

Sample email to new ETC who needs access to CTR Tool

Subject Line: Welcome new ETC

From: Jurisdictional implementer

Hello!

Welcome to the Commute Trip Reduction Tool! As your jurisdictional implementer, I am here to help you make the commute a little easier for your coworkers.

But first, we need you to get familiar with the CTR Tool. To do so, please complete these three steps:

1. Go to ctrsurvey.org
 - Click GET STARTED.
 - Click the SECURE ACCESS WASHINGTON button.
 - Log in or sign up for Secure Access Washington with your work email address.
 - You will be redirected to the CTR Tool landing page.
 - As a new user, you will be prompted to enter your name.
 - **Please note:** You will not yet have access to the CTR Tool.
2. Next, go to [[unique Shareable Join URL for ETC's worksite](#)]
 - Complete each of the prompts.
3. Finally, email me after you complete these two steps.
 - I will then set your permissions so that you can access and manage your worksite(s).
 - I will email you again once that is done to let you know that you can log in with full access.

I look forward to working with you! Please let me know if you have any questions or issues.

Thanks!

CTR Implementer