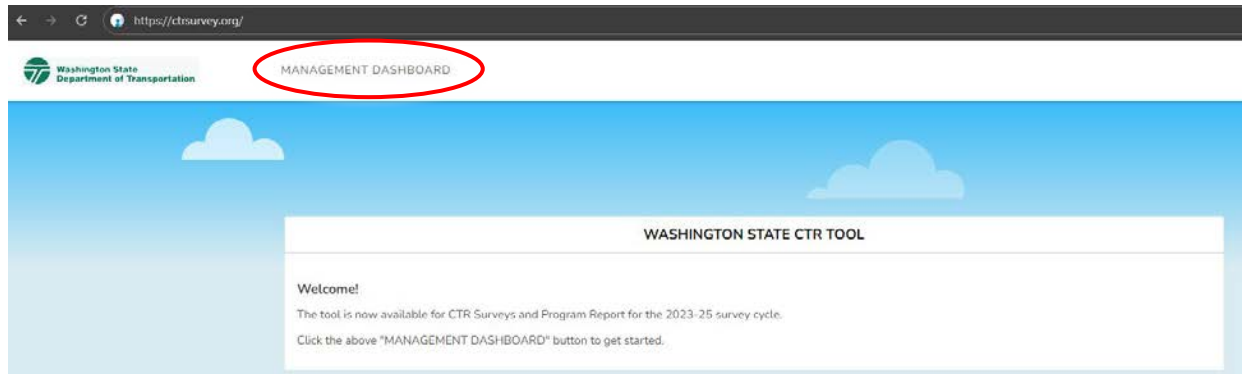


CTR Tool

**SUBMIT A PROGRAM REPORT**

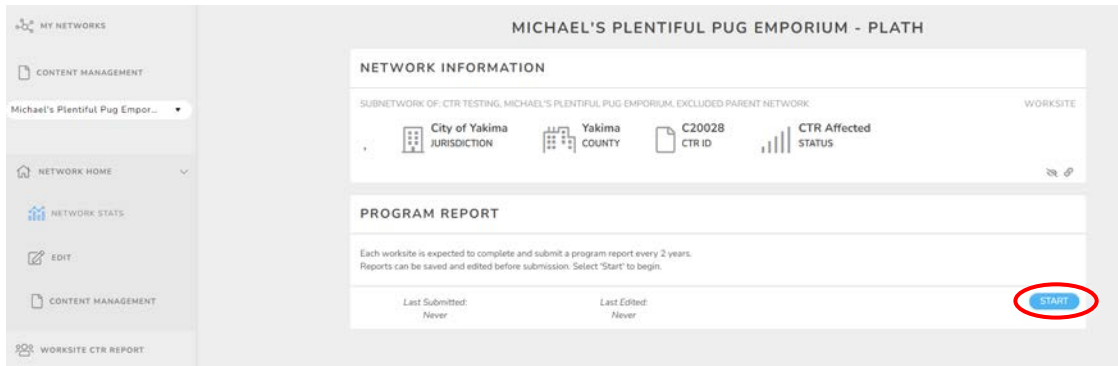
# CTR Tool: submit a program report

1. Log in at [ctrsurvey.org](https://ctrsurvey.org) and click **MANAGEMENT DASHBOARD** to see your worksite(s).
2. Scroll or search to find the **WORKSITE** for which you wish to submit or view a program report and click on the worksite.



# CTR Tool: submit a program report

3. While on the *Network Stats* page, a box will appear below the network information box that shows if a program report has been previously submitted or is in progress.
4. Click **START** to begin a new program report submission.



The screenshot displays the CTR Tool interface for a specific network. The left sidebar contains navigation options: MY NETWORKS, CONTENT MANAGEMENT, Michael's Plentiful Pug Empor..., NETWORK HOME, NETWORK STATS, EDIT, CONTENT MANAGEMENT, and WORKSITE CTR REPORT. The main content area is titled "MICHAEL'S PLENTIFUL PUG EMPORIUM - PLATH" and is divided into two sections: "NETWORK INFORMATION" and "PROGRAM REPORT".

**NETWORK INFORMATION**

SUBNETWORK OF: CTR TESTING, MICHAEL'S PLENTIFUL PUG EMPORIUM, EXCLUDED PARENT NETWORK WORKSITE

City of Yakima JURISDICTION   Yakima COUNTY   C20028 CTR ID   CTR Affected STATUS

**PROGRAM REPORT**

Each worksite is expected to complete and submit a program report every 2 years. Reports can be saved and edited before submission. Select "Start" to begin.

Last Submitted: Never   Last Edited: Never

A red circle highlights the "START" button in the bottom right corner of the "PROGRAM REPORT" section.

# CTR Tool: submit a program report











5. Verify the worksite information that is automatically filled in.
  - Some fields are locked for editing. If these need to be corrected, contact [TDM@wsdot.wa.gov](mailto:TDM@wsdot.wa.gov).
6. Scroll through the page and provide the requested information for each field.
  - Most fields are required but some are optional.

The screenshot shows a form titled "EMPLOYER/WORKSITE" with a note that all fields are required. It contains three input fields: "Worksite CTR ID number" (containing "C20028"), "Organization Name" (containing "Michael's Ptentiful Pug Emporium"), and "Worksite Branch" (containing "Michael's Ptentiful Pug Emporium - Plath").

EMPLOYER/WORKSITE		* All fields are required
Worksite CTR ID number	C20028	* Required
<small>Format: C12345 or T12345</small>		
Organization Name	Michael's Ptentiful Pug Emporium	* Required
Worksite Branch	Michael's Ptentiful Pug Emporium - Plath	* Required

# CTR Tool: submit a program report

7. The navigation panel on the right displays a status for each section.
- A check mark indicates the section is complete.
  - A caution symbol indicates the section is in progress and some questions haven't been answered.
  - A pencil in a box icon indicates the section has not been addressed.

Employer Worksite	
Employee Count	
ETC Contact Information	
Information Distribution	
Site Amenities	
Parking	
Subsidies	
Benefits and Credits	
Alternative Schedules	
Program Support	

[SAVE](#)

# CTR Tool: submit a program report

8. Click **SAVE** to save the progress to allow someone to return to the program report later.
9. If a program report has been saved, the *Network Stats* page will show a progress bar. Click **EDIT** to continue filling out the program report.

### PROGRAM REPORT

---

30% Complete

Each worksite is expected to complete and submit a program report every 2 years. Reports can be saved and edited before submission. Select 'Start' to begin.

Last Submitted: Never

Last Edited: 2024-03-22 @ 07:27 AM

[EDIT](#)

# CTR Tool: submit a program report

10. Once every section has been filled out (and shows the check mark symbols), click **SAVE**.
11. Once the information has been saved, the submit button will become available. Click **SUBMIT** to open the signature page.

Employer Worksite	✓
Employee Count	✓
ETC Contact Information	✓
Information Distribution	✓
Site Amenities	✓
Parking	✓
Subsidies	✓
Benefits and Credits	✓
Alternative Schedules	✓
Program Support	✓

**SAVE**

SUBMIT

Please complete and save all changes before submitting

# CTR Tool: submit a program report

12. Read the employer commitment statement and click **SUBMIT**.

## Employer Commitment

I understand that our worksite is required by local ordinance and state law to submit an employer program report and to implement the program it describes. These actions comply with Washington state's Commute Trip Reduction (CTR) law and local ordinances.

I have reviewed the referenced document and I commit to the implementation of all the elements listed and submit them for your approval. I will ensure that the jurisdiction is notified if information in the document changes.

I am aware that the goal of this program is to reduce our employees' drive-alone travel to this worksite by using sustainable transportation modes. I am also aware that our worksite is required to make a good-faith effort to achieve the drive-alone rate and vehicle miles traveled-reduction goals. The CTR law defines a good-faith effort as one that includes meeting the minimum requirements outlined in the law and local ordinance, working collaboratively with the jurisdiction CTR representatives, and continuing an existing CTR program or making program modifications likely to result in improvements over an agreed-upon length of time.

### Authorization Signature

*Commuter Commuter*

### Date

August 26, 2024

CANCEL

SUBMIT



# CTR Tool: submit a program report

13. After the program report has been submitted, the *Network Stats* page will show a submission date.
14. If you wish to see a previously submitted program report, click **VIEW**.

### PROGRAM REPORT

100% Complete

Select "View" to see your most recently submitted report.  
To begin creating an updated report for future submission, select "Start Update".

Last Submitted: 2024-08-26 @ 12:27 PM	Last Edited: 2024-08-26 @ 12:27 PM	<a href="#">VIEW</a> <a href="#">START UPDATE</a>
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# CTR Tool: submit a program report

15. The program report can be downloaded and printed by clicking **EXPORT AS PDF** near the top of the screen.
- At this time, only the most recent program report can be viewed and exported. If you have a business need to view past reports, please save the current program report in your records before a new program report is submitted. **The next program report will override the current submission.**

PROGRAM REPORT - SUBMITTED

[EXPORT AS PDF](#)

Fields are required

* Required	Employer Worksite	✓
	Employee Count	✓
	ETC Contact Information	✓