

Quick and easy ordering: Transportation Services

How do I log in to my account?

1. Go to optumbank.com
2. Click on the **Log In** button and enter your username and password
3. For first-time users, click on **Register for site**
 - a. Enter your name, SSN, DOB and click **Next**
 - b. Create your username, password, answer security questions, and accept the terms and conditions

Once you log in, click on **Transportation Services**

Five easy steps to place an order

1. Select the product type you want to order. Options will vary based on the selections your employer has made in your plan design.
 - Transit
 - Vanpool
 - Parking
 - Biking
2. Based on your product selection and where you live, various ordering options will be presented to you for vouchers, cards, direct pay parking and cash reimbursement.
3. Enter all required information.
4. After your first order has been completed you may **Continue Shopping** or if you are done, **Checkout**.
5. Your purchase(s) are presented for review, check the box that you agree to the terms and **Click to Complete Purchase**.

Orders must be placed by the tenth of each month for products and services received for the following month. Please Note: Exception for North Metro and Long Island Railroads which require orders to be placed no later than the fourth of each month.



Tips

- Provide your email address for order confirmations, updates and changes to your products.
- If the same products are needed every month, select **Yes** when asked **Would you like to receive this order every month?** You will not need to return to the ordering site until you need to change your order.
- Don't forget to place or make changes to your order by the tenth of each month.