

The New CommuteTrak (October 2010)

How do I activate my account?

- To activate your account, click on the link provided via e-mail by the Clean Air Campaign. If you did not receive the e-mail please contact info@perimetergo.org

How do I log my commute?

- Log in to your account and select the tab at the top of the page labeled “Log Your Commute.” At the top of the calendar you will see a link for “Edit Commute Diary Profile.”
- Select that link and enter your usual mode of commute, then select “Save Profile.”
- This commute profile will automatically load each time you log in, to make logging your commute easy. You may log this commute on a daily basis, or change it depending upon your actual commute each day.

After you select Save Profile, you will return to the main logging page.

- Select the day that you wish to log.
- Select “Save Log” if the default commute is correct, or manually change it to reflect your commute for that day.
 - Leg 1 - your trip to work. Select an option in the drop-down menu for how you got from home to work. If you used two methods of transportation, there is space to record it.
 - Leg 2 - your trip from work to home.
- Remember, you may log the current day, or any of the most recent 7 days. You may not log days that are more than one week past.

I made a mistake; how do I fix my commute log?

- Log in to your account and select the tab at the top of the page labeled “Log Your Commute.”
- On the Commute Calendar, select “Edit Log” for the day you wish to change.
- Make your changes and save.

I have moved; how do I edit my personal profile?

- Log in to your account and select the tab at the top of the page labeled “Edit Profile.” On the profile page, you can change your password, home address, and update your commute and employer details.

I'd like to know how much I am saving.

- Log in to your account and select the tab at the top of the page labeled “Edit Profile.”
- On the right side of the page is a column labeled “Commuter Reports.”
- Select the dates you wish to review and click “View Report.” This will give you information about the impact of your clean commute for you and the community.
- A summary is also available on the right hand column on the “Log Your Commute” page.

Where do I enter my Carpool ID#?

- Carpool ID#'s are no longer needed for logging. Your Carpool will still have an ID # but you do not need to record it in your commute logs to receive credit.

How many gas cards has my Carpool earned?

- You will find a status update on your Carpool's earnings on the right-hand column of the home page once you log in to your account.

I'm interested in financial incentives.

- Every time you have a clean commute, you are entered in the monthly drawing for \$25 gas cards. The odds of winning have now increased to 1 in 10. If you have never taken a clean commute, you may be eligible for Cash for Commuters. Every clean commute you log brings you one step closer to a Clean Air Champion award. For more information on incentive programs, please see the PTC website at: www.perimetergo.org

I have a question that isn't covered here.

- Please contact info@perimetergo.org for assistance.