

## INSTRUCTIONS FOR PLACING A PARKING ORDER FOR A UC-MANAGED LOT

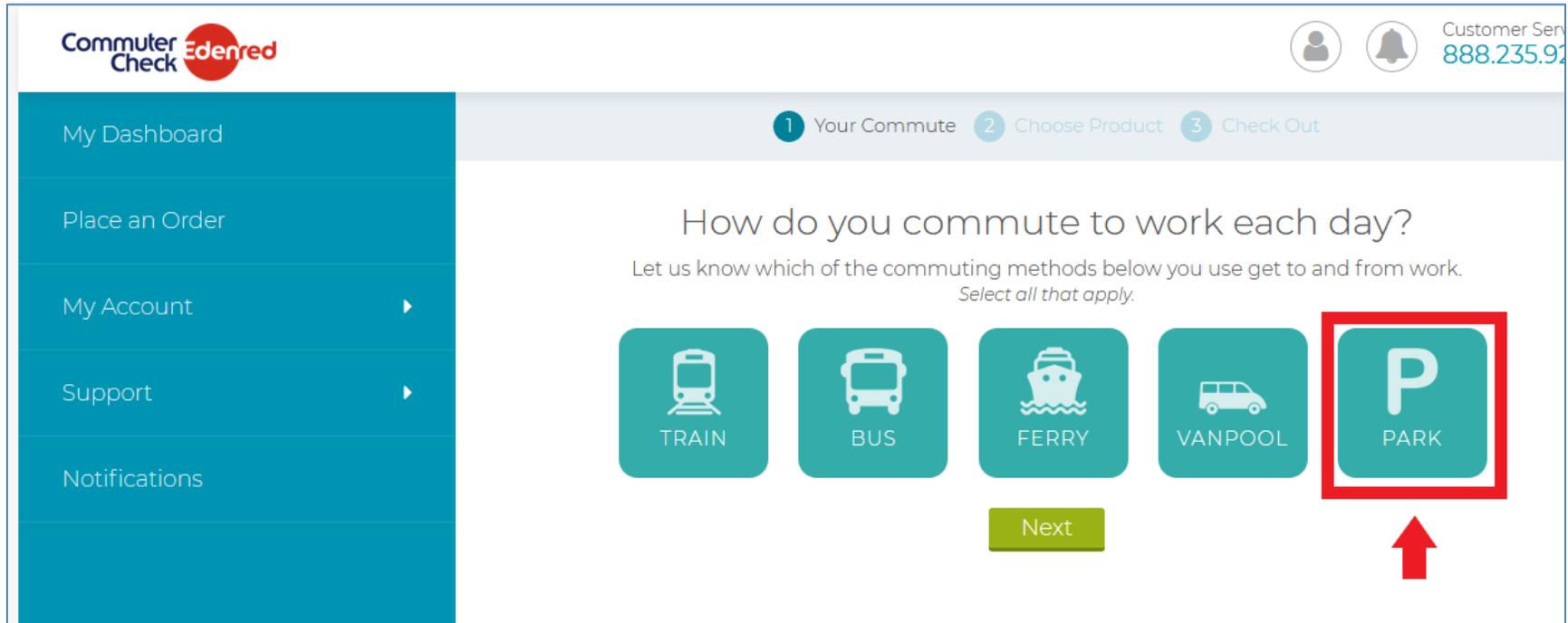
The following parking lots are managed by UCOP Parking and Transportation in Building & Administrative Service Center.

**THE PARKING PROVIDER IS UC REGENTS AND ACCOUNT NUMBER IS YOUR LAST NAME. It's your responsibility to establish a parking account with the appropriate contact below prior to ordering online to ensure space availability.**

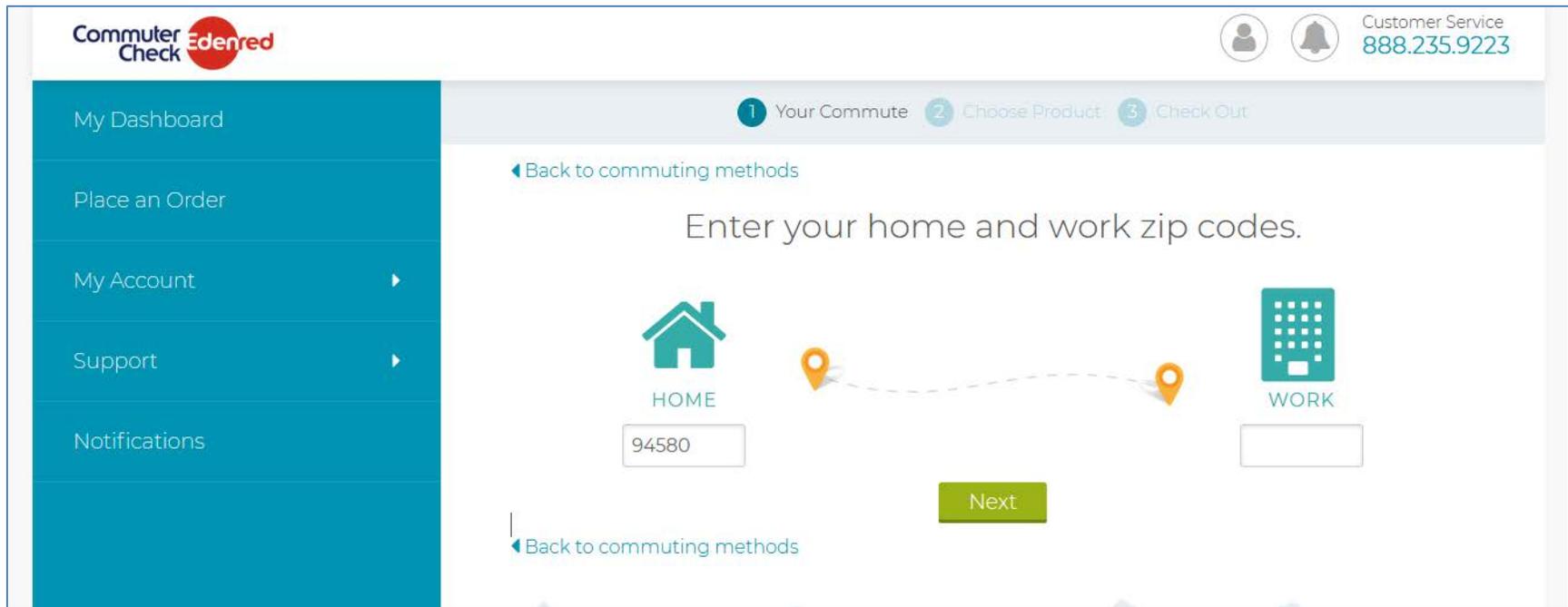
Name of Parking Lot	Parking Lot	Contact	Cost
Franklin Building	1111 Franklin Street Oakland, CA 94607	<a href="mailto:commuterserviceshelp@ucop.edu">commuterserviceshelp@ucop.edu</a>	\$128/m \$50/m (motorcycle)
Frank Mar	1200 Harrison Street Oakland, CA 94607	<a href="mailto:commuterserviceshelp@ucop.edu">commuterserviceshelp@ucop.edu</a>	\$102/m
415-20 <sup>th</sup> Street Building	415-20 <sup>th</sup> Street Oakland, CA 94612	<a href="mailto:commuterserviceshelp@ucop.edu">commuterserviceshelp@ucop.edu</a>	\$105/m \$50/m (motorcycle)
UC Berkeley-Standard C  (Central Campus Lots "C")	1995 University Avenue, Suite #110 Berkeley, CA 94704 (Previous location was on Kittredge)	Sarah Middendorf, (510) 643-1914, <a href="mailto:smiddendorf@berkeley.edu">smiddendorf@berkeley.edu</a> or <a href="mailto:prktrans@berkeley.edu">prktrans@berkeley.edu</a>  Note: Mention you are UCOP employee and will be paying via payroll deduction and intercampus fund transfer.	\$151/m
UC Berkeley-Standard F  (Faculty/Staff, "F")	1995 University Avenue, Suite #110 Berkeley, CA 94704 (Previous location was on Kittredge)	Sarah Middendorf, (510) 643-1914, <a href="mailto:smiddendorf@berkeley.edu">smiddendorf@berkeley.edu</a> or <a href="mailto:prktrans@berkeley.edu">prktrans@berkeley.edu</a>  Note: Mention you are UCOP employee and will be paying via payroll deduction and intercampus fund transfer.	\$109/m
UCDC - Academic Initiative-Standard	1608 Rhode Island Ave, NW, Washington DC 20036	Mac Hamlett, (202) 974-6365, <a href="mailto:mac.hamlett@ucdc.edu">mac.hamlett@ucdc.edu</a>	\$150/m
UCPath Center (also known as the UCOP Riverside IntelliCenter)	14350 Meridian Pkwy, Riverside, CA 92518	Darryl Brown, (951) 787-5021 <a href="mailto:Darryl.Brown@ucop.edu">Darryl.Brown@ucop.edu</a>	\$10/m (payroll deduction) \$120/yr (no payroll deduction)

1. If you are a permanent or contract employee and a new participant, you must sign up as a new user at <https://login.commuterbenefits.com/>. **The company ID number is 1259.**

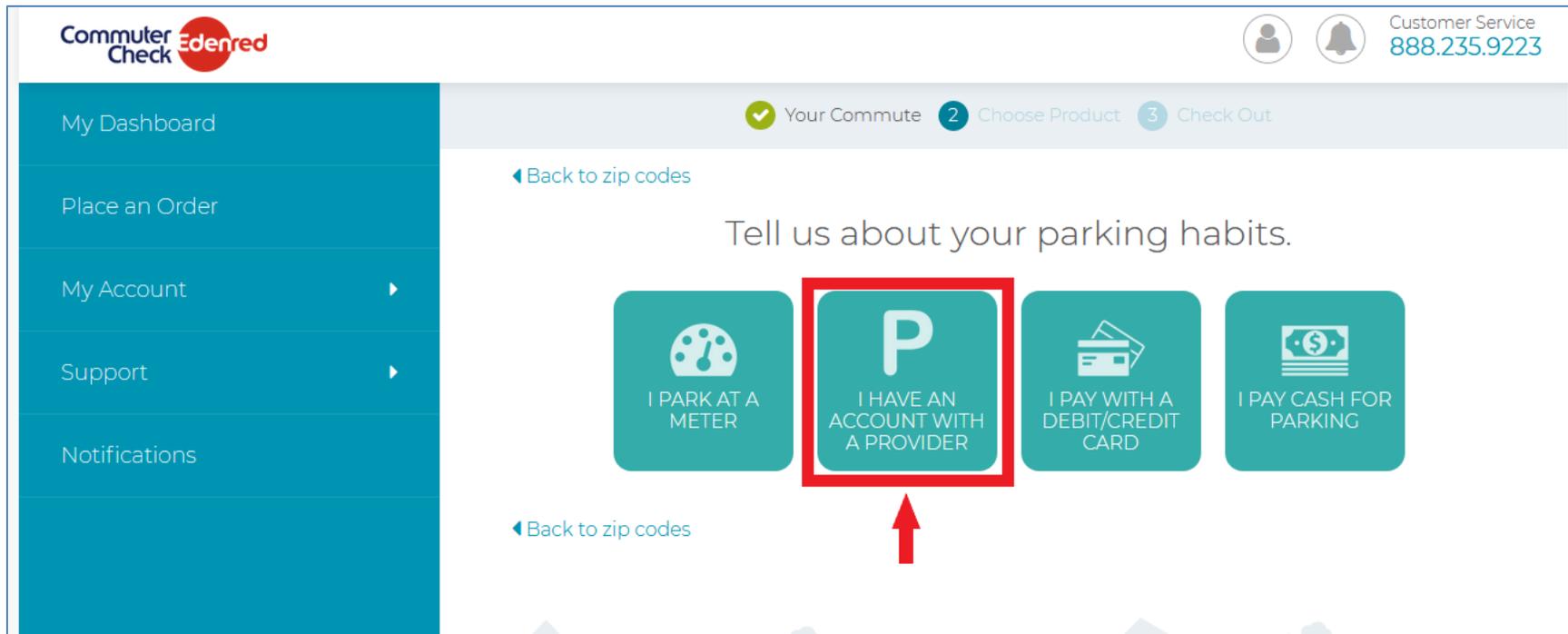
2. Log in to your account at <https://login.commuterbenefits.com/> to place your parking order. Click on **Place an Order** and select **Park**.



3. Enter your home and work zip codes on next screen.



4. Select **“I HAVE AN ACCOUNT WITH A PROVIDER.”**



5. Select “**Monthly Direct Pay.**”

The screenshot displays the Commuter Check Edenred website interface. At the top left is the logo for Commuter Check Edenred. On the top right, there are icons for a user profile and a notification bell, along with the text "Customer Service 888.235.9223". Below the logo is a navigation menu with items: "My Dashboard", "Place an Order", "My Account", "Support", and "Notifications". A progress bar at the top indicates the current step: "1 Your Commute" (checked), "2 Choose Product" (active), and "3 Check Out". Below the progress bar is a link "Back to parking habits". The main content area features the heading "Here are your best options." and a list of three payment options. The first option, "Monthly Direct Pay", is highlighted with a red circle around its "Select" button and a red arrow pointing to it. The second option is "Commuter Check for Parking" and the third is "Commuter Check Prepaid Mastercard®". Each option includes a small image of the respective product, a description, and a "More details >" link.

Commuter Check Edenred

Customer Service 888.235.9223

1 Your Commute 2 Choose Product 3 Check Out

Back to parking habits

Here are your best options.

**Monthly Direct Pay**  
Parking expenses are paid directly to your parking provider each month.  
[More details >](#) **Select**

**Commuter Check for Parking**  
Daily, weekly or monthly checks made payable to a parking provider are mailed to your home address.  
[More details >](#) **Select**

**Commuter Check Prepaid Mastercard®**  
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 >](#) **Select**

6. Enter **UC Regents** for **Parking Provider Name**, and depending on the location, enter the following for the **Zip Code** and the **Within** range:

Oakland & Berkeley: zip code **94610** and within **5** miles

UCDC: zip code **20036** and within **1** mile

UCPC: zip code **92518** and within **1** mile

Then click on **Find Your Provider** button.

The screenshot shows a web interface for finding a parking provider. At the top, there is a progress bar with three steps: 1. Your Commute (checked), 2. Choose Product, and 3. Check Out. Below the progress bar is a link to 'Back to products'. The main heading is 'Find your parking provider.' followed by the instruction: 'Let's see if we can find your parking provider in our database. Please enter your provider's information below.' The form contains the following fields:

- Parking Provider Name:
- Street Address:
- City:
- State:
- Zip Code:
- Within:

A green button labeled 'Find Your Provider' is positioned below the form fields.

7. Scroll down the page to see the results of the search. Click on **Select** when you see your lot. For the Berkeley location, there will be two selections with the Kittredge address (old UC Berkeley P&T office address), select one to see if the payment information on the next page contains your correct parking permit, i.e., **UC Berkeley-Standard C** or **UC Berkeley-Standard F**, before you proceed to the next page.

**Oakland & Berkeley:**

Parking Provider Results

Sort by  Results per page

UC Regents 1200 Harrison St Oakland, CA 1.51 miles	Select
UC Regents 1111 Franklin St at 11th St Oakland, CA 3.32 miles	Select
UC Regents 415-20th Street Oakland, CA 3.32 miles	Select
UC Regents 2150 Kittredge Street Berkeley, CA 4.28 miles	Select
UC Regents 2150 Kittredge Street Berkeley, CA 4.28 miles	Select



The map shows the San Francisco Bay Area with several red pins indicating parking locations. The pins are clustered around San Francisco and Berkeley. Major highways like I-5, I-80, I-880, and I-205 are visible. The map includes a search bar, a person icon, and zoom controls.

**UCDC:**

UC Regents  
1608 Rhode Island Ave, NW  
Washington DC, DC  
0.09 miles

Select

**UCPath Center:**

UC Regents  
14350 Meridian Pkwy  
Riverside, CA  
0.39 miles

Select

6. Do the following on the next screen:

- Enter the amount for your **Monthly Parking Cost** without a dollar (\$) sign.
- Enter your **last name** for **Account Number**.
- Choose Yes for **Recurring Options**
- Choose No for “**Are there any months you do not need this order?**” If you want to opt out parking for certain months, then choose Yes. Please be advised that you must notify your parking provider in advance about suspending your parking to avoid penalty because some parking providers allow a limited number of times per year that you can suspend your parking.
- Check the box for “**I have read and agree to the terms of service**” before clicking on the **Next** button.

◀ Back to parking results

### Your Order Details

Parking Lot Name: Franklin Building - UC Regents

<b>Garage Information:</b> 1111 Franklin St at 11th St Oakland, CA 94607	<b>Payment Information:</b> Check payable to: UC Regents 1111 Franklin Street, WMC, 7th Floor RE: Franklin Building Oakland, CA 94607
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Product: Monthly Direct Pay

Monthly parking expense ?

No dollar (\$) sign

Your parking account number ?

UC lots: last name  
Non-UC lots: account #  
provided by your parking  
provider

Automatically place this order each month?  
 Yes  No

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

I have read and agree to the [terms of service](#).

7. Review **Your Cart** on the next page and click on **Proceed to Checkout**.

8. On the **Review and Place Order** page, check the box for **“I have read and agree to the terms of service”** and click on the **Place Order** button to complete your order.

[◀ Back to continue shopping](#)

## Review and Place Order

### Parking Products

Product	Qty	Recurring	Opt-Out	Cost	
Monthly Direct Pay	1	Yes	None	\$128.00	<a href="#">Edit</a>   <a href="#">Delete</a>

I have read and agree to the terms of service.

[Place Order](#)

9. Later that day you will receive an email containing the summary of your order. Note that this order is not yet confirmed; it can still be changed or cancelled until the 1<sup>st</sup> of the following month, which is the cutoff date for making changes to current orders for all participants. On the 3<sup>rd</sup>, you will receive a confirmation of your order and the ordered amount will then be deducted from your next paycheck.

**IMPORTANT NOTICE TO BI-WEEKLY PAY EMPLOYEES:** The amount will be split evenly between the two paychecks you receive each month. However, for certain months when the payroll processing deadline for the first bi-weekly paycheck of the month (B1) is **before** the 3<sup>rd</sup> of the month, and you have made a change to your order, UCOP P&T will make the following one-time adjustment to the deduction on your second paycheck (B2):

- New Deduction: Full amount will be deducted on B2. Effective the following month, the new amount will be split evenly between B1 and B2.
- Cancellation: Recurring deduction will be stopped and the amount collected on B1 refunded.
- Increase in amount: The difference in amount will be added one-time to the recurring deduction on B2. Effective the following month, the new amount will be split evenly between B1 and B2.
- Decrease in amount: The difference in amount will be refunded one-time to the recurring deduction on B2. Effective the following month, the new amount will be split evenly between B1 and B2.

You can find the **Payroll Processing Schedule** under **Quicklinks** after you log in to your UCPATH account. Contact us at [commuterserviceshelp@ucop.edu](mailto:commuterserviceshelp@ucop.edu) if you have any questions about your payroll deduction.