|  |  |
| --- | --- |
| **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*](mailto:email@abc.ca)*;* [*email@abc.on.ca*](mailto:email@abc.on.ca) |  |