

Employee Transportation Contact Log-In Instructions

Issuing a Guaranteed Ride Home voucher:

- Go to ridefinders.org and select “**sign up / sign in**”
- Enter your ETC email and password (if you can't remember your password, click forgot password and follow the instructions)
- Select “**commuters tab/find a commuter**”
- Enter first and last name then search
- Select “**Issue GRH.**” Eligible commuters will have the GRH link
- Choose the reason for the GRH from the drop-down arrow
- Pick-up address populates from commuter's registered work address (emergency GRH trips are from work only)
- Enter drop-off address and commuter's cell phone number
- Choose GRH Provider (taxi company) from drop down
 - *Ride-hail services such as Uber or Lyft are not eligible for the pre-paid voucher but eligible commuters may pay out of pocket and submit a receipt for reimbursement to RideFinders for qualified emergencies.*
- Add any special instructions for pick up, then “**SAVE**”
- Numbered Voucher ID is generated and pops up
- Provide the selected taxi service phone number and ID to the registered commuter
- Provide the voucher to the commuter



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