My Commuter Check (MYCC) Registration and Ordering Guide
University of San Francisco **Company ID 109083**

1. Go to [www.mycommutercheck.com](http://www.mycommutercheck.com) or call MYCC Customer Service 800-531-2828 to place your first order
2. Click **First Time User**

3. Type the University of San Francisco **Company ID 109083**

4. Complete the two step Employee Registration process
   a. Create your own username (6 characters, no spaces)
   b. Create your own password
   c. Use your home address
   d. Verify that the preloaded information is correct. If it is not, make any necessary updates or call the Benefits Team at 415-422-2442
   e. Read the terms and conditions of MYCC; check the box to indicate you have read the terms of the service agreement
Place orders no later than the 10th of the month at 9pm Pacific

Step 1

Step 2
Place orders no later than the 10\textsuperscript{th} of the month at 9pm Pacific

5. After completing Employee Registration, click \textbf{Go to order my products} (orders must be placed by the 10\textsuperscript{th} of the month \textit{by 9pm Pacific})

6. Hover over \textbf{Place An Order}, click \textbf{Transit} (NOTE: Vanpool is not available)

7. Select the \textbf{radio button} for the Transit Product you want to order. Commuter Check Card Prepaid MasterCard offers the most flexibility.
   a. Clipper will load onto your Clipper Card. You MUST have a Clipper card to choose this option. Clipper Cards are available for free in Human Resources, LMM 339, if you do not have one.
   b. Commuter Check Card (same as Commuter Check Card Prepaid MasterCard) allows you more flexibility to use your dollars for different transit vendors. You can use it as the funding mechanism for your Clipper card if you prefer.
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8. If you select Clipper, scroll through the list to find your preferred pass or Clipper E-Cash. Click the box under Select Product.
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9. If you select Commuter Check Card Prepaid MasterCard, click the box under Select Product.

10. In the pop up window, enter the amount of money you want for transit benefits in the Load Amount box.
11. You may also select the months you want to receive this order. Click Checkout when you are finished.

12. Read the certification carefully. If you agree with the certification, click Place Order

13. Your Pending Order shows pre- and post-tax amounts and any subsidy you may be eligible for.