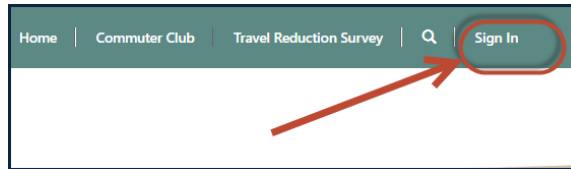


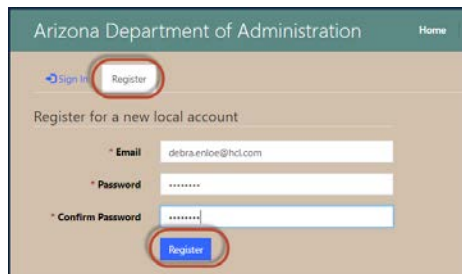
Welcome to the Commuter Club Portal

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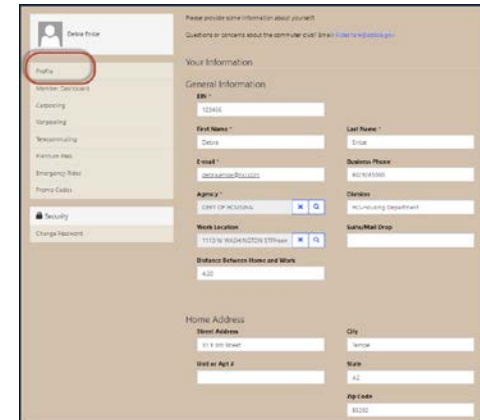
- 3) Click on **Register**
- 4) Enter your work **email** address
- 5) Create a **password** and confirm your password
- 6) Click **Register**.



Create or Update your Profile

After you initiate the registration process, you will be asked to enter your profile information. *Return to this section anytime you need to update your information.*

- 1) Click **Profile**
- 2) Enter all available information. (Note: any area with an * indicates information is required).



- 3) When selecting the **Agency** or **Work Location**, click on the icon and then either use **Search** or click at the bottom to navigate through the pages in alphabetical order.

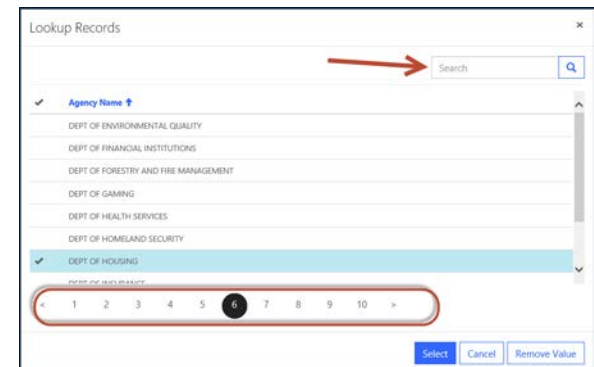
Commuter Club Overview

- 1) Navigate to <https://adoacc.microsoftcrmportals.com>
- 2) Click **Commuter Club** to review the details and benefits of becoming a member



Request to be a Member

- 1) Navigate to <https://adoacc.microsoftcrmportals.com>
- 2) Click **Sign In**



- 4) Scroll down the **Profile** page and select the appropriate **Alternative Commuting Methods**.
- 5) Click **Update**.

Welcome to the Commuter Club Portal

Unit or Apt # _____ State _____ AZ _____
Zip Code _____ 85202

Alternate Commuting Methods

- Carpool
- Alternate Fuel Vehicle
- Van Pool
- Telecommute
- Platinum Pass (Bus/Light Rail)
- You do not currently use carpool/vanpool/platinum pass/telecommuting but are interested?

Yearly Reenrollment (June)

I'd like to Reenroll for the upcoming year. Reenrollment Date _____

*Note: Starting June 2019, you will use the **Yearly Reenrollment** section of the **Profile** to notify us you wish to continue your membership. You will not need to complete the full registration process each year.*

Interested in using alternative options

If you are currently not enrolled in any alternative commuting methods and would like to receive information about your options:

- 1) In the **Profile** section, scroll to the **Alternative Commuting Methods** section
- 2) Select **You do not currently use carpool/vanpool/Platinum Pass/telecommuting but are interested?**
- 3) Click **Update**.

Alternate Commuting Methods

- Carpool
- Alternate Fuel Vehicle
- Van Pool
- Telecommute
- Platinum Pass (Bus/Light Rail)
- You do not currently use carpool/vanpool/platinum pass/telecommuting but are interested?

Register your Carpool Information

If you currently carpooling, please provide your information in the **Carpooling** section.

- 1) Click on **Carpooling**

Profile

Member Dashboard

Carpooling

Vanpooling

Telecommuting

- 2) Enter your **Parking Permit**; number of **days** you carpool; number of **individuals** in the carpool; whether you are the **primary driver**; and if other carpoolers are also **state employees**, please provide their name(s) and email address(s).

Carpooling

Parking Permit # *(if known)*
55567

How many days a week do you carpool?
3

How many individuals are in your carpool, including yourself?
2

Are you the primary driver?

Are other carpoolers state employees? (if not, ignore the section below)

Are other carpoolers state employees? (if not, ignore the section below)

Your Carpool Partner(s) that are State Employees:

First Name	Last Name	Email Address
Daniel	Polizzi	daniel.polizzi@state.gov

- 3) Click **Submit**.

Register your Vanpool information

- 1) Click on **Vanpooling**

Profile

Member Dashboard

Carpooling

Vanpooling

Telecommuting

- 2) Enter **Vanpool #**, number of **days a week** you vanpool, number of **individuals** in the van, and whether you are the **primary driver**.
- 3) Click **Submit**.

Welcome to the Commuter Club Portal

Vanpool # *(if known)*
555888

How many days a week do you vanpool?
1

How many individuals are in your vanpool, including yourself?
4

Are you the primary driver?
If not, please provide the driver's name
Kevin Packard

Submit

Register your Telecommuting information

- 1) Click on **Telecommuting**

Profile

Member Dashboard

Carpooling

Vanpooling

Telecommuting

- 2) Enter **number of days** that you telecommute, whether you have **completed** the State's Telecommuting training, **when** you completed the training and whether you have a **signed** telework agreement with your direct supervisor on file.

How many days on average do you telecommute on a weekly basis?
1

Have you completed the State's Telecommuting Training?
When did you successfully take the training?
3/15/2018

Do you have a signed telework agreement with your direct supervisor?

Telecommuting History

Telecommute Full Days	Telecommute Hours
0	0.00

Current Gas Price	Mileage to/from Work (one-way)
---	4.20

Amount Saved

Submit

- 3) Scroll to the bottom and click **Submit**.

Note: The previous three months of history information will be visible and updated monthly.

Telecommuting History

Telecommute Full Days	Telecommute Hours
0	0.00

Current Gas Price	Mileage to/from Work (one-way)
---	4.20

Amount Saved

Submit

EN	Process Level	Process Level Description	Time Record Date	Hours	Pay Code	Pay Code Description
----	---------------	---------------------------	------------------	-------	----------	----------------------

There are no records to display.

Register your Platinum Pass information

The last three months of history information will be visible and updated monthly.

- 1) Click on **Platinum Pass**

Vanpooling

Telecommuting

Platinum Pass

Emergency Rides

Promo Codes

- 2) Enter your **Platinum Pass #**, **number of days** that you utilize the bus, **route #** you generally use.
- 3) Click **Submit**.

Platinum Pass

Platinum Pass # (if known):
1008261657

How many days a week do you typically utilize the bus?
< 1 day/wk

Route # typically used
400

Submit

Bus Card Number	Bus Type	Route	City	Date	Time	Cost
-----------------	----------	-------	------	------	------	------

There are no records to display.

Logging into the Commuter Club

After your membership is approved (generally within 48 hours), you will receive access to view additional information in the Commuter Club portal.

- 1) Navigate to <https://adoacc.microsoftcrmportals.com>
- 2) Click **Sign In**
- 3) Enter your **Email & Password**
- 4) Click **Sign In**.

Welcome to the Commuter Club Portal

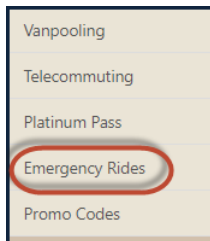


Emergency Ride criteria and History

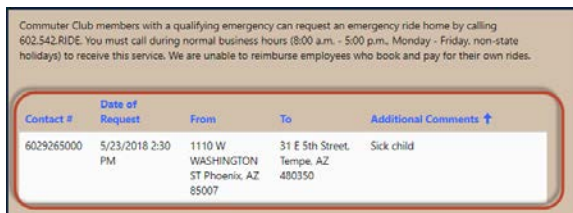
You can request an emergency ride twice per fiscal year. To request an emergency ride, call **(602) 542-7433**

To view your history:

1) Navigate to **Emergency Rides**



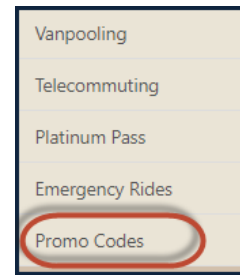
2) The information is displayed on the screen.



Looking for a Discount on Lyft or Uber?

Check out our **Promo Code** section.

1) Click on **Promo Codes**



2) A list of current promotional codes will be displayed

3) Enter the **Code** when requesting an app-based ride (be sure to note expiration dates).

Service	Code ↑	Description	Expiration Date
Uber	123455	25% Off 1	6/17/2018
Lyft	55555	20% Off	6/17/2018