

# HAVERFORD COLLEGE



## Instructions for Enrolling in RideECO Select

RideECO Select offers products you can use to pay for your commute on public transit. With RideECO, you can take advantage of IRS code provision allowing you to dedicate up to **\$255 per month** of your pre-tax salary for the purchase of transit tickets, passes, and tokens. RideECO products are exempt from Federal Income Taxes and FICA Payroll Taxes.

RideECO Select also offers a Stored Value Card. The SVC is personalized, re-loadable commuter benefit card. The card is only accepted at Transit Agencies or designated transit retail centers where only transit passes, tickets, fare cards. The SVC is available in any whole dollar amount you require, with a \$10 minimum and a maximum of the monthly federal limit. Separate informational documents are available for the SVC.

Once you receive your RideECO products (look for them after the 25th of the month), you can use them on all transit providers in the region, including SEPTA, PATCO, NJ Transit, and DART First State. RideECO Benefits can also pay for your monthly vanpool expenses (i.e., vRide). RideECO products are accepted at most authorized sales locations where tickets, tokens, or passes are sold. **Contact your transit or vanpool provider to find the sales locations that are most convenient for you.**

**Enrollment must be completed by midnight on the 1<sup>st</sup> of the month.**

Instructions for enrolling:

1. Enroll in Workday. **See information below.**
2. Once your information is uploaded by your employer:
  - o Goto [www.RideECOSelect.com](http://www.RideECOSelect.com) and follow steps below; OR
  - o Call 888-235-9223; Customer Support will take your order
3. On the log-in page, click "First Time User" (on the right side of the screen)
4. Enter **1072**, first name, last name, and your home zip code; this information must match the information that **Haverford College** has on file as part of your employment records
5. Create a password (minimum 6 characters); store this in a secure location, you will need it in the future
6. Enter your personal information (address, email-confirm **both are valid**). Note that this is the information we will use to contact you and mail orders. You can update or change this information later as necessary by clicking "My Account" on the left side of the page
7. Once you are in your account, make your monthly transit election. Click "Transit Order" on the left side of the page. Enter your office's zip code and select from:
  - o Delaware Valley RideECO Vouchers
  - o RideECO Stored Value Card
  - o PATCO (for FREEDOM Card loads)
  - o SEPTA fare materials

Please note, you can elect up to \$255 each month for transit or vanpool expenses. Each item (RideECO vouchers, stored value card, SEPTA fares or PATCO FREEDOM Card loads) must be ordered separately. For example, users will place an order for \$100 in RideECO vouchers then return to "Transit Order" to add \$25 to their PATCO FREEDOM Card

\*\*\*\*\* Enrollment instructions continued on next page. \*\*\*\*\*

### **RideECO Directions for Workday**

In order to register for RideECO, click on your Benefit worklet. Once this opens up, click on "Benefits". This will open up for your election. click "Commuter Plan Contribution" with a start date.

This action will come to HR to approve your eligibility. Once HR has approved your eligibility, it will come back to your inbox to add your amount for deduction.

**Please remember if you are non-exempt, the amount you want to purchase per month must be times (x) 12 and divided (/) by 26. That is the amount you input for bi-weekly deduction.**

The request will come back to HR for approval and then you have completed the Workday part of RideECO. Once this is complete, HR will notify you that you can go into RideECO to register or for more information, click [www.RideECOSelect.com](http://www.RideECOSelect.com) or call Customer Support at 888-235-9223.

### **Manage your RideECO Account**

If you make any changes to your deduction, please remember to **only change RideECO**. HR will make any change in workday for payroll purposes.

### **Questions?**

For questions regarding your benefits or your payroll deductions, please contact your employer.

[www.RideECOSelect.com](http://www.RideECOSelect.com) log-on problems? Did not receive your vouchers?

**Call Edened's Customer Service  
at 888-235-9223.**

Stored Value card activation questions? SVC lost or stolen?

**Call SVC Customer Service at 855-518-3790.**

For general questions about RideECO Select, please call the Delaware Valley Regional Planning Commission's RideECO program at {215} 592-1800 or email [RideECO@dvrpc.org](mailto:RideECO@dvrpc.org).