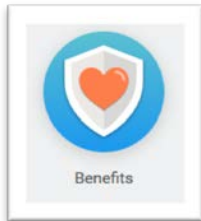


TRANSIT/PARKING AMOUNT CHANGE

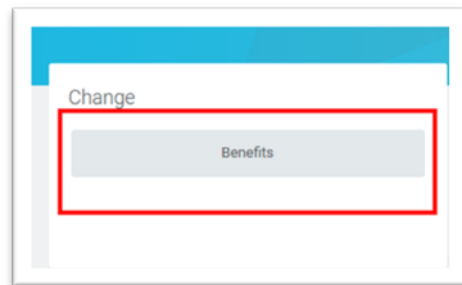
In MyDay, you can make a change to the amount that you contribute to your transit and/or parking plan(s) effective on the first day of any month throughout the year (on a prospective basis).

Initiate the change via a **Benefit Event**.

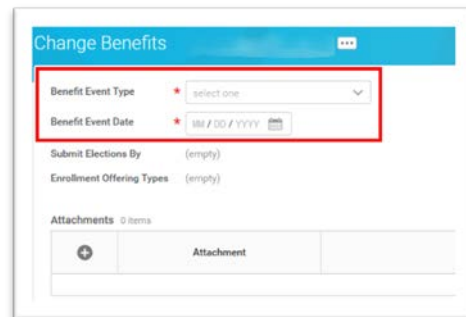
1. Click on the Benefits worklet on your home page.



2. Click **Benefits**.



3. You will be brought to the Change Benefits screen.



Change Benefits

Benefit Event Type * select one


Benefit Event Date * MM / DD / YYYY

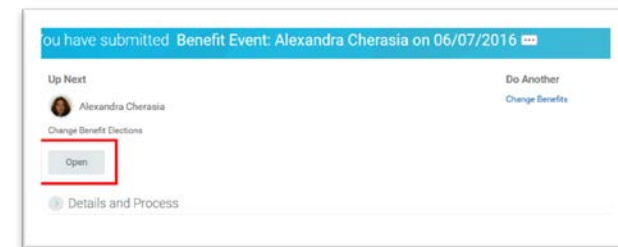
Submit Elections By (empty)

Enrollment Offering Types (empty)

Attachments 0 items

Attachment

4. From the Benefit Event Type drop down box, select **Change in Transit/Parking Amount**.
5. Click the **Calendar** icon  to enter today's date.
6. The Submit Elections By field will automatically populate with the date you must submit your elections by.
7. Click **Submit**.
8. Click **Open** to continue. If you would like to complete this task at a later time, it can be accessed from your MyDay Inbox.



9. Read the help text carefully.
10. Click **Continue** and follow the instructions on the next screen and **Submit** your elections.

Need help?

For Benefits questions, please write us at BenefitsHelp@newschool.edu or call 212.229.5671 ext. 4942.

For MyDay questions, please write us at <http://mydayhelp.newschool.edu> or call 212.229.5671 ext. 6939