

How to sign up for Commute Cash

If you walk, bike or carpool, Commute Cash will pay you for opting for your clean commute!

Commute Cash Basics

- The Commute Cash program offers employees \$2 per work day (about \$500 per year!) for biking, walking, or carpooling as part of their commute.
- You must log your trips online to earn Commute Cash.
- The deadline to log trips is 5:00 pm PST, the 10th of the month after the benefit month. For example, trips in January must be logged before 5:00pm on the 10th of February.
- You may log your trips up to 15 days in advance.
- Electing to receive this benefit will not affect your County parking permit in any way.
- You may elect to take the Transit Subsidy or Commute Cash, but not both.

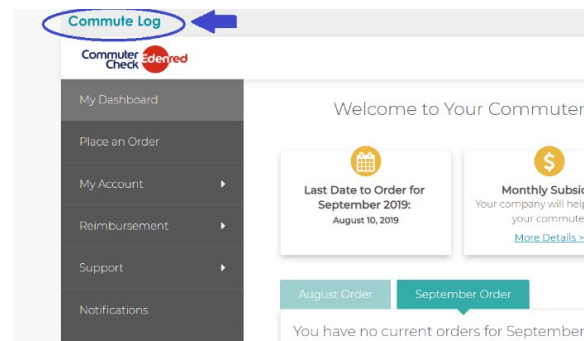
How to Sign up for Commute Cash

STEP 1: Create an Edenred account.

1. Open your browser and navigate to login.commuterbenefits.com.
2. 'Employee' will be pre-selected, click NEXT.
3. Click on "New User Sign Up".
4. Enter the Company ID: SMCGOV.
5. Enter your First Name, Last Name and Home Zip Code as they appear in your Workday profile. If you have a hyphen or apostrophe in your name, replace the hyphen or apostrophe with a space when you are registering. If you would like it to be added, please contact commute@smcgov.org and they will update your account.
6. Your username will be your County email address. Create a password and click NEXT.
7. You are now registered and logged in.

STEP 2: Log your Trips

- Click on the Commute Log button in the upper left corner of your account screen.
- In the calendar, choose the month for which you would like to log trips, and select a date.
- You may input trips one day at a time, or for a span of days.
- To input a trip for a single day:
 - Select the day on your calendar.
 - Click "Record Trip" and provide your trip details.
 - Under trip type, select the one you primarily use during your commute trip, even if you use a combination.
 - Enter the mileage of your one-way trip, then select whether you are recording this trip as one-way or roundtrip. E.g. if you carpool for both your morning and evening commute, then you would record it as roundtrip.
 - All fields must be filled in.
 - Click "Log My Commute"
- To input multiple days' worth of trips:
 - Select the first day of your group of trips on the calendar.
 - Click "Record Trip" and provide your trip details as you would as if you were recording a single days trip.
 - In the "Trip Log" section, choose "Yes" for "Log multiple days?"



TRIP TYPE (select all that apply)

Carpool Vanpool Transit Walk Bike Telecommute

TRIP DETAILS

Trip Date: 08/07/2019

Trip Name: Taking a train

Miles (one way): 20

One Way Round Trip

TRIP LOG

Log multiple days? Yes No

End Date: 08/16/2019

Days You Commute: Sun Mon Tues Wed Thu Fri Sat

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- Select the End Date
- Select the days of the week that you will be making this commute.
- All fields must be filled in.
- Click “Log My Commute”

- Once you have clicked “Log My Commute” icons will appear on your calendar. At this point your trips have been successfully logged!

COMMUTE LOG
To get started, select a date from the calendar.

OCTOBER 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	Walk	8	9	10	Telecommute	12
13	Walk	Walk	Walk	Telecommute	Telecommute	19
20	Walk	Walk	Walk	Telecommute	Telecommute	26
27	Walk	Walk	Walk	30	31	?

STEP 3: Receiving Payment

- There are no action steps required here. At the end of the month, the # of workdays with a recorded trip will be tallied and multiplied by \$2.00. This amount will be added to one of the paychecks you will receive likely towards the end of the following month. It will appear in the “earnings” section of your paycheck. If you do not see payment, please reach out to Shift.