



## Partner Rider Transition Checklist

MyCityRides exists to help those who are helping themselves make reliable transportation affordable and ownership possible. We appreciate each employer partner who chooses to support their employees by joining us in the mission.

While serving as the MyCityRides program champion, we would ask that you would keep us updated if any program participants leave your company so that we can help them keep their scooter through the transition.

If a participant changes jobs while in the MyCityRides program, please complete the following steps:



### **Employment Transitions –**

Call or email MyCityRides to notify us of the employee's transition within 48 hours so that we can properly invoice you for remaining program participants moving forward. Employee's transitioning off payroll deduction plans will need to set up a new form of scooter financing prior to their next payment MyCityRides can help.



### **Program Champion Transitions –**

If you are leaving your post as program champion, please let MyCityRides know who our new point of contact is so that no riders will experience hiccups in the transition.

### **Contacting MyCityRides:**

For employment updates or billing changes contact:

Flyer Business Office Manager, Casey Taylor at [casey@mycityrides.org](mailto:casey@mycityrides.org) or 901-443-5160

For employer partnership follow up calls contact:

Lead Flyer, Andy Nix at [andy@mycityrides.org](mailto:andy@mycityrides.org) or 901-443-5160