TRANSPORTATION PROGRAM
Parking Enrollment Guide

Updated 11/8/2013
TRANSPORTATION PROGRAM

The following screen shots and instructions are your guide for using the Conexis web portal to enroll, edit, or delete your order in the DePaul University Transportation Program. Your parking options through Conexis are:

- **Commuter Check for Parking** – You can receive daily, weekly or monthly checks payable to your parking provider mailed to your home address
- **Monthly Direct Pay** – Conexis pays monthly parking fees directly to your parking provider (this example)
- **Enroll in cash reimbursement** – Submit claim forms for reimbursement

Go to [http://go.depaul.edu/conexis](http://go.depaul.edu/conexis) to access Conexis web portal.
HTTP://GO.DEPAUL.EDU/CONEXIS

You will be required to enter your DePaul User ID and Password.
Click on Enroll/Update Commuter Plan
Place An Order
PLACE AN ORDER - PARKING

SELECT A PARKING SOLUTION

Please select a parking solution from the list below.

- **Commuter Check for Parking**
  - Daily, weekly or monthly checks made payable to a parking provider are mailed to your home address

- **Monthly Direct Pay**
  - Parking expenses are paid directly to your parking provider each month

Click on **Monthly Direct Pay**
SEARCH FOR A PARKING PROVIDER

The first step in setting up your order is to choose a parking provider. Please enter your search criteria below and scroll down to see a list of parking providers displayed on the map.

- **Parking Provider Name**: Enter the name of the parking provider.
- **City**: Enter the city name.
- **State**: Select the state using the dropdown.
- **Zip Code**: Enter the zip code.
- **Search Radius**: Enter the search radius in miles.

Enter your parking provider’s name or zip code to find a provider.

To search for nearby providers that accept our products, click here.

127 providers found

Stroll down to view results.
SELECT A PARKING PROVIDER

Provider Lists

Please note that these rates are publically advertised rates provided by the parking operator at the time of request. It is your responsibility to know your contractual rate. We are not responsible for any issues caused by under or over payment of your parking expenses. All prices are subject to change and rate increases.

NOTE: The parking lot information displayed below is physical lot locations, not billing addresses.

The parking lots displayed below are ones that we are affiliated with. Other parking lots may exist which are not displayed here.

- **SOUTH LOOP SELF PARK (CH101)**
  - 318 South Federal
  - Chicago, IL 60604
  - N/A
  - Website
  - Payment Accepted
  - Distance: 0 Miles

- **111 WEST JACKSON (CH122)**
  - 111 West Jackson
  - Chicago, IL 60604
  - N/A
  - Website
  - Payment Accepted
  - Distance: 0 Miles

- **MILLENIUM GARAGES**
  - 325 S Michigan Ave
  - Chicago, IL 60604
  - N/A
  - Website
  - Payment Accepted
  - Distance: 0 Miles

- **75 W HARRISON**
  - 75 W. Harrison St
  - Chicago, IL 60603

- **INLAND STEEL BUILDING (CH377)**
  - 30 W Monroe
  - Chicago, IL 60603

- **INTERPARK**
  - 17 E Adams St
  - Chicago, IL 60603

Select a parking provider
**PARKING ORDER DETAILS**

<table>
<thead>
<tr>
<th>Payee Name:</th>
<th>InterPark Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td>111 West Jackson</td>
</tr>
<tr>
<td>City:</td>
<td>Chicago</td>
</tr>
<tr>
<td>State:</td>
<td>IL</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>60604</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>312-986-5816</td>
</tr>
</tbody>
</table>

**Order Details (all fields required)**

- **Your Monthly Parking Cost**: 
- **Your Parking Account Number**: 

*You can find your parking account number on your last invoice or by contacting your parking provider. If you do not have your parking account number, please enter your last name instead.*

*I have an existing monthly parking relationship with my Parking Provider. Please note, this service is only a payment mechanism and does not guarantee you a parking spot in the parking facility. You must have an existing account set up with your parking provider prior to using this feature. If you do not have an existing account, please establish one before using this service or order a different parking product.*

**Recurring Options**

Would you like to receive this order for multiple months? **Yes** ○ **No**

An order will be created for every checked box. Please uncheck a box if you do not want to receive an order for that month. Orders are set up to recur for future months not displayed in the calendar below.

If you decide to return and edit your recurring options, please uncheck any months you do not wish to receive an order for. To edit your recurring order completely, please return to the homepage and delete your shopping cart.

(Current Benefit Month)
- Jan 2014 ○
- Feb 2014 ○
- Mar 2014 ○
- Apr 2014 ○
- May 2014 ○
- Jun 2014 ○
- Jul 2014 ○
- Aug 2014 ○
- Sep 2014 ○
- Oct 2014 ○
- Nov 2014 ○
- Dec 2014 ○

Select **Yes** if you would like your order to recur.
ORDER SUMMARY

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Price</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Pay to Parking Operator</td>
<td>1</td>
<td>$200.00</td>
<td></td>
</tr>
</tbody>
</table>

Order Total: $200.00

I agree that the above parking product(s) ordered is correct, and that I certify that all orders of parking product(s) will be used by me only for the purposes of commuting to and from work at the Employer. As applicable, I authorize my Employer to deduct the amount of my order that I am responsible for paying as noted above from my paycheck up to the applicable monthly IRS pre-tax limit. I am also responsible for any remainder on a post-tax basis.

Continue Shopping  Place Order

Review your order, agree to terms and conditions and Place order
ORDER CHECK OUT

ORDER SUMMARY

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Price</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Pay to Parking Operator</td>
<td>1</td>
<td>$200.00</td>
<td></td>
</tr>
</tbody>
</table>

Order Total $200.00

I agree that the above parking product(s) ordered is correct, and that I certify that all orders of parking product(s) will be used by me only for the purposes of commuting to and from work at the Employer. As applicable, I authorize my Employer to deduct the amount of my order that I am responsible for paying as noted above from my paycheck up to the applicable monthly IRS pre-tax limit. I am also responsible for any remainder on a post-tax basis.

Continue Shopping  Place Order

Review your order, agree to terms and conditions and Place order
Your order has been successfully created.

YOUR PENDING ORDER

<table>
<thead>
<tr>
<th>Parking Products</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Direct Pay to Parking Operator</td>
</tr>
</tbody>
</table>

**Total Estimated Cost:** $200.00

**Estimated Pre-Tax Amount Applied To Payroll:** $200.00
PARKING

Edit Current Order
Your order has been successfully created.

YOUR PENDING ORDER

<table>
<thead>
<tr>
<th>Parking Products</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Direct Pay to Parking Operator</td>
</tr>
</tbody>
</table>

Total Estimated Cost: $200.00
Estimated Pre-Tax Amount Applied To Payroll: $200.00

Click on Edit option
## Edit Current Order

### Parking Payment Information (all fields required)
- **Payee Name:** InterPark Inc.
- **Street Address:** 111 West Jackson
- **City:** Chicago
- **State:** IL
- **Zip Code:** 60604
- **Phone Number:** 312-986-5816

### Order Details (all fields required)

- **Your Monthly Parking Cost:** $200.00
- **Your Parking Account Number:**

*You can find your parking account number on your last invoice or by contacting your parking provider. *If you do not have your parking account number, please enter your last name instead.*

- I have an existing monthly parking relationship with my Parking Provider. Please note, this service is only a payment mechanism and does not guarantee you a parking spot in the parking facility. You must have an existing account set up with your parking provider prior to using this feature. If you do not have an existing account, please establish one before using this service or order a different parking product.

### Recurring Options

Would you like to receive this order for multiple months? Yes ☑, No ☐

An order will be created for every checked box. Please uncheck a box if you do not want to receive an order for that month. Your order will continue to recur for future months not displayed in the calendar below.

If you decide to return and edit your recurring options, please uncheck any months you do not wish to receive an order for. If you wish to STOP your order completely, please return to the homepage and delete your shopping cart.

- (Current Benefit Month) Jan 2014 ☑
- Feb 2014 ☑
- Mar 2014 ☑
- Apr 2014 ☑
- May 2014 ☑
- Jun 2014 ☑
- Jul 2014 ☑
- Aug 2014 ☑
- Sep 2014 ☑
- Oct 2014 ☑
- Nov 2014 ☑
- Dec 2014 ☑
PARKING

Delete Order
Your order has been successfully updated.

**YOUR PENDING ORDER**

<table>
<thead>
<tr>
<th>Parking Products</th>
<th>Details</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total</th>
<th>Recurring</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Pay to Parking Operator</td>
<td><strong>Billing Address</strong> 111 West Jackson, Chicago IL 60604&lt;br&gt;<strong>Payee Name</strong> InterPark Inc.&lt;br&gt;<strong>ParkingAccountNumber</strong> chan</td>
<td>1</td>
<td><strong>$250.00</strong></td>
<td><strong>$250.00</strong></td>
<td>Yes&lt;br&gt;<strong>Opt-out Months</strong>&lt;br&gt;Mar 2014</td>
<td>✗</td>
</tr>
</tbody>
</table>

**Total Estimated Cost:** $250.00
**Estimated Pre-Tax Amount Applied To Payroll:** $245.00
**Estimated Post-Tax Amount:** $5.00

Click on Delete option
Your order has been successfully updated.

YOUR PENDING ORDER

Parking Products

<table>
<thead>
<tr>
<th>Type</th>
<th>Provider Name</th>
<th>Details</th>
<th>Quantity</th>
<th>Opt-out Months</th>
<th>Total</th>
<th>Recurring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Pay to Parking Operator</td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
<td>$250.00</td>
<td>$245.00</td>
</tr>
</tbody>
</table>

Message from webpage:

Are you sure?
This option allows you to remove individual products from your cart. If only one product is present in your cart, by removing it you will effectively delete the cart and all of its recurrences and recurring options.

Click OK
The cutoff date to enroll or change your participation is the 10th of each month and your benefit changes will be effective for the following month.

Deductions will be taken from the first paycheck the month the benefit is effective.

For more information about the transportation program, refer to the Commuter Benefit FAQs document.

For other questions or further assistance with your transportation program enrollment, please contact Conexis at 866-279-8385 (Monday through Friday 7am to 7pm).