**TRANSPORTATION AND 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 (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.

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 MyDayHRHelp@newschool.edu or call 212.229.5300 ext. 6939.