In this tutorial you will learn the following basics:

A. Creating a SmartRide account
B. Three ways to access your SmartRide account and commuter benefits
C. SBCH Parking Cash-Out: How to enroll and “claim” your incentive each month
D. Logging trips on your calendar
E. Viewing and editing calendar entries
F. Monthly Commuter Raffle for all Cottage commuters
G. Using the Trip Planner
H. Saving and sharing trips to find carpool matches

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. Three 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:
3. From the Cottage Employee Portal. (This option is only available from a Cottage work computer). Go to the Employee Portal >>> Go to Human Resources >>> Go to Benefits & Compensation >>> Go to Commuter Programs >>> Click the SmartRide link. If that doesn’t work, you are able to use the SmartRide Published App. For help locating the SmartRide Published App on your Cottage computer, please contact the ISD Helpdesk at extension 54477. (ISD Helpdesk can also help you add a shortcut on your desktop to make it easier to access in the future!)

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

1. Make sure you’ve completed the SBCH Parking Cash-Out Enrollment/Change Program form. It can be obtained from the Employee Portal (Go to Human Resources >>> Benefits & Compensation >>> Commuter Programs) or by calling Benefits Administration at 879-8777.

2. Eligibility for the SBCH Parking Cash-Out Program is outlined on the Cash-Out Program form, and is basically as follows:

   a. 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.

3. Log in to your SmartRide.org account and click the Incentives link

4. 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.
5. Choose the incentive for the month. (Note: you must repeat this step every month).

6. 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.
7. 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.

8. You can view all of your completed incentives by clicking the “completed” tab.
D. Logging trips on your calendar

1. Go to your dashboard

2. To be eligible for the SBCH Parking Cash-Out Incentive, your calendar must reflect EVERY DAY you were at work at SBCH (and the vicinity)! This means log days that you use approved sustainable transportation AND log days that you drive alone. If you don’t, you will not get the benefit.

3. For each different mode of transportation you use, complete the following steps.
   
   a. Select the days you wish to log trips (Be careful! The system automatically selects the current date.)
   
   b. Enter the approximate time you left home and the time you left work
   
   c. Enter your one way mileage
   
   d. Choose your mode of transportation
   
   e. Click “Log Trips”
   
   f. Repeat these steps for each mode of transportation you use, including “Drive Alone” days which must be logged in order to be eligible for the Cash-Out. (Note: If you carpool with a non-Cottage employee and you are the driver, you must mark the day as Drive Alone. For purposes of the cash-out incentive, carpooling only qualifies if you are reducing a car in the SBCH parking lots.)
E. Viewing and editing calendar entries

1. Go to history
2. Select the day(s) you wish to edit or delete

F. Monthly Commuter Raffle for all Cottage commuters

1. There’s no need to enroll in any incentive. Just log 8 or more sustainable commutes to work and you will automatically be entered into the monthly raffle for a $100 gift card. This raffle is available to all Cottage Health System employees at all locations and has no percentage requirement. You will be notified by email if you are a raffle winner. Monthly raffle winners are listed at http://SmartRide.org/s/cottage.
G. Using the trip planner

1. You can compare all of your commute options using the trip planner.

2. From your Dashboard, either type in your start and destination addresses, or choose from your list of favorite trips. Start your search!

3. You will see all modes of transportation compared side by side
   
   a. You can save your trip as a favorite or a carpool posting by clicking the star.
   
   b. You can revise your search by clicking the Revise Search button.
H. Saving and sharing trips to find carpool matches

1. Click the star to save and share a trip such that others can find you in carpool searches. (Users will only see your first name. No one will see your exact address.)

2. Choose to share your trip with everyone in the region or just people in the Cottage network.

3. Complete information and details about when and how you’d like to carpool.

With questions regarding the SmartRide.org website, please call or email Traffic Solutions at (805) 963-SAVE or info@trafficsolutions.info.