

## WiredCommute Employer Portal Guide

To access the WiredCommute Employer Portal, go to our website at [www.discoverybenefits.com](http://www.discoverybenefits.com).

Select Employer Login – Transportation WiredCommute:



**Employer Login**

- > Employer Login - Reimbursement Account
  - > Flexible Spending Accounts (FSA)
  - > Health Savings Accounts (HSA)
  - > Health Reimbursement Arrangements (HRA)
- > **Employer Login - Transportation WiredCommute**
- > COBRA - Employer Login
- > Special Plan Member - Employer Login

The link will navigate you to the WiredCommute site; input your WiredCommute username and password:



Welcome to flexCOMMUTE Network Admin Site

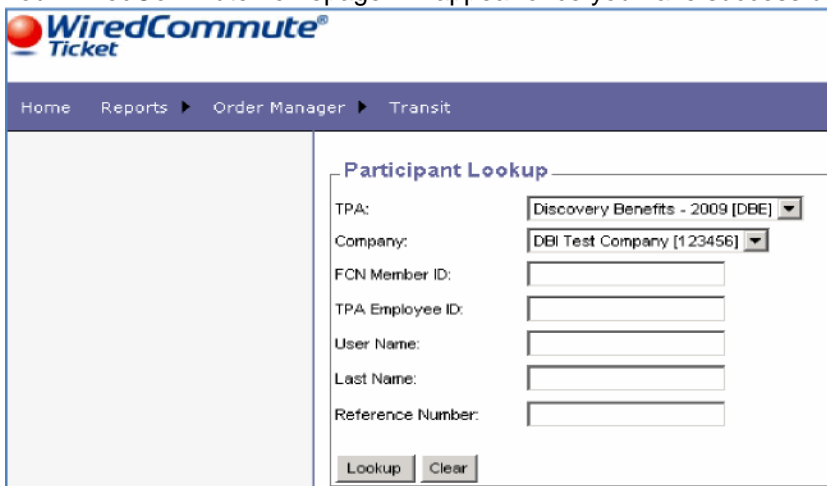
User Name:

Password:

Remember me next time.

**Log In**

Your WiredCommute homepage will appear once you have successfully logged in:



**WiredCommute**  
Ticket

Home Reports Order Manager Transit

**Participant Lookup**

TPA:

Company:

FCN Member ID:

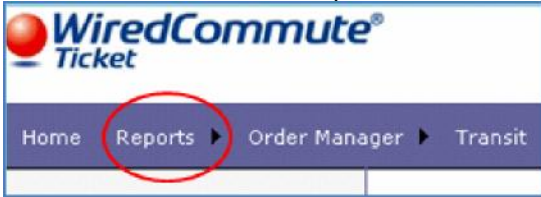
TPA Employee ID:

User Name:

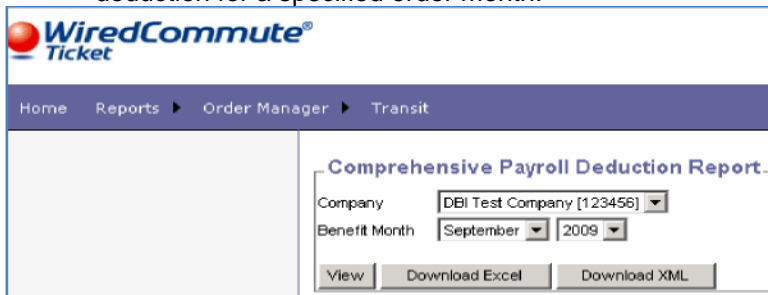
Last Name:

Reference Number:

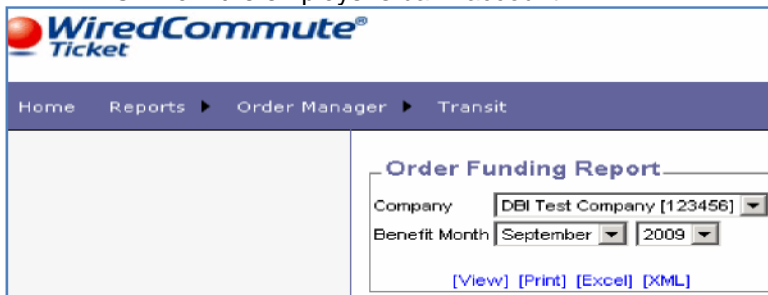
Discovery Benefits understands the importance of providing reports. Navigation to these reports can be found by selecting the Reports tab from your homepage. Reports are available on the 12<sup>th</sup> of each month and an email notification is sent as a reminder to retrieve these reports.



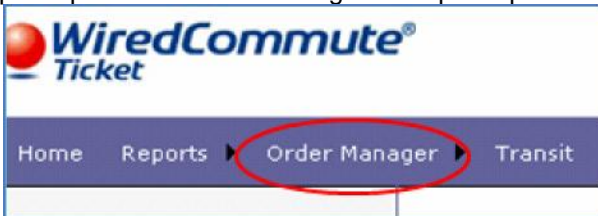
- **Comprehensive Payroll Deduction Report:** This report will encompass each participant’s pre-tax and post-tax deduction for a specified order month.



- **Order Funding Report:** This report will include data regarding the dollar amount which Discovery Benefits will ACH from the employer’s bank account.

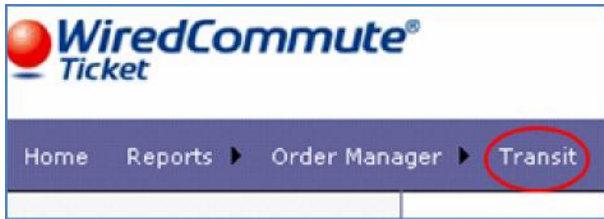


In addition to reporting information, the WiredCommute Portal also offers the functionality for the employer to view specific participant information. Navigation to participant details can be found by selecting the Order Manager tab:



- **Member Detail:** participant demographic information, address, last login date, etc.
- **Member History:** order history, status, and order total for a particular participant
- **Current Shopping Cart:** future orders the participant placed
- **View Emails:** participant email history

The employer's WiredCommute Portal also offers the ability to view available transit authorities. Navigation to these details can be found by selecting the Transit tab:



Employers and participants have access to WiredCommute's national network which includes more than 500 transit authorities and 9,000 parking locations.

An example of New York City is illustrated below:

