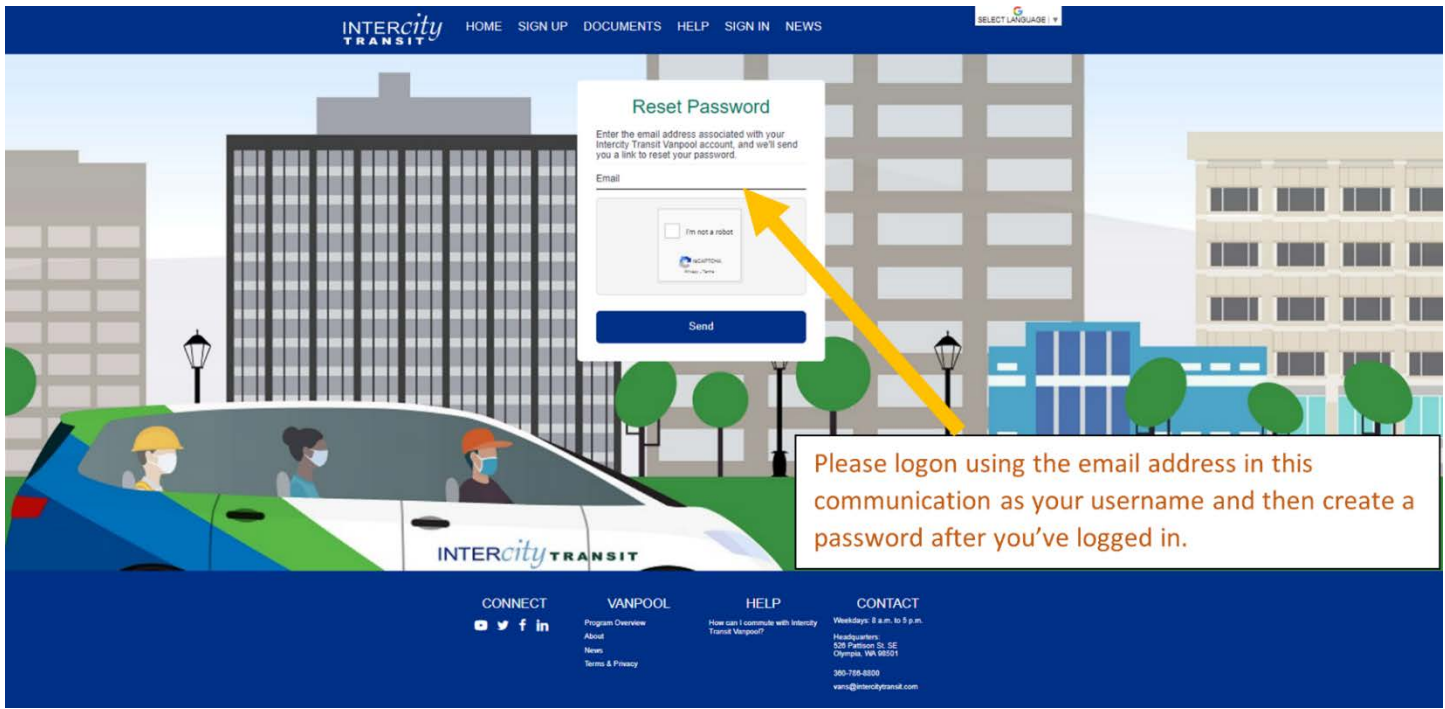


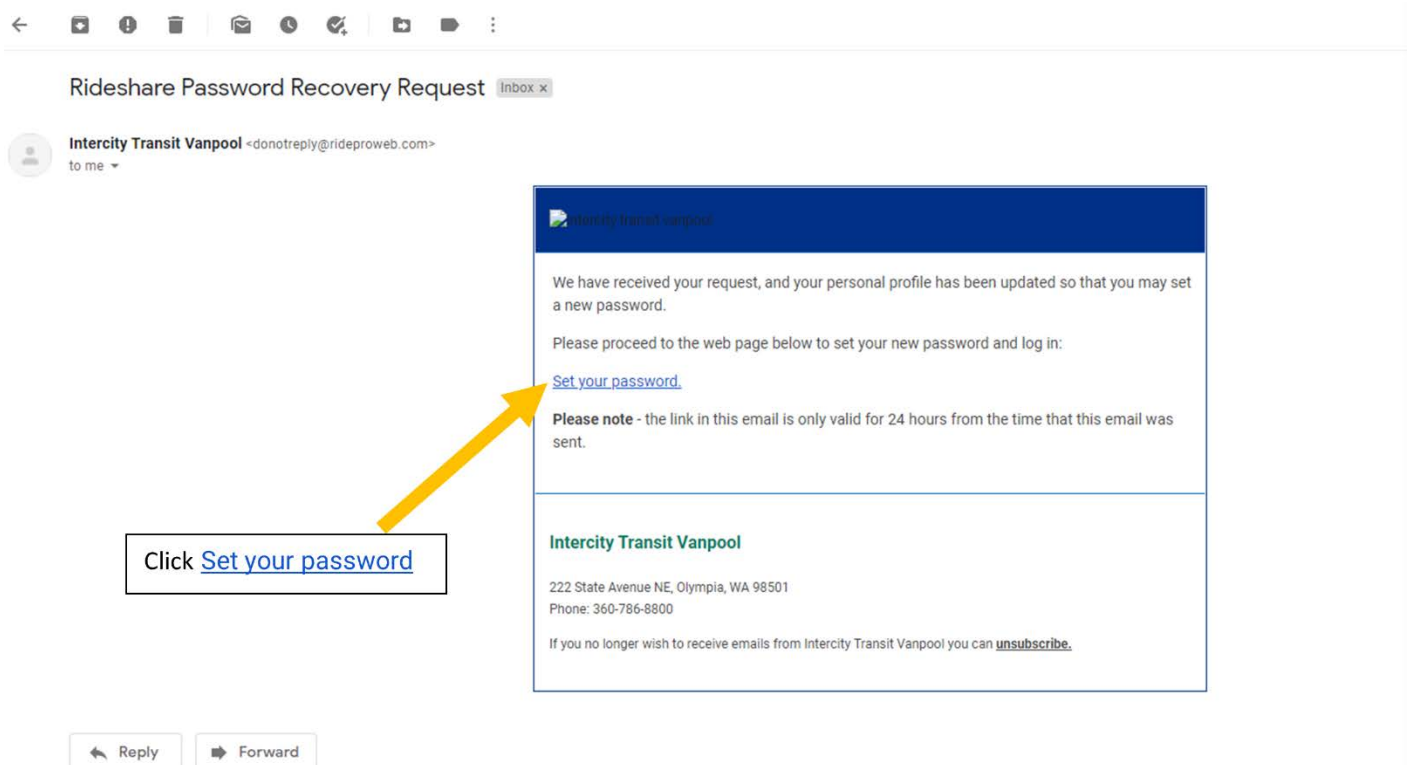
How to Access Vanpool Online System & Enter Monthly Report (Step by Step)

Step 1: Activate your account by using your email to send the link to Reset Password.



Step 2: Check your email for the subject link Rideshare Password Recovery Request.

Click on "**Set Your Password**".



Step 3: Create a password

New browser will pop up. You will now create your personalized password.

The password must be at least 8 characters and contain at least two letters, one digit and one symbol.

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Create a password

Please choose your password, then click on the button below to proceed.
Passwords must be at least 8 characters long and contain at least two letters, one digit and one symbol.

Enter Password

Confirm New password

Continue

Create your password.
Must be at least 8 characters and contain at least two letters, one digit and one symbol.

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CONTACT
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Headquarters:
628 Pattison St. SE
Olympia, WA 98501
360-786-8800
vans@intercitytransit.com

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Step 4: Confirm Route and Roster

Select your preferred language

SELECT LANGUAGE

Select Language

Chinese (Simplified)

Dutch

French

German

Haitian

Hindi

Italian

Japanese

Korean

Lao

Portuguese

Russian

Serbian

Spanish

Vietnamese

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Confirm Route and Roster

VTEST - VTEST

This page displays your vanpool route and schedule, including pickup and drop-off points, as well as all of the people currently registered in your vanpool group. If anything regarding the route, stops or roster is incomplete or incorrect, please [contact us](#) immediately.

Schedule

Going Trip 7:00 AM - 8:00 AM
Returning Trip 5:00 PM - 7:00 PM
Operating Days: Mon Tue Wed Thu Fri

Route

Origin -- Destination: 50.37 mi
Destination -- Origin: 46.26 mi

➤ Verify your vanpool group #

➤ Verify your group schedule

➤ Verify your group route

Name	Type	Address
1. Route Origin	Origin	17801 International Blvd, SeaTac, WA 98188
2. Intercity Transit	Destination	526 Patton St SE, Olympia, WA 98506

Map

Satellite

Terrain

Roster

Name, Role	Pickup	Drop-off
Chaplin, Charlie, Driver Joined 7/1/2022	17801 International Blvd, SeaTac, WA 98188	526 Patton St SE, Olympia, WA 98506
Monroe, Marilyn, Driver, Group Leader Joined 7/1/2022	17801 International Blvd, SeaTac, WA 98188	526 Patton St SE, Olympia, WA 98506
Presley, Elvis, Driver Joined 7/1/2022	17801 International Blvd, SeaTac, WA 98188	526 Patton St SE, Olympia, WA 98506

The request list for this vanpool route is currently empty.

This page displays your vanpool route and schedule, including pickup and drop-off points, as well as all of the people currently registered in your vanpool group. If anything regarding the route, stops or roster is incomplete or incorrect, please [contact us](#) immediately.

☐ I confirm that all of the information above is correct about this group

Submit

Verify your group roster, pickup location, and drop-off location.

If everything is correct and accurate, click the circle to confirm and select "Submit".

Step 5: Find Report

Edit the month that you are submitting.

INTERcity TRANSIT

marilyn.monroe@gmail.com
Sign Out
Cancel Impersonation

SELECT LANGUAGE

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Monthly Reporting

Find a Monthly Report

Vanpool Code VTEST

Start Month January Start Year 2022

End Month December End Year 2022

Search

Results	Vanpool Code/Name	Month/Year	Group Leader	Opened	Closed
Edit	VTEST - VTEST	Jul 2022		magicka@intercitytransit.com 7/14/2022 10:04 AM	

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Click "**FIND REPORT**" to take you to the monthly report page.

Select "**EDIT**" on the month you are reporting.

Step 6: Monthly Report Calendar

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Monthly
Reporting

Ridership for July 2022

Vanpool: VTEST - VTEST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Click on the date you prefer to start the log.
(This method is used when trips are not logged daily)



This date is highlighted
reflecting today's date.

Next

Step 7: Daily Ridership Log

If a person rode both ways, make sure you check both "Rode In" and "Rode Out." Also, if a person drove, they must also be marked as a rider.

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Ridership for Friday 7/1/2022

Vanpool: VTEST - VTEST

If a person rode both ways, make sure you check both "Rode In" and "Rode Out." Also, if a person drove, they must also be marked as a rider.

Travel Time to Work (minutes)

60

Distance to Work (miles)

50.37

Travel Time from Work (minutes)

120

Distance from Work (miles)

46.26

☐ (Toggle All)

Name	Rode In / Out		Drove In / Out	
Charlie Chaplin Driver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Marilyn Monroe Driver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Elvis Presley Driver	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Ridership

Save and Continue

Add Rider

Cancel

Verify daily miles to

Verify daily riders and drivers.

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Step 8: Unreimbursed Expenses

Report expenses incurred that are not reimbursed by Intercity Transit. Parking fees are an example of an expense that is not reimbursed. Skip to the next page if there are no expenses to document.

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Monthly Reporting

Unreimbursed Expenses for July 2022

Vanpool: VTEST - VTEST

Only report expenses here that will not be reimbursed by Intercity Transit. Skip to the next page if you have no expenses.

Type

Quantity

Amount

Add

Type

Quantity Amount





Comments

No Expenses have been entered for this month.

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Log expenses that the group pays that are not reimbursed by Intercity Transit. Once done, click "**NEXT**".

If nothing is noted, you can click "**NEXT**".

Step 9: Additional Trips

This should NOT include mileage for trips to and from work! Additional Trips are non-commute trips such as going to lunch, buying fuel, washing the van, or taking the van to Intercity Transit for maintenance outside of the regular commute days or times. For example, if you fuel the van during your commute, this is not considered an Additional Trip. If you fuel your van on a non-commute day or after you've been home, this would be an Additional Trip.

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Additional Trips for July 2022

Vanpool: VTEST - VTEST

This should NOT include mileage for trips to and from work! Trips to report here should include going to lunch, buying fuel or washing the van after you get home, bring the van in for maintenance, etc.

Add Trip

Vehicle	Driver	Trip Purpose	Start / End Date	Start / End Odometer	Miles	
No additional trips are currently defined.						

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You can add Additional Trips outside of daily work commute. Once done, click "**NEXT**".

If no additional trips, then you can click "**NEXT**".

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Step 10: Vehicles for the month

If your route changed on one or more days, please select "Ridership" in the Reporting Menu above, then select each date that your commute changed and update the miles and hours for your commute on those days.

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Vehicles for July 2022

Vanpool: VTEST - VTEST

No vehicles have been assigned to this report

Search for a Vehicle

Total vehicle miles (excluding non-commute usage) should be at least 193 based upon the number of days riders were reported on the van and the mileage for each day.
If your route changed on one or more days, please select "Ridership" in the Reporting Menu above, then select each date that your commute changed and update the miles and hours for your commute on those days.

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Click "[Search for a Vehicle](#)" to find your assigned vehicle.

Log your primary vehicle/van for the month and log any spare vehicles/vans used for this month.

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Step 11: Report Submission

The Save button will just save the data in this view.

The Submit button will save the data, validate the entire report, and if complete and correct, submit the report for staff review.

Enter any additional information or questions that you would like Intercity Transit Vanpool staff to be aware of when processing your report.

Monthly Reporting

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Submit July 2022

Vanpool: VTEST - VTEST

Comments

☐ The same vehicle was used for this entire reporting period.

☐ Multiple vehicles were used during the course of this reporting period.

☐ I confirm that my vanpool roster is correct, and that no additions or deletions need to be made. All information in this report is complete and correct.

The Save button will just save the data in this view.

The Submit button will save the data, validate the entire report, and if complete and correct, submit the report for staff review.

SaveSubmit

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Click on the circle to confirm that your report is complete and correct.
Then click **SUBMIT**.