

Parking Orders

Monthly Direct Pay

If you need to set up monthly direct pay, follow the steps below:

Step	Action
1	Click <i>parking order</i> from the left-hand side of the page.
2	<p>Select <i>Monthly Direct Pay</i>.</p>
3	<ul style="list-style-type: none"> Type your parking provider, Click Search to find the provider, and Select the correct parking provider.



Note: Choose the location based on billing or payment address. This may be different than the physical location of where you park.

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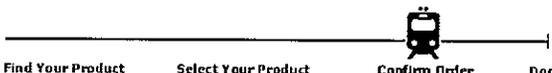
Parking Orders, Continued

Direct Pay (continued)

Step	Action
4	<ul style="list-style-type: none"> Type your parking provider's information into the fields, and Click Continue. <div data-bbox="560 525 1331 1186"> <p>Pay My Parking Provider Benefit Month: August Order By: 08/05/2008</p> <p style="text-align: center;">  Select Parking Type Setup Parking Order Confirm Order Done </p> <p><small>*required fields below, are needed to send accurate payment information to your parking provider. If you do not have any of the required fields below, please refer to your parking invoice or contact your parking provider.</small></p> <p>Please Complete:</p> <p>Parking Lot Address Information *required</p> <p>Location Name of Parking Lot: * <input type="text" value="Walnut Creek Ace Parking"/></p> <p>Parking Lot Address: <input type="text" value="2185 N. California Blvd."/></p> <p>Parking Lot City: * <input type="text" value="Walnut Creek"/></p> <p>Parking Lot State: * <input type="text" value="CA"/></p> <p>Parking Lot Zip Code: <input type="text" value="94596"/></p> <p>Parking Payment Information *required</p> <p>Parking Payment / Payee Name: * <input type="text" value="Ace Parking System"/></p> <p>Parking Payment Address: * <input type="text" value="2185 N. California Blvd."/></p> <p>Parking Payment City: * <input type="text" value="Walnut Creek"/></p> <p>Parking Payment State: * <input type="text" value="CA"/></p> <p>Parking Payment Zip Code: * <input type="text" value="94596"/></p> <p>Parking Payment Phone Number: <input type="text" value="925-295-3263"/></p> <p style="text-align: right;">Lot Location Information</p> <p style="text-align: center;"><input type="button" value="Back"/> <input type="button" value="Continue"/></p> </div>
5	<ul style="list-style-type: none"> Type your monthly parking cost and account number, Check the Monthly Parking Relationship certification, and Click Continue. <div data-bbox="560 1302 1331 1816"> <p>Monthly Parking Setup Benefit Month: August Order By: 08/05/2008</p> <p style="text-align: center;">  Select Parking Type Setup Parking Order Confirm Order Done </p> <p><small>Please enter in the amount of your parking below.</small></p> <p>Order Details *required</p> <p>My Monthly Parking Cost last: <input type="text" value="150.00"/> </p> <p>My Parking Account Number: * <input type="text" value="123456"/> </p> <p><small>Please locate your parking account number on your last invoice or contact your parking provider.</small></p> <p><input checked="" type="checkbox"/> I have an existing Monthly Parking Relationship with my Parking Provider.</p> <p>My Parking Order Details:</p> <p>Parking Payment / Payee Name: Ace Parking System</p> <p>Parking Payment Address: 2185 N. California Blvd.</p> <p>Payment City, State, Zip Code: Walnut Creek, CA 94596</p> <p>Parking Location Name: Walnut Creek Ace Parking</p> <p>Parking Lot Address: 2185 N. California Blvd.</p> <p>Parking Lot City, State Zip Code: Walnut Creek, CA 94596</p> <p style="text-align: center;"><input type="button" value="Back"/> <input type="button" value="Continue"/> </p> </div>

Parking Orders, Continued

Direct Pay (continued)

Step	Action
6	<p>If there are not enough funds in your pre-tax account to cover the cost of your purchase, you must enter your credit card information to ensure fulfillment of your product.</p> <ul style="list-style-type: none"> • Select the <i>I WANT to provide...</i> to provide credit card info, or • Select the <i>I DO NOT want to provide...</i> if you do not want to provide credit card information. Skip to Step 8. See Note below. <div style="border: 1px solid black; padding: 5px;"> <p>Backup Credit Card Request Benefit Month: August Order By: 08/05/2008</p> <div style="text-align: center; margin-bottom: 10px;">  <p>Find Your Product Select Your Product Confirm Order Done</p> </div> <p>Your order may require a post tax fulfillment source.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">Credit Card Backup:</p> <p>This order for will be submitted against the balance in your transit spending account. Please provide a Credit Card to cover any amount not available in your pre-tax balance on the 5th day of every month. This will ensure that your order will be fulfilled if your available pre-tax balance is less than your order.</p> <p>For Example: If you place a transit order of \$80.00 for May, and you only have \$75.00 in your pre-tax balance on April 11th, unless you provide a valid Credit Card, your order cannot be fulfilled.</p> <p>Options:</p> <p><input checked="" type="radio"/> I WANT to provide a Credit Card to ensure proper fulfillment of my transit order every month. By providing a Credit Card, any amount not covered by my pre-tax balance will be charged to my Credit Card. If I stop participation in this plan, I will need to cancel any recurring orders.</p> <p><input type="radio"/> I DO NOT want to provide a credit card to cover any amount over my pre-tax balance. By selecting this option, I understand that my order may not be fulfilled.</p> <p><small>If your recurring order is not fulfilled due to lack of funds, credit card rejection or ending of plan participation, your pending recurring orders will be cancelled. You will need to re-enter and place a new order to reinstate future recurring orders.</small></p> <p style="text-align: center;">Back</p> </div> </div>

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Parking Orders, Continued

Direct Pay (continued)

Step	Action
7	<p>① Enter your card information, ② Read and click the authorization below the credit card detail, and ③ Click Continue.</p> <div data-bbox="565 590 1377 1318" style="border: 1px solid black; padding: 10px;"> <p style="text-align: right;">Benefit Month: August Order By: 08/05/2008</p> <p style="text-align: center;"></p> <p style="text-align: center;">Select Parking Type Setup Parking Order Confirm Order Done</p> <p>To complete your order, please provide a personal credit card, which will be used to pay for the post-tax portion of your order.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Your Card Detail</p> <p>First Name: <input type="text" value="Test"/></p> <p>Last Name: <input type="text" value="User"/></p> <p>Billing Address 1: <input type="text" value="123 Anywhere Lane"/></p> <p>Billing Address 2: <input type="text"/></p> <p>Billing City: <input type="text" value="Cumming"/></p> <p>Billing State: <input type="text" value="GA"/></p> <p>Billing Zip Code: <input type="text" value="30041"/></p> <p>Card Type: <input type="text" value="VISA"/></p> <p>Card Number: <input type="text" value="123456789999"/></p> <p>Exp Date: <input type="text" value="Jan"/> / <input type="text" value="2008"/></p> <p>CVV Value: <input type="text" value="123"/></p> <p><input checked="" type="checkbox"/> Your credit card will be charged at the end of the enrollment period. If your account does not hold sufficient funds, your order will not be processed and you will not have the opportunity to reorder for that enrollment period. The charge on your credit card statement will appear as "Transportation Benefits".</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Continue"/></p> </div> </div>

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Parking Orders, Continued

Direct Pay (continued)

Step	Action												
8	<ul style="list-style-type: none"> • Select Yes to have the order automatically re-created each month, or • Select No if you want to come back and order each month. • If recurring, uncheck the months you do NOT want an order, • Check the order certification, and • Click Purchase. <div style="border: 1px solid black; padding: 5px;"> <p><input checked="" type="checkbox"/> Review and Confirm the Product Addition to Your Order</p> <p style="text-align: right;">Benefit Month: August Order By: 08/05/2008</p> <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center; margin: 5px 0;"> Select Parking Type Setup Parking Order Confirm Order Done </p> <p style="font-size: small;">Please confirm the addition of product to your car. Check to see if the all information is valid and in order.</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p style="font-size: x-small;">My Parking Information:</p> <p>Parking Payment / Payee Name: Ace Parking System</p> <p>Parking Payment Address: 4680 MacArthur Ct., Suite A</p> <p>Payment City, State, Zip Code: Newport Beach, CA 92660</p> <p>Parking Location Name: Ace</p> <p>Parking Lot Address: 123 Anywhere</p> <p>Parking Lot City, State Zip Code: Alpharetta, GA 30041</p> </div> <p style="font-size: x-small;">Parking Order Info:</p> <p>Benefit Month: August 2008</p> <p>Parking Amount: \$150.00</p> <p>Quantity: 1</p> <p>Total: \$150.00</p> <div style="border: 1px solid black; padding: 2px; margin: 5px 0; text-align: center;"> <p style="font-size: x-small;">Monthly Order Recurring Settings:</p> <p>Monthly Recurring: YES</p> </div> <p style="font-size: x-small;"> <input checked="" type="radio"/> Yes <input type="radio"/> No The recurring feature allows for orders to be automatically re-created on a monthly basis. Select "Yes" to have your order automatically re-created every month. Select "No", if you want to come back to the system every month to order. </p> <p style="font-size: x-small;"> An order will be created for every checked box. Uncheck a box if you do not want to receive an order for that month. </p> <table style="width: 100%; font-size: x-small;"> <tr> <td><input checked="" type="checkbox"/> Aug 2008</td> <td><input checked="" type="checkbox"/> Sep 2008</td> <td><input checked="" type="checkbox"/> Oct 2008</td> <td><input checked="" type="checkbox"/> Nov 2008</td> <td><input checked="" type="checkbox"/> Dec 2008</td> <td><input checked="" type="checkbox"/> Jan 2009</td> </tr> <tr> <td><input checked="" type="checkbox"/> Feb 2009</td> <td><input checked="" type="checkbox"/> Mar 2009</td> <td><input checked="" type="checkbox"/> Apr 2009</td> <td><input checked="" type="checkbox"/> May 2009</td> <td><input checked="" type="checkbox"/> Jun 2009</td> <td><input checked="" type="checkbox"/> Jul 2009</td> </tr> </table> <p style="font-size: x-small;"> This is a twelve month revolving calendar feature. Your order will re-create for every checked month, and for every subsequent month following the listed twelve months above. You can re-enter at any time to manage the upcoming twelve months. </p> <p style="font-size: x-small;"> <input checked="" type="checkbox"/> I agree that the above parking product ordered 08/18/2008 is correct, and I certify that all orders of parking products will be used by me only for the purposes of commuting to and from work at the Employer. I authorize my employer to deduct the amount of my order noted above from my paycheck on a pre-tax basis up to the monthly IRS limit, and the remainder on a post-tax basis. </p> <div style="text-align: right; margin-top: 10px;"> Back Purchase </div> </div>	<input checked="" type="checkbox"/> Aug 2008	<input checked="" type="checkbox"/> Sep 2008	<input checked="" type="checkbox"/> Oct 2008	<input checked="" type="checkbox"/> Nov 2008	<input checked="" type="checkbox"/> Dec 2008	<input checked="" type="checkbox"/> Jan 2009	<input checked="" type="checkbox"/> Feb 2009	<input checked="" type="checkbox"/> Mar 2009	<input checked="" type="checkbox"/> Apr 2009	<input checked="" type="checkbox"/> May 2009	<input checked="" type="checkbox"/> Jun 2009	<input checked="" type="checkbox"/> Jul 2009
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9	Your order is complete.												

Note: If you do not provide credit card information and there are not enough funds in your pre-tax account to cover the cost to your parking provider, your order will not be fulfilled.

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