

# Transportation Election Changes

Unlike Health and Dependent Care FSA elections, employees may change their Transit and Parking elections on a monthly basis. Generally, election changes should be effective the month following notification of the change.

## Updating Transit/Parking Elections via the Employer Portal

- Log into the Employer Portal. (Click [here](#) for login instructions)
- From the Home page of the Sentinel Employer Portal in the Your Accounts section, click "Reimbursement Accounts" to access the FSA/HRA/HSA portal.
- Select the Employees tab from the menu on the left, locate the employee from the list or search for the employee by name.
- Select the Enrollments tab and click on the enrollment you wish to update.
- Click the Edit Enrollment button.
- Enter the effective date and new election amount, and click the Add button.

As a result, the enrollment screen should look similar to the one below. In this example the employee initially elected \$270 per month effective 1/1/2021 and subsequently changed their election to \$0.00 per month effective 2/25/2021.

**Active: 01/1/2021 - 12/31/2021** + New enrollment

Payment method: Debit Card | Check

	<b>Parking FSA 2021</b> \$0.00/month	Effective Feb 25, 2021 Active
	<b>Transit FSA 2021</b> \$0.00/month	Effective Feb 25, 2021 Active

  

<b>Feb 25, 2021</b>	
Monthly election \$0.00	Employee contributions \$405.00
<b>Jan 1, 2021</b>	
Monthly election \$270.00	Employee contributions \$0.00

View contributionsView deductionsEdit enrollment