How to Place a Transportation Request

Transportation

① Click on the Transportation Cube ➡
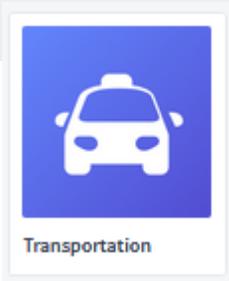
② Click on [Place request] ➡ **Place request**
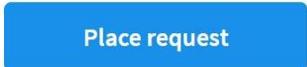
③ Select from What would you like to request

What would you like to request

| ● | Medical appointment |
| ○ | Other |

④ If you need to be picked up at a different <u>DEPARTURE</u> location, select Departure location, then enter it in the Specify departure location field

Departure
Please specify if the driver needs to pick you up at another location

| ☐ | I want to specify another departure location |

Specify departure location*

⑤ Enter your Destination – Where would you like to go?

Destination
Where would you like to go?*

Enter the Address

Address

⑥ Enter your departure Date and
What time would you like to <u>ARRIVE</u>?

When
Date

📅 02/04/2021 ⌄

What time would you like to arrive?

▲ ▲

10 : 00   AM

▼ ▼

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7 Select your **Direction** – Will this be a **One-way** or **Roundtrip** ride?

Direction

○ One way

◉ **Roundtrip**

8 If applicable, select an option from **Extra service – Do you need extra help?**

Extra service
Do you need extra help?

☐ I require an escort

☐ I need a seat transfer

9 If applicable, select from **Would you like to bring a mobility device?**

Would you like to bring a mobility device?

◉ **None - Resident does not need a mobility aid**

○ Cane

○ Scooter (Size Limited)

○ Walker

○ Wheelchair

10 If applicable, enter any **Special requests** for your ride.

Special requests

11 If you are finished, click on the [Request] button ➡️ **Request**

How to Cancel a Transportation Request

1 In the **Transportation Cube**, click on [Your requests] ➡️ **Your requests**

2 Choose the request you wish to cancel by clicking on it.

● Feb 8, 2021
9:30 AM   Winter Park Medical Building **REQUESTED**

3 Click on the [Cancel] button ➡️ **Cancel**