

COMMUTER BENEFIT CHANGES

Learn all you need to know about updating contributions to your commuter benefits account



Step 1:

Log into OKTA Single Sign-On at sunrun.okta.com and click on the **Workday** tile.

Step 2:

Click on the Benefits icon.

Step 3:

Under Change, click on Benefits.

Step 4:

For the Benefit Event Type, select Commuter Benefit Changes. Enter today's date and click Submit at the bottom.

Step 5:

Click Open.

Step 6:

Update your Transit and/or Parking contribution(s) by entering new per-paycheck (semi-monthly) amounts. Click Continue.



The next page will confirm the change you have requested. If you are finished, check **I Agree** and click **Submit** at the bottom.