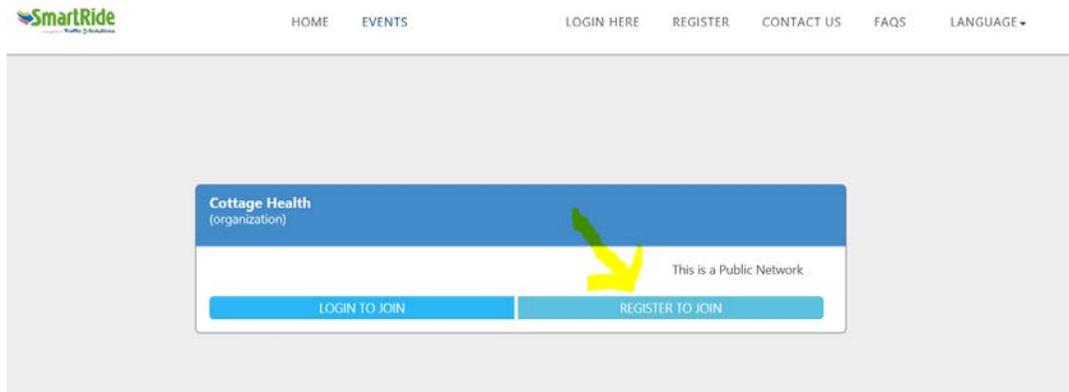


A. Creating a SmartRide account

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 edits 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

The screenshot displays the SmartRide user interface. At the top, the navigation bar includes 'HOME', 'EVENTS', 'DASHBOARD' (highlighted with a yellow arrow), and 'PROGRAMS'. The user's name 'Hi Lori!' and 'LANGUAGE' options are visible on the right. The main content area is titled 'LOG MY TRIPS'. On the left, a calendar for January 2019 shows dates 14 through 18 circled in yellow. Below the calendar is a 'LOG 10 TRIPS' button, also highlighted in yellow. The central 'Log Trips' form includes fields for 'Selected Dates' (01/14/19, 01/15/19, 01/16/19, 01/17/19, 01/18/19), 'Where did you go?', 'Departure Time' (7:30 AM), 'Return Time' (4:15 PM), 'One-Way Distance' (5 MI), and 'Mode of Travel' (Bike (commute)). To the right, a section prompts the user to 'Enter your Start and Destination locations, then find your commute options!'. Below this is a summary card showing a piggy bank icon, '\$16.30 YOU HAVE ALREADY SAVED', and four metrics: 18 Non-SOV Trips, 28.8 mi Non-SOV Distance, 23.4 lbs CO2 Saved, and 1.4k Calories Burned.

Edit Trips



HOME

EVENTS ▾

DASHBOARD

PROGRAMS ▾

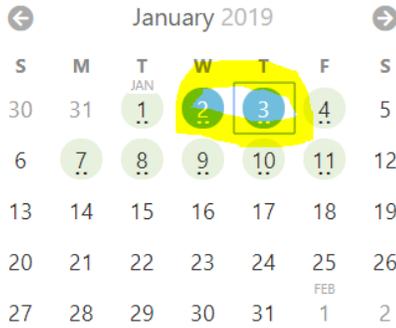
Hi Lori! ▾

LANGUAGE ▾

LOG MY TRIPS

Log My Trips

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



Log Trips

History

VIEW AND EXPORT YOUR FULL TRIPLOG HISTORY

Wed - Jan 2, 2019

DELETE ALL

8:30 AM, Commutebike, 1.6 mi



5:30 PM, Commutebike, 1.6 mi



Thu - Jan 3, 2019

DELETE ALL

8:30 AM, Commutebike, 1.6 mi



5:30 PM, Commutebike, 1.6 mi



Enter your Start and Destination locations, then find your commute options!

Start



Destination

VIEW MY COMMUTE OPTIONS

\$16.30

YOU HAVE ALREADY SAVED

18

Non-SOV Trips

28.8 mi

Non-SOV Distance

Find Your Monthly Cash-Out Programs



HOME

EVENTS ▾

DASHBOARD

PROGRAMS ▾

Hi Lori! ▾

LANGUAGE ▾



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.

GO!



REWARDS

EARN REWARDS FOR SMARTER COMMUTING. CLICK TO SEE WHAT IS IN STORE FOR YOU!

GO!

You Must Join Each Month

The screenshot shows the SmartRide website's 'REWARDS' page. The navigation bar includes 'HOME', 'EVENTS', 'DASHBOARD', 'PROGRAMS', 'Hi Loril', and 'LANGUAGE'. The 'REWARDS' section has three tabs: 'ACTIVE', 'AVAILABLE' (highlighted with a yellow circle), and 'COMPLETED'. A search bar is present with the text 'Search for available'. Below the tabs are three reward cards for '01 JANUARY CASH-OUT | SBCH 2019', '02 FEBRUARY CASH-OUT | SBCH 2019', and '03 MARCH CASH-OUT | SBCH 2019'. Each card contains a description of the cash-out program and a 'JOIN PROGRAM' button. A yellow arrow points to the 'SHOW DETAILS' link on the first card.

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

The screenshot shows the SmartRide website's 'REWARDS' page with the 'ACTIVE' filter highlighted by a yellow circle. The search bar now says 'Search for active'. The 'EMERGENCY RIDE HOME REIMBURSEMENT PROGRAM 2019' card is visible on the left, showing 'YOUR POINTS' as 4 and a 'Show Details and Inventory' link. The '01 JANUARY CASH-OUT | SBCH 2019' card is on the right, showing 'DAYS' as 17.6/17.6 and 'STATUS' as 'Claim after 1/31/2019'. A progress bar shows '95.45454545454545%' with a yellow arrow pointing to it. A 'CLAIM INCENTIVE' button is highlighted with a yellow circle.

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.