

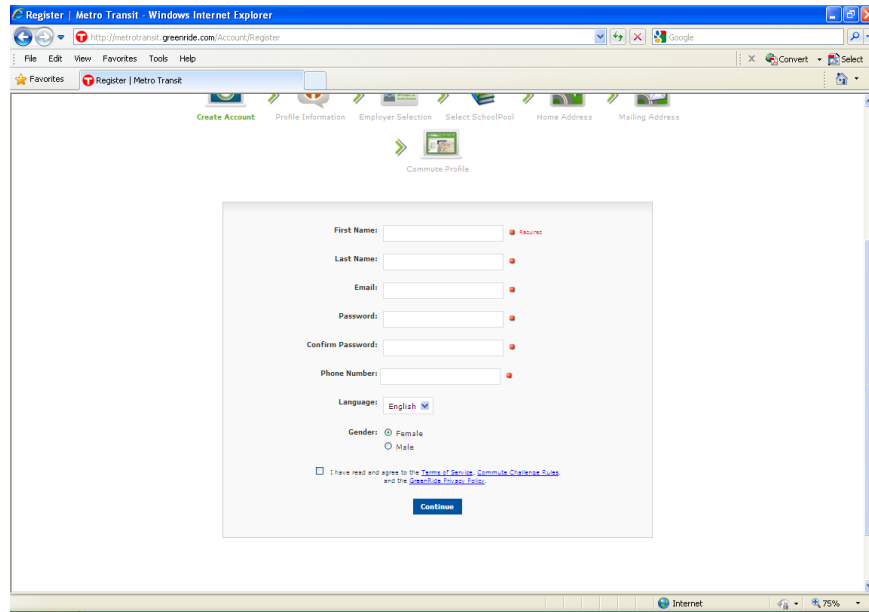
Each member of your carpool must have a Commuter Account in the system before you can apply for the permit.

Each member of the carpool who does not have a Commuter Account should visit the following website and click on the Register box in the lower right:

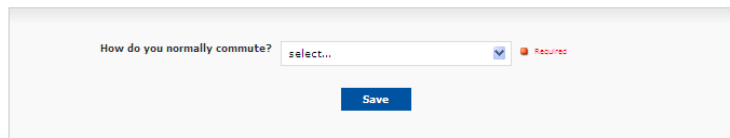
<http://metrotransit.greenride.com/Account/SignIn/>

If everyone in your pool already has an account, sign in and skip to Step 9.

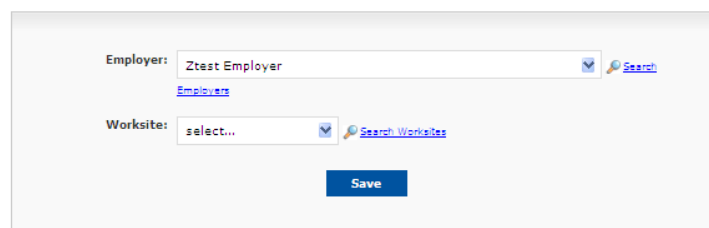
1. Enter all required information. An email address, phone number, and home address are required to receive a permit.



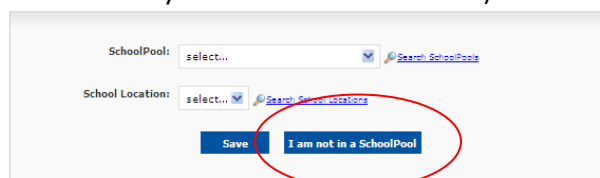
2. Answer the commute question on the next screen.



3. On the next screen, select your employer and worksite:



4. On the next screen, click the "I am not in a SchoolPool" button." (If you are interested in learning about our K-12 SchoolPool program, please contact Kelly Morrell at 612-349-7563.)



5. On the next screen, enter your entire home address. Click "Check Address" to verify, then click "Save Address".

- On the next screen, enter your mailing address by clicking the “Same as Home Address” button or by entering a new mailing address. If you home address is different, make sure to uncheck ‘Same as Home Address’ if it is checked.

- The next screen allows you to create a commute profile and match with other uses of the system. **This is optional.** To continue, either fill out your profile, or click the green Cancel button on the left side of the screen.

- If you fill out your profile and choose to match with other riders, you will see a search results page that allows you to contact potential carpoolers. Otherwise, you will be sent to a page that says My Page in the upper left corner.
- IMPORTANT: Only one of you should apply for the permit. Choose one member of your carpool to complete the following steps.** From the MyPage screen, scroll to the bottom of the screen, and on the right side you will see a box labeled Features and Tools. Click on the “My Carpools” link.

- Read the instructions and click on the “Register Carpool” link at the bottom of the screen.

My Carpools

If you are applying for a permit in downtown Minneapolis, click [here](#).

If you are applying for a permit in the cities of Bloomington (except for federal employees at Norman Pointe II), Eden Prairie, Edina, Minnetonka, or Richfield, click [here](#).

Each member of your carpool must have a commuter account before you can register your carpool. If anyone in your carpool does not currently have an account, have them register [here](#).

Once every member has an account, click Register Carpool below to select your riders and submit your application. Each carpooler will receive an email to verify that they are a member of this carpool. **Permits will not be approved until all members of the carpool have completed this step.** A carpool can be deleted by removing all members. If any members of your carpool change, you will need to delete your current permit and apply for a new one.

When your permit is within 30 days of expiration, you will see the option to renew on your [My Permits](#) page. You will also receive an email reminding you to renew. Paper renewal forms will no longer be sent as of April 1, 2013.

The best way to find your fellow carpoolers' accounts is to search by email address. Searching by name also works but make sure you select the correct person.

If you have questions or need help with this process, please call Metro Transit Commuter Programs at 612-373-3333, option 5, or [send an email](#).

[Register Carpool](#)

11. Click on the All Users tab to search for your carpool partners. Please note that due to our privacy policy, we cannot display users' last names. To ensure you select the correct user, please **search by email address**. For each member in your pool, search for them and next to their name click "Add to Carpool".

FAke Apply For Permit

[I'm Done](#)

Wait List Ridematches that I've emailed **All Users**

Find User: Submit

12. Your carpool member(s) will receive an email asking them to verify they are indeed in your carpool. They will need to log in, go into their message center and verify you are allowed access to their personal information. After you have added all your members, click "I'm Done". You will now see your carpool roster and whether or not they have verified yet.

Carpool for Adam, Tony Apply For Permit


[Add Carpool Member](#)

Name	Verified?	No Longer Carpools
Tony D. (me)	Yes	No Longer Carpools
Adam M.	No	Feedback No Longer Carpools

13. Members will get a notification asking to verify that the leader can access their personal information (Like their home address). To verify, members will need to log into their Commuter Account then click on the 'Message Center' along the upper right menu bar (below the blue band). Click on the subject header, then click 'verify'.
14. Once all your carpool members are verified, click on the box with the star labeled "Apply For Permit" to complete your application. Choose your parking facility, select your arrival and departure time, confirm all of your information, and answer any other questions required by your facility. Click "Submit" at the bottom of the page.

15. After you submit the application, you will be taken to the My Parking Permits page where you can see the status of your permit. If it is approved, you will receive your permit within five business days. If there is an issue with the application, you will be contacted by Metro Transit staff.

My Parking Permits

 Parking permit application successfully received.

Carpool Name: Carpool for Adam, Tony

Application Date	Status	Expiration Date	
3/29/2013	<i>New Application Pending Approval</i>		View Application

Permits expire after six months. Thirty day prior to your permit expiration dates, you will have the option to renew on the My Parking Permits page. You will also receive a reminder message at the email address in your profile.

If your carpool roster changes, you must create a new application.

Users can only be in one carpool at a time. If you are changing carpool partners, make sure to remove yourself from any existing carpool first so you apply for a new one.

Please contact us if you have additional questions about this process:

612-373-3333, option 5
commuterprograms@metrotransit.org