

How to sign up for Commute Cash

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

Commute Cash Basics

- The Commute Cash program offers employees \$2 per work day (about \$500 per year!) for biking, walking, or carpooling to work.
- You may elect to take the Transit Subsidy or Commute Cash, but not both.
- Electing to receive this benefit will not affect your County parking permit.
- You must log your trips online to earn Commute Cash.
- Trips can be logged going back up to two weeks.

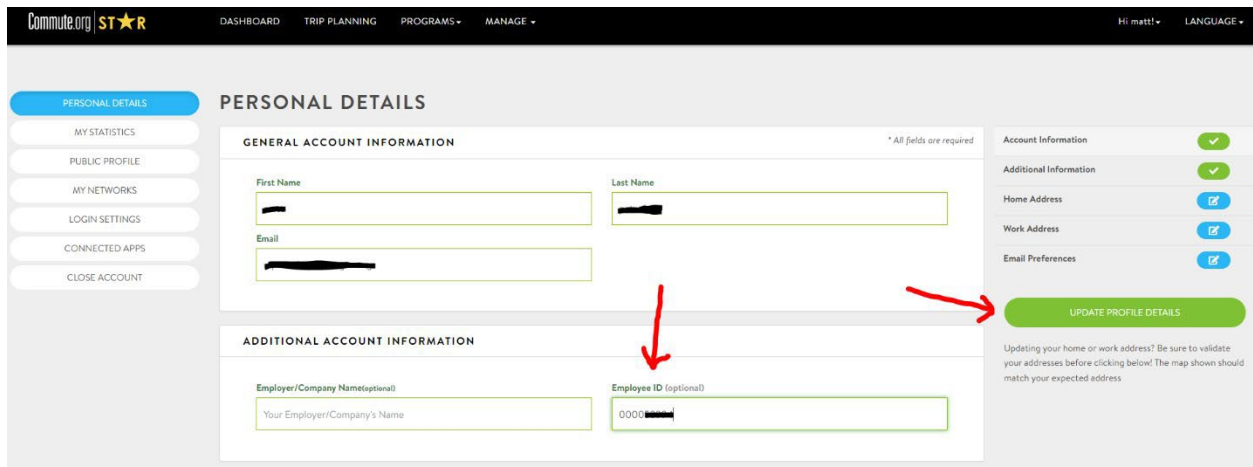
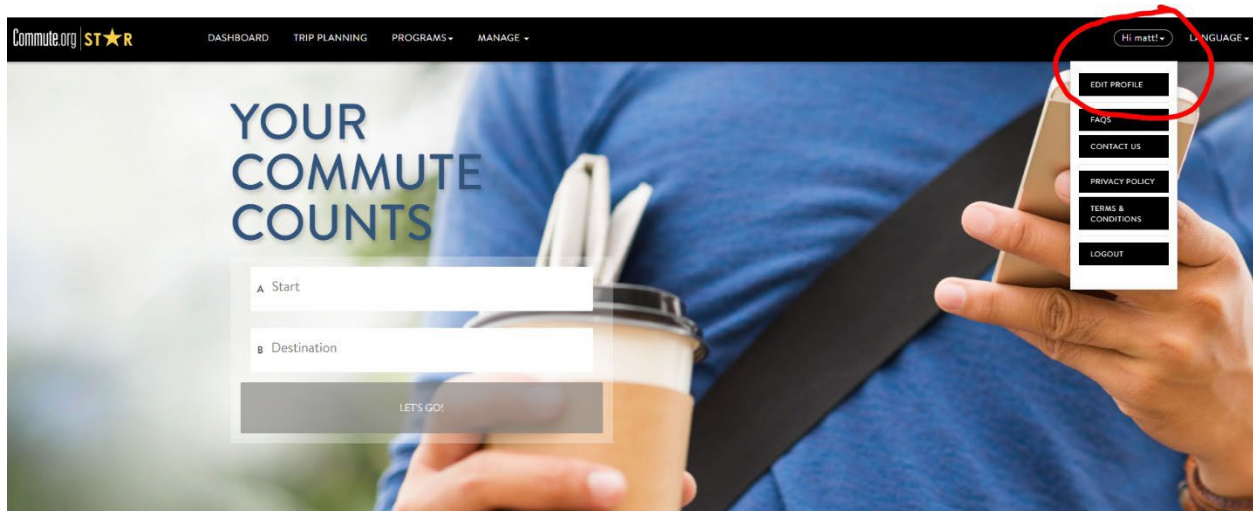
How to Sign up for Commute Cash

STEP 1: Create an account with Commute.org

1. Register to join at <https://my.commute.org/s/county-san-mateo>
2. Please use your County e-mail address
3. Enter your home and work address
4. By using the link above you will automatically be registered to the County of San Mateo network
5. Check your email for your confirmation link

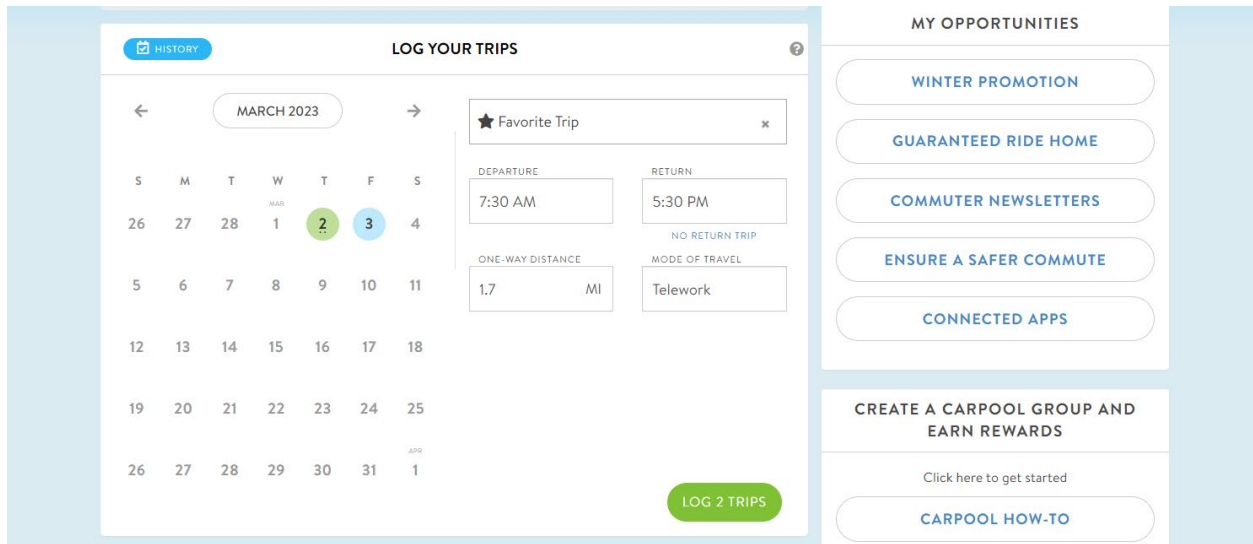
STEP 2: Add your employee ID

1. Log in
2. In the top right corner of your screen click the “Hi [your name]” button. A drop down will appear. Select “edit profile”
3. On the “Personal Details” page, please add your 9-digit employee ID number to your account
4. Make sure you hit the “Update Profile Details” button to save!



STEP 3: Log your Trips

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



STEP 4: Receiving Payment

- There are no action steps required here. At the end of the month, the number of workdays you have recorded trip on will be tallied and multiplied by \$2.00. This amount will be added to the “earnings” section of your paychecks.
- Normally funds for any given month are dispersed on the last paycheck of the following month. If you do not see payment, please reach out to Shift.

STEP 5: Check out the other Commute.org features

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.

For questions, check out the FAQ or reach out to Shift: commute@smcgov.org or (628) 258-3147.

