

Sample email to new ETC who needs access to CTR Tool

Note to implementer: Please replace the red text in step 2 with your jurisdiction name or shareable join URL for your jurisdiction. Follow the “Add an ETC” guide posted on <https://tdmboard.com/ctr-tool/> for help obtaining this link.

Subject Line: Welcome new ETC
From: Jurisdictional implementer

Hello!

Welcome to the new 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 may be redirected to the CTR Tool landing page.
 - **Please note:** You will not yet have access to the CTR Tool until given manager access by an implementer.
2. Go back to ctrsurvey.org, if not automatically routed back after logging in with SAW. (log in if needed). Next you need to become a member of a jurisdiction(s). Below are three options to become a member.
 - If prompted to enter your name and jurisdiction in a pop up, you will need to do so before continuing. From the search menu select: **[INSERT NAME OF JURISDICTION NETWORK]** to become a member of our jurisdiction. If you have multiple worksites in other jurisdictions you will want to become members of those jurisdictions as well.
 - If not met with a pop up window/prompt to become a member of a jurisdiction, click “Hi *Your Name*” in the top right of the tool and select EDIT PROFILE. Then go to the MY NETWORKS option. In MY NETWORKS, add yourself as a member of **[INSERT NAME OF JURISDICTION NETWORK]** network as well as any other jurisdictions you have worksites in, if you’re not already a member.
 - You can also click **[INSERT SHAREABLE JOIN URL FOR JURISDICTION]** to be automatically made a member.
3. Finally, email me after you complete these two steps, confirming you are now a member of my jurisdiction.
 - 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