A. Creating a SmartRide account

1. If you are new to the commuter benefits program and don’t have a SmartRide account yet, go to http://smartride.org/s/cottage to register.

2. If you’re having trouble with your account, use the SmartRide support button or call Lori La Riva at Traffic Solutions at 961-8919 or email info@trafficsolutions.info for assistance.

B. Two ways to access your SmartRide account and commuter benefits

1. From any computer that has a compatible web browser, such as Chrome, Firefox or Internet Explorer 10 (IE10). Just go to https://smartride.org.

2. From your smart phone or tablet. Just go to https://smartride.org. The menu to click looks like this:  

C. SBCH Parking Cash-Out: How to enroll and “claim” your incentive each month

1. First, make sure you’ve enrolled with the Benefits Department so they know you’d like to participate in the monthly parking cash-out program.

2. Cottage employees are encouraged to use the navigational tool within Compass that will show them how to get to the enrollment page as well as how to enroll by highlighting icons, and providing step by step instructions.

3. Employees have icons on their home page as well as the Guided Learning tab on the far right side of the page. Click on the tab and a box will pop out where you can type in the search bar what you need help with. For example, type in “parking cashout” and Compass will supply you with “SBCH Parking Cashout”. Once you click on this populated result, the box is going to disappear but then the system is going to highlight icons and give you instructions.
4. Eligibility for the SBCH Parking Cash-Out Program is outlined on the Cash-Out Program form, and is basically as follows:

   The Cash-Out Incentive for $75 or $37.50 is only for full-time and part-time regular benefit eligible employees who work at and in the immediate vicinity of Santa Barbara Cottage Hospital (OPS, Eye Center, Cottage Rehabilitation Hospital, Pacific Diagnostic Laboratories) and who commute by an approved sustainable mode of transportation at least 80% of the month.

5. Monthly, you will need to log in to your SmartRide.org account and go to your dashboard and log and edit trips as detailed in the images below.

6. To join a monthly cash-out incentive, click the Programs link then Rewards.

7. If you do not see a list of monthly incentives in the Available or Active tabs under Incentives, make sure you are registered under the Cottage network by using the URL https://smartride.org/s/cottage.

8. Choose the incentive for the month. (Note: you must repeat this step every month).

9. View your current incentive status for the month by clicking the “active” tab of incentives. It will show you your percentage of sustainable transportation days – remember you must reach 80% to qualify for the cash-out.

10. At the end of each month (and by the 6th day of the following month), you must claim your cash-out incentive! It is not enough to log your dates on the calendar without claiming the incentive EACH MONTH. You must claim your incentive, as displayed in the image below, in order to receive that month’s cash-out.

11. You can view all of your completed incentives by clicking the “completed” tab.

Log Trips Daily, Weekly or Monthly

![Image showing how to log trips](image_url)
Edit Trips

Log My Trips
As you travel, record your commutes here to participate in programs, contests, and more! Trip log dates must be within the last 6 weeks.

Find Your Monthly Cash-Out Programs

DID YOU KNOW?
The number of cars is increasing twice as fast as the population. (Federal Highway Administration)

CHALLENGES
Friendly competition with your peers to see who can make the smartest commutes.

REWARDS
Earn rewards for smarter commuting. Click to see what is in store for you!
You Must Join Each Month

Final Step! You Must Claim at the End of Each Month

With questions regarding the SmartRide.org website, please call or email Traffic Solutions at (805) 963-SAVE or info@trafficsolutions.org. With questions regarding initial enrollment and benefits qualifications, please email or call Cottage Benefits Administration.