## Activating your Profile

When you click on the "Active my Profile" link in the New Web Site email from Metro Vanpool, you will go directly to this web page. Please enter the email address that you received the introductory email at.

Check the "I'm not a robot" box, and click **Send**.

If you are a coordinator and you need a new account with a different email, please notify Metro Vanpool at vanpool@metro.net.
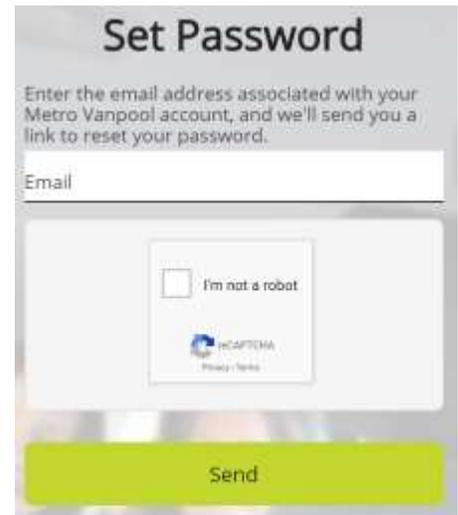
You will then see the screen above, stating that you will receive an email to **set a password**. Please make sure that you add "Metro Vanpool noreply@ridematch.info" to your safe-senders list. The email will look like the one below. Click on the "set your password" link, and you will come to the "Create a Password" page. Once you enter your new password (twice) and click continue, you will be logged in.
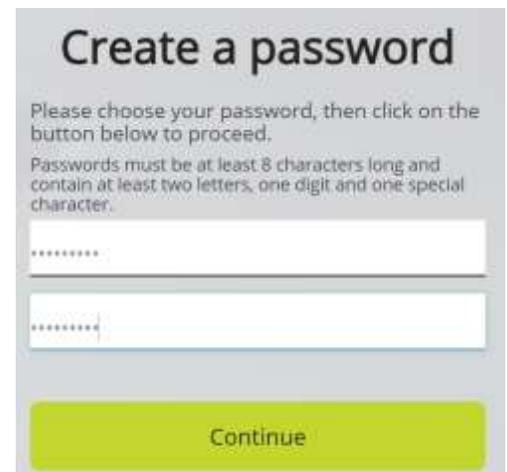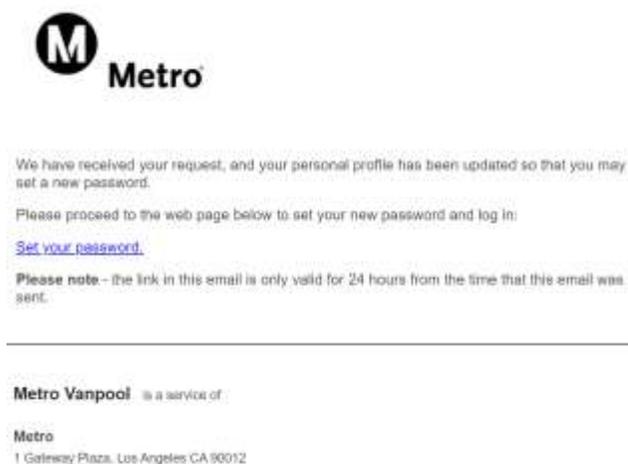
Your Monthly Report

STEP ONE – Confirm your schedule, route to work, and passenger list.

You should automatically be directed to this page for review however, if you do not see this review page, click on the **New Report** tab.

New Monthly Report

VO1395 - Charlie Coordinator

This page displays your vanpool route and schedule, including Pick-up and Drop-off points, as well as all of the people currently registered in your vanpool group. If anything regarding the route stops or passenger list is incomplete or incorrect, please **update it immediately**.

Schedule

Going Trip 5:30 AM - 6:00 AM
Returning Trip 3:30 PM - 4:00 PM
Operating Days: Mon Tue Wed Thu Fri
Update Schedule

Route

Origin → Destination: 20.23 mi
Destination → Origin: 20.09 mi
Update Route

Name	Type	Address
1 Route Origin	Origin	2555 N Tustin St, Orange, CA 92865
2 Pick up Passenger Patricia	Pick-up	University Drive and, CA-73, Irvine, CA 92617
3 Pick up Passenger Pete	Pick-up	University Drive and, CA-73, Irvine, CA 92617
4 Pick up Passenger John	Pick-up	University Drive and, CA-73, Irvine, CA 92617
5 Route Destination	Destination	7301 Center Ave, Huntington Beach, CA 92647

Review your passenger list. If a passenger is missing, or if there are people on your passenger list that are no longer part of your vanpool group, click on the link to **update your passenger list**. A new passenger will be emailed a participant agreement and you will not be able to finish your report until it has been signed.
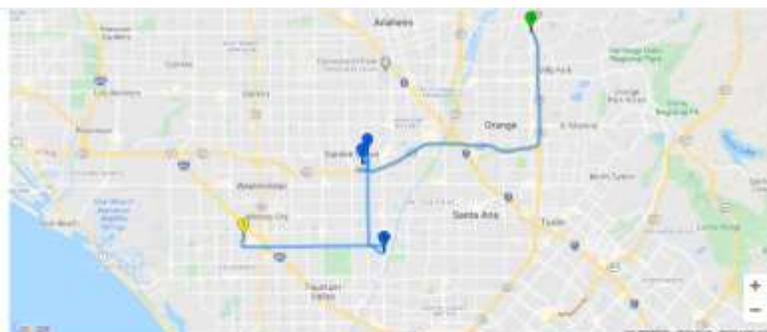
After reviewing the information and making any necessary corrections, click the checkmark box "I confirm that all of the information above is correct about this route."

Select the month and year from the drop-down menu to indicate the report you would like to start and click **Create**.

This will take you to the ridership calendar for the month selected.

STEP TWO — Select the first day your group started riding in the van for the month.

Ridership for January 2020

Vanpool: VO1395 - Charlie Coordinator

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15 4 people	16 4 people	17 4 people	18 0 people
19 0 people	20 3 people	21 4 people	22 4 people	23 0 people	24 4 people	25 0 people
26 0 people	27 3 people	28 4 people	29 4 people	30 4 people	31 3 people	

Metro
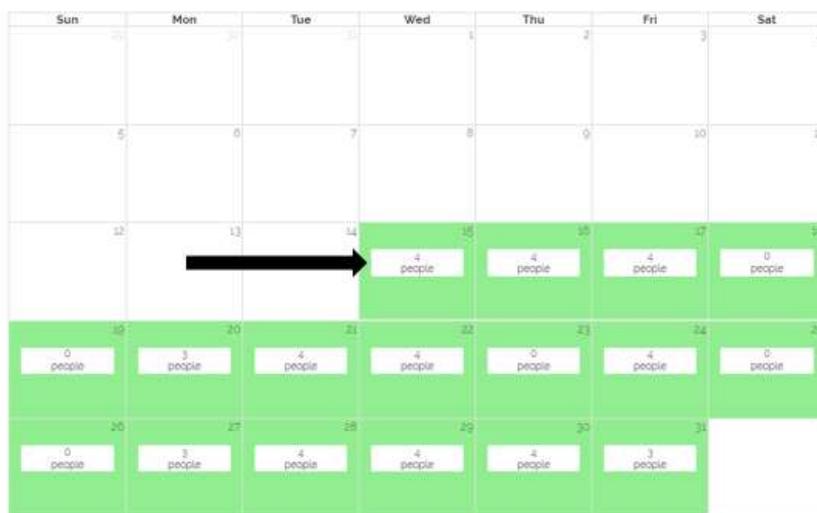
STEP THREE — Complete the **Ridership** log for each day the van was in use.

Ridership for Wednesday 1/15/2020

Vanpool: VO1395 - Charlie Coordinator

Confirm travel time/miles and select which riders rode in/out for the day

Detours? Update your travel time and distance to work and from work.

Travel Time to Work (minutes)

30

Travel Time from Work (minutes)

30

Distance to Work (miles)

23.36

Distance from Work (miles)

22.91

Click **Save Ridership** if you are reporting just for that day.

Click **Save and Continue** if you are ready to report for the next day. (Note: You cannot report for future days.)

Click **Month View** to see an overview of report for the month. Reported days will be highlighted green.

(Select All)

Name	Rode In / Out	
Passenger John Rider	✓	✓
Tracy McConnell Rider	✓	✓
Passenger Patricia Rider	✓	✓
Passenger Patrick Rider	✓	✓

Click who rode to work in **Rode In** and who rode home in **Rode Out**

Save and Go Back   Save Ridership   Save and Continue   Month View

When you are on the **Month View** page, click the blue arrow below the calendar to enter your van expenses (i.e. fuel, cleaning, tolls, or parking — all expenses must be entered regardless of who pays them).

STEP FOUR — Enter your **Expenses** for the month. For fuel, you will also enter the total gallons of fuel purchased.

🔆 **Tip**: Enter "1" in quantity for all expenses <u>except</u> Fuel.

a. **Comments** –add any comments that may be of assistance Metro Vanpool regarding your expenses.
b. If you saved your entry and you made an entry error, click **Delete** to remove the entry and re-enter the expense (the system does not have the ability to edit an entry once it has been saved).
c. Once you have entered all your **Expenses** for the current reporting month, continue to the **Ending Odometer** page by clicking ⊙.

STEP FIVE — Enter the **Ending Odometer** miles for the report month.

Click **Edit** to enter your ending odometer miles and confirm that your vehicle information is correct.

Enter the odometer miles taken when the vehicle is parked at the home end on the last commute day of the month.

If more than one vehicle was assigned to you during a reporting month, complete the odometer information for the vehicle that was in your possession on the last day of the report month. If this report does NOT show the vehicle currently assigned to you, or if you were assigned a new or loaner vehicle on the last day of the reporting month, please email vanpool@metro.net.

Final Step – Submitting your monthly report.

When all Passenger Trips, Expenses, and Vehicle information have been reported and verified for the month, confirm the number of vehicles used during the reporting month, and confirm that the report information is complete and accurate.

      a. Comments – Enter any comments about this reporting month, such as information regarding a vehicle change during the period.

Before you click submit, use to review your entries carefully and edit if necessary.

Important – *Once submitted, your report will be locked, and you will not be able to make further changes.*

If you receive an error message and the System is unable to submit your report, please correct the errors noted. If you are having trouble correcting the errors, or if you submitted the report and then found that changes are required, contact Metro Vanpool to re-open your report at vanpool@metro.net or 213-922-7003. After correcting any errors, click **Submit**.

Congratulations! You have submitted your Metro Vanpool monthly vanpool report. You will receive an email from Metro Vanpool confirming receipt of the report. Metro Vanpool staff will review your report and may contact you with questions.