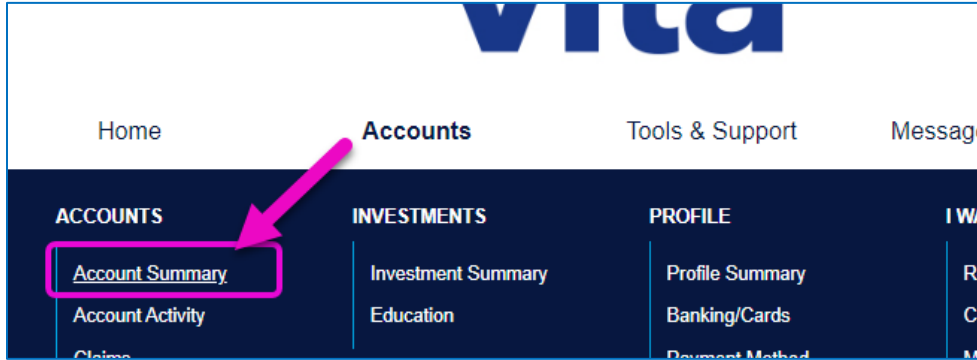




How to Change Your Commute Election

Most employers require updates to be made in your company's benefits admin system, such as ADP or Ease. However, if your Employer allows changes in the Vita Flex Consumer Portal, you may follow the steps below.

1. Hover on the Accounts tab and Click Account Summary



2. Click on the Eligible Amount

2024 Plan Year		ESTIMATED PER PAY PERIOD DEDUCTION: \$				
ACCOUNT	ELIGIBLE AMOUNT	SUBMITTED CLAIMS	PAID	PENDING	DENIED	AVAILABLE BALANCE
— 2024 Transit Plan - Pre-Tax	\$1,440.00	\$	\$	\$0.00	\$0.00	\$
Election Details	Effective: 2024 My Monthly Election: \$			My Contributions to Date: \$ Estimated Payroll Deductions: \$		

3. Click on Update Election

ACCOUNT	ELIGIBLE AMOUNT	SUBMITTED CLAIMS	PAID	PENDING	DENIED
— 2024 Transit Plan - Pre-Tax	\$1,440.00	\$	\$	\$0.00	\$0.00
Election Details	Effective: 1/1/2024 My Monthly Election: \$			My Contributions to Date: \$ Estimated Payroll Deductions: \$ Plan Year Balance: \$	
	Update Election				

4. Enter the new monthly deduction amount, the month in which the new deduction should take place, and click submit

The screenshot shows a web form titled "Update Election" with a close button (X) in the top right corner. The form is set against a light blue background. On the left, there is a dark sidebar with the text "ACCOUNT" at the top, followed by "2024 Transit P", "Election Details", "Health Saving", and "24 Plan Year". The main form area contains the following fields and elements:

- "New Election Amount *": A text input field containing "\$ 250" followed by "/per month". A pink arrow points to this field.
- "What month would you like the update to be effective? *": A dropdown menu with "September 2024" selected. A pink arrow points to the dropdown.
- "New Effective Date ?": A text field containing "9/1/2024".
- A note: "Updates to your election will be communicated to your employer."
- At the bottom, there are two buttons: "Cancel" on the left and "Submit" on the right. A pink arrow points to the "Submit" button.

There is a small "*Required" label in the top right of the form area.