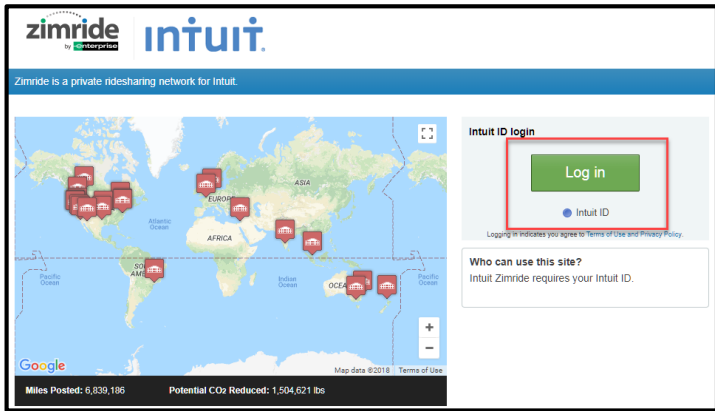
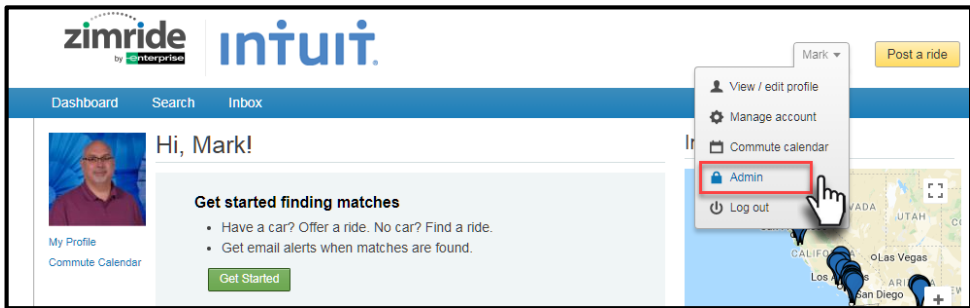


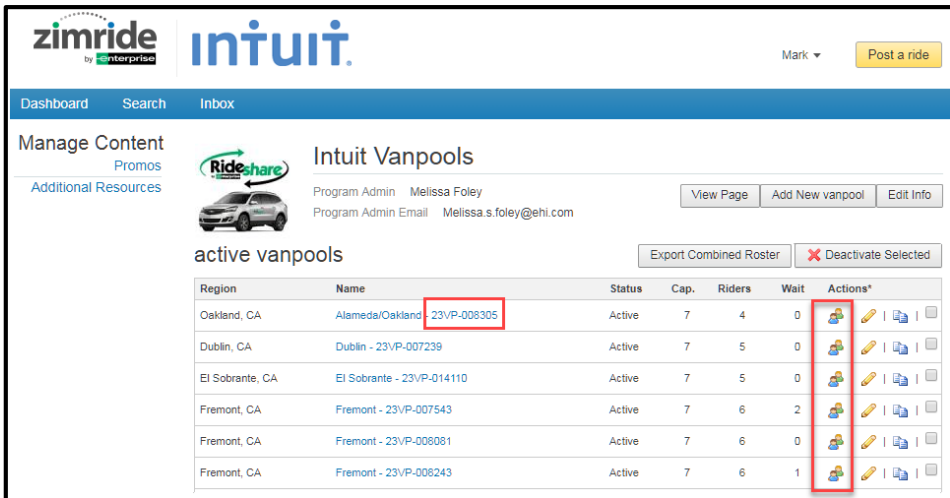
# How to View and Manage Your Vanpool Match List in Zimride



Go to [Zimride.com/Intuit](https://Zimride.com/Intuit) and log in using your Intuit ID



Click on Admin in the drop down box under your name.



Find your vanpool in the active vanpool list and click on the person icon under Actions



# How to View and Manage Your Vanpool Match List in Zimride

« [Back to Vanpool / Shuttle Management](#)

Weldon Springs - EHI Corporate 01VP-001001 [Create New Rider](#)

[Email Current Riders](#) [Export Roster](#)

**Current Riders (3 of 7 seats occupied)**

Name	Email	Phone	Frequency	Role	Member	Pickup Spot	Actions
Mark Hill	mark.hill@ehi.com	(314) 587-4593	M, T, W, Th, F		Yes	Weldon Springs	
Katherine King	katherine.j.king@ehi.com	(555) 555-5555	M, T, W, Th, F	Willing	Yes	Weldon Springs	
chuck welek	chuck.f.welek@ehi.com	(314) 512-5087	M, T, W, Th, F	Driver	Yes	Weldon Springs	

= Edit User Info  
 = Delete a Rider  
 = Switch Van/Shuttle

**Wait Listed Riders**

#	Name	Email	Phone	Frequency	Role	Member	Pickup Spot	Actions
1	Kevin Chau	kevin.v.chau@ehi.com	(314) 512-2742	M, T, W, Th, F	No	Yes	Weldon Springs	
2	Betsy Noonan	Elizabeth.O.Noonan@ehi.com		M, T, W, Th, F	No	Yes	Weldon Springs	

[Save Ordering](#)

= Edit User Info  
 = Delete a Rider  
 = Switch Van/Shuttle

Wait Listed Riders are listed in the order that they were added.

- Please reach out to the first person on the list by email and cc. [Tom Harrington](#) and [Melissa Foley](#).

- If they don't respond within 2 business days, please email [Tom Harrington](#) for escalation.

**Edit Rider**

Name:

Email:

Phone:

Member:

Days of Week: Mon:  Tue:  Wed:  Thu:  Fri:

Pickup Spot:

Status:  (dropdown menu with options: Wait List, Riding, Wait List)

Notes:

[Save](#) [Cancel](#)

CLOSE X

If a rider agrees to become part of your vanpool, click on the pencil icon by their name and change their Status to Riding. Click Save.

Email [Tom Harrington](#) and [Melissa Foley](#) about the rider change.

**Current Riders List:** If you need to make any changes to your current rider list, please reach out to Tom Harrington at [Tom.Harrington@Intuit.com](mailto:Tom.Harrington@Intuit.com) or your local Enterprise Vanpool Account Manager, Melissa Foley at [Melissa.S.Foley@ehi.com](mailto:Melissa.S.Foley@ehi.com).

