

Monthly Ridership Reporting Instructions

All vanpools are required to submit monthly ridership reporting to UTA by no later than the 5th of the following month.

1. Log in to www.utacommuter.com/uta2
2. Select **New Monthly Report**, then the month and year for which you will be reporting. Click "Open"
 - If the report has already been opened, select **Find Monthly Report** then select the month you want to edit
3. On the **Commute** tab if the van isn't already listed in the report search by entering the van # (5 digits) in the "Vehicle ID" field, Click "Select" to add the vehicle to the report
 - Enter the start and end days and odometer readings by vehicle used. Click "Save"
 - If more than one van was used for the month, repeat steps 2 and 3 for each van
4. On **Non-Commute** tab if a vehicle was used for a personal or maintenance trip, select "Add Trip" and enter start and end days and odometer readings by trip
 - If a vehicle used is missing from "Vehicles assigned this month," return to the Commute tab and add that vehicle
 - Enter date, time, reason, starting odometer, and ending odometer reading. Click "Save"
5. On **Ridership** tab edit the Ride Code per each day per participant as needed. Click "Save"
 - Note: In the collective report only the total number of trips is submitted to the National Transit Database, the individual names of vanpool participants is not shared
6. On **Submit** tab Click "Submit"
7. To logout and/or change your password, click on Account then "logout".

If you need assistance to complete the monthly ridership reporting, add or remove a participant, or have any questions, comments or feedback, please contact your Vanpool Support Specialist.

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