

## Quick Guide to Online Vanpool Ridership Reports

Payment Reports, the full Reporting Guide and all other Bookkeeper forms can be found on our website:  
<https://www.spokanetransit.com/vanpool>

If you have any questions, please contact the Vanpool Office (509) 326-POOL  
 Email: [STAVanpool@spokanetransit.com](mailto:STAVanpool@spokanetransit.com)

**ACCESS TO ONLINE REPORTING:** New bookkeepers - the Vanpool office will need to set up your account. Once this is done, a notification from the website will be sent to the bookkeeper’s email address. If you have signed in as a commuter, you will need to select “Switch Roles” to view the bookkeeper reports.

1	SIGN IN	<ul style="list-style-type: none"> <li>• Website: <a href="http://www.commutefindernw.com">www.commutefindernw.com</a></li> <li>• <u>Do not</u> use another bookkeeper’s log in. Please call us if you need access.</li> <li>• Enter your <b>Email &amp; Password</b></li> <li>• You will need the mileage and ridership log from the van.</li> <li>• Review the route and roster information for your vanpool</li> <li>• Select “I confirm that all of the information above is correct about this route” and click Submit.</li> <li>• Email <a href="mailto:stavanpool@spokanetransit.com">stavanpool@spokanetransit.com</a> to update route and roster if needed.</li> </ul>
2	RIDERSHIP	<ul style="list-style-type: none"> <li>• The ridership page for the monthly report you need to complete will come up automatically. You can also find it by clicking the gray <b>“Monthly Reporting”</b> icon and then selecting <b>“Ridership”</b> from the menu.</li> <li>• Click on a calendar day to fill out ridership for that day.</li> <li>• Put a check for riders that participated on that day. Leave all other unchecked if they were not on the van.</li> <li>• Use <b>“Add Rider”</b> to add trips for a rider not on the roster.</li> <li>• Once you have complete ridership for that day, select <b>Save and Continue</b> to move on to the next day.</li> <li>• You may enter ridership for the full month all at once by clicking <b>“Monthly Reporting”</b> then selecting <b>“Desktop View”</b> from the menu.</li> </ul>
3	VEHICLES	<ul style="list-style-type: none"> <li>• Click the <b>“Monthly Reporting”</b> icon and select <b>“Vehicles.”</b> Your vanpool van will be listed with the starting odometer. To add another van click <b>“Search for a Vehicle”</b> then enter the van number you need (ex: R122) and click <b>“Select”</b> to add the van.</li> <li>• Click <b>“Edit”</b> by the van listed to update the mileage entry for the date range.</li> <li>• To add non-commute trips (for maintenance, errands, etc.) go to <b>Non-Revenue</b> trips. You <u>do not</u> need to <b>“Add Trip”</b> unless the van was driven over 5 miles to fuel, wash or reposition to another driver.</li> <li>• Once all ridership has been filled out and vehicle mileages are entered, go to <b>“Submit.”</b></li> </ul>