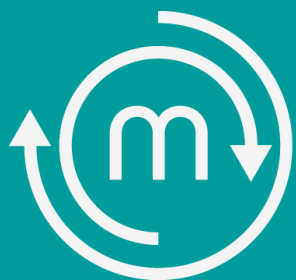


HOW TO LOG A TELECOMMUTE TRIP



1

Go to waytogomissoulainmotion.com and log in to your account.



2

From your dashboard, scroll to the area titled **LOG YOUR TRIPS**.

3

Select the date(s) on the calendar you are logging a trip for. You can select multiple dates (up to 2 weeks prior). The date(s) should be blue when selected.



4

Select the area **Where did you go?** and enter custom locations or select a favorite trip. Your **START** is where you're actually working from and your **DESTINATION** is your workplace's office building.

5

Enter your estimated **DEPARTURE** and **RETURN** time. Aka what hours did you roughly work?

6

The **ONE-WAY DISTANCE** will automatically populate. Select **MODE OF TRAVEL** and select **Commute - Telework**. Select **LOG X TRIPS**. The date(s) should now be green and have 2 dots under the date.

