



MyGCO Toolkit

GUIDE TO USING THE PLATFORM

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How to Register

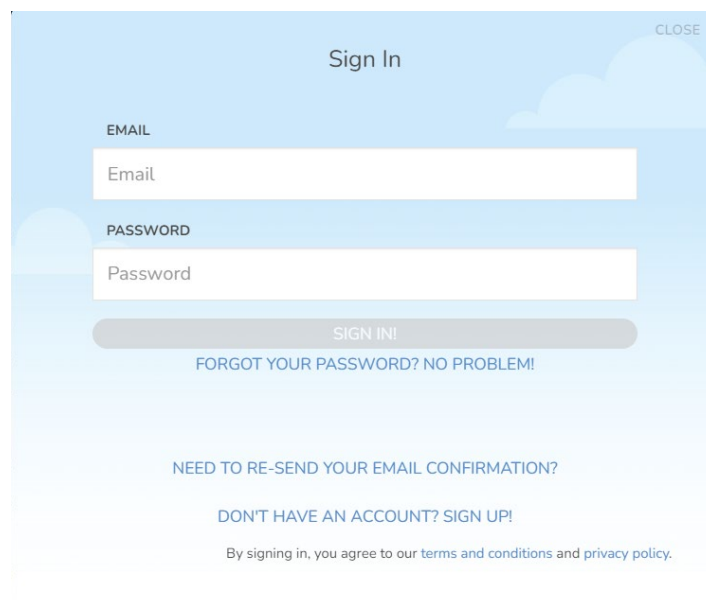
Register Your Account

The first thing you're going to do is go to Mygacommuteroptions.com or download the app. You will need to search for MyGCO if you want the app.

If you have an iPhone, you will go to the App Store. If you have an Android, you'll download the app from the Google Play Store. Once you download the app, the process to register will be the same. Open the app.

If you are a new user or returning user, you will click Get Started.

If you're a returning user, your process will be different. You will receive an email with a link to the new platform prompting you to set up your new password in the new system. After logging in follow a few simple prompts to activate your account.



The image shows a 'Sign In' form with a light blue background and a 'CLOSE' button in the top right corner. The form contains two input fields: 'EMAIL' with a placeholder 'Email' and 'PASSWORD' with a placeholder 'Password'. Below the fields is a 'SIGN IN!' button. Underneath the button are three links: 'FORGOT YOUR PASSWORD? NO PROBLEM!', 'NEED TO RE-SEND YOUR EMAIL CONFIRMATION?', and 'DON'T HAVE AN ACCOUNT? SIGN UP!'. At the bottom, there is a small text line: 'By signing in, you agree to our terms and conditions and privacy policy.'

Sign Up

You will be required to fill in your first and last name, email address, as well as password.

Complete all required fields for each step. If you are unable to click the "Next" button, you may have missed a field.

Select Your Work Location

You will be asked which networks you would like to join. Networks are often how you will select an employer or department. If you do not see a network option that you expect to be able to join, select 'network not listed' and type in the name of your employer.

For the final step, be sure to agree to the terms and conditions and privacy policy, then click "Register" and you'll be taken to your new user dashboard.

Go To Your Profile

Personal Details

The "Personal Details" page is the central hub for managing your profile. It contains all the editable information in the system most relevant to 'who you are'. Here you can change your name, email, phone number, employee id, home & work address, as well as your communication preferences at the bottom. It is very important that you have a home and work address on file. Having accurate addresses is essential to the function of many system processes, and if you ever experience issues with our app or platform this is the first place you should check for completeness.

My Statistics

This shows the cumulative statistics belonging to you since you started commuting on a RideAmigos platform. This shows how many trips you've taken, how far you've gone, how eco-friendly you've been, and even more numbers to get you motivated!

Public Profile

Here you will see the details that your fellow commuters can see when you appear as a carpool or bikepool match. Although some platforms use different options, the standard layout is your public username and a short bio, details about your typical commute, and your commute preferences.

My Networks

This area will display all the networks that you are a member of and a section for networks you manage, should you be given that responsibility. You can also join networks by using the search bar and leave networks by clicking the X next to them.

Changing Login Credentials

If your site does not use SSO, you can change the email address and password for your account.

Log in using your existing credentials.

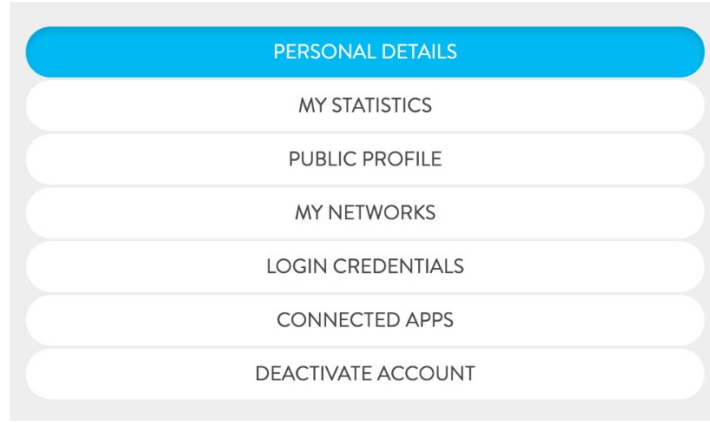
Navigate to your user profile by clicking on your name in the upper right menu area, then "Edit Profile." Email address can be changed from the "Personal Details" section. Password can be changed from the "Login Credentials" section.

Connected Apps

View and create connections to applications that your platform is configured to synchronize with. To learn more, visit our page that covers Connected Apps.

Deleting Your Account

To delete your RideAmigos account, navigate to your user profile, and choose “Deactivate My Account.” Please note that this action cannot be undone. Once deactivated, you will no longer be associated with any data in the system.

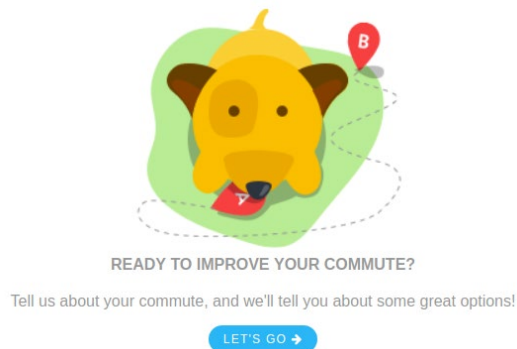


Plan a Trip

Plan a trip by going to your homepage or the user dashboard. Then, select Record a Trip.

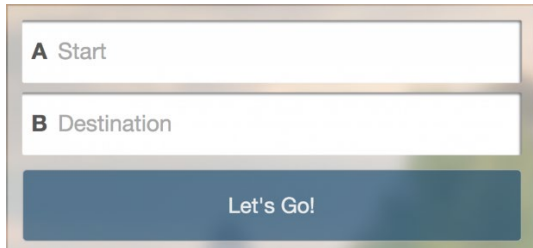
Plan a Trip

If you're new to RideAmigos, the first thing to do is save your typical commute. If you haven't saved a favorite trip yet, use the “Let's Go” button on the My Commute widget to start the process. Choose your origin and destination locations, schedule, and sharing options, then save your trip.

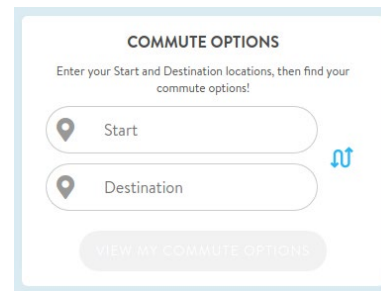


First, you will need to enter in your start location and destination for your trip.

Next, select Let's Go if you are on the home page or View My Commute Options if you are on the user dashboard.



A screenshot of a user interface element. It features two input fields: the top one is labeled 'A Start' and the bottom one is labeled 'B Destination'. Below these fields is a dark blue button with the text 'Let's Go!' in white.



A screenshot of a form titled 'COMMUTE OPTIONS'. Below the title is the instruction 'Enter your Start and Destination locations, then find your commute options!'. There are two input fields: 'Start' and 'Destination', each with a location pin icon on the left. To the right of the 'Start' field is a blue star icon. Below the input fields is a button labeled 'VIEW MY COMMUTE OPTIONS'.

Along the left side of the screen are different transportation mode options for getting from your start to your destination.

These options depend upon your specific locations and may include additional modes to those shown here.

Select Save this Commute by the star icon at the top left of the page to add this to My Commutes as a favorite trip.

Log a Trip

Go to your dashboard and find the trip-logging widget.

Today is already selected if you just want to log your day's commute, but you can also unselect today by clicking, then select other days in the past if desired.

Click "Where Did You Go?" to enter your origin and destination, or to choose one of your saved commutes. (Location logging is not available on all platforms.)

Pick when you departed on this trip. If you are logging a round trip, choose when you returned as well. Only logging one way? Just click No Return Trip.

Put in the distance for your trip. If logging by location is enabled for your system, the distance will be calculated for you!

Choose what primary mode you used, such as carpool or transit.

Add any additional modes you used during smaller portions of your trip, like bike or walk.

Hit Log Trips and you're all done! When you return to the site, all this information will be saved for you, so you only have to click Log Trips and you'll be all set.

LOG YOUR TRIPS

← **OCTOBER 2023** →

S M T W T F S
 OCT 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 NOV 29 30 31 1 2 3 4

★ Favorite Trip x
* Optional

DEPARTURE: 7:30 AM
 RETURN: 5:30 PM
NO RETURN TRIP

ONE-WAY DISTANCE *: 10.7 MI
 PRIMARY MODE *: Transit

ADDITIONAL MODE(S):
 Bike x

TYPE OF TRIP:
 commute

Dashboard Page **2 TRIPS**

Note: Only primary modes count towards programs such as challenges and rewards

Recording a Multi-Modal Trip

If you use more than one mode in a single trip, such as carpooling and transit, you can record a multi-modal trip. If you use other modes for the first or last mile of your trip in addition to the primary mode of travel you can add these additional modes using the provided field.

LOG YOUR TRIPS

← **OCTOBER 2023** →

S M T W T F S
 OCT 1 2 3 4 5 6 7
 8 9 10 11 12 13 14
 15 16 17 18 19 20 21
 22 23 24 25 26 27 28
 NOV 29 30 31 1 2 3 4

★ Favorite Trip x
* Optional

DEPARTURE: 7:30 AM
 RETURN: 5:30 PM
NO RETURN TRIP

ONE-WAY DISTANCE *: 10.7 MI
 PRIMARY MODE *: Transit

ADDITIONAL MODE(S):
 Bike x

TYPE OF TRIP:
 commute

Dashboard Page **2 TRIPS**

Note: Only primary modes count towards programs such as challenges and rewards

Find a Ride Match

Finding a Ride

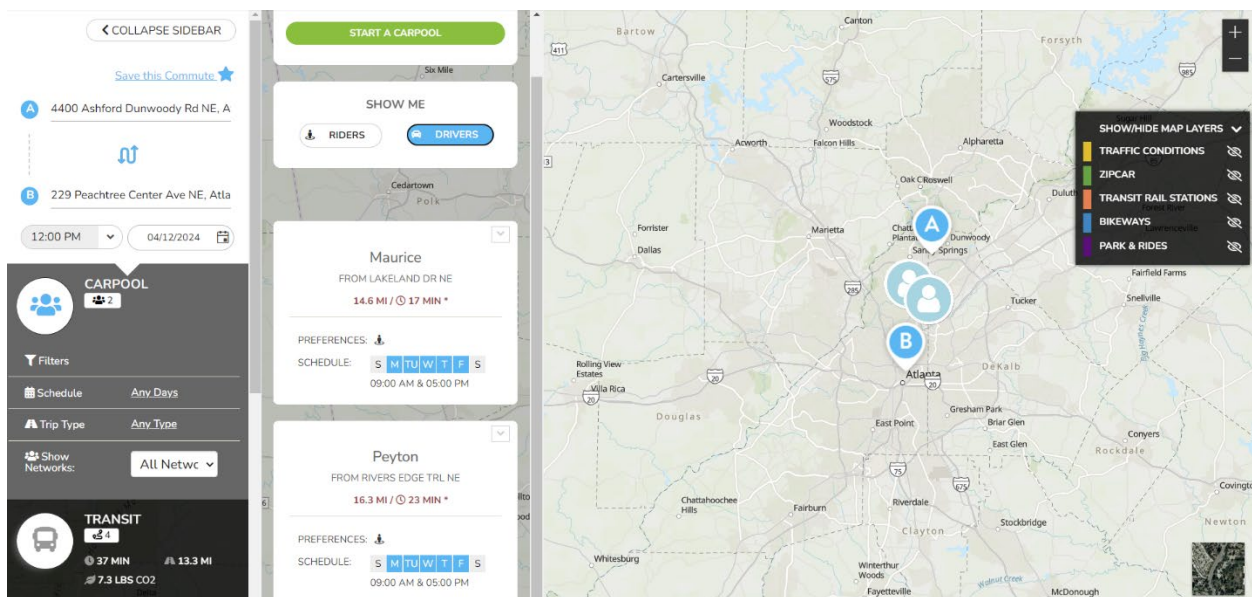
Our app allows you to plan your commute to work. You can find carpools going your way, look for any vanpools running nearby and find the best transit option.

Our matches aren't just for carpooling. You can use our matching service to find a buddy to bike, take transit or walk with, too.

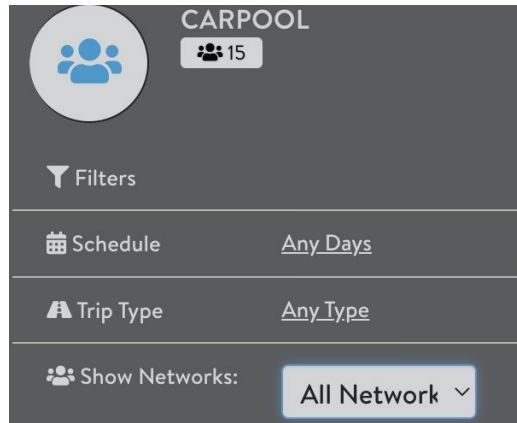
Finding Matches Along Your Way

The first step is to search for your commute options using the trip planner tool. Once you've searched, you're faced with all of your commute mode options, one of which is carpools.

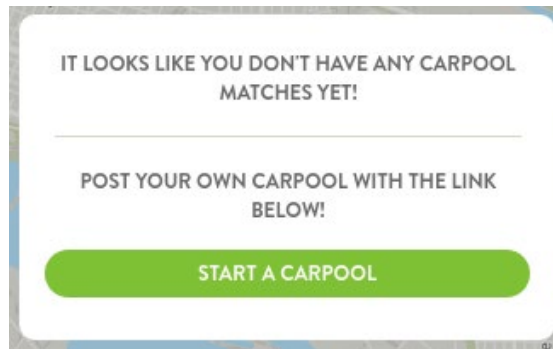
Available Carpools will be listed to the right. You can view as either a rider or a driver by selecting which of the two you'd prefer at the top of the list. For each listing, you can see the details of the trip including preferences and days and times.



Filter your carpool options by changing the schedule, trip type, and networks on the left side. For example, you may want to only see carpool matches from your employer, select your employer network from the "Show Networks" drop-down.

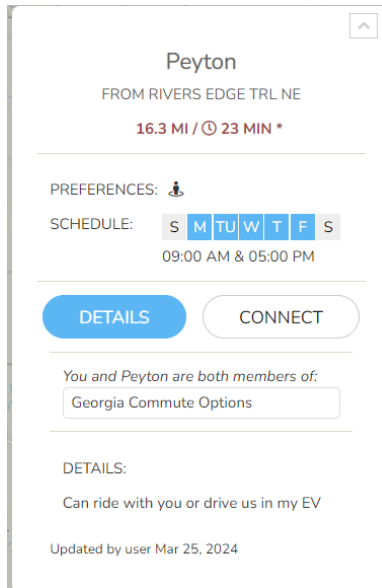


If you don't see any carpool matches, be sure to save your search as a favorite trip in order to share yourself as a potential carpool match for other users searching for partners. Click "Start a Carpool" in the search results area then save a favorite trip.



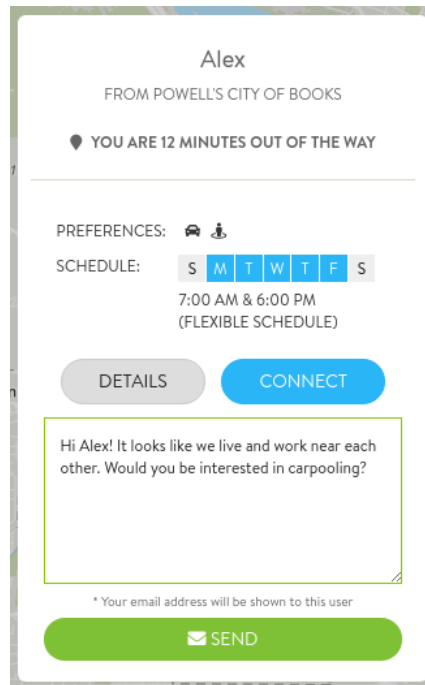
Learning About Your Matches

Select a user to carpool with. You will be able to see their name, an approximate location, preferences, and their schedule. Underneath you can select details to view more information about the user.



Contacting Your Match

Contact a carpool owner by clicking on the card for the carpool you're interested in to expand the window and review its details, then click 'Connect'. Compose your message to the carpool owner, click send, and your message will be emailed directly to the user. (You must be logged in to send carpool messages.)



Your message to the carpool owner will include your name and your email address. If you would like to include additional contact options, you can add that to your message. Once you and the carpool owner connect, you can work out the details of the trip and be on your way.

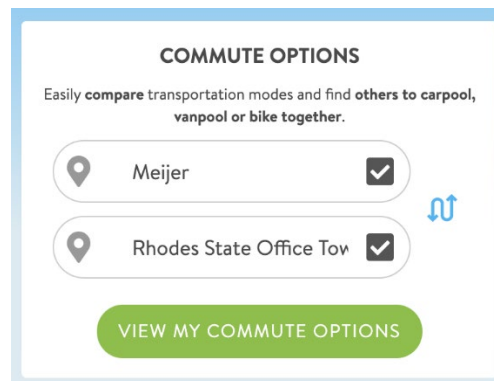
Your match will receive both an email and an in-app message in the message center inside your app. In both, the app will automatically include your full name so that your match knows who is contacting them.

Your match can respond to you by sending an email to the email address you chose.

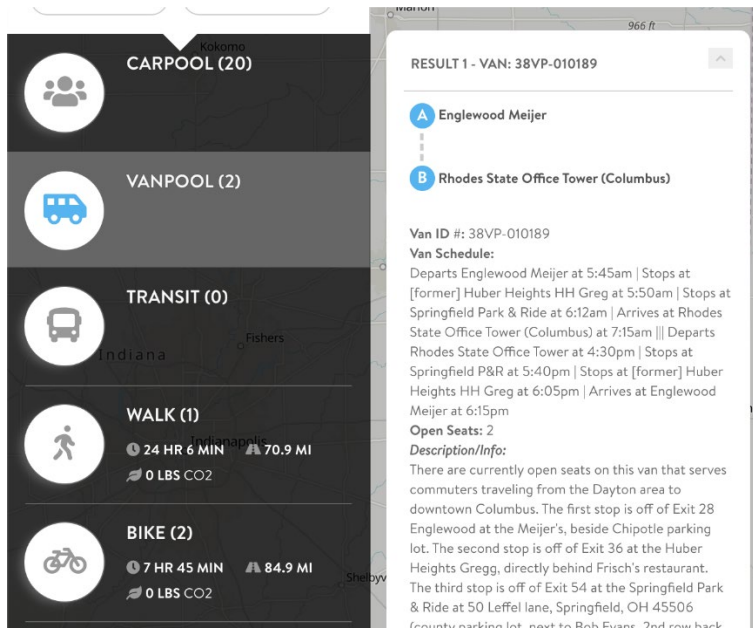
Finding a Vanpool

A vanpool is a formal arrangement between 5 or more commuters to share the ride to work. Vanpools range in size from 5-15 people (from a 7-passenger minivan to a 15-passenger full-size van) and come complete with insurance, maintenance, and roadside assistance. The monthly cost of the vanpool, plus the cost of the fuel, is usually divided between all members of your vanpool, saving you money and keeping stress levels low.

Like finding a matching bike, walk, carpool, or transit route, you will first want to start at the Trip Planner. Enter your origin and destination in the trip planning widget and enter your search; alternatively, you can click the vanpool card in the My Commute widget to search using the locations of your saved commute.



After you've reached your trip-search page, scroll down the modes section on the left side and click on "Vanpool". Any vanpools that match your trip will appear here. If you get a match, you can click on one of the results to expand its details and send a message to the vanpool coordinator.

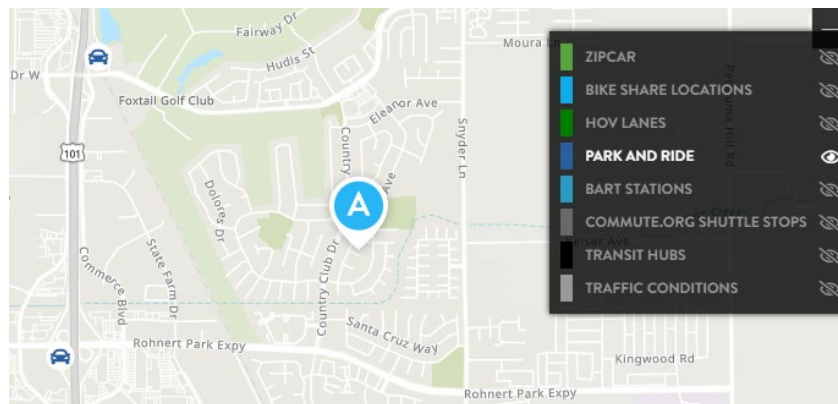


Find A Park & Ride

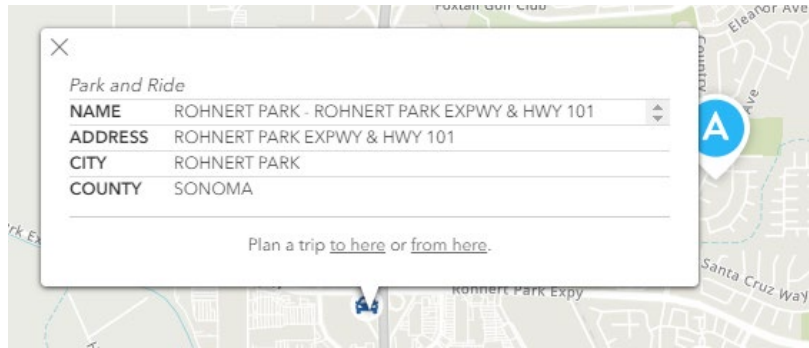
The Atlanta metro region provide Park and Ride lots to make it easier for you to meet up with carpool partners, vanpools, or catch a transit option.

To see if there are any park and ride lots nearby, start by searching for your trip options via the trip search tool or from your My Commute widget.

Next, check to see if your site offers a Park and Ride map layer and click to enable it.



Any nearby park and ride lots will appear as icons on your map. To get more information, click a map icon:



You may want to search for new trip options from a park and ride lot - just click on the link to re-plan your trip to or from the location.

Transit Search

To discover the transit options available for a specific trip, start by searching for your options via the trip plan search box or clicking on the Transit Options tile on your My Commute widget on your user dashboard.

Once you're using the trip planner you can edit your origin and destination, trip date, and arrival/departure times as necessary to refine your transit options.

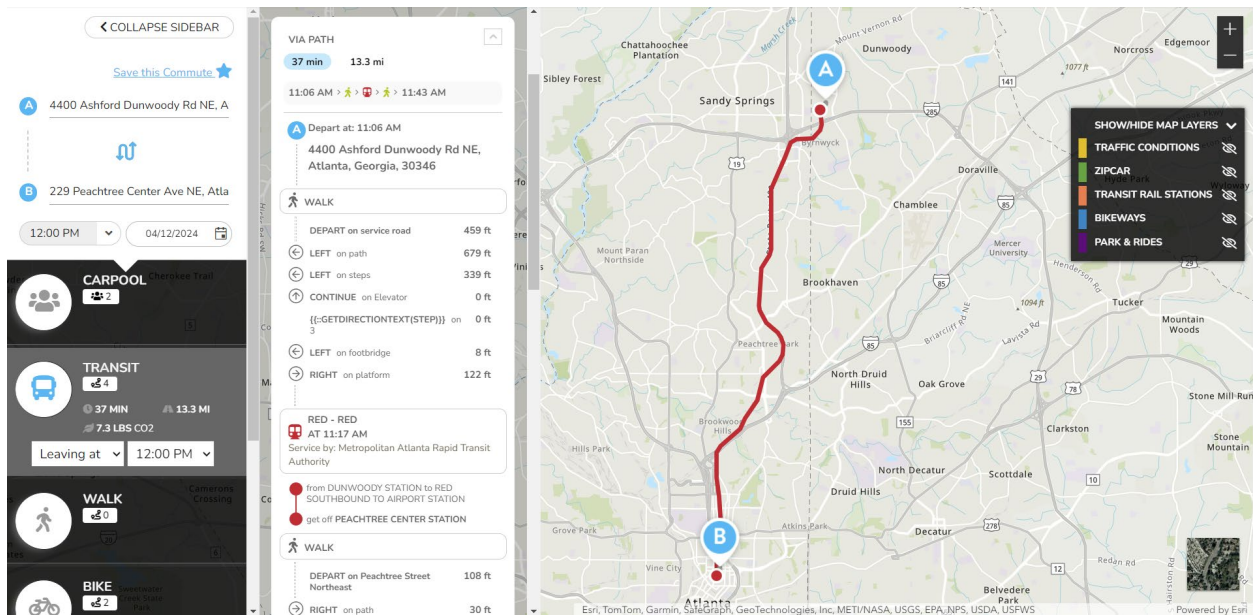
Your list of transit options will update based on your search criteria.

The transit result cards show the total time your journey will take, along with other important details like when you will depart and arrive, how many transit legs are in the trip, and the approximate fare (when available).

Click on a result to see more detailed information.

This detailed view provides more information about the specific stops you'll need to get on and off of each transit route, how to navigate between transit stops to make connections, and information about the service providers for each route. For more information about a transit provider, click the provider's name to visit their website.

Your transit results will automatically incorporate any providers available in your site's database, including bus, subway, light rail, and regional or employer shuttles.



Ways to Earn Rewards

Log Trips

Please remember to log your clean commute trips every day you commute to and from work. By logging your trips, you automatically enter our \$25 Prize monthly drawing. Additionally, logging your trips helps you stay on track to fulfill the necessary number of trips required for any incentives you've signed up for or to receive rides for GRH.

Sign up for Incentives!

Visit My Rewards on your dashboard and sign up for GCO's incentives. You'll see the incentives you're eligible for displayed there. Simply click 'Sign Up' for programs like Carpool Reward and Gimme Five, and once approved, start logging your trips to earn your rewards.

Gimme Five

Eligibility

If you're driving to work alone and ready to switch to a clean commute, you can participate in our Gimme Five program and earn \$150.

You'll qualify for the program if you have been driving alone prior to joining GCO. You will enter this information when you first complete your registration. **You'll earn the \$150 reward by recording 30 clean commutes days in your trip calendar over a 90-day period.**

Sign Up for Gimme Five

The initial step is to enroll in the Gimme Five incentive. You will need to select the number of days you commute to work, add your home address, employer, and phone number. Additionally, you'll need to include your supervisor's name, phone number, and email address before proceeding. We randomly contact Gimme Five participants' supervisors as a means to verify the information the participant has provided.

How many days do you commute to work Monday through Sunday?

3 4 5 6 7

Commute Days: 5

Home Address
(You must provide a physical address, not PO box, to participate in this incentive.)

Enter your Home Address

Employer

Employer

Your Phone

Your Phone

Supervisor Name

Supervisor Name

Supervisor Phone

Supervisor Phone

Supervisor Contact Email

Supervisor Contact Email

Next, select "I understand" acknowledging that this is a government funded program and false information will have you banned from the GCO incentives program, as well as acknowledging the fact that a GCO representative may contact your supervisor.

Select 'Complete Request to begin the Gimme Five Program.

I understand and agree to abide by the program requirements for this program and certify that the information I have provided is accurate. I understand that knowingly providing misleading or false information as part of my participation qualifies as fraud and abuse of federal grant dollars.

I understand

I understand that a representative from Georgia Commute Options may contact my supervisor to verify my work address and information provided to enroll in the Gimme Five program.

I understand

COMPLETE REQUEST

Next, you'll need to log your first clean commute.

After completing your profile and make sure to log your first trip **because your 90-day period begins the day you create your profile.**

Record Your First 5 Trips

Next, continue recording your clean commutes in your trip log. After recording your first 5 trips level 1 of Gimme Five will be complete.

To earn your initial \$25 reward, you will need to go to the My Rewards section, claim your first Gimme Five reward, and you will be shown a survey that must be complete before receiving the email to your reward. After completing the survey, a GCO staff member will review your trips and contact your supervisor to confirm your employment status and the consistency of your clean commute trips.

Record Your Next 10 Days of Clean Trips

To earn your second reward worth \$50, you need to record 10 clean commute days. You have a 90-day period, starting from the day you create your profile to record 30 days of clean trips.

GCO staff will then approve or deny your reward based on review of your clean commutes.

Record Your Next 15 Days of Clean Trips

To earn your third reward worth \$75, you need to record your last 15 clean commute days. You have a 90-day period, starting from the day you create your profile to record 30 days of clean trips.

GCO staff will then approve or deny your reward based on review of your clean commutes.

You will be shown a final survey asking you about the Gimme Five program and your experience after claiming your final reward. Please share your feedback to help us improve the program. Once you claim your final reward. You will graduate from the program and receive a congratulatory email.

Claiming Your Reward

When claiming your reward, you'll receive an email from Tango Gift Cards, a platform offering gift cards from numerous restaurants, retailers, businesses, and MasterCard cash option. Enter the site using the link and choose the card you prefer to add your funds to, and it will be sent to the email address associated with your profile.

\$25 Prize Drawings

Eligibility




In our new app, **you will be automatically entered in our monthly \$25 prize drawings one time daily as long as you log a non-drive alone trip on that day.**

The more you log, the greater chance you have at winning a reward!

Navigate to the \$25 Prize Drawing

First, scroll down to My Rewards towards the bottom of your dashboard. Your points will display how many times you have been entered into the drawing for that month.

MY REWARDS

<p>Commuter Perks</p>  <p>DAYS 0 out of 5</p>	<p>\$25 Prize April 2024</p>  <p>Your Points 0</p>	<p>Guaranteed Ride Home</p>  <p>RIDE CREDITS 0.9</p>
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[VIEW ALL REWARDS](#)



\$25 Prize April 2024

You can win \$25 just by logging your clean commute trips. If you're already a clean commuter, we've got cash prizes for you to enjoy. Each time you log a carpool, vanpool, transit (bus or train), telework, compressed work week day, bike, or walk trip, you are entered into a monthly drawing to win a \$25 gift card.

SHOW FULL DESCRIPTION ▼

YOUR POINTS

0

SHOW DETAILS AND INVENTORY ▼

Claiming Your Reward

The drawing will occur at the start of the next month. Winners will receive an email containing a congratulatory message from GCO and an email from Tango with a link to claim their reward. All rewards will be provided through Tango Gift Card. Winners can select the gift card of their choice to upload their funds to.

Carpool Rewards

Eligibility

In our app you have the choice to sign up for the Carpool Rewards program. Each member of your carpool can earn a monetary reward each month by participating in the carpool program. **8 days of carpooling each month earns your carpool their rewards.** Each carpool participant must log their carpool trips for everyone in the carpool to be rewarded.

2 person carpools – \$10 per person per month

3 person carpools - \$15 per person per month

4 person carpools - \$20 per person per month

Each carpool can earn up to 12 months of rewards within a 2-year period.

Navigate To Carpool Rewards

Scroll down to your Rewards section of your dashboard and select Carpool Rewards. There you will be directed to the Sign Up form to begin the process of joining the carpool program.

Complete Sign-Up Form

To participate, you'll need to provide the number of days you commute to work per week, your employer, your home address, phone number, supervisor information (name, phone, email), and the name and email address of each person in your carpool. Every member of your carpool will need to complete and submit the sign-up form for your carpool to start earning rewards.

How many weekdays do you commute to work Monday through Friday?

* Weekend work trips qualify towards rewards so long as your regular schedule also includes at least one weekday

How many weekdays do you commute to work Monday through Friday?

Employer

Employer

Full Home Address

(You must provide a physical address, not PO box, to participate in this incentive.)

392 Berckman Dr NW, Lilburn, Georgia, 30047

Your Phone

Your Phone

Supervisor Name

Supervisor Name

Supervisor Phone

Supervisor Phone

Supervisor Contact Email

Supervisor Contact Email

Carpool Partner 1 Name

Carpool Partner 1 Email

Carpool Partner 2 Name

Carpool Partner 2 Email

Carpool Partner 3 Name

Carpool Partner 3 Email

Carpool Partner 4 Name

Carpool Partner 4 Email

I understand and agree to abide by the program requirements for this program and certify that the information I have provided is accurate. I understand that knowingly providing misleading or false information as part of my participation qualifies as fraud and abuse of federal grant dollars.

I agree

COMPLETE REQUEST

After filling out the sign-up form, you will receive notification regarding the approval or denial of your carpool application. Approval requires all participants to have a GCO app account, and the carpool route must be reasonable. If approved, you'll receive an email notification and can begin logging trips on that day.

If your carpool has been denied you can find other carpool partners and resubmit an application if your carpool route makes sense.

Graduation

Your carpool will graduate from the program after you receive 12 rewards or if your 2-year period has expired, whichever happens first.

In order to get back into the carpool rewards program you will need to replace at least 50% of the participants in your carpool and reapply for the program.

Guaranteed Ride Home

Eligibility

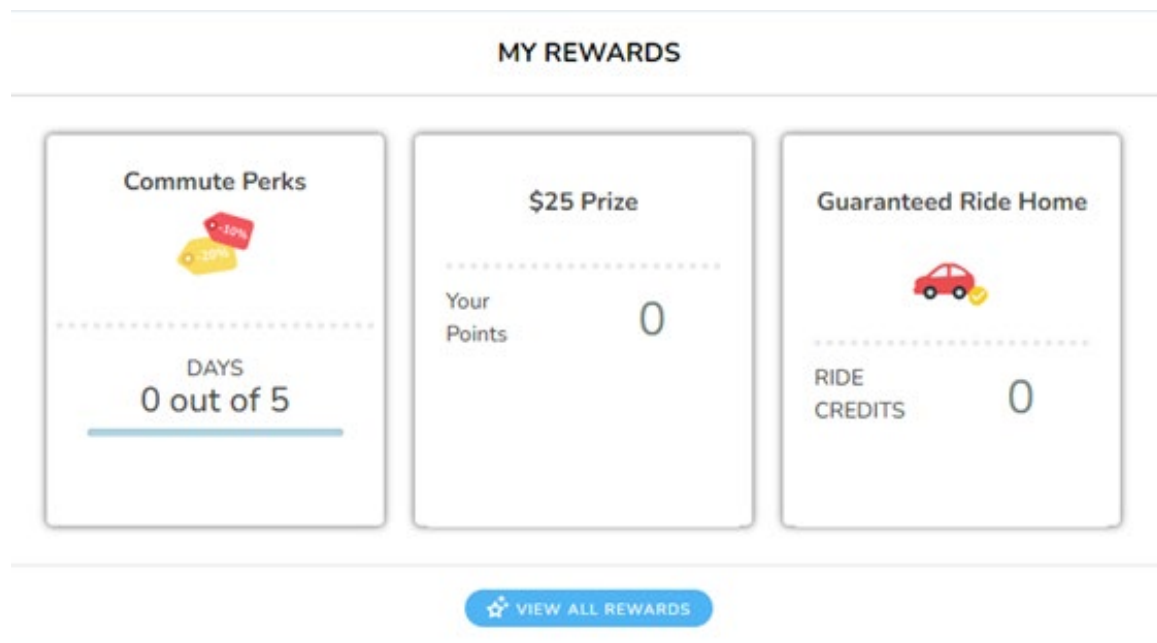
Your first ride home is available immediately after you log your first clean commute trip – biking, walking, transit, carpool, vanpool, and scooter. Earning additional rides each requires 8 days of clean commuting for a maximum of 5 GRH rides per calendar year.

Remember GRH is only available for GCO users who are unable to take their normal ride home due to:

- You or your carpool partner, or vanpool driver has to leave work unexpectedly because of personal or sickness to a family member.
- You or your carpool partner, or vanpool driver has to work mandatory unscheduled overtime.

Navigate To Guaranteed Ride Home

Scroll down to My Rewards on your dashboard and find Guaranteed Ride Home. Make sure you have logged your first trip in order to receive that first instant ride home.



Scroll down to the list of rewards and click Guaranteed Ride Home (GRH).



Guaranteed Ride Home

Your insurance policy for clean commuting!

You can redeem up to 5 rides home or to your car from work each year. You will receive instant access to your first ride, then must log 8 clean roundtrip commutes for each additional ride.

To receive a ride, claim a ride from this program, select your reason for needing a ride, enter the required dropoff information and your phone number, and you'll receive a call-back to confirm and let you know a ride is on the way.

All ride requests are subject to review and approval.

HIDE FULL DESCRIPTION ^

HIDE FULL DESCRIPTION

RIDE CREDITS

0

SHOW DETAILS AND INVENTORY v

Read through the details and terms on the reward page. Be sure to note that you will be responsible for any amount totaling over \$100. You will also be responsible for any tip.

You'll need to provide details about your ride, including the time you require it, the purpose of the ride, your pickup location, and your drop-off location. **Please note that the GRH service is designed to pick you up from your workplace and take you to you either your home or to a verified park & ride location.**

Where do you need to leave from?

Organization Name

Organization Address

Why do you need to request a GRH ride?

When do you need to take this ride?

Where do you need to go?

Please enter the best phone number for contacting you:

GRH TERMS AND CONDITIONS

To participate in the regional Guaranteed Ride Home Program (GRH), you must accept the GRH terms and conditions provided below. By clicking "Select" and redeeming this offer, you agree to these terms.

You understand the rules of GRH as specified in the "Participation Guidelines". You acknowledge that inappropriate use of this service will require that you reimburse all expenses incurred by Georgia Commute Options, a program of the

Please acknowledge that you have read and understand the terms and conditions of the Guaranteed Ride Home Program.

I agree to these terms and conditions
Not able to check this? Make sure you have read through the entire agreement above.

Please note that you're submitting a GRH ride request, and before scheduling a ride for you, we'll give you a call.

I understand and agree

COMPLETE REQUEST

Once you have completed the questions and acknowledged that you understand the rules, click submit. You will receive a confirmation email and a message through the platform letting you know a GCO agent will contact you via phone shortly to verify your information and schedule your ride home.

Once your ride is scheduled you will receive a text message from Uber with the details of your ride.

CommutePerks

Eligibility

In addition to our usual incentives, such as Gimme Five, Guaranteed Ride Home, \$25 monthly drawings, and carpool rewards, there are hundreds of new discounts and coupons you can redeem in our new app!

Log 5 days of clean commutes per month to have access to Commute Perks. A catalog of discounts to local and national retailers.

MY REWARDS

The MY REWARDS section displays three reward cards:

- Commute Perks:** Shows a progress bar for "DAYS" at "0 out of 5".
- \$25 Prize April 2024:** Shows "Your Points" as "0".
- Guaranteed Ride Home:** Shows "RIDE CREDITS" as "0.9".

A blue button labeled "VIEW ALL REWARDS" is located below the cards.

View Catalog

Check out the catalog to find nearby and online discounts for all your favorite restaurants, shops, and destinations on the CommutePerks page.

The CommutePerks app catalog page includes the following elements:

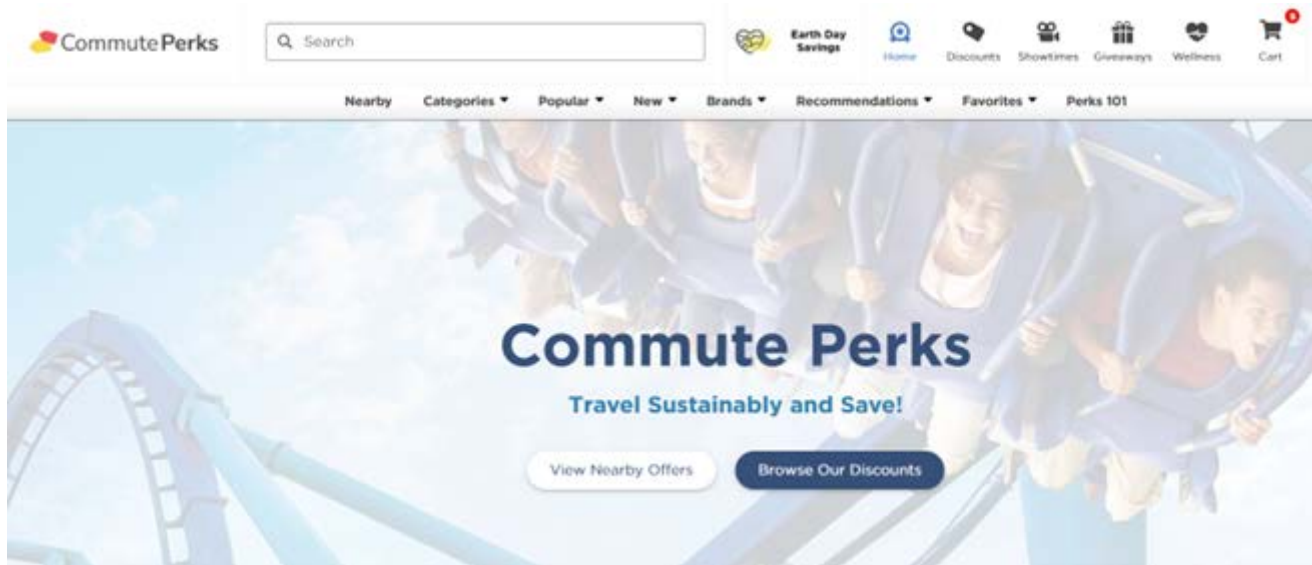
- Header:** "CommutePerks" logo and "Your progress: 5 out of 5 days" with a progress bar.
- Status:** "Current Status: Enrolled".
- Search and Filter:** "Search for Commute Perks" input field, "Filter by Category" dropdown, and "OPEN MEMBER PORTAL" button.
- Location:** "229 Peachtree St SW, Atlanta, GA, 303".
- Results:** "153 Commute Perks found near you".
- Perks List:**
 - Bicycle Tours of Atlanta:** "Save 10% off of Fall In Love With Atlanta Tour (Use Code: AbenityBike)".
 - Georgia Aquarium:** "Save Up to 35% on General Admission Tickets to Georgia Aquarium".
 - Legacy Tours of Atlanta:** "10% off regular price".

Search For Coupons

To see what Commute Perks are available to you, select a location to view perks in your area.

By default, the app will sort rewards in order of proximity to the home address that is associated with your account.

Click Filter by Category and select from the drop-down menu for what typed of businesses you are interested in finding discounts for.



You can also open the member portal to take you to the CommutePerks page powered by Abenity Rewards. You will automatically be logged in to take advantage of hundreds of rewards and giveaways. Please note there are also in-app purchases exclusively through the CommuteRewards Abenity website.

Select a Reward

Simply click on a reward to view the details of the offer. Rewards will be provided in the form of a digital coupon.

Be sure to review the reward details because it will provide important information, such as the coupon expiration date, location where use is valid and discount rates, as well as the reward type, i.e., online coupon, discount ticket or in-app purchase.

Any questions? Contact Georgia Commute Options via email incentives@gacommuteoptions.com or by phone at **1-877-942-6784**.