



WEBSITE QUICK ACCESS

ENROLL, CHANGE OR CANCEL COMMUTER FSA CONTRIBUTIONS at www.WorkTerra.net

Here you can elect, change, or cancel Commuter FSA contributions.* Changes are effective the first of the following month as long as the change is submitted before the 20th of the prior month.

Register and enroll online at www.WorkTerra.net.

- Your user ID is comprised of your **full last name, first initial** of your first name, and the **month and day** of your birth (two-digit month and two-digit day, e.g., smithj0209 for John Smith born February 9).
- Your initial password is your **entire last name** and the **first four numbers** of your social security number.
- Please note – your password is case sensitive (lower case).
- Enter “**City National Bank**” in the Company Name field.
- Upon login, you will be asked to change your password.

Your new password must meet the following criteria:

Must contain at least one letter, one numeric digit, one special character, and be a MINIMUM of 8 characters.

Read all of the screens as they appear. Indicate your acceptance by clicking “continue.” After you click “save & continue” on the demographic screen, you will be taken through the enrollment process.

Enter the monthly amount you wish to have deducted for transit and then for parking (if any). Half of this amount will be deducted from your pay twice each month on a pre-tax basis and deposited to your Commuter FSA.

After you save each election, that election is scheduled to go into effect as of your effective date.

Upon completion of your elections, make sure you click on “**finish**” to complete your enrollment.

**Elections for all other FSAs is performed online through Me@CNB in accordance with the bank's CNBenefits program.*

MANAGE ALL YOUR FLEXIBLE SPENDING ACCOUNTS (FSAs) at <https://WorkTerra.lh1ondemand.com>

Here you can view your account balance(s), upload claims and set up reimbursement options for the Commuter, Dependent Care, Health Care, and Limited Purpose Health Care FSAs)

Register at <https://WorkTerra.lh1ondemand.com>

Initial Login:

- Your login ID is the **first initial** of your first name, your **full last name** and the **last four** of your Social Security number
- Your password is your **full social**
- Click Login
- You will be prompted to change your password upon your initial login; please follow the instructions on the screen.

Your account will show all contributions and disbursements made – whether it was a cash reimbursement or a Benefit Card Purchase.

IMPORTANT: Same “Benefit Card” is used for all of the Flexible Spending Accounts