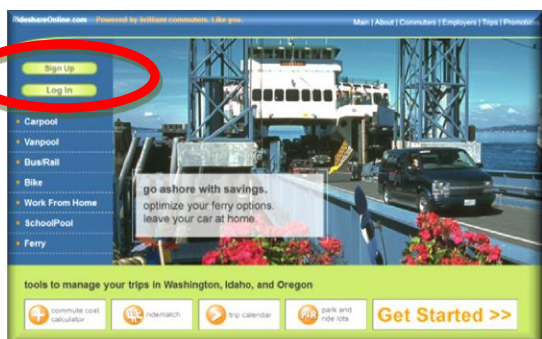
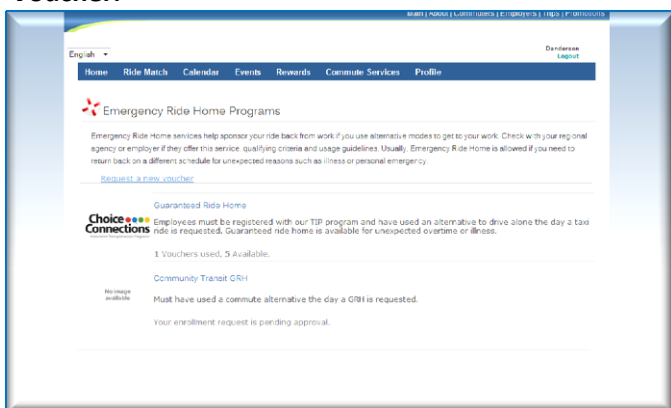


How to Request a Guaranteed Ride Home on RideshareOnline.com

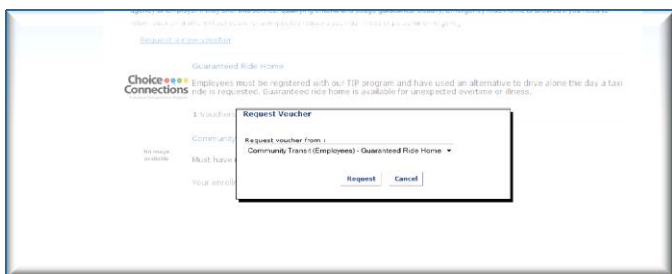
1 Log in or register at www.RideshareOnline.com



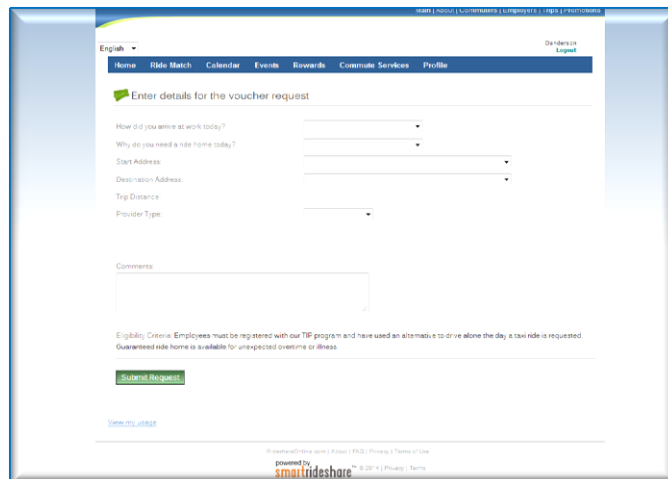
2 From your home screen, select “Commute Services” or “Benefits” and then “Request a New Voucher.”



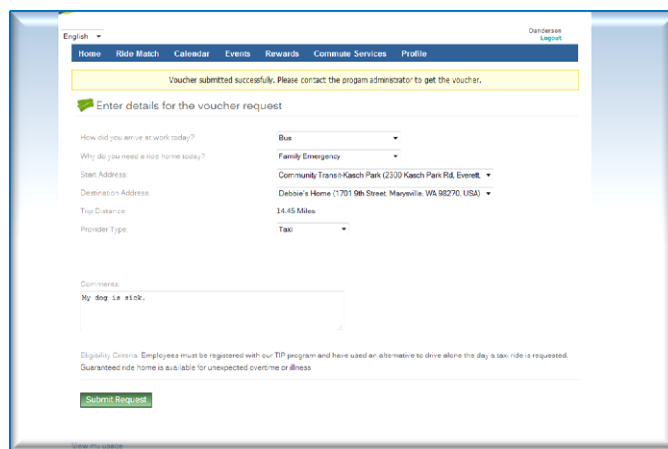
Select Employer Worksite from drop down box and hit “Request”



3 Complete the information about why you are requesting a Guaranteed Ride Home then hit “Submit Request”



4 You will get a “Voucher submitted successfully” message.



5 Contact your worksite’s Employee Transportation Coordinator to pick up your completed voucher.

Additional Guaranteed Ride Home Information
Guaranteed Ride Home may be used in the event of an emergency (illness, family illness, or unexpected overtime) on any day you used an alternative to driving alone to get to work.

How to Request a Guaranteed Ride Home on RideshareOnline.com

Voucher covers cost of taxi ride, one-way up to 65 miles. Taxi will not cross any ferries. Voucher will not cover any tip to the driver.