcommute ... ASP Portal Integration

Benefit Month **October, 2015**  
Town of Greenwich Order by **Thursday, September 10, 2015** [Sign Out](#)

**ADP** Home Place An Order My Account Commuting History Claims Help

### Order Summary

Product Name	Quantity	Price	Edit/Delete
Commuter Check Prepaid MasterCard	1	\$10.00	

Order Total **\$10.00**

☐ I agree that the above transit product(s) ordered is correct, and that I certify that all orders of transit product(s) will be used by me only for the purposes of commuting to and from work at the Employer. As applicable, I authorize my Employer to deduct the amount of my order that I am responsible for paying as noted above from my paycheck up to the applicable monthly IRS pre-tax limit. I am also responsible for any remainder on a post-tax basis.

**Click to Complete Purchase**

#### Company Information

Town of Greenwich  
Benefit Month: Oct 2015  
Last order date: 09/10/2015

[Edit](#)

#### Member Information

**Delivery Information**

[Edit](#)

#### My Order History

No Orders Found.

[See More](#)

The Commuter Check Prepaid MasterCard is issued by The Bancorp Bank pursuant to license by MasterCard International Incorporated. The Bancorp Bank; Member FDIC. MasterCard is a registered trademark of MasterCard International Incorporated.

Home My Account Commuting History Help Cardholder Agreement

© Copyright 2013. Min. Resolution 1024x768 pixels. Best viewed in Internet Explorer 9, Chrome and Firefox. Powered by WordCommute. All Rights Reserved.



## Purchasing Ticket through Commuter Site

Click the radio button next to the entity on which you commute:

Flexcommute 3.0 - Transit - Internet Explorer

https://www.flexcommute.com/WebUI3/Place-An-Order/Transit.aspx

Portal Integration Welcome Spending Account... Flexcommute ...

File Edit View Favorites Tools Help

Suggested Sites BenefitEnroll 2 Confirmation... Web Slice Gallery

Benefit Month November, 2015

Town of Greenwich Order by Saturday, October 10, 2015

Sign Out

ADP

Home Place An Order My Account Commuting History Claims Help

1 Product(s), \$10.00

### Select a Transit Product

#### Quick Order

☐ Commuter Check Prepaid MasterCard

☐ Commuter Check Voucher

#### Search for transit provider

Transit Provider Name

OR

Zip Code

06896

Click [here](#) to look up a Zip Code.

Please [let us know](#) if your transit provider is not listed.

To search for nearby providers that accept our products [click here](#).

#### Search Result

☐ Peter Pan Arrow

☐ AMTRAK

☒ Metro North Railroad Monthly

☐ Commuter Check Voucher

[Peter Pan Bus Lines](#)

[MTA Metro-North Railroad](#)

[Commuter Check®](#)

**Tip:** The list of transit providers displayed on the right is based on your delivery address zip code, which is pre-populated in the zip code field. If you cannot find the provider you're looking for, you can enter the provider name in the "Transit Provider Name" field or enter in another zip code and press the "Search" button. This will refresh the list of providers.

The Commuter Check Prepaid MasterCard is issued by The Bancorp Bank pursuant to license by MasterCard International Incorporated. The Bancorp Bank; Member FDIC. MasterCard is a registered trademark of MasterCard International Incorporated.

Home My Account Commuting History Help Cardholder Agreement

© Copyright 2013. Min. Resolution 1024x768 pixels. Best viewed in Internet Explorer 9, Chrome and Firefox. Powered by WireCommute. All Rights Reserved

Click the box to select the product and click “checkout”:

Flexcommute 3.0 - TransitProductList - Internet Explorer

https://www.flexcommute.com/WebUI3/Place-An-Order/Transit/TransitProductList.aspx?ts=y

File Edit View Favorites Tools Help

Suggested Sites BenefitEnroll 2 Confirmation... Web Slice Gallery

Benefit Month **November, 2015**

Town of Greenwich Order by **Saturday, October 10, 2015**

[Sign Out](#)

**ADP**

[Home](#) [Place An Order](#) [My Account](#) [Commuting History](#) [Claims](#) [Help](#)

1 Product(s), \$10.00

**Provider Details**

Select a transit product from the list below

**Metro North Railroad Monthly**

MAIL&RIDE DIRECT PAYMENT -- Monthly pass orders for MNR are fulfilled by sending a payment amount that you choose directly to MNR to be credited towards your current Mail & Ride account. This payment amount will appear on your invoice as a payment from "WiredCommute". If you do not have a valid Mail & Ride account you will need to set up one; please see contact information below.

If you choose an amount that is less than your monthly pass cost, you will be directly responsible to pay this remaining balance to MNR to maintain a valid Mail & Ride status. Any remaining balances can be paid by you to MNR via a personal credit or debit card or personal check.

Contact MNR to manage your monthly pass options, delivery address, and balance payment options by either calling MNR direct at, (212) 532-4900, or go to the following URL: [web.mta.info/mta/maillandride.htm](http://web.mta.info/mta/maillandride.htm), and login to your account by providing your Mail & Ride Account Number and your PIN number.

**Due to ordering restrictions placed by this Transit Authority, the last day to order is the 4th of the month prior to use. For example: You need to order from this Transit Authority by March 4th for the April benefit month.**

Select Product	Product Name	Price
<input type="checkbox"/>	Metro North Railroad Monthly	

[Back](#) [Checkout](#)

The Commuter Check Prepaid MasterCard is issued by The Bancorp Bank pursuant to license by MasterCard International Incorporated. The Bancorp Bank; Member FDIC. MasterCard is a registered trademark of MasterCard International Incorporated.

[Home](#) [My Account](#) [Commuting History](#) [Help](#) [Cardholder Agreement](#)

© Copyright 2013. Min. Resolution 1024x768 pixels. Best viewed in Internet Explorer 9, Chrome and Firefox. Powered by WiredCommute. All Rights Reserved

A new window will open, populate the information required and click “checkout”. If recurring, select the months during which you will be commuting:

The screenshot shows the Flexcommute 3.0 TransitProductList web application. A modal window is open for checkout, with several fields and options highlighted by red circles and rectangles. The modal includes a 'Value To Add' field, 'Minimum Amount' (\$20.00), 'Maximum Amount' (\$130.00), and a 'Metro North Railroad Monthly Account Number' field. Below these is a 'Verify Your Delivery Address' section with fields for Address, City, State (CT), and Zip Code. A section titled 'Would you like to receive this order for multiple months?' has a 'Yes' radio button selected. Below this is a table of months from Nov 2015 to Oct 2016, all of which are checked. At the bottom of the modal are 'Cancel', 'Continue Shopping', and 'Checkout' buttons. The background shows the main application interface with a sidebar for 'Provider Details' and a main content area for 'Select a transit product'.

Flexcommute 3.0 - TransitProductList - Internet Explorer

https://www.flexcommute.com/WebUI3/Place-An-Order/Transit/TransitProductList.aspx?s=...

Benefit Month: November, 2015

Town of Greenwich Order by: Saturday, October 10, 2015

Sign Out

ADP

Provider Details

Select a transit product for

Metro North Railroad Monthly

MAIL&RIDE DIRECT PAYMENT

current Mail & Ride account. T

will need to set up one; pleas

If you choose an amount that

status. Any remaining balance

Contact MNR to manage your

following URL: [web.mta.info/r](http://web.mta.info/r)

Due to ordering restrictions

Transit Authority by March 4

Select Product

Product Name

Metro North Rail

Back

The Commuter Check Prepaid

MasterCard is a registered trad

Value To Add: \$

Minimum Amount: \$20.00

Maximum Amount: \$130.00

Metro North Railroad Monthly Account Number:

Verify Your Delivery Address

Address

City

State: CT

Zip Code

Would you like to receive this order for multiple months? Yes ☒ No ☐

An order will be created for every **checked** box. Please **uncheck** a box if you do not want to receive an order for that month. Your order will continue to recur for future months not displayed in the calendar below.

If you decide to return and edit your recurring options, please uncheck any months you do not wish to receive an order for. If you wish to **STOP** your order completely, please return to the homepage and delete your shopping cart.

(Current Benefit Month)

Nov 2015 ☒ Dec 2015 ☒ Jan 2016 ☒ Feb 2016 ☒ Mar 2016 ☒ Apr 2016 ☒

May 2016 ☒ Jun 2016 ☒ Jul 2016 ☒ Aug 2016 ☒ Sep 2016 ☒ Oct 2016 ☒

Cancel Continue Shopping Checkout

Home My Account Commuting History Help Cardholder Agreement

© Copyright 2013. Min. Resolution 1024x768 pixels. Best viewed in Internet Explorer 9, Chrome and Firefox. Powered by WiredCommute. All Rights Reserved.

Click the box to agree to the purchase and click “Click to Complete Purchase”:

Flexcommute 3.0 - CartSummary - Internet Explorer  
https://www.flexcommute.com/WebUI3/Place-An-Order/CartSummary.aspx?s=y4%2fCR:CTE  
Portal Integration Welcome Spending Account... Flexcommute ...  
Suggested Sites BenefitEnroll 2 Confirmation... Web Slice Gallery

Benefit Month **November, 2015**  
Town of Greenwich Order by **Saturday, October 10, 2015** [Sign Out](#)

**ADP** Home Place An Order My Account Commuting History Claims Help

### Order Summary

Product Name	Quantity	Price	Edit/Delete
Metro North Railroad Monthly	1	\$100.00	

Order Total **\$100.00**

☐ I agree that the above transit product(s) ordered is correct, and that I certify that all orders of transit product(s) will be used by me only for the purposes of commuting to and from work at the Employer. As applicable, I authorize my Employer to deduct the amount of my order that I am responsible for paying as noted above from my paycheck up to the applicable monthly IRS pre-tax limit. I am also responsible for any remainder on a post-tax basis.

[Continue Shopping](#) [Click to Complete Purchase](#)

#### Company Information

Town of Greenwich  
Benefit Month: Nov 2015  
Last order date: 10/10/2015

[Edit](#)

#### Member Information

**Delivery Information**

[Edit](#)

#### My Order History

No Orders Found.

[See More](#)

The Commuter Check Prepaid MasterCard is issued by The Bancorp Bank pursuant to license by MasterCard International Incorporated. The Bancorp Bank; Member FDIC. MasterCard is a registered trademark of MasterCard International Incorporated.

[Home](#) [My Account](#) [Communting History](#) [Help](#) [Cardholder Agreement](#)

© Copyright 2013. Min. Resolution 1024x768 pixels. Best viewed in Internet Explorer 9, Chrome and Firefox. Powered by WordCommute. All Rights Reserved.