

# HOW TO FUND YOUR BART EZ-RIDER PARKING ACCOUNT WITH PRE-TAX COMMUTER BENEFIT

## Step 1:

Log in to your account at Commuter Check Direct (<http://www.commutercheckdirect.com>).

## Step 2:

Click on **Parking Order** (Note: *Parking* and not *Transit*) and select **Purchase a Commuter Check Card Prepaid MasterCard® for Parking**.

*Due to IRS rule, you cannot use a **Transit Commuter Check Card Prepaid MasterCard** to fund your parking and vice versa.*

## Step 3:

Enter the value to be loaded onto the **MasterCard** to fund your BART parking:

- **\$40** (for \$1 daily parking fee) if you already have an existing BART EZ-Rider account or
- **\$42** (for \$1 daily parking fee) if you do not have an EZ-Rider account yet. EZ-Rider charges \$2 initially for the parking hang tag.

Note: \$40 is based on the autoload amount each time your EZ-Rider account goes below \$5. If your parking fee is \$2 or \$5, the autoload value may be different, please contact EZ-Rider for the exact amount and enter the value here (plus \$2 for hang tag).

Recurring option: It should be sufficient to set it to recur two months in a row and then every other month. You can log in to Commuter Check Direct and update the recurring option of your Parking Order at any time.

## Step 4:

When your Commuter Check Card Prepaid **MasterCard** arrives, activate it and wait until the 23<sup>rd</sup> for the fund to be loaded on your card.

Important Note to Those with No Existing EZ-Rider Account: After you receive your **MasterCard**, please remember to log in to your account at Commuter Check Direct website and click on Edit to reduce the value by \$2 because that was just a one-time charge for the hang tag.

## Step 5:

On or after the 23<sup>rd</sup>, if you have an existing EZ-Rider account, log in to your account at <http://ezrider.bart.gov> and update your account with the **MasterCard** as the funding source. The next time your EZ-Rider account goes below \$5, it will load another \$40 onto the account and pull \$40 from your MasterCard to pay for it.

If you don't have an EZ-Rider account, sign up for a new account at <https://ezrider.bart.gov/ezrider/>. During the signup, you'll be asked for your **Clipper** card number. Just enter your card number and complete the form. Enter the **MasterCard** information in the credit card section. Once you receive your parking hang tag in the mail (in approximately 2-

3 business days), you'll need to activate your account. Your account should be ready to use the next business day.

### ***HELPFUL TIPS***

*Your Clipper card is only a convenient linking tool to your EZ-Rider account to let you use Clipper card instead of BART own EZ-Rider parking card (which has been discontinued). If you have any issue with your parking account, it's BART EZ-Rider program that you must contact, not Commuter Check Direct and not Clipper. You can also access your parking account at EZ-Rider website any time to check your usage balance and history.*

*You need to monitor your parking balance at EZ-Rider website and the balance of your MasterCard at Commuter Check Direct website to ensure there is enough funding to fund your next parking autoloading. If there is not enough funding, your EZ-Rider account will be inactive until you contact EZ-Rider to provide another credit card to use in the interim. Or you can just pay by cash until your MasterCard is funded (usually on the 23<sup>rd</sup>) and then contact EZ-Rider to update the account information.*

*Your Commuter Check Card is a NON-PIN debit card, which is processed like a credit card. When given the option for Debit or Credit, you will need to select the CREDIT option.*