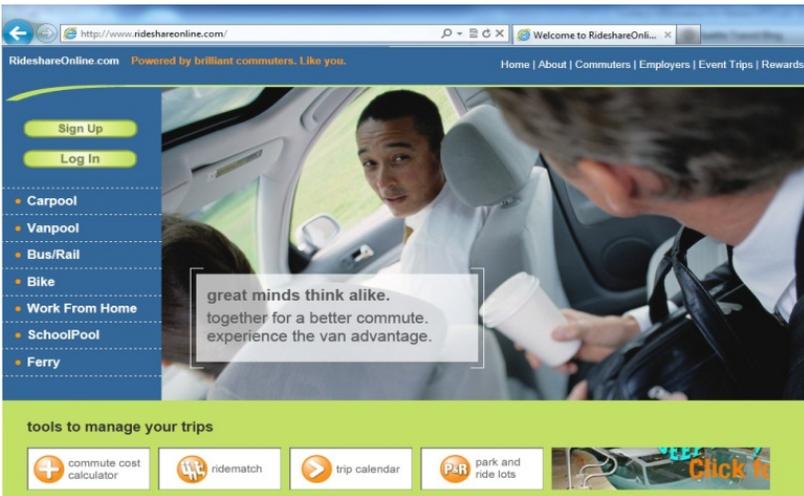


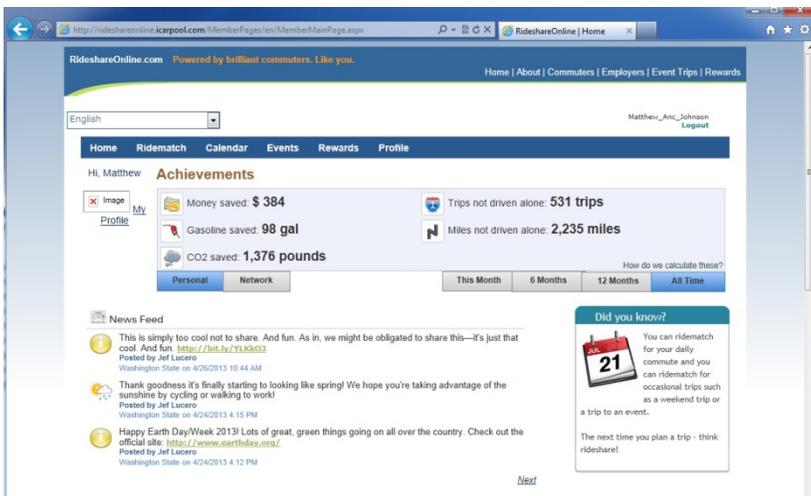
# Users (Employees) - RideshareOnline.com Reference Guide

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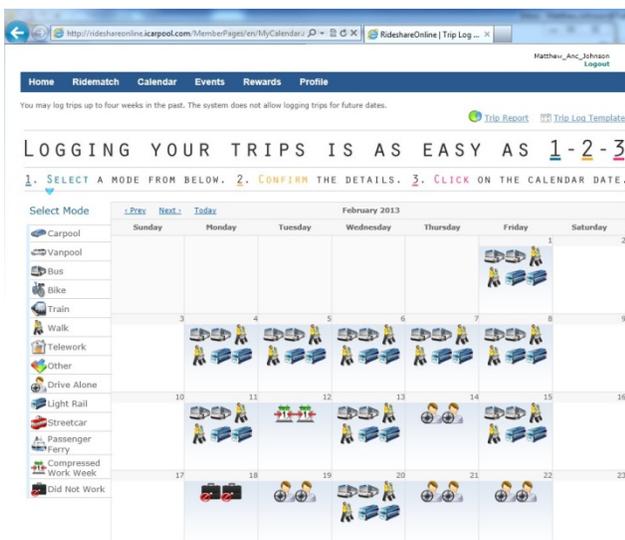
## Login Page:

www.rideshareonline.com  
Used for Ridematching (Vanpool and Carpool), to track trips in the Calendar and to qualify for Incentives and Rewards.



## Main Page:

First page you will see when logged in. Most functions will be accessed from the blue menu bar. Displays personal savings, commuter network updates and other messages.



## Calendar:

Log past trips in order to keep track of commute history, monitor savings and qualify for incentives and rewards. Use the Trip Log Template to set up automatic trip logging.

## Frequently Asked Questions

### Where do I sign up for RideshareOnline.com?

<http://www.rideshareonline.com/>

If you have a company email address use it to register as it makes joining your company-employees network that much easier. This will also be the page where you log into RideshareOnline.com

NOTE: If you participated in the Wheel Options campaign in October 2012 you already have a RideshareOnline.com account and don't need to sign up. Use the same name and password.

### Can I sign up under my personal email account?

Yes. But it requires a few extra steps and you'll need to get the Employee Network passcode from your ETC first. Once you've done that, here's how:

- A. Register with RideshareOnline.com using your personal email address.
- B. Hover over *Profile* in the blue menu bar and click *My Networks*.
- C. On the left side of the screen, just below the blue menu bar click *Join Network*.
- D. Type your company's name in the Name box and click *Search*.
- E. Click *Select* to the left of your company.
- F. *I have an enrollment passcode issued by the network* should already be selected.
- G. Enter the enrollment password provided by your ETC.
- H. Click *Submit*.

If you are not properly registered with your company's network you will not be eligible for all incentives and rewards.

### How do I find people to carpool/vanpool with?

- A. Hover over *Ridematch* in the blue menu bar, but do not click.
- B. Click *Create a trip* from the drop down menu.
- C. Click *Continue* if this is your regular commute.
- D. Complete the form clicking *Save* when finished. NOTE the more people you allow to see your trip the higher the odds of finding a match. No one will see your address, just a general location.

You will now see available matches. If one looks compatible you can click *More Details* to see the full schedule or *Send message* to contact the person and set up a commute. You can also click *Check Transit Schedule (Google Transit)* at the top right of the page to see available bus/train options.

### How do I log my trips on the RideshareOnline.com calendar?

- A. Click *Calendar* in the blue menu bar.
- B. On the left side of the page, select your commute mode.
- C. In the *Trip Details* box, select your origin and destination. The purpose *Commute* should already be selected. Click *Continue*.
- D. Click on the day for which you are recording and enter the trip.

If you made the same commute multiple times, simply click on the corresponding days. Also, keep in mind that each icon represents a one-way trip using a single mode. If you want to be eligible for commute subsidies, you must, at a minimum, record the information for the longest leg of your commute trip. If you wish, you can log multiple modes. For example, you can record your carpool to the park and ride lot and your bus trip to the office. You will just need to log each leg of the trip separately.

### **Do I have to sign in every day to log my trips in the calendar?**

No, you can set up a Trip Log to automatically log trips on your calendar for you, but you do have to sign in and confirm trips every two weeks. To set this up follow these steps:

- A. Click *Calendar* in the blue menu bar.
- B. Click *Trip Log Templates* at the top right of the page, below the blue menu bar.
- C. Click *Add Trip Log Template* at the top left of the page, below the blue menu bar.
- D. Complete the form, clicking *Save* when finished.

Your Template will now appear in the *Trip Log Templates* screen. It will also start logging trips for you now. Click the 'x' on the right to delete the template, the hand holding a pen icon to edit it, and the red square to pause (going on a business trip, vacation, etc).

You will need to log into RideshareOnline.com periodically to confirm your trips. To do so, from the main page Click *Calendar* in the blue menu bar. A popup window will open. Select the trips you wish to confirm (or select 'Confirm All Trips' at the top left of the window) and then click *Confirm*. NOTE: Trips will not be logged until you confirm them.

### **How do I check what rewards are available and how do I qualify?**

- A. Hover over *Rewards* in the blue menu bar, but do not click.
- B. Click *Incentive Programs* to see which current rewards you are eligible.
- C. Each program will have the specific conditions for qualifying laid out in the description.
- D. Check the progress bar at the bottom of every program to see how close you are to qualifying.

For any other questions please contact Matthew Johnson [matthew.johnson@tukwilawa.gov](mailto:matthew.johnson@tukwilawa.gov) for assistance.