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| **Commute Ontario Set-up Form****FOR OFFICE USE ONLY** |
| **Commute Ontario Region:**  | #6 South Central Region |
| **Regional Municipality:** | Peterborough County |
| **Organization (City/Town) Name:** | City of Peterborough |
| **Workplace Name:** |  |
| **Terms and Conditions Signed:** | Choose an item. |
| **Workplace Custom Links:****Information Portal:****Carpool Ontario Tool:****ActiveSwitch Tool:** | activeswitch.ca/workplace |
| **Information Portal Administrative Account:****smobi.ca/admin** | Username: Password: |
| **Active Switch Administrative Account:****Activeswitch.ca/admin** | Username: Password: |
| **Carpool Ontario Administrative Account:** | Username: Password: |
| **Workplace Set-up Form *(PLEASE COMPLETE)*** |
| **Workplace Name:** |  |
| **Workplace Agreement**Please fill & sign the attached workplace agreement |  |
| **Workplace Name to display on program websites:***(This will be displayed on all the program websites)* |  |
| **Workplace Location(s)***(These locations will be pre-coded on the Carpool Ontario website, Active Switch website, Emergency Ride Home webpage and other Commute Ontario program sites for users to select from.)*Please complete the attached workplace worksheet to include worksite name, population, street address, postal code and contact information for each location |  |
| **Primary Contact Name and Position:** *(This person will be the main contact for all Commute Ontario program related inquiries at the workplace)***Primary Contact Address:****Primary Contact Phone Number:****Primary Contact Email Address:** |  |
| **Secondary Contact Name and Position:***(This person will be the secondary contact for all Commute Ontario program related inquiries at the workplace)***Secondary Contact Address:****Secondary Contact Phone Number:****Secondary Contact Email Address:** |  |
| **Workplace Logo:**Please provide the logo in EPS format or a high resolution JEPG/PNG | ***Please send as an attachment via email.*** |
| **Workplace Website URL Link:***(This will be linked to your logo on the program websites)* |  |
| **Administrative Accounts***(Administrators will have access to the administrative functions of the program websites including reporting functions.)*List admin email addresses. |  |
| **Help Email Address***(These email addresses will be listed on program websites for users to contact if they have questions/concerns. Help emails will also be copied to Commute Ontario representatives)*  |  |
| **Email Domain Security Restriction on the Carpool Ontario online tool** *Only users whose emails have one of these endings will be allowed to join your Carpool Ontario group. List email formats. Examples:* *email@abc.ca**;* *email@abc.on.ca* |  |