This document describes the steps for vanpool coordinators to apply for the VVTA Vanpool program.

**STEP ONE: Qualification and Account Creation**

Please open this link: [https://ivanpool.org](https://ivanpool.org) and select Apply Today.

Complete Vanpool Qualification screen and then select “Start a Subsidy Application”
Create your log-in account:

**STEP TWO**
Check your email inbox or spam folder for your account activation email. It contains a link to create a password for your VVTA Vanpool Account.
**STEP THREE**
Click on the activation link provided in the email and create your password. It must be at least 8 characters long and contain at least two letters, one number, and one symbol.

**STEP FOUR**
Complete the information for your profile.
**STEP FIVE**
Fill out the information for your vanpool.

You will fill out information about the Leasing Vendor, Schedule, Route – which includes the origin and destination, and any intermediate stops.

You will also provide information regarding your vanpool’s Roster.

**Tip:** You can give each stop a name to give the address more context.
Tip: When adding your passenger, make sure you have their email address. An email with a link will be sent to them. The passenger will be asked to put in their boarding and destination addresses. Coordinators, alternate reporters, and vanpool drivers will be required to sign the participant agreement on-line.
**STEP SIX**

Once you have filled out your profile, vanpool information, and added all your passengers to the roster, carefully review your application before submitting.

Please note that once your application is submitted, you are not permitted to go back to make any changes or updates.

When you have reviewed all information for accuracy, you are ready to submit your application.

Upon submission, your coordinators, alternate reporters, and vanpool drivers will each need to sign the agreement online.

Once all your coordinators, alternate reporters, and vanpool drivers have signed the participant agreement online, VVTA Vanpool staff will review your application. Please log into your account periodically to check the status of your application.

**If you need assistance, please email ivanpool@vvta.org or call (760) 995-3561.**