

#### 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.

# Account Activation

You will receive an email shortly with instructions that detcribe how to set your password. If the message doesn't appear in your inbox, please check your spam or junk folder.

You may now close this web browser window or the tab associated with this web page.

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 <u>noreply@ridematch.info</u>" 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.



Enter the Metro Va link to re	Set Password email address associated with your inpool account, and we'll send you a set your password.
Email	
	I'm not a robot
	Send



# 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.

Metro sw	ITCH ROLES HOM	E MYVANPOOL	MY ACCOUNT	FIND REPORT	NEW REPORT	HELP	C) S
Report Monu	Ne	w Mont	hly Rep	ort			
		VO1395 - Char	tie Coordinator			\	
	This junge Fibi-up an inspiration drips or pa immediate	displays, year vanco ii Drop-of points, au ii plus rangool graa coanger list is incomp dy	it route and indextua with an all of this peop of anything regarding rate or instruct, place	e enturing le Danarity g the state o update it		•	
		Sche	sdule				
		Going Trip 5.3 Returning Trip 3 Operating Days: M Update 1	0 AM - 6:00 AM :30 PM - 4:00 PM on Tue Wed Thu Fr Schedule	t			
		Ro	ute				
		Origin → Desti Destination → Update	nation: 20.23 mi Origin: 20.09 mi e Route				
Name	ту	pe A	ddress				
1 Route Origin	0	igin ze	55 N Tustin St. Ora	nge. CA ga885			
≥ Pick up Passenger Po	nger Patricia Pick-up University Drive and CA-73, Inline: CA g2617						
3 Pick up Passenger Pe	ite	skilip) U	reversity Drive and	CA-73 Initrie, CA	gana)		
4 Pick up Passenger Jo	hii (Pi	distp) (U	niversity Drive and	CA-73 Initrie CA	gaelt?		
5 Route Destruction	De	estination (7)	jos Center Ave. Hur	thigton Beech, C	A.g2547		



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**.

- Comment	Terrest of the second s	Strange Line All real Difference
aa Afri	Pictorger List Vasido Paroenger List	
	Deltant	Drop-off
Kazne, Bulle	100.00	
lane, Bale Norke Construct: Right: Construct	HEAT THE CARDA CALIFFE	1111 Carlie Ave ristington Baser CA (2014)
iana, Nole Surka Communic Robel Communic Source provider, Nole-	(d) States D. Comp. Could's Vision of Distance Could's Vision of Distance Could States Could Wise States Could States Could State County States Could States Could State States County States County States County States County States Vision States County States County States County States County States Vision States County States Vision States County States Count	100 Generales eturization Baser Galantati zum Generales especialista Especialista de la surgeria
iana Non Sarka Cambrach Roje, Campinan Sarger Afric National Mary McCampal, Polar	High Nam D. Chenge Ge (2009) Warehold Drawing Ge (2009) Warehold Drawing Ge (2009) Warehold Drawing Ge (2009)	101 Gene An electropic Base (A phate con Gene An electropic Base (A phate 101 Gene An electropic Base (A phate)
Genet, Hulle Sociale Constitution: Rope: Constitution Notify Philamonal, Polise Notify Philamonal, Polise Notify Philamonal, Polise Notify Philamonal, Polise	Mill M Ramith Charge Ge (2001) Vicensity Dennis Certy Inner Cetation University Dennis Certy Inner Cetation University Dennis Cetation	100 General Ale Honorgan Baser Chipfiel zum General Ale Honorgan Beach Talaungi 100 General Ale Honorgan Beach Chipfiel Tan Generales Honorgan Beach Chipfiel
Kane, Naie Carlos Carathones Rojes Carathones House-gen (An. Roje House-gen (An. Roje House-gen Patrice, Rojes Japopile House-gen Patrice, Roge	Migris Manufa Change Ge (2009) Vicensity Dennis Charge Ge (2009) University Dennis Charg Iven Chargest University Dennis Charg Iven Chargest University Dennis Chargest Migris Name No Ownys Chargest	100 General Ave Harleyter Baser: CA print rype General Ave Harveyter Baser: CA print Dist General Ave Harveyter Baser: CA print rype General Ave Harveyter Baser: CA print Type General Ave Harveyter Baser: CA print Type General Ave Harveyter Baser: CA print
Same Note Darks Constitution Rober Constitution Note (Schemall Rober Note) Roberts Roberts Note (Schemal Roberts Note) Schemal Roberts Note (Schemal Roberts) Note (Schemal Roberts) Note (Schemal Roberts) Note (Schemal Roberts) Note (Schemal Roberts) Note (Schemal Roberts)	High N Family Charge Ge (2009) Vision of Data and Child Invest Children University Data and Child Invest Children University One and Child Invest Children Altern Sciences Children Altern Sciences Children and Sciences Children Altern Sciences Ch	100 Center Ace Horizontal Baser CA pilat 200 Define starting a new separt Click New Scipping
Same, Hole Social Constitution Robe: Constitution Society of Constitution Statescipe Personal Robe Society of Person, Robe Society Society of Robe Society (Robert Society of Roberts Society) and previous manifoldy report has more solved to that No.	Might Music Durings (+ path) Might Music Durings (+ path) University Durings (Art), mine (Arbor) University Durings (Arb) Mine (Arbor) International (Arbor) Might Music Durings (Arbor) Might Music During (Arb) Might Music Dur	10) Center Ani, Hurtegter Baum, CA Juliat 20), Center Ani, Hornight Steam, CA Juliat 10), Center Ani, Hornington Baum, CA Juliat 10), Center Ani, Hornigan Baum, CA Juliat 20), Define starting a new separat Click New Straught

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



Detours? Update your travel time and	Vanpo Confirm travel time/r	iol: VO1395 - Charlie Coordinator miles and select which riders rode in/out for	the day
distance to work and from work.	Travel Time to Work (minutes)	Travel Time from Work (minutes)	
	Distance to Work (miles)	30 Distance from Work (miles)	
ick <b>Save Ridership</b> if you are reporting st for that day.		Select ALD	
ick <b>Save and Continue</b> if you are ready	Name Passenger John Rider	Rode In / Out	Click who rode to work in <b>Rode In</b>
annot report for future days.)	Tracy McConnell Rider	0 0	and who rode home in <b>Rode Ou</b> t
ick <b>Month View</b> to see an overview of	Passenger Patricia Rider	0 0	
port for the month. Reported days	Passenger Patrick Rider	0 0	

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

When you are on the **Month View** page, click the blue arrow <u>></u> 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.

Expense Type	1997) 1	Expens Vanpool	es for Janu V01395 - Charlie Coordinate e month Enter 17 for quantity for	iary 2020	
	Expense has been added				
Fuel Cleaning Tolls Parking Cother	Expense Type Guardity	Total Cost	Comments		Add
	Expense Type	Quantity	Total Cost	Comments	
🐨 Tip: Enter "1" in	Fuel GA - Gaoctine	26.00	575.00		Detete
quantity for all expenses <u>except</u> Fuel.	Clearing		5:500		Geinte

- 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 **2**.

### **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	Filipport Mismul	Ending O Van Click Est and enter the ending odometer	domete sool V01395 - ( for the month if t	Charlie Coordinator	y 2020 this list, contact us right away
at the home end on		Vehicle		Start / End Date	Start / End Odometer (Miles)
day of the month.	East .	ENTINTO 7074975 2020 Chevrolet		1/1/2020 1/31/2020	1520 0 Ino milesi
			0	0	

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.

	Submit:
©	a confirm that my parameter has a correct, and that no additions or peteriors need to be made. All information in this report is consulete and correct.
	(The same vehicle was used for this entire reporting period) ( Multiple vehicles were used during the course of this reporting period)

Before you click submit, use <u>c</u> to review your entries carefully and edit if necessary.



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 <u>vanpool@metro.net</u> 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.