

shift

Employee
Commute
Program



How to sign up for Commute Cash

If you walk, bike or carpool to work, Commute Cash will pay you!

THE BASICS

\$2 per day

for each day that you walk, bike,
or carpool to work.

Log trips

You must log your trips online to
earn Commute Cash. Trips can
be logged going back up to two
weeks.

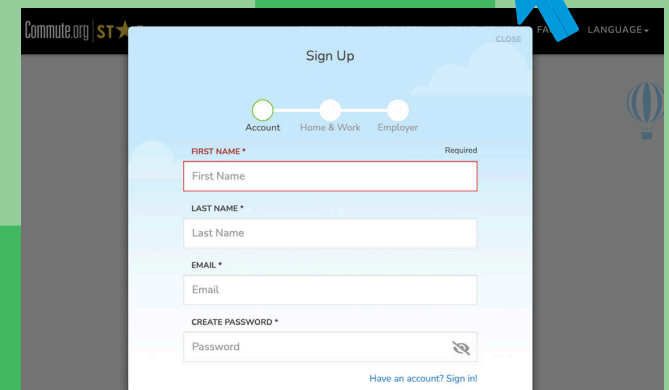
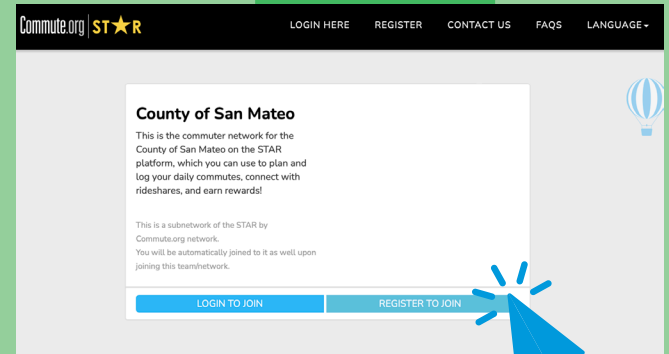
**Keep your
parking permit**

Electing to receive this benefit
will not affect your County
parking permit.

1 Create an account with Commute.org

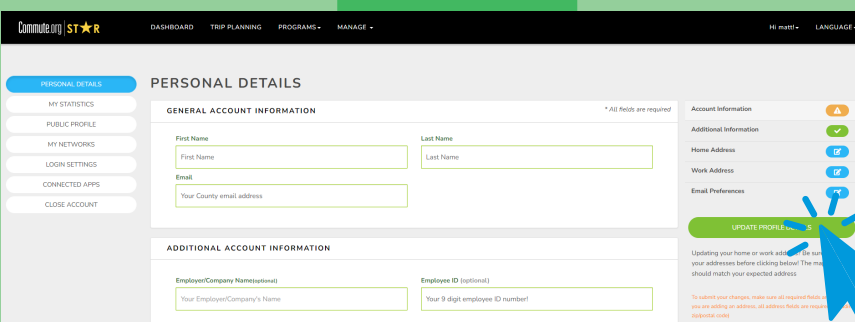
You will automatically be registered to the County of San Mateo network when signing up.

- 1 Register to join at <https://my.commute.org/s/county-san-mateo>.
- 2 Enter your County e-mail address.
- 3 Enter your home and work address.
- 4 Check your email for the confirmation link.



2 Add your employee ID

- 1 Log in.
- 2 In the top right corner of your screen click the "Hi [your name]" button. Select "edit profile".
- 3 Select "Personal Details". Add your 9-digit employee ID number to your account.
- 4 Click "Update Profile Details" button to save.



HISTORY LOG YOUR TRIPS

MARCH 2023

★ Favorite Trip

DEPARTURE 7:30 AM RETURN 5:30 PM

ONE-WAY DISTANCE 1.7 MI MODE OF TRAVEL Telework

LOG 2 TRIPS

3 Log your trips

Log your trips using the calendar on your dashboard. Trips can be logged going back up to two weeks.

4 Receive payment

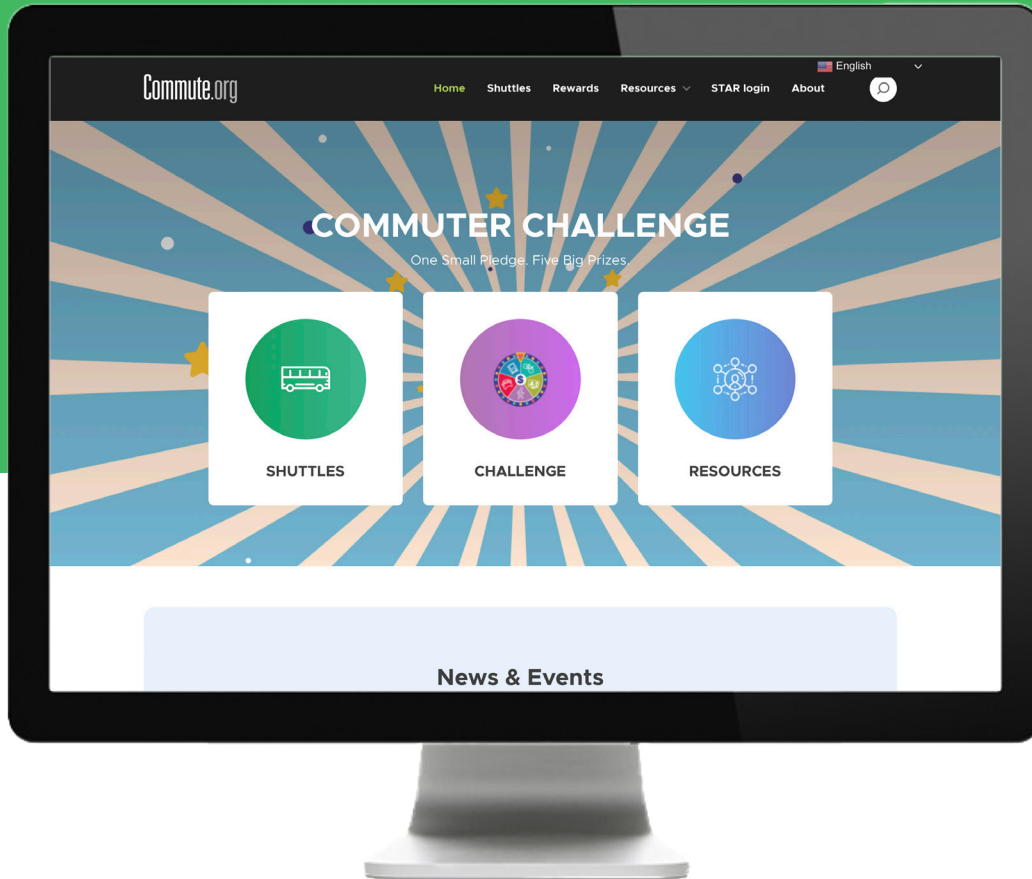
At the end of the month, the number of workdays you recorded will be tallied and multiplied by \$2.00. This amount will be added to the “earnings” section of your paychecks. This happens automatically.

Funds for the month are dispersed on the last paycheck of the following month. If you do not see payment, please reach out to Shift.



Check out Commute.org

We highly recommend that check out the other features of **Commute.org**. You can connect your account to their app, utilize Merge to find a carpool, access an Emergency Ride Home Program, earn other rewards and promotions, and more! It's a great commuter resource.



Questions, comments, concerns?

Contact us:

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