

**shift**

Employee  
Commute  
Program



# How to sign up for the Transit Subsidy - ebikes & scooters

You can use the Transit Subsidy to rent personal or use shared systems of ebikes and scooters.

## THE BASICS

**\$150 per month**

Is the value of the County Transit Subsidy. It can be loaded onto a debit card usable for eligible purchases, or loaded directly onto Clipper Card as cash value or as a high value monthly transit pass.

**Combine options**

Use this with other Transit Subsidy options like ebike and scooter rentals, or vanpooling.

**Keep your parking permit**

You may not use your Transit Subsidy to pay for parking but it does not affect your County parking permit.

# Commuter Benefits Prepaid Mastercard

Funds to pay for ebike and scooter rental are loaded onto a debit card usable for eligible transportation products. Up to \$150 is covered by the Transit Subsidy. Funds over \$150 are deducted from your paycheck pre-tax, up to the federal pre-tax limit.

The Mastercard holds three “purses” that you can draw from when making purchases: “Transit,” “Micromobility,” and “Parking.” Funds must be deposited into an appropriately designated purse to be usable on associated products. For example, \$25 of Transit funds cannot be used for scooter rental. Funds cannot be moved between purses.

The card can hold a maximum of \$2,000 total of subsidy dollars, and pre-tax and post-tax contributions. When you terminate as a County employee, the card will remain active for the following benefit month, then will automatically be cancelled. Funds will be returned to the County. Pre-tax and post-tax contributions will be returned to the employee.

## How to place your order

**Step 1:** Decide what vehicle you want to rent and how much it will cost per month. You can use shared networks, or rent one for your personal use. Check out your personal use vehicle options at the links for RidePanda and Unagi below:

- [get.ridepanda.com/county-of-san-mateo/wizard](https://get.ridepanda.com/county-of-san-mateo/wizard)
- [unagiscooters.com/pages/unagi-all-access-edenred](https://unagiscooters.com/pages/unagi-all-access-edenred)

**Step 2:** Access Edenred through your OKTA homepage ([smcgov.okta.com](https://smcgov.okta.com)). Confirm your account details if it is your first time logging in.

**Step 3:** Select “Place an Order.” Choose the Mastercard and designate funds for micromobility in the amount that will cover the total monthly cost of your rental.

**Step 4:** Once your Mastercard arrives, go back to the Ridepanda portal or Unagi website and place your order using this Mastercard. If you’re using a shared network, use your card as your method of payment.

**Step 5:** Coordinate with Ridepanda or Unagi to receive your vehicle. Please read their terms of service.

**Step 6:** Ride!



# FAQ



## How much can a Commuter Check Card hold?

The card can hold a maximum of \$2,000. These funds can be a mix of subsidy dollars, pre-tax and post-tax contributions.

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## What happens when I terminate as a San Mateo County Employee?

Upon employee termination, the Commuter Check Card will remain active for the following benefit month, after which it will automatically be cancelled and funds will be returned to the County. Pre-tax and post-tax contributions will then be returned to the employee.

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## I'm getting this error message when I try and select the Mastercard:

**“Sorry! The Commuter Check Prepaid Mastercard® cannot be ordered with other products of the same benefit type. Please review your current pending order on the Dashboard”**

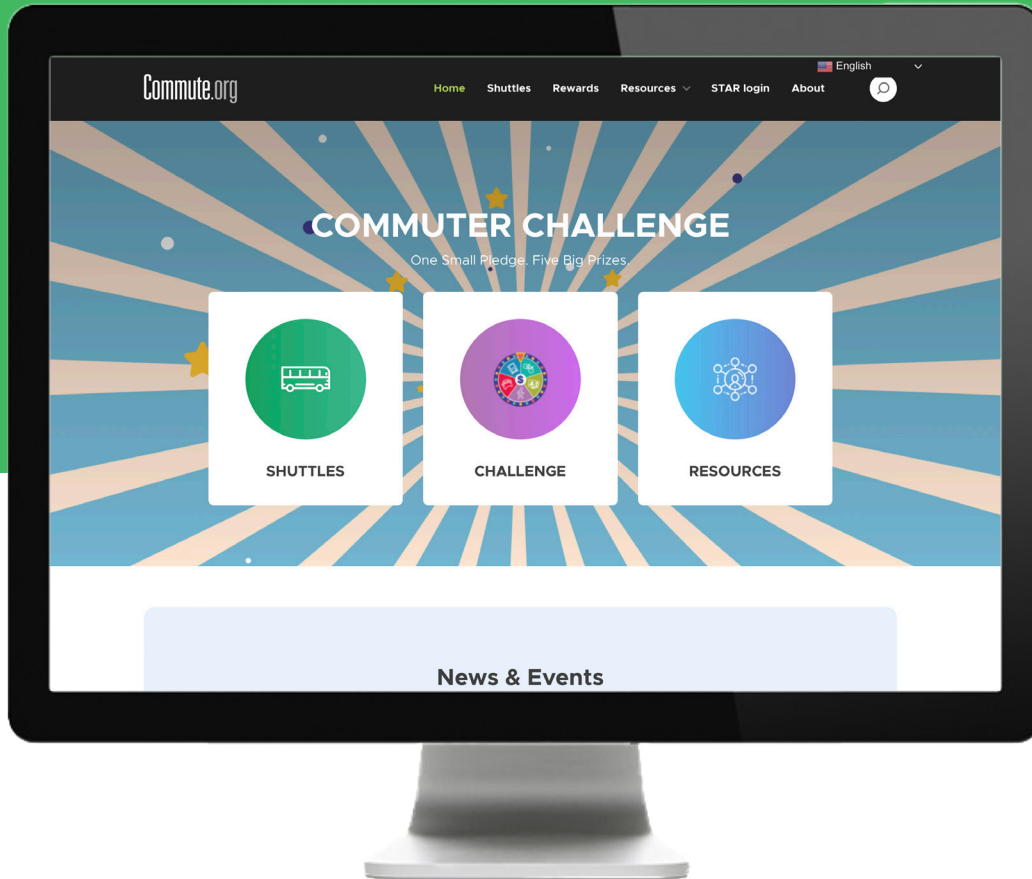
You can not have an order for a Commuter Mastercard, and an order that loads directly onto a Clipper Card at the same time. First cancel your existing transit orders. Then place a Mastercard order that covers the cost of those expenses. Once your Mastercard arrives and is activated, you may then use it to purchase your transit passes directly from the transit provider.

For example, you might want to use paratransit services (which take only the Commute Check Card), and also want to have a SAMtrans bus pass (which can be loaded onto a clipper card). To accomplish this, you would add your estimated paratransit costs to the cost of a monthly bus pass, and then would elect to have that total amount loaded onto your Commuter Check Card. Once activated, you would then use the Commuter Check Card to purchase both items.

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# Check out Commute.org

We highly recommend that check out the programs of Commute.org. You can find carpools, 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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