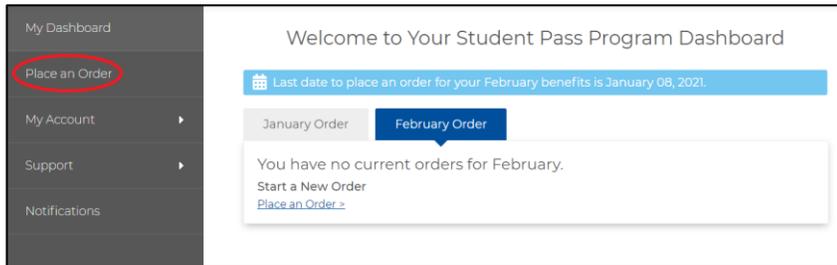
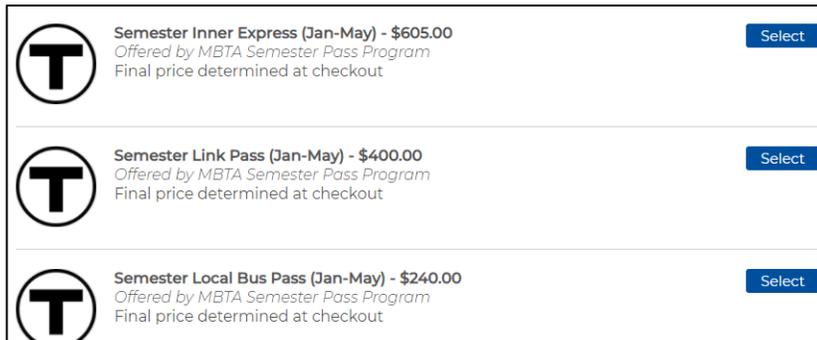


# How to place a Semester Pass Order

1. Login to the Edenred Commuter Benefits Site by entering your [Harvard Key Credentials](#)
2. From your Edenred Commuter Benefits Dashboard, click on 'Place an Order'.



3. Next, select the Semester Pass that you would like to purchase. **Please note: final price is determined at checkout.**



4. Please make sure to update your delivery address (if needed), so Edenred can mail your pass to the right location. **Your address needs to be a valid US address.**

Note: your address may have defaulted to the GSAS Office at Smith Campus Center if you had a non-US address. Please update this address to avoid a delay in receiving your pass. **Delivery information should reflect the address at which you receive mail in the US.**

## Helpful Tips

**The deadline to order the following semester passes is as follows:**

Jan-May = Dec 8<sup>th</sup>  
Feb-May = Jan 8<sup>th</sup>  
Sept-Dec = Aug 8<sup>th</sup>

**Discount offered exclusively by Harvard?**

Harvard students take advantage of a 50% discount on the original pass price.

**Never received commuter rail pass?**

Commuter Rail passes are mailed with Certified Mail to ensure successful delivery. Certified Mail is a special USPS service that requires signature of receipt. If USPS cannot successfully deliver

**Never received bus/subway pass?**

You can request replacement on the "My Account – Order History" tab of your Edenred ordering portal by clicking "Did Not Receive"