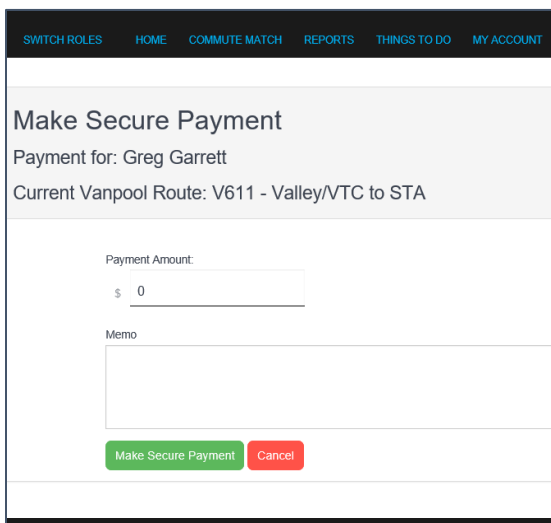
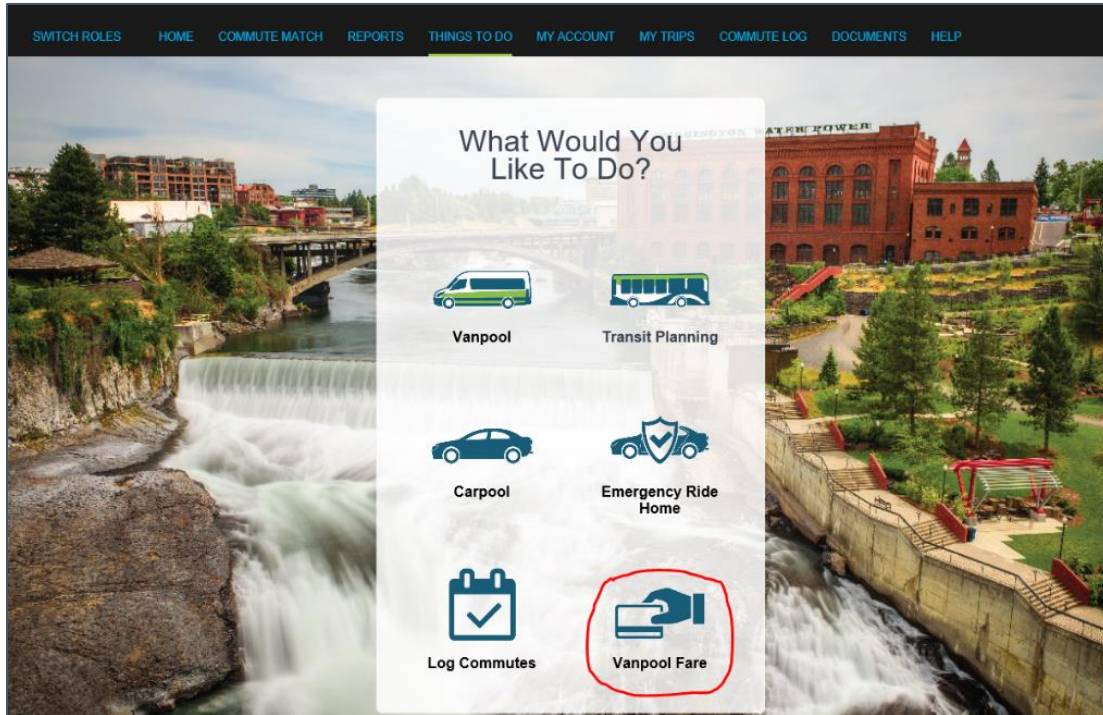


Commute Finder NW Web Update Navigation

How to Make a Fare Payment:

When you log in to the website, you will automatically land on the “Things to Do” tab. From this page, select the “Vanpool Fare” icon in the bottom right:

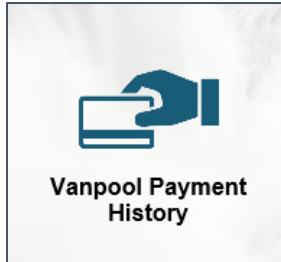
A screenshot of a web form titled "Make Secure Payment". The form is set against a light gray background. At the top, it says "Payment for: Greg Garrett" and "Current Vanpool Route: V611 - Valley/VTC to STA". Below this, there is a "Payment Amount:" label followed by a text input field containing "\$ 0". Underneath is a "Memo" label followed by a larger text input field. At the bottom of the form, there are two buttons: a green "Make Secure Payment" button and a red "Cancel" button.

From there, you will be directed to the preliminary payment screen where you will be prompted to enter a payment amount and add any notes about the payment.

Click “Make Secure Payment” to redirect to a secure payment page and input your card information.

Vanpool Payment History

We have received feedback that a visible payment history would be helpful to commuters making online payments, so that feature has been included in the website update.



To view previous online transactions, select “Vanpool Payment History” from the “My Account” menu tab.

From there, you can enter the date range for which you would like to view payments.

Click “Submit” to pull up a pdf file with all payments from the selected range.

A screenshot of a web form titled "Vanpool Payment History". Below the title is a blue instruction line: "To download your vanpool payment history please select a start date and end date, then click the submit button. If the date range is left empty all payments you have made will be selected." The form contains two input fields: "Start Date" with the value "10/1/2019" and "End Date" with the value "3/11/2020". To the right of these fields is a grey "Submit" button.

Other Changes

Commute Calendar



Select “Log Commutes” from the Things to Do page or the “Commute Log” tab in the menu bar to be redirected to the Spokane County Commute Smart NW website.

Here, you can fill out your commute calendar with Vanpool, carpool, bike, and bus trips as well as vacation, sick, and work from home days. When you submit your monthly calendar, you will be entered into the Commute Smart NW prize drawing.

***NOTE:** Commute Smart NW is a separate organization from Spokane Transit. This is NOT where you go to submit monthly ridership reports for the Vanpool Program.

News and Announcements



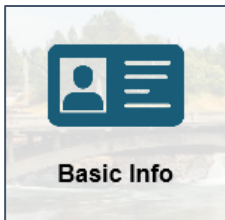
The News and Announcements icon appears on the home page of your commuter profile in the bottom right corner of the map. Check here for updates about the Vanpool program and Commute Trip Reduction.

Documents

Ridership agreements, withdrawal forms, smart card registrations, driver applications, and all other forms will be available in Commute Finder NW under the “Documents” tab in the menu bar. All forms will still be available at www.spokanetransit.com/vanpool.

Account Preferences

Edit your contact information, commute preferences, notification settings, and more by navigating to the “My Account” tab in the menu bar.



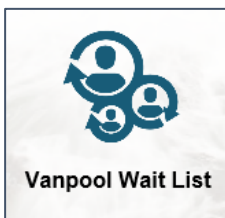
Edit your preferred email address and phone number.



Make any changes to your home address, work locations, preferred work schedule, and preferred modes of commuting.



If you would like to receive an alert when someone new registers a commute similar to yours, you can edit the notification settings here. This can be a great tool to find new members for your vanpool group.



Click this icon to view the route, schedule, and contact information for your current vanpool group. You can also use this feature to search for other vanpools that might work for you and make a request to join a new group.