How to Join Wellness’ Sustainable Transportation Incentive Program

Luther College Wellness Department has started a program to encourage faculty and staff members to walk, bike, or carpool to work as often as possible. This new program allows employees to use UHaulCarShare cars at no cost for personal errands during the workday if you walk, bike, or carpool to work that day.

Signing Up for the Program on Luther’s Website (for any faculty or staff member)

Step 1: Go to [www.luther.edu/sustainability](http://www.luther.edu/sustainability) and click on “Transportation” and then on “Wellness CarShare Incentive”

Step 2: Click on the link to fill out the online form/survey to register for the program.
Becoming a Member of UHaulCarShare and Joining Wellness’ Departmental Account (for anyone not currently a UHaulCarShare member)

**Step 1:** If you are not a UHaulCarShare member, you will receive an email inviting you to become a member of UHaulCarShare after you fill out the above online form.

**Step 2:** Clicking on the link in the previous email will bring you to UHaulCarShare’s “sign in or join” page. Enter your email and create a password for signing in.

**Step 3:** Begin filling out the membership form starting with verifying you are over 21 then entering personal information.

**Step 3 cont:** Enter your driver’s license information, skip the “For Businesses” section and only fill out the “Optional Billing Information if you want to use UHaulCarShare outside of work.”
Joining Student Life’s Departmental Account (for those already a UHaulCarShare member)

**Step 1:** After filling out the online form to join the program you will receive an email once approved by Wellness to join their departmental account. It’s that easy!

**Step 3 cont:** Next, select where you will be driving “Decorah.” Finally, click on the link to read the member handbook then check the box. You should notice that the “Current charges” listed are $0.00 since Wellness pays for the UHaulCarShare registration fee.

**Step 3 cont:** Hit “Submit.” If your form has any errors or is missing information you will need to correct those and hit “Submit” again.

**Step 4:** Receive an email once approved by UHaulCarShare. This typically takes 3-5 business days. You are now ready to use the cars.

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Selecting the Wellness Departmental Account to Bill After Reserving a Car

You can verify that you have been approved for the Wellness departmental account. After signing in to UHaulCarShare click on “My Profile.” You should see the “Luther College Student Lif” corporate account listed. You should also see “Luther College Student Lif” listed as a group.

After making a car reservation you will need to select a payment method. If using the car for a personal errand during the workday (assuming you walked, biked, or carpooled to work), you should select “CORP 0008.”