

How does an employee change their employer?

In order for employees to show up on your employee list, they need to choose your company as their employer. They can do this while setting up their account or they can make a change in their current account. Here are the instructions to help them.

Creating a new account

1. On the home page at whatcomsmarttrips.org, click **Sign Up**.
2. Complete the **Smart Trips Account** form including choosing your employer from the dropdown menu at the bottom of the form.
3. Record trips on **Trip Diary** page.

Returning Users

1. On the home page at whatcomsmarttrips.org, click on **Sign In**.
2. Enter email address and password on the **Sign In** page.
3. Once signed in, click on **My Account**, choose **Update Account**.
4. At the bottom of the page, under **Employer**, click the down arrow and scroll the list of employers and click on yours.
5. Record trips on the **Trip Diary** page.