## **DOWNTOWN CPASS PROGRAM OVERVIEW**



Starting June 1, eligible downtown companies can offer unlimited bus access to employees thanks to Capital Crossroads Special Improvement District, Mid-Ohio Regional Planning Commission and corporate partners. There's no cost to your organization or associates.

# **Enrollment begins May 1, 2018 at DowntownCPass.com**

## **CPass activation June 1, 2018**

Companies must be within the Capital Crossroads Special Improvement District. See eligibility map for district boundaries. Certain Franklin County and City of Columbus employees are also eligible. Contact your agency for more information.

More questions? We're happy to help.
Contact Program Director Kacey Brankamp at
info@downtowncpass.com or 614-591-4504.

It's easy to enroll. We even offer an employee orientation for your associates. Here's some details to get you started:

#### **Get Ready:**

- Choose a company representative to manage the CPass benefit
- Review COTA credential options for employees
- Contact CPass Program Director to schedule an informational meeting (optional)

#### **Get Enrolled:**

- Create an online account beginning May 1
- Upload employee information onto the secure portal at **DowntownCPass.com**
- Spread the word—June 1 Downtown CPass Active Promotional materials including videos will be available at DowntownCPass.com
- Schedule employee commuting presentation (optional)

## **Get Going:**

- · Verify eligible employees once a month
- Give CPass information to new employees
- Remove ineligible employees from member portal
- Help us survey participants
- · Keep spreading the word



In Partnership:





