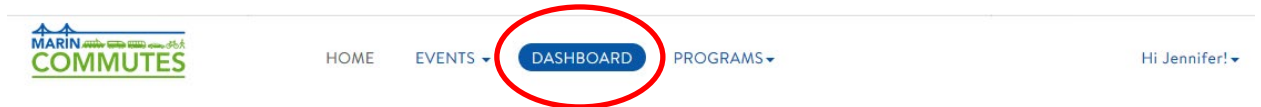




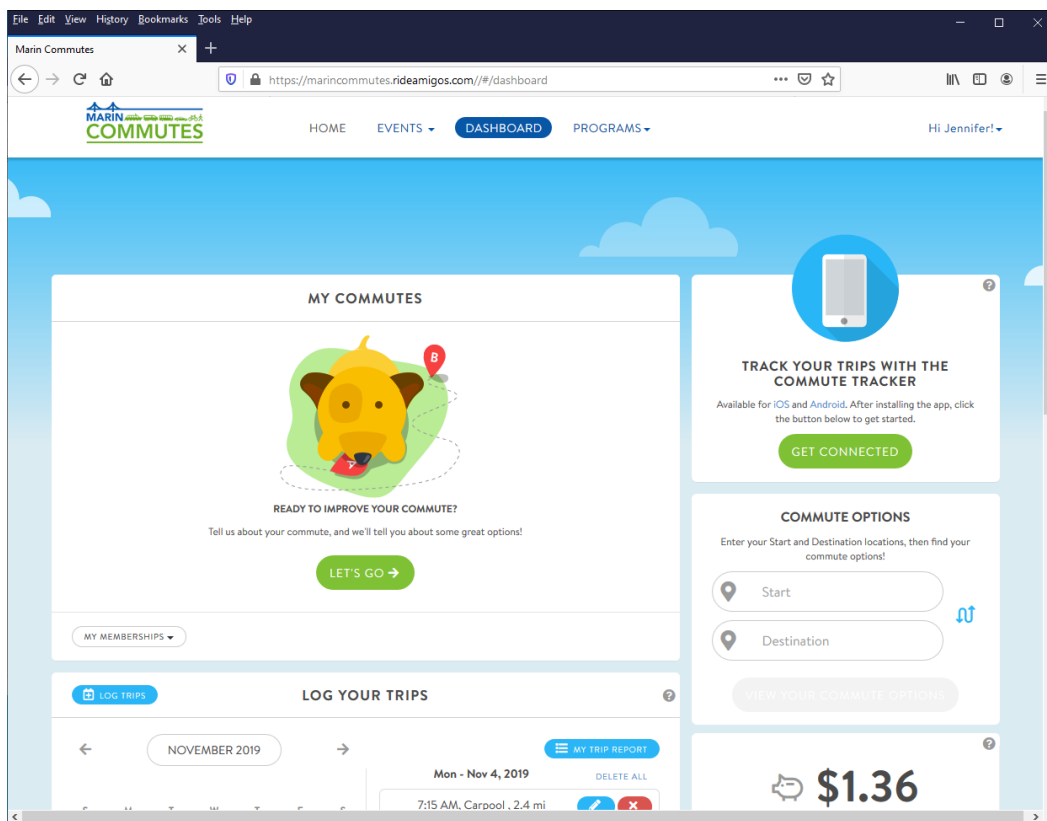
How to Manage Your Marin Commutes Trip Tracker

Participants of the RideGreen Program who have elected the Carpool/Bike Reimbursement Incentive are required to log their commute trips to their workplace in their Trip Tracker via a Marin Commutes Account. Please follow the instructions below to log your trips on your Trip Tracker.

1. Log onto your **Marin Commutes Account** to access your Trip Tracker at: <https://marincommutes.rideamigos.com/s/county-of-marin-employee>
2. Navigate to your Dashboard from any page on the site by clicking the Dashboard button in the header:



The dashboard will look like the image below.



3. Access your Trip Tracker by scrolling down the page to **Log Your Trips** (the calendar widget). Enter a log for the day you commuted by bike or carpool by clicking on the on the date in the calendar. Selected date(s) are highlighted in blue.

The screenshot shows a web interface titled "LOG YOUR TRIPS". On the left is a calendar for "NOVEMBER 2019". The date "4" is highlighted in blue and circled in red. To the right of the calendar are several input fields: "Click Here to Enter Custom Location" (with an 'x' icon), "From" (with a location pin icon), "To" (with a location pin icon), "DEPARTURE" (with a dropdown menu showing "12:00 AM"), "RETURN" (with a dropdown menu showing "No Return Trip"), "ONE-WAY DISTANCE" (with a dropdown menu showing "one-way" and "MI", and a note "Must be under 250"), and "MODE OF TRAVEL" (with a dropdown menu showing "Select Mode"). At the bottom right is a "LOG TRIPS" button.

Please note: You can **only** retroactively add logs for up to **five weeks of previous travel** information from your current time of entry. It is best to log each trip the day the trip was taken. You **will not be able** to submit logs for trips beyond five weeks of previous travel from the current time of entry.

4. To **complete a log entry**, use the following fields to enter information for your trip to work and return trip home.
 - From
 - To
 - Departure
 - Return
 - Mode of Travel (Carpool or Bike)

Note: Distance is automatically calculated based on **From** and **To** entries.

Click **Log 2 Trips** to complete and submit an entry for your roundtrip commute..

HISTORY **LOG YOUR TRIPS** ?

← NOVEMBER 2019 →

Click Here to Enter Custom Location x

666 3rd St, San Rafael, California, 9 ✓

3501 Civic Center Dr, San Rafael, C ✓

DEPARTURE: 7:15 AM RETURN: 4:30 PM

NO RETURN TRIP

ONE-WAY DISTANCE: 2.4 MI MODE OF TRAVEL: Carpool

LOG 2 TRIPS

Please note: The county incentive is for 60 days during a 6-month period. 1 day consists of 1 roundtrip (2 logged Trip Tracker trips).

5. You can edit your trip entries and access a Trip Report by selecting one or more dates in the calendar and clicking the **History** button above the calendar. Dates with trip log entries are indicated with ellipses (..) below the date. The History view will look like the image below.

LOG TRIPS **LOG YOUR TRIPS** ?

← NOVEMBER 2019 →

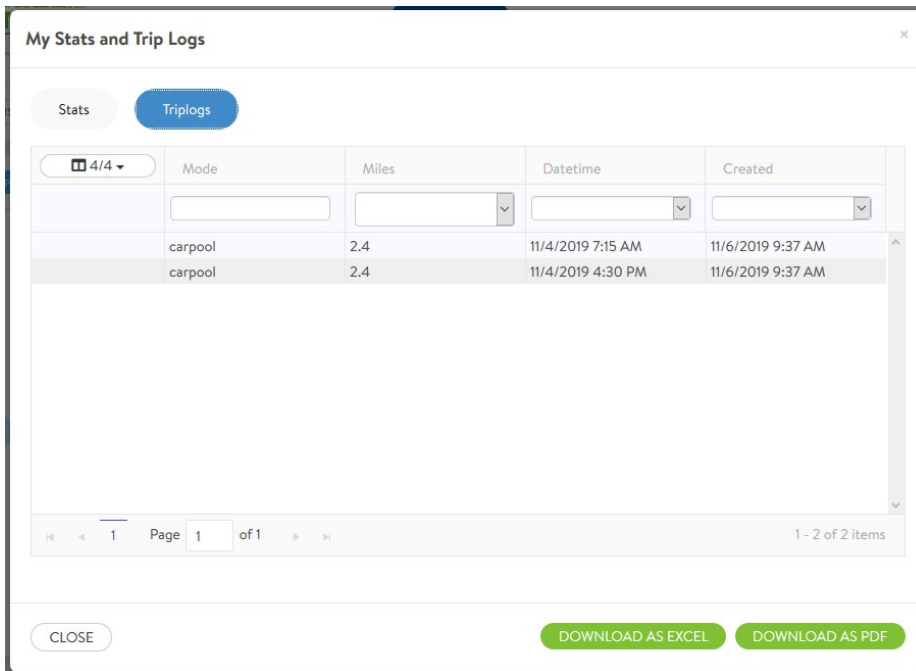
MY TRIP REPORT

Mon - Nov 4, 2019 DELETE ALL

7:15 AM, Carpool , 2.4 mi [edit] [delete]
A 666 3rd St, San Rafael, Califo...
B 3501 Civic Center Dr, San Rafa...

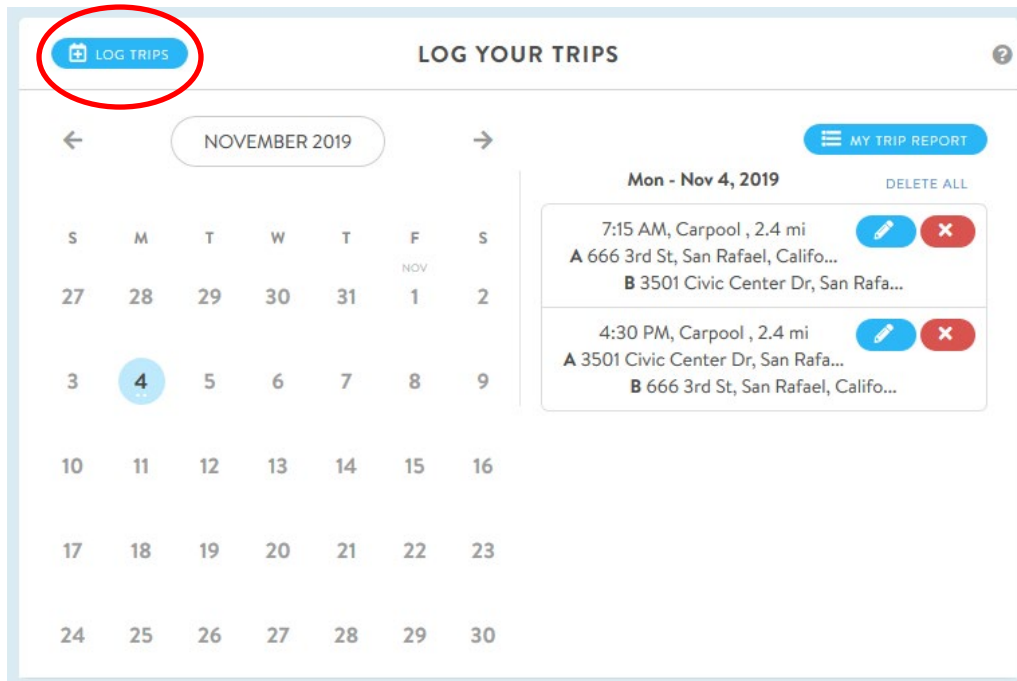
4:30 PM, Carpool , 2.4 mi [edit] [delete]
A 3501 Civic Center Dr, San Rafa...
B 666 3rd St, San Rafael, Califo...

6. To **delete a log**, click the **Delete** button (red X icon) for the segment of the trip you wish to remove:
 - a. You will be prompted to confirm the delete operation: "Clicking OK will remove the following trip log: [Date] [Time] – [Mode of Travel]– [Distance]. Do you wish to continue?"
 - b. Click **OK**.
7. To **edit a log**, click the **Edit** button (blue pencil icon) for the segment of the trip you wish to remove:
 - a. Edit **Time**, **Mode of Travel**, or **Distance** fields.
 - b. Click **Save** to confirm your edits.
8. To download a Trip Report, click the **My Trip Report** button. You can filter the report on dates and other criteria and download the report as a PDF or a Microsoft Excel file.



9. Click **Close** to close the Trip Report.

10. To return to Trip Tracker mode after editing entries or accessing the Trip Report, click “**Log Trips**” above the calendar widget.



11. **Please note that the Trip Tracker will be audited** to ensure participants of the Carpool/Bike Incentive program are in compliance with program rules and requirements. See more details on www.marincounty.org/ridegreen.
- Carpool/Bike Reimbursement Requirements:** In addition to meeting the Carpool/Bike Reimbursement Incentive program requirements, participants of this program requesting the carpool reimbursement **must carpool and/or bike a minimum of 60 days per reporting period** and log each trip in the Marin Commutes Trip Tracker in order to receive the incentive at the end of each reporting period.
 - Carpool/Bike Incentive cannot be added to the county transit incentive.**

If you need further assistance in setting up your Marin Commutes account, please contact the RideGreen administrator at ridegreen@marincounty.org.