

Get There Registration Guide for Commute Options Users

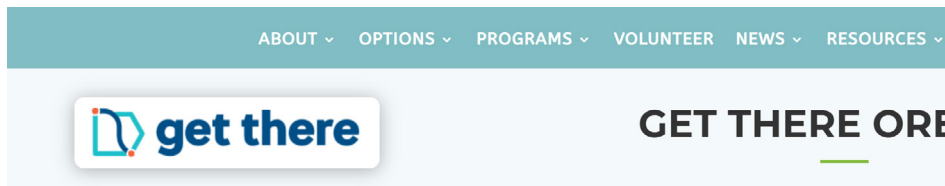
STEP
1

Visit CommuteOptions.org and click "programs" and then "Get There Oregon".



STEP
2

Click "Visit the Get There website!"



Get There Oregon is your secure, easy-to-use online ride-matching tool that matches you with people going your way for work and play. Earn gift cards through Commute Options' incentive program by logging into Get There Oregon and tracking your trip! Sign up today!

[Visit the Get There website!](#)

Remember these handy tips:

Enter your complete home and work address information

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STEP 3

Register for Get There



If you don't have an account, fill in your basic information to register for Get There. Enter your first name, last name, company email address (if applicable), and a password.

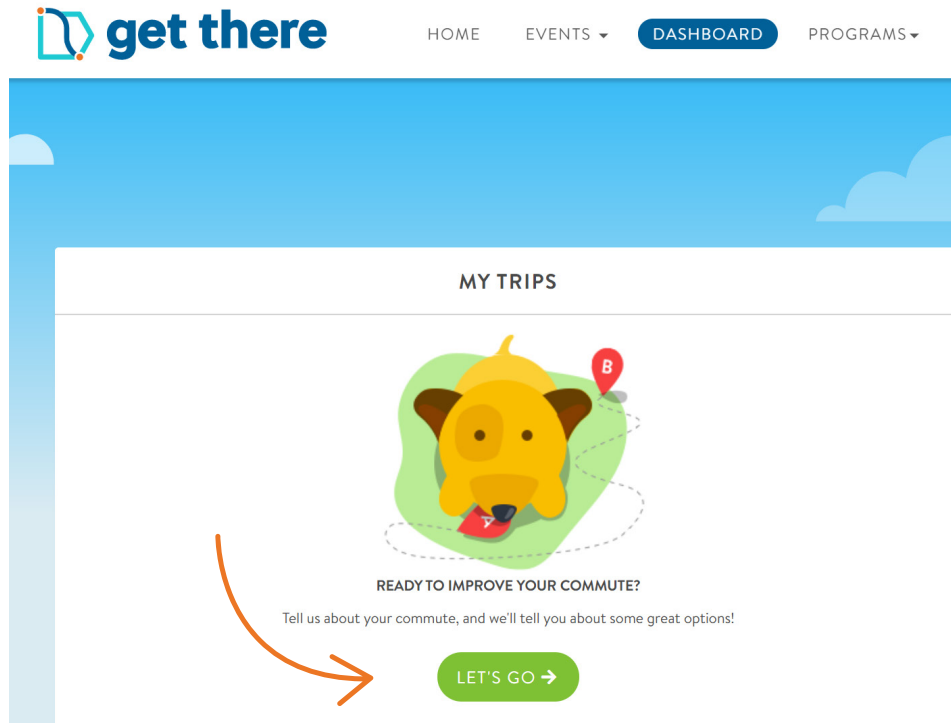
Tip: Use your company email address if you have one. This will help the system determine if you are eligible for a reward program.

Next, enter your home zip code, work zip code, and search for your employer to join their network. If your employer network does not exist, join the "Commuter Options" network.

STEP
4

Complete your profile

Click "Let's Go" at the top of your dashboard to save a favorite trip for easy trip planning and logging.



Click your name in the top right corner and select "Edit Profile." Complete your home and work address details.

HOME ADDRESS INFORMATION

What is your home address? This is for app connections, reporting, and contact use only. To create a carpool you must favorite a trip

Address Line 1

Address Line 2

City Select a State Zip Code

VALIDATE ADDRESS

STEP
5

Log your trips

In the "log your trips" calendar, log a trip by selecting the day of the week, filling out the details of the trip to the right, and clicking the "Log Trips" button. If you have saved a favorite trip, the trip logging calendar will default to that trip. Click the "favorite trip" box to enter a different trip. For step-by-step instructions, visit help.rideamigos.com/trip-logging.

Tip: When logging telework trips, fill in the details for the trip you would have made to your workplace.

The screenshot shows the "LOG YOUR TRIPS" interface. On the left is a calendar for May 2020 with the 19th selected. On the right is a form with the following fields:

- Favorite Trip**: A dropdown menu with a star icon and a close button (x).
- DEPARTURE**: A text input field containing "7:30 AM".
- RETURN**: A text input field containing "5:00 PM".
- NO RETURN TRIP**: A link below the return field.
- ONE-WAY DISTANCE**: A text input field containing "4" and a unit dropdown set to "MI".
- MODE OF TRAVEL**: A dropdown menu set to "Transit".

At the bottom right, there is a green button labeled "LOG 2 TRIPS". An orange arrow points from the "Favorite Trip" dropdown to this button.

Tip: The trip logging calendar will default to a round trip. Click "no return trip" to log a one way trip.