

# Instructions for Subscribing to Large-Employers Listserv

Step 1. Complete the Survey Monkey at <https://www.surveymonkey.com/r/LargeEmployers>

## Large Employer Listserv Membership Application

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The Employer Council of the Association for Commuter Transportation and Best Workplaces for Commuters have agreed to co-host a discussion forum (listserv) for large employers. The listserv will be configured so that all list members may send email to the list. If members reply to the message, their responses will go to the full list. Messages sent to the list will be moderated by an administrator. The listserv membership will be restricted to those who directly manage or coordinate employee transportation programs at workplaces with at least 500 employees. This application will be used to approve members.

**1. Contact Information**

Name

Company

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Country

Email Address

Phone Number

**2. To belong to this listserv, members must be a member in good standing with the Association for Commuter Transportation and/or Best Workplaces for Commuters. Please indicate if you are a member of one or both of this groups.**

Member in good standing with the Association for Commuter Transportation

Member in good standing with Best Workplaces for Commuters

Not a member of either ACT or Best Workplaces for Commuters but send me information about joining

Do not know

**3. To belong to this listserv, members must directly manage or coordinate employee transportation programs at a Fortune 500 company or workplace with at least 500 employees. How many employees are at your workplace?**

1 to 99

100 to 249

250 to 499

500 to 999

1,000 to 2,499

2,500 to 4,999

5,000 or more

Figure 1 - Listserv Membership Application

**Step 2.** Watch for an email from "large-employers Confirmation (from Lyris ListManager)" open it and click the link to confirm subscription request. It will look like below:

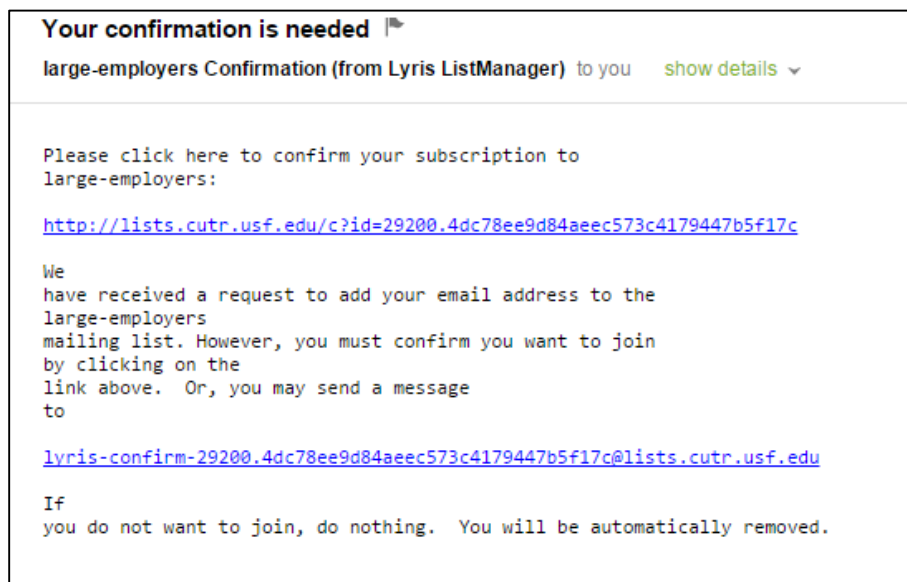


Figure 2 - Confirmation Request Sent to Subscriber

**Step 3.** You will receive a second email from "Lyris ListManager" <lyris-noreply@lists.cutr.usf.edu> saying request to join has been sent to an administrator for approval. No action is needed on your part at this point. The email will read like this:

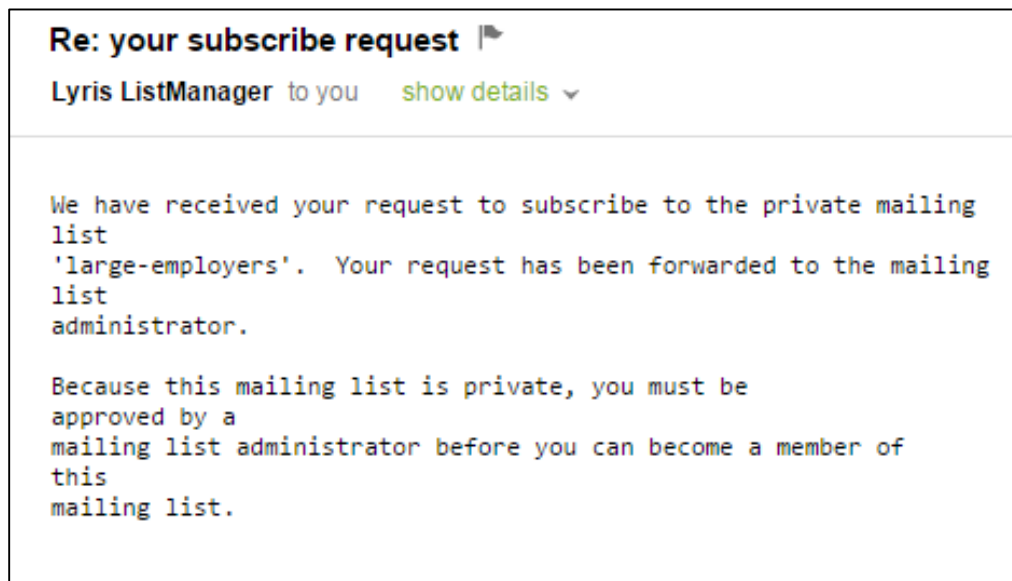


Figure 3 - Email Confirming Request Has Been Forwarded to Administrator

**Step 4.** Please allow up to a couple of business days (though it will likely be much quicker) for the administrator to approve your request. Then you will receive a "Thanks for joining large-employers" message. Please read it carefully.

**Note:**

Co-Sponsors for this Private ListServ Group are:

Wendy Scholtz  
ACT Employer Council Chair  
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