

Enrollment

RideECO Select Implementation Checklist

www.RideECOSelect.com

www.MdelCoselect.com	
Service Agreement	 Visit www.RideECOSelect.com/ServiceAgreement.aspx and enter company contact info Download agreement, print 3 copies, sign all, mail to DVRPC (190 N. 6th Street, 8th Floor, Philadelphia, PA 19106); please include estimated number of program participants and company Tax ID number
Program Set Up	 An invoice for setup fees will be emailed to company An Implementation Webinar will be scheduled, please include all administrators that may have a role in managing RideECO Select A fully executed copy of the agreement will be returned to you
Webinar	 Implementation Webinar occurs approximately 1 week before the 1st of the month Please set aside 60 minutes for Implementation Webinar Webinar will show program administrators how to upload eligibility roster, how to access invoices and payroll reports
Implementation	 Within one day of the Implementation Webinar, the company will receive: A summary of topics covered in webinar Administrative login credentials Employee materials, tailored for your company with prorgram access codes
	 Employee roster is uploaded by employer (important, this step must occur first) Employee materials are distributed by the employer

• Employees enroll in program and place orders through the 1st of the month