



Using RideShare

Signing Up for RideShare

Use the **Sign Up** pane on the left-hand side of the **RideShare** page to:

- Add your name and contact information (city/state/province, office telephone number and office e-mail) to a searchable database so that other employees in the office where you normally work can contact you.

Click **Sign Up**.

- Sign up for RideShare in another office if you are travelling to that office for an extended period of time. Select the office you are visiting from the **Sign Up** drop-down list.
- Remove your name and contact information from the database. Click **Remove me from RideShare**.

Important!

You do not need to sign up for RideShare to search for other employees who want to car pool.

Searching for a Ride

Use the **Search** pane on the right-hand side of the **RideShare** page to search for other employees who want to car pool. Follow these steps:

1. Select your office from the **Office I travel to is...** drop-down list.
2. If needed, select where you are looking for people to car pool with from the **I am looking for riders from...** drop-down list.
3. Select a city (or cities) in your area that are convenient for you. To choose multiple cities, hold the Ctrl key as you click each selection.
4. Click **Search** to display a list of employees who meet your search criteria.

Remember, employees can subscribe to RideShare at any time, so check back often to find others who may want to car pool in your area.