

# UCOP PARKING AND TRANSPORTATION

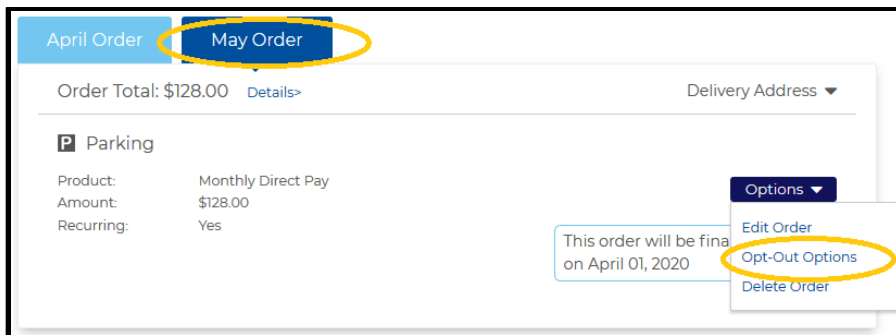
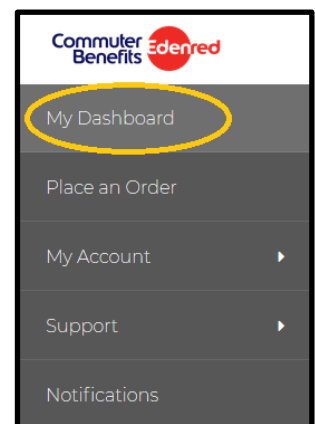
## Quick-Start Guide: Temporarily Pausing Parking Payroll Deductions

1. Modify your CCD parking order to temporarily pause your payroll deductions for a specified month using the following steps. Modifications must be completed in CCD **by the respective deadline listed in the schedule to the right** for them to take effect.

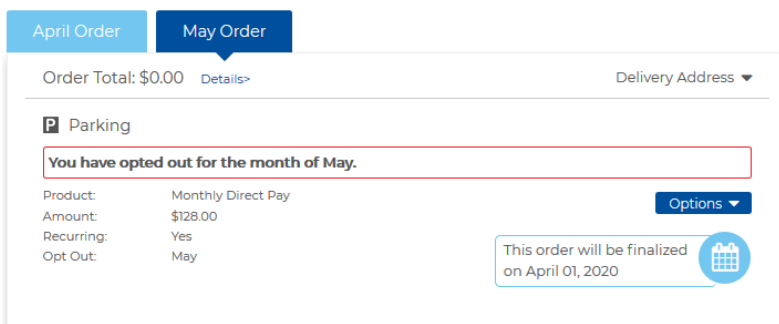
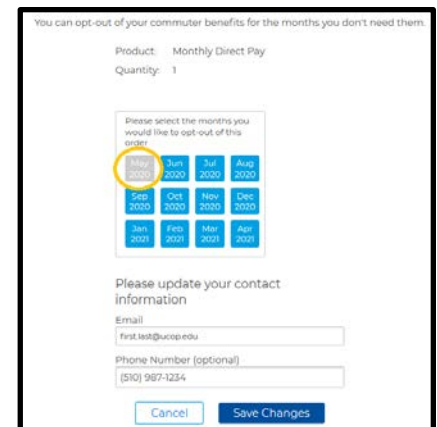
*Note: May is used as an example in the screenshots below, but can no longer be modified as the deadline has passed. Replace May with the applicable Order Month.*

Order Month	Your CCD Deadline for Modifying Orders	CCD Finalizes Order
<b>May (see note)</b>	<b>March 31</b>	<b>April 1</b>
<b>June</b>	April 30	May 1
<b>July</b>	May 31	June 1
<b>August</b>	June 30	July 1
<b>September</b>	July 31	August 1

2. Following the login instructions in UCOP's [iCommuter Guide](#) beginning on Page 3, login to your account at <https://login.commuterbenefits.com/>.
3. In your account, click "My Dashboard" on the menu of options that is to the left of your screen (*image right*).
4. Click the month's order in your dashboard that you do not want to be charged for (*image below*). Under "Options" in the bottom right corner, select "Opt-Out Options." This step must be taken **no later than the deadline indicated in the schedule above**.



4. Select the appropriate Order Month on the screen. The month you select will turn gray. Click "Save Changes" (*image right*).
5. The next screen will confirm that you have opted out of a payment for parking access in the Order Month (*image below*). Note that CCD provides the date when the order will be finalized.



6. Repeat these steps for future months as necessary ensuring modifications are completed by the appropriate deadline listed in the above schedule.