



How to Use Commuter Check

Adobe's Commute Alternatives Program helps employees find alternative transportation to and from work that is convenient, affordable and sustainable.

The commute program provides all employees with a \$150/month subsidy for transit/vanpooling and transit parking, or a \$20/month subsidy for biking. Employees are eligible for one type of subsidy per month. Please keep in mind that the \$150 subsidy is for transit/vanpooling and transit parking combined. You may divide the \$150 between each of these modes however you choose.

- The commuter dollars provided by Adobe are provided free of any payroll implications and are in no way linked to your paycheck. It is provided for you to use as needed.
- The commuter dollars count toward the IRS' monthly pre-tax commuter benefits cap of \$270 for transit and \$270 for parking. Only orders that exceed Adobe's \$150 subsidy will be deducted pre-tax from your payroll, up to the respective \$270 monthly caps. Amounts exceeding the \$270 monthly caps will require payment via personal credit card.
- For example: a monthly order of \$300 will be broken down as: \$150 subsidized by Adobe, \$120 deducted pre-tax from payroll, \$30 paid via credit card.

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Getting Started

To get started with your Commuter Check account:

1. Go to www.commutercheckdirect.com to sign up for your account
2. Enter 1100 when prompted for company ID
3. Enter your First Name, Last Name, and Zip Code
4. Create a Username and Password

Once logged in, go to 'Place an Order' on the left side.

Commuter Check Edened

Customer Service 888.235.9223

My Dashboard

Place an Order

My Account

Card Management

Reimbursement

Support

Welcome to Your Commuter Benefits Dashboard

You can check your prepaid card balance via text! Please visit the [Card Management](#) section to set it up.

Last Date to Order for November 2018:
October 10, 2018

Monthly Subsidy:
Your company will help pay for your commute.
[More Details >](#)

Order History
View and manage your past orders.
[More Details >](#)

Selecting Commute Methods

Select the commute method(s) that you use most frequently and enter your home & work zip codes.

1 Your Commute 2 Choose Product 3 Check Out

How do you commute to work each day?

Let us know which of the commuting methods below you use to get to and from work.
Select all that apply.

TRAIN BUS FERRY VANPOOL BIKE PARK

Next

1 Your Commute 2 Choose Product 3 Check Out

◀ Back to commuting methods

Enter your home and work zip codes.

HOME 94103 WORK 95110

Next

Making Your Commute Choice

For Public Transit or Vanpool:

1 Your Commute 2 Choose Product 3 Check Out

Back to zip codes

Train Products

Let's take care of your order by selecting from the options below.

Search transit

Most Popular Local Transit Authorities

Results per page 5

- Commuter Check Prepaid Mastercard®
More details > Select
- Clipper E-Cash
Offered by Clipper
More details > Select
- MUNI Adult Monthly "A" Fast Pass - \$94.00
Offered by Clipper Select

Choose to receive a Commuter Check MasterCard that can be used towards all public transit / vanpool / uberPOOL / Lyft Shared (**recommended if using for multiple modes*), select to have the funds applied directly to your transit card (e.g. Clipper), or add a monthly pass to your transit card.

1 Your Commute 2 Choose Product 3 Check Out

Your Order Details

Product: Commuter Check Prepaid Mastercard®

Monthly transit expense ?

150

Create a 4-digit activation code: ?

1234

Date of Birth ?

12/01/2018

Automatically place this order each month?

Yes No

Are there any months you do not need this order?

Yes No

Next

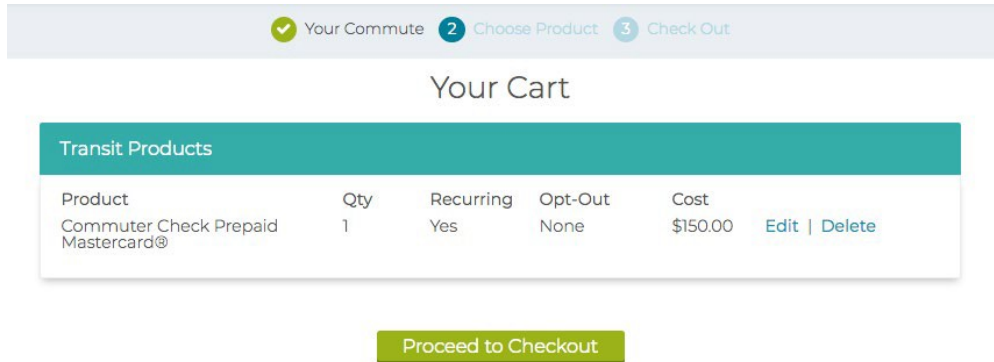
Selecting the Amount

The first \$150 of your order is completely subsidized by Adobe. To take advantage of the full subsidy amount only, enter 150 under the monthly transit expense. Any amount between \$150 and up to \$270 (the monthly transit and vanpool pre-tax cap set by the IRS) will be automatically deducted pre-tax from your paycheck. Any amount greater than \$270 will require payment via credit card.

For example, a monthly transit order of \$300 will be broken down as: \$150 subsidized by Adobe, \$120 deducted pre-tax from payroll, and \$30 paid via credit card.

Placing Your Order

Your order is ready to check out! Once checked out, this will appear as a pending order on your dashboard until the 10th of the month. You may edit or delete your order while it is pending. All orders for a given month must be placed by the 10th of the prior month to be processed in time for the first of the following month.



Progress bar: 1 Your Commute (checked), 2 Choose Product, 3 Check Out

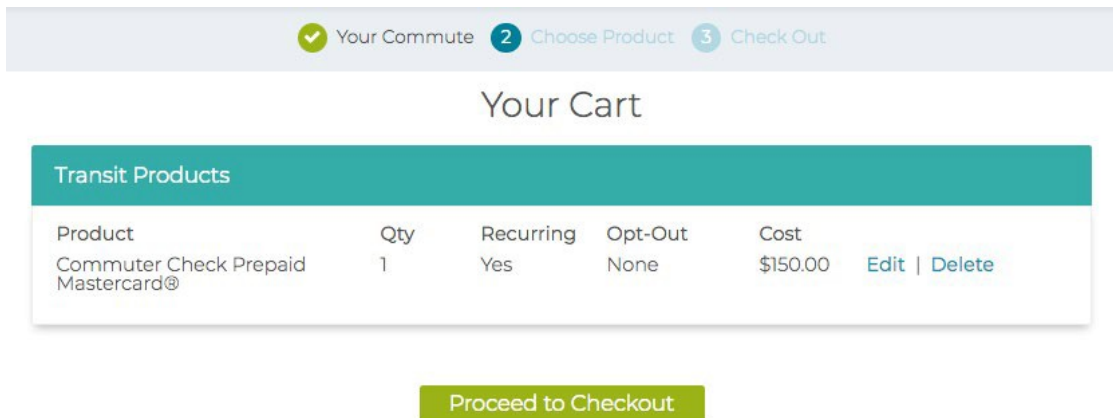
Your Cart

Transit Products					
Product	Qty	Recurring	Opt-Out	Cost	
Commuter Check Prepaid Mastercard®	1	Yes	None	\$150.00	Edit Delete

[Proceed to Checkout](#)

For Transit Parking:

**If you are ordering parking in addition to transit/vanpool, select the parking icon below your transit product order before proceeding to checkout.*



Progress bar: 1 Your Commute (checked), 2 Choose Product, 3 Check Out

Your Cart

Transit Products					
Product	Qty	Recurring	Opt-Out	Cost	
Commuter Check Prepaid Mastercard®	1	Yes	None	\$150.00	Edit Delete

[Proceed to Checkout](#)

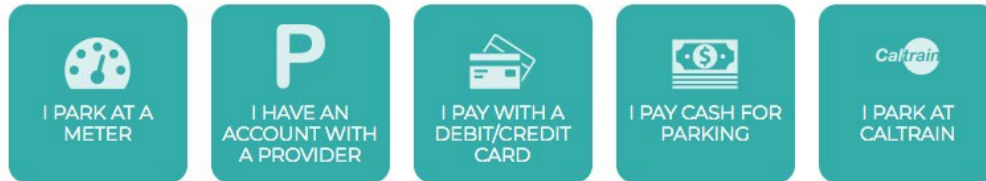
Or continue ordering from the products below.



To get started with your transit parking order, select your preferred method of parking and payment. Then follow the prompts to order your desired payment option.

◀ Back to zip codes


Tell us about your parking habits.



If ordering the Commuter Check Prepaid MasterCard option:

◀ Back to parking habits

Here are your best options.

 **Commuter Check Prepaid Mastercard®** Select
A reloadable prepaid card that can only be used for qualified parking expenses where Debit Mastercard®, Maestro® cards and NYCE® cards are accepted.
[More details >](#)

Your Order Details

Monthly parking expense ⓘ

Create a 4-digit activation code: ⓘ

Date of Birth ⓘ

Automatically place this order each month?
 Yes No

Are there any months you do not need this order?
 Yes No

Next

The first \$150 of your order is completely subsidized by Adobe. To take advantage of the full subsidy amount only, enter '150' under the monthly parking expense. Any amount between \$150 and up to \$270 (the monthly parking pre-tax cap set by the IRS) will be automatically deducted pre-tax from your paycheck. Any amount greater than \$270 will require payment via credit card.

*Please keep in mind that if you have already placed a transit order, the \$150 subsidy counts towards that order first. Any leftover amount from the subsidy will go towards transit parking next. The IRS allows up to \$270 a month in pre-tax salary to be used for transit/vanpool and \$270 a month in pre-tax for transit parking. That combines to a total of \$540 in pre-tax funds that can be used for both transit/vanpool and transit parking. Adobe only

subsidizes the first \$150 of these pre-tax funds.

For example, a monthly transit parking order of \$300 will be broken down as: \$150 subsidized by Adobe, \$120 deducted pre-tax from payroll, and \$30 paid via credit card.

*If a monthly transit/vanpool order of \$150 has already been placed, and a monthly transit parking order of \$300 is placed, the breakdown will be: \$150 for transit/vanpool subsidized by Adobe, \$270 for transit parking deducted pre-tax from payroll, and \$30 paid via credit card

Please visit benefits.adobe.com for more information, or contact commute@adobe.com for any assistance with the Commuter Check program.