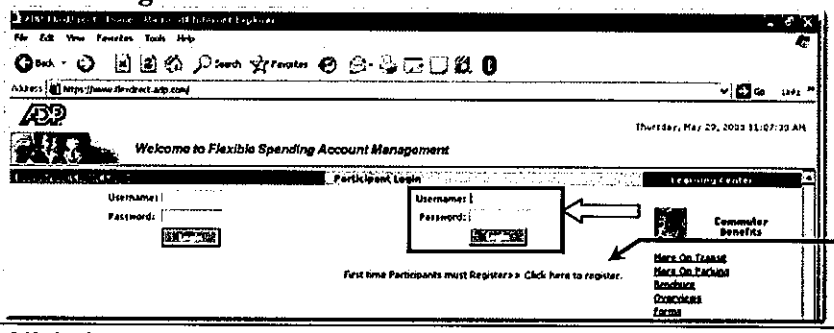
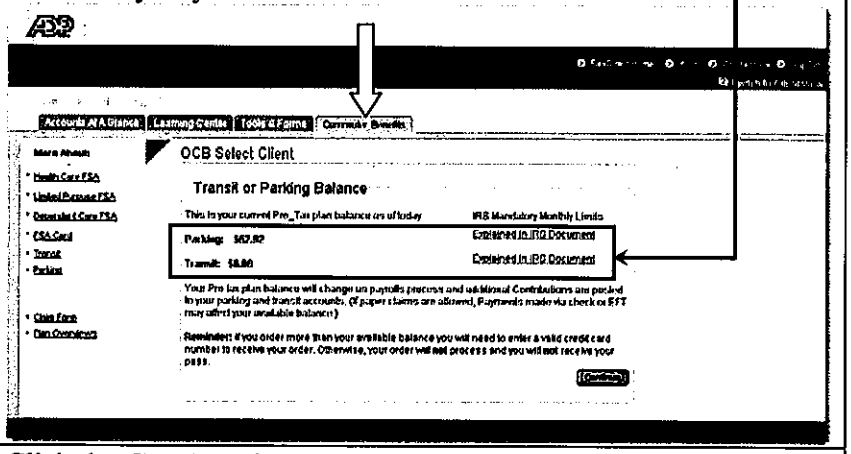
Ordering Platform

Introduction

All new transit and/or parking orders, order history, and changes to existing orders can be made from the main page of the transportation benefits ordering platform.

To access the ordering platform, follow these steps:

Step	Action
1	Go to www.flexdirect.adp.com.
2	The first time you visit the website, you will need to register. • Click *Click here to register,* and • Follow the steps to register. Once you are registered, • Type your username and password, and • Click **Login.** 
3	Click the *Commuter Benefits* tab. A summary of your current balance is shown here. 
4	Click the **Continue** button. The main page of the ordering platform will be displayed.

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