

# how to register your vanpool and track your trips

## Step 1: Create your account

First, the vanpool driver or the vanpool lead needs to create an iCommute account by visiting <https://my.icommutesd.com/en/Register.aspx>. As the driver or the lead, we recommend that you use your work e-mail address so the iCommute system can link you to your employer's network. Fill in the rest of the required information. iCommute is a secure site and your information remains private. Next, check your e-mail inbox for a verification e-mail and click the link within it. (If you don't see it in your inbox, check your spam or junk mail folder.) After you click the link, you will be redirected to the log-in screen. Please sign in using the user name and password you just created.

## Step 2: Add your pick-up and drop-off locations

Once you are in your iCommute account, you will be asked "What are you here for?" Please leave the default selections checked. Then you will need to enter your home address and if it is also your mailing address, please check the mailing address box. Next, you will be prompted to enter your employer name, work e-mail address, and work address. (You will have two options on how to enter your work address. If you know your work address, select, "I know the address and would like to enter it." If you do not know your work address, select the second option, "I want to search using a name." to find your company name.) Next, you will be asked to complete a baseline survey on your previous commute pattern. Please select the "Save" button to save your information. If you have a mailing address different than your home address, roll over the "Profile" tab at the top of the screen and click "My Locations" and enter your mailing address.

## Step 3: Set up your daily vanpool trip

To create your trip, roll over "RideMatcher" near the top of your screen and click "Create a Trip." Leave all of the information that is already complete and click "Continue." Next



to "Start Address," enter the address or the meeting place where the vanpool starts. Next to "End Address," enter your work address or final destination. Next, pick the days of the week and the times your vanpool operates." Under "Preferences" select "Vanpool" and under "Ride/Drive Preference" select "Drive." If you have available seats and would like to show your vanpool trip to potential riders, select "Everyone." If not, select "No one" and "Save." If you have more than one pick-up location you will need to enter the locations. Under "Manage Your Trip" select the "View/Change Route" option on the right side of your trip summary. Toward the top of the screen, select "Add Stop." This will allow you to enter the other pick-up locations. Repeat until all the vanpool pick-up and drop-off locations have been added.

## Step 4: Add your passengers

A summary of your trip will be listed under "Manage Your Trips." Make sure your trip information is correct. If it is not correct, edit your trip by selecting the pencil & paper symbol on the right side of the screen. If your trip information is correct then select the link which says, "For vanpool trip code, click here." A message will come up asking "What are you here for?" Select "I am here to generate/view the code",

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which will prompt “Code Details” to appear and allow you to select “Create Code.” A unique code will be created to associate your passengers to your vanpool. Select the “Print Instructions” link to view printable instructions for the passengers in your van. Print out and deliver or save and e-mail a copy of the instructions to each passenger in your van. Once the vanpool has been created, passengers will have one week to register in iCommute. To check their progress, just log into your account. Under the “RideMatcher” tab, select “Manage your trips.” Click on “Vanpool Interest List” and see which passengers have created accounts and joined your vanpool. Once all passengers appear, it is time to submit a vanpool application to receive your \$400 per month vanpool subsidy.

### Step 5: Submit your application

New vanpools and existing vanpools need to submit a vanpool application to qualify for the SANDAG monthly subsidy. Log into your iCommute account and roll over “RideMatcher.” Select “Manage your trips” and select the “Vanpool Interest Group”. A list of members belonging to your vanpool will appear. The travel itinerary for the vanpool also will appear. Select the travel days and then complete the “Specify Pick-up and Drop-off locations for Vanpool Members.” Use the pull-down menu to select the pick-up and drop-off locations for each vanpool member. A green checkmark will appear in the “Status” section for each member after you have selected each location. Once all vanpool passengers are registered, select the “Next Step” button. The “Assign Roles” page will appear. Assign the passengers who are back-up drivers or the bookkeeper. If everything looks correct, select “Next Step.” Now you will be able to submit your vanpool application by clicking on “Submit Application” and then “Done.”

Your vanpool is now registered! Remember that all passengers and drivers who participate in the SANDAG vanpool subsidy program are required to confirm their daily vanpool trips by using the “TripTracker” option in their iCommute account at least once a month.

### Step 6: Confirm vanpool trips

All vanpool drivers and passengers are required to log into their iCommute account at least once a month to confirm their vanpool trips. As a confirmed vanpool all your trips are set up in autolog. You simply need to confirm your trips by logging into your iCommute account and selecting the “TripTracker” option. A dialog box will open showing unconfirmed vanpool trips (trips that are on your schedule, but have not yet been confirmed in the system). You will need to check all of the boxes next to the vanpool trips you took and click “Confirm Selected Trips.” If there are vanpool trips listed that were not taken, select the boxes next to those trips and click “Remove Selected Trips.”

### Step 7: Updating Vanpool Passenger Information

Each month after you have confirmed your vanpool trips and you need to update passenger information, go to your iCommute account and roll over “RideMatcher” near the top of your screen. Click on “Manage your trips.” A summary of your trips will appear. Select “Vanpool Details” on the right side of the screen. The system will display your passenger list. The list can be updated when passengers leave the vanpool by selecting the “X” to the right. If you need to update passenger pick-up and drop-off locations, select “Verify Vanpool Details.”



RideMatcher



TripTracker