



Partner Program Launch Checklist

Step 1: Meet our team

We'll set up a meeting to introduce ourselves and give you an overview of our program.

Step 2: Host a Road Show

The best way to introduce the MyCityRides program to your employees is to let the scooters speak for themselves. We'll come to you and set up a road show at your office. Give us 20-30 minutes to present the program and host a Q&A for your employees. We'll allow them to inspect and even sit on the scooters to get a feel for them. Interested employees can sign up during the event or apply online later.

Step 3: Choose a Program Champion

The MyCityRides team is here to do the heavy lift. We'll maintain communications with the riders and see them through the application process. We need someone on your team to be our primary point of contact to set up the road show, help employees start the application process, manage payroll deductions and arrange onsite scooter parking.

Step 4: Register Employees

Help facilitate employee communications to generate excitement for the program. We'll send the communications, you help us get them to all employees. Once they sign up, we'll approve their applications, send them to Scooter School, and give them everything they need to get on the road.

Step 5: Collect Payroll Deductions

By offering your employees the option to pay for their scooters through payroll deduction you're offering the perk of easy budgeting and stability. MyCityRides will invoice you at the beginning of each month so you can collect from your employees to pay our program at the end of the month. At the end of their leases your employees keep the reliable, affordable scooters that have helped them gain mobility and financial freedom.