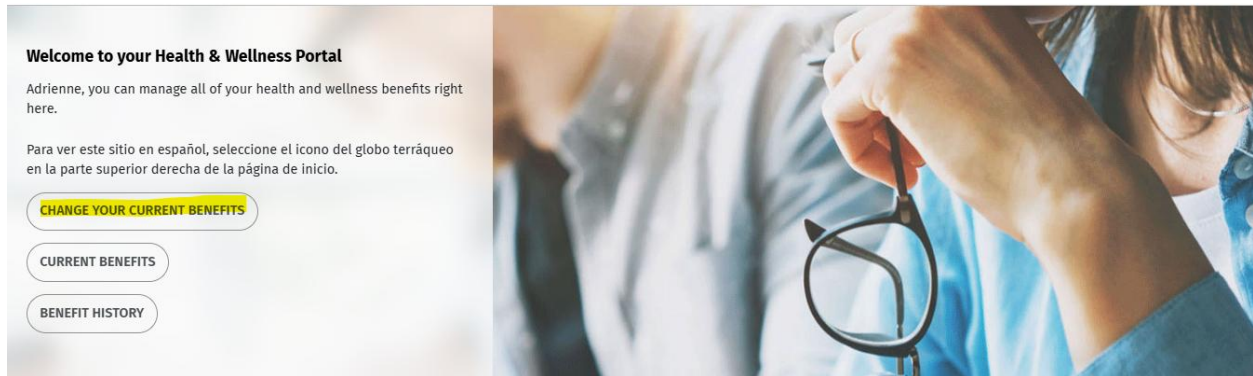


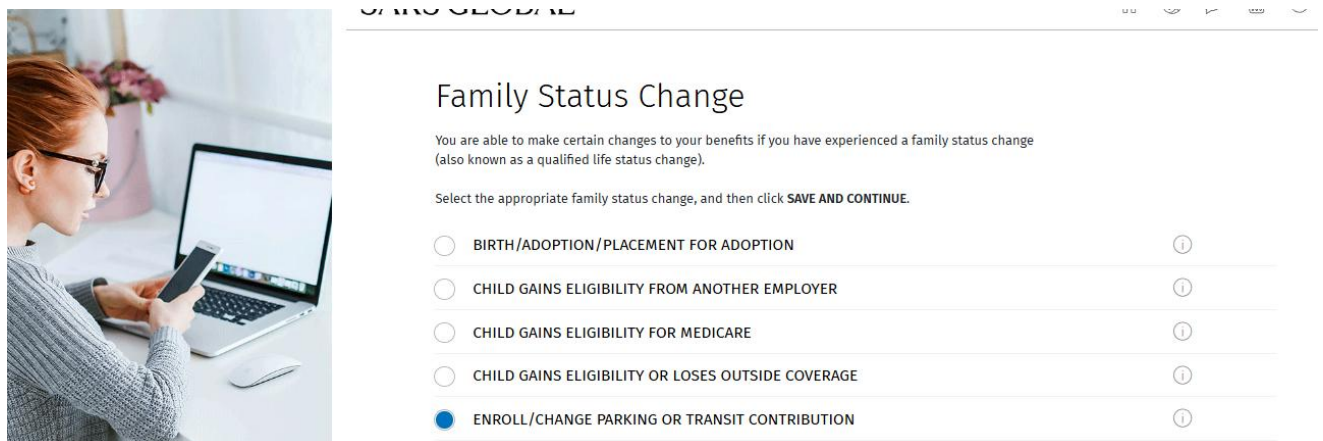
Steps to Change Commuter Benefits

Step 1: Log into [Empyrean's benefit portal](#)

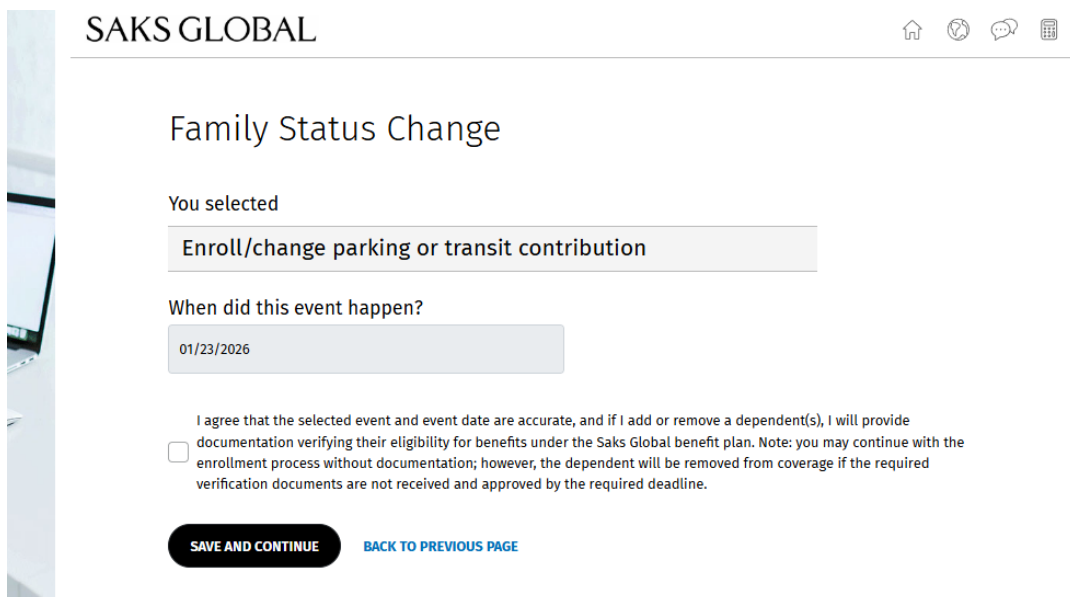
Step 2: Once you get to the below screen, click the **'Change Your Current Benefits'** button



Step 3: Next, click **'Enroll/Change Parking or Transit Contributions'**, then Save and Continue at the bottom of the screen.



Step 4: The next page will explain the date of the event change. Click the **'accept button'** and then Save and Continue to proceed forward.



Step 5: After this screen, it will walk you through a few other screens, click, **'I'm Done Reviewing My Information'** in the right-hand corner to continue on.

Step 6: Once you get to a screen where it says **'Select Your Benefits'**, scroll down to the bottom of the screen and you can click in and **'Change'** either your Transit or Parking Accounts.

The image shows four benefit selection cards arranged in a 2x2 grid. Each card has a header image, a title, plan details, and a 'CHANGE' button.

- EMPLOYEE ASSISTANCE PLAN (EAP)**: Plan: Coverage, Effective Date: 02/01/2026. Includes a 'MORE DETAILS' link.
- TRANSIT FLEXIBLE SPENDING ACCOUNT**: Plan: Participating, Cost: \$156.92 BIWEEKLY, Elected Amount: \$340.00, Effective Date: 02/01/2026. Includes a 'CHANGE' button and a 'MORE DETAILS' link.
- PARKING FLEXIBLE SPENDING ACCOUNT**: Plan: Not Participating, Cost: \$0.00 BIWEEKLY, Effective Date: 02/01/2026. Includes a 'CHANGE' button.
- MAVEN**: Plan: Decline Coverage, Cost: \$0.00 BIWEEKLY, Effective Date: 02/01/2026. Includes a 'CHANGE' button.

Step 7: Once in the benefit screen, you can either select an amount to enroll into or click **'Your Selection'** in the Not Participating bar to unenroll or opt out of the benefit. Once done, click **'I'm Done with My Selection'**.



Your Parking account allows you to set aside pre-tax dollars to pay for eligible parking expenses related to your commute to work.

You may change your monthly contribution amount here at any time during the year.

Review and select your plan

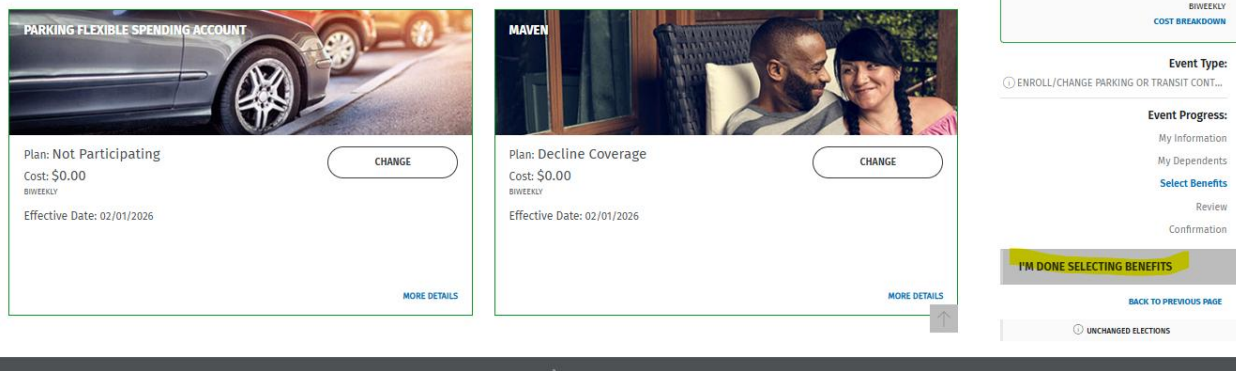
The form is divided into two main sections: "Participating" and "Not Participating".

- Participating**: Features the HealthEquity logo, the question "How much would you like to contribute monthly?", a text input field with a dollar sign and a "CALCULATE COST" button. Below the input field, it says "((\$5.00 - \$340.00 increments of \$1.00)". To the right, there is a "\$ -- BIWEEKLY" label and a "Select" button.
- Not Participating**: A single bar with the text "Not Participating Select This Plan To Waive Coverage." and a "Your Selection" button.

I'M DONE WITH MY SELECTION

[BACK TO PREVIOUS PAGE](#)

Step 8: Once you get back to the **'Select Your Benefits'** page, you need to click the **'I'm Done Selecting Benefits'** button, on the right-hand side of the screen.



Step 9: From there, you should come to a screen to confirm and submit your changes. Once you do, a confirmation screen will pop up with your new Benefit Confirmation Statement.

Note: if you run into any issues update via the benefit's portal, please contact Emperyan at 1-866-725-7005.