



QUICKSTART GUIDE

Web Connect



Part 1. Book Online



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Part 1. Book Online

This part takes you step by step with making a reservation using the Book Online option.

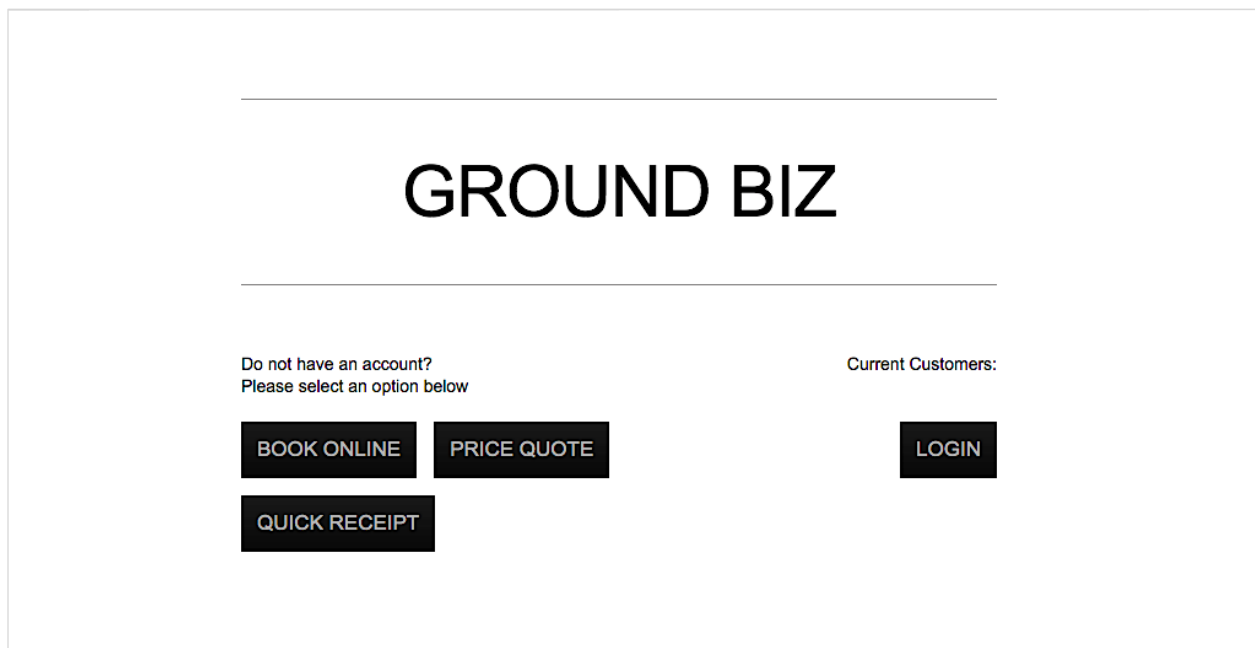
1.1 Web Connect Portal Overview

When accessing Web Connect, the main screen will have several options.

- **Book Online**, allows customers to book rides into your “retail” account.

The “retail account” is the default account where reservations from “any time users” will be associated with in SantaCruz.

- **Price Quote**, a dedicated screen used to get trip pricing quickly.
- **Quick Receipt**, an easy way to get a receipt without needing an account.
- **Login**, is how users which belong to corporate, business, or other accounts can log in with a profile and book rides.



Click on **Book Online** to get started.

1.2 Book a Ride

There are (5) steps to completing a reservation. As you continue, the indicator at the top of the screen will advance from step to step. Pay attention to the top indicator as we continue.

The first step is the 'Passenger Info' screen.

The screenshot shows the 'Book a Ride' form with a progress indicator at the top showing five steps: 1. Passenger Info (active), 2. Pickup / Dropoff Info, 3. Stops / Special Instructions, 4. Payment Info, and 5. Confirmation. The form is titled 'Specify Passenger Info' and contains the following fields:

- First Name *
- Last Name *
- Alias/Name Sign
- Primary Email
- Passenger Cell Phone
- Contact Name
- Contact Email
- Contact Phone ?
- Number of Passengers * (dropdown menu)
- Vehicle Type * (dropdown menu, currently showing 'Sedan')
- Number of Bags

Below the fields, there is a note: * required. At the bottom, there is a status bar that says 'Status: Create New Reservation' and two buttons: 'Cancel' and 'Next >'.

While the available fields may not need explanation, there are few pointers to be mindful of.

- **Required Fields**, will be marked with an asterisk next to the field label. If the fields are not filled out, you cannot proceed.
- **Help Icons**, appear next to some fields to assist you with entry. Hover your mouse over the help icon and follow instructions.

This close-up shows the 'First Name *' and 'Last Name *' input fields. The asterisk indicates that these fields are required.

This close-up shows the 'Vehicle Type *' dropdown menu with a help icon (a question mark in a circle) next to it. A tooltip is displayed, providing instructions for entering phone numbers.

US Phone Number:

- Should be entered as numeric starting with area code
- No spaces and no dashes (e.g. 1112223333)
- For extension, use 'X' (e.g. 1112223333X1111)

International Phone Number:

- Should start with a '+' and then country code followed by a space (e.g. +44 1112223333)
- For extension, use 'X' (e.g. +44 1112223333X1111)

➡ Passenger Info

Fill out the required fields and provide as much detail as possible in this screen.

Other useful fields that are not required include:

- **Alias / Name Sign**, is used if you plan to be greeted by the chauffeur and want to customize the greeting message displayed on the tablet screen when the driver greets you.
- **Number of Bags**, helps operations pick the proper vehicle type based on the number specified here.

When you're ready, click the **Next** button below the form's fields.

Book a Ride Price Quote Quick Receipt Login

1. Passenger Info 2. Pickup / Dropoff Info 3. Stops / Special Instructions 4. Payment Info 5. Confirmation

Specify Passenger Info

First Name * Contact Name

Last Name * Contact Email

Alias/Name Sign Contact Phone

Primary Email Number of Passengers *

Passenger Cell Phone Vehicle Type *

Number of Bags

* required

Status: Create New Reservation

✕ Cancel Next >

- ☑ Every screen will provide a Next, or Back button to backtrack and make changes to your booking.

➡ Pickup / Dropoff Info

This screen is where the locations and times are entered for the booking.

Notice the step indicator has now also filled to the next step: “2. Pickup / Dropoff Info”.

1. Passenger Info 2. Pickup / Dropoff Info 3. Stops / Special Instructions 4. Payment Info 5. Confirmation

Pickup Date/Time

Pickup Date * Select Pickup Date

Pickup Time * Select Pickup Time

Service Type ☒ Transfer ☐ Hourly

Trip Hours --- ---

Pickup Address ☐ Airport ☒ Address

Location Source Custom Location

Find Location Enter a location

Location Name

Street *

Address Line 2

City/State/Zip Code *

Pickup Point

Directions

Dropoff Address ☒ Airport ☐ Address

Airport *

Airline *

Flight # *

Departure Time * Select Flight Time

Airline Type ☒ Domestic ☐ International

Destination Airport

Dropoff Point ---

Directions

* required

Status: Create New Reservation

In this screen, the key areas to learn about besides entering the Required fields, is the **Service Type** option, the **Location Source** dropdown, and the **Check Flight** option. Let's review each one.

Service Type

Service Type ☒ Transfer ☐ Hourly

Trip Hours --- ---

The default option is Transfer, and this can be left as is. However if there is no charge rate available for a pickup and dropoff location, the system will change the Service Type to Hourly and bill the user by the Vehicle Type hourly charge rate.

Location Source

Location Source	Custom Location
Find Location	Custom Location
Location Name	Stored Location

For users that have logged into the WebConnect portal, the Location Source provides an additional for choosing Stored Locations. Logged in users can store their main locations and reuse them anytime when booking.

Location Source	Stored Location
Stored Location	---
Location Name	---
Street *	(Work) 210 New Jersey 4 Paramus, NJ 07652

When choosing the Stored Location option, the **Find Location** field will change to “Stored Location”, and instead of searching for an address, a dropdown will provide you with a list of stored location.

When there are more than (10) stored locations, the dropdown will change to a search field. It will be necessary to know the name of the stored location in order to begin typing a value in the field which will allow the search field to pull up the location.

If you have used the **Custom Location** option as a Location Source type, then in the Find Location field, begin entering the desired address, or landmark name.

Use your keyboard’s arrow to make a selection. When you choose an address, the remaining fields will auto-populate based on your choice. An indicator will also appear below, “Address is Valid”.

Type an address in the Find Location Field

Location Source	Custom Location
Find Location	401 Hackensack Avenue, Hackensack, NJ,
Location Name	401 Hackensack Street, Carlstadt, NJ, USA
Street *	401 Hackensack Avenue Hackensack, N...
Address Line 2	401 Hackensack Plank Road Union City...
City/State/Zip Code *	401 Hackensack Avenue Kearny, NJ, USA
	401 Hackensack Avenue Union City, NJ, ...

powered by Google

Desired Address Populates Address Fields

Location Source	Custom Location
Find Location	401 Hackensack Avenue, Hackensack, NJ,
Location Name	401 Hackensack Ave
Street *	401 Hackensack Avenue
Address Line 2	
City/State/Zip Code *	Hackensack NJ 07601
Pickup Point	
Directions	

✓ Address is valid

Make sure to enter the **Pickup Point** and **Directions** information as needed. The Dropoff location also has the same fields available.

Check Flight

When the location type is Airport, the related fields for airline and flight information will appear.

When typing into the Airport or Airline fields, the system will suggest a proper value to choose.

Dropoff Address ☒ Airport ☐ Address

Airport *

Airline *

Flight # * **CHECK FLIGHT**

Departure Time *

When the flight information is filled out, use the **Check Flight** option to validate the flight.

- ☑ To use the Check Flight button, make sure the Pickup Date & Time are filled out. Afterwards, fill out the Airport, Airline, and Flight #. While the Departure Time is a required field, you don't need to fill it out to use the Check Flight button, the Check Flight process will automatically enter the correct Departure time.

When ready, use the Check Flight button. A prompt will appear asking if you want to update the booking with the updated information the system has retrieved on the flight.

Fill out Flight Details

Dropoff Address ☒ Airport ☐ Address

Airport *

Airline *

Flight # * **CHECK FLIGHT**

Departure Time *

Clicking Check Flight displays Flight Info Prompt

Check Flight Information

Airline	(EK) Emirates
Flight Number	6743
Flight Status	Scheduled
Departure Airport	(JFK) John F Kennedy Intl
Departure Date	Friday, May 25, 2018
Departure Time	06:00 PM
Arrival Airport	(MCO) Orlando Intl Airport
Arrival Date	Friday, May 25, 2018
Arrival Time	09:05 PM

Cancel **Apply Data**

When the Check Flight info prompt appears, click the **Apply Data** button to update the booking.

➡ Add Stops

After entering your main pickup and dropoff location information and clicking Next to proceed, you will then be able to add Stops to your booking.

The screenshot shows a multi-step booking process with five steps: 1. Passenger Info, 2. Pickup / Dropoff Info, 3. Stops / Special Instructions (current step), 4. Payment Info, and 5. Confirmation. The current step, '3. Stops / Special Instructions', contains two main sections: 'Add New Stop' and 'Ride Special Instructions'.

Add New Stop: This section includes radio buttons for 'Airport' and 'Address' (selected). Below these are input fields for 'Location Source' (set to 'Custom Location'), 'Find Location' (with a placeholder 'Enter a location'), 'Location Name', 'Street *', 'Address Line 2', 'City/State/Zip Code *' (split into three boxes), 'Pickup/Dropoff Point', and 'Directions'. An 'ADD' button is located at the bottom right of this section.

Ride Special Instructions: This section features a large text area for entering special instructions.

At the bottom of the form, there is a status line that reads 'Status: Create New Reservation' and three buttons: 'Cancel', '< Back', and 'Next >'.

If no stops are needed, you can skip the step and click **Next**. However, take note that there is also a **Ride Special Instructions** field in the same screen.

For the Ride Special Instructions, enter any information that will assist in creating a successful booking. For example, if you have pets, or are in need of a child seat, etc.

Click **Next** when ready and you will go to step 4. Payment Info.

➡ **Payment Info**

At the payment option screen, the default payment method is Credit Card.

In addition, there may be optional fields available related to Invoicing if such billing methods are made available by the transportation service provider.

Fill out the necessary details of your credit card payment method.

Payment Info	Estimated Ride Total: USD \$116.75	Reference Information
Payment Option *	Credit Card	Employee #
CC Type *	American Express	Department
CC Number *		PO/Reference # *
CC Expiration Date *	--- --	Billing Address
CC Security Code *		
CC Billing Zip Code *		
CC Holder Name *	<input type="radio"/> Same As Passenger <input checked="" type="radio"/> Other	
* required		
Status: Create New Reservation		<input type="button" value="X Cancel"/> <input type="button" value=" < Back"/> <input type="button" value="Next >"/>

When ready, click **Next** and proceed to step 5. Trip Confirmation.

➔ Trip Confirmation

The Trip Confirmation screen allows you to verify all the booking details you've entered.

Double check all the details which will be sent to the transportation service provider.

If you need to change any values in the information, use the link "Click here to change the data" which is beside each section of the confirmation to go back to that area and make your changes.

1. Passenger Info
2. Pickup / Dropoff Info
3. Stops / Special Instructions
4. Payment Info
5. Confirmation

Check Summary Information And Confirm Reservation

Reservation Info
[Click here to change the data](#)

Pickup Date	Friday, May 25, 2018
Pickup Time	6:00 PM
Service Type	Transfer
Trip Hours	---

Dropoff Address
[Click here to change the data](#)

Airport	(JFK) John F Kennedy Intl
Airline	(EK) Emirates
Airline Type	Domestic
Flight #	6743
Departure Time	06:00 PM
Destination Airport	(MCO) Orlando Intl Airport
Pickup Point	---
Directions	---

Passenger Info
[Click here to change the data](#)

First Name	RJ
Last Name	Vela
Alias/Name Sign	---
Primary Email	---
Passenger Cell Phone	2019236314
Contact Name	John Jay
Contact Email	---
Contact Phone	---
Number of Passengers	2
Number of Bags	---
Vehicle Type	Sedan

Special Instructions
[Click here to change the data](#)

Instructions	---
--------------	-----

Payment Info
[Click here to change the data](#)

Payment Option	Invoice
----------------	---------

Reference Information
[Click here to change the data](#)

Employee #	---
Department	---
PO/Reference #	123456
Billing Address	---

Pickup Address
[Click here to change the data](#)

Location Name	401 Hackensack Ave
Street	401 Hackensack Avenue
Address Line 2	---
City	Hackensack
State	NJ
Zip Code	07601
Pickup Point	---
Directions	---

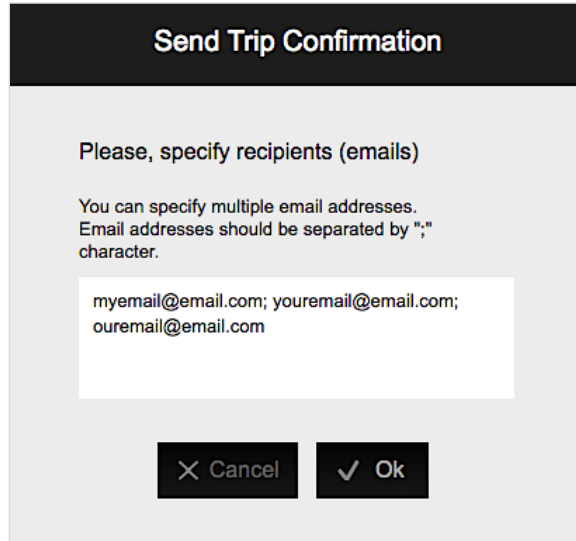
Status: Create New Reservation

Cancel
Back
Book Now

When ready click **Book Now**.

After clicking the Book Now button to reserve your booking, a prompt will appear requesting where to send the trip's confirmation via email address.

You can separate multiple email addresses by using a semi-colon (;).

A dialog box titled "Send Trip Confirmation" with a dark header. The main area is light gray and contains the text "Please, specify recipients (emails)". Below this, it says "You can specify multiple email addresses. Email addresses should be separated by ',' character." A white text input field contains the example email addresses: "myemail@email.com; youremail@email.com; ouremail@email.com". At the bottom, there are two dark buttons: "X Cancel" and "✓ Ok".

Send Trip Confirmation

Please, specify recipients (emails)

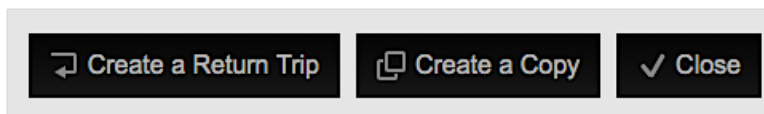
You can specify multiple email addresses.
Email addresses should be separated by ',' character.

myemail@email.com; youremail@email.com;
ouremail@email.com

X Cancel ✓ Ok

Click **Ok** and you will return to the Confirmation page.

New buttons will appear at the bottom of the confirmation page.

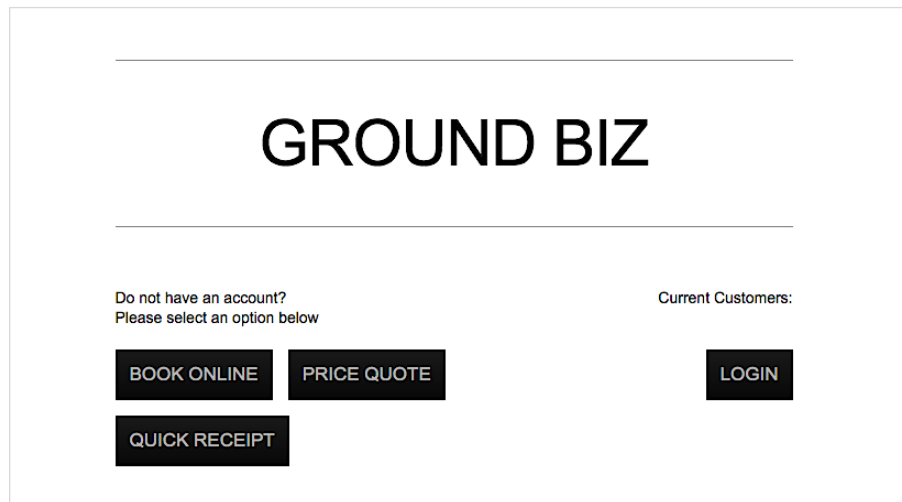
A horizontal bar containing three dark buttons with white text and icons. From left to right: "↩ Create a Return Trip", "📄 Create a Copy", and "✓ Close".

↩ Create a Return Trip 📄 Create a Copy ✓ Close

- **Create a Return Trip**, which reverses the pickup and dropoff locations of the current reservation and starts a new booking.
- **Create a Copy**, takes the identical information you've booked and starts a new booking. This option is useful if you need the same ride on another day.
- **Close**, this option will return you to the beginning of the Book a Ride process. If you don't need to book any more rides, close your browser.

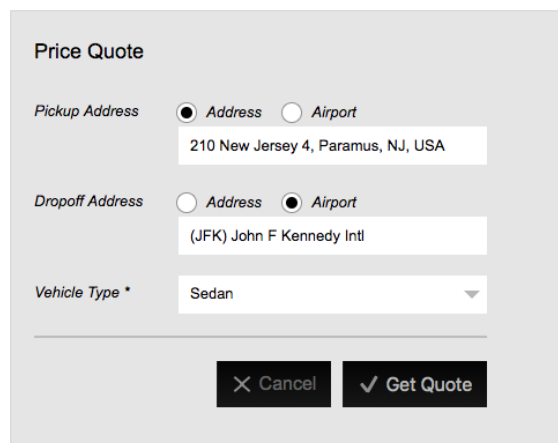
Part 2. Rate Quote

Use the **Price Quote** button on the home page to get started.



The image shows a web interface for "GROUND BIZ". At the top, the text "GROUND BIZ" is centered between two horizontal lines. Below this, there are two columns of text. The left column says "Do not have an account? Please select an option below" and contains three buttons: "BOOK ONLINE", "PRICE QUOTE", and "QUICK RECEIPT". The right column says "Current Customers:" and contains a "LOGIN" button.

In the Price Quote screen, enter the **Pickup** and **Dropoff** Address locations. Use the Address Type selection to change to Airport if necessary. You will notice that just like when booking a ride, the location fields will offer suggestions for you to make a valid selection.



The image shows a "Price Quote" form. It has three main sections: "Pickup Address", "Dropoff Address", and "Vehicle Type *". The "Pickup Address" section has radio buttons for "Address" (selected) and "Airport", and a text input field containing "210 New Jersey 4, Paramus, NJ, USA". The "Dropoff Address" section has radio buttons for "Address" and "Airport" (selected), and a text input field containing "(JFK) John F Kennedy Intl". The "Vehicle Type *" section has a dropdown menu showing "Sedan". At the bottom, there are two buttons: "Cancel" and "Get Quote".

Select your Vehicle Type, and then click on **Get Quote**.

Rate Quote

After clicking the Get Rate Quote button, the system will display your results.

[Book a Ride](#) [Price Quote](#) [Quick Receipt](#)

Price Quote

PICKUP ADDRESS		DROPOFF ADDRESS	
<i>Address</i>	210 New Jersey 4, Paramus, NJ, USA	<i>Airport Name</i>	(JFK) John F Kennedy Intl
		<i>Airport Code</i>	JFK

<i>Vehicle Type</i>	Sedan
<i>Pricing Method</i>	Flat

Price **USD \$116.75**

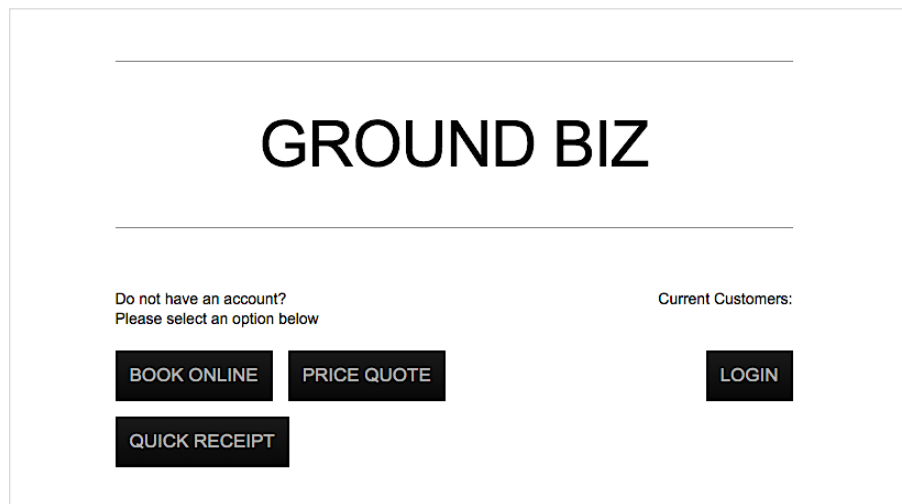
Disclaimer THIS IS THE TRANSFER DISCLAIMER LOCATED IN THE ECOM SETTINGS - PRICE QUOTE

[✕ Cancel](#) [< Back](#) [✓ Create Reservation](#)

- ☑ In the results screen, notice the **Create Reservation** button. Using this button will take you to a new booking screen and will populate in the reservation, these locations which you've used in the rate quote.

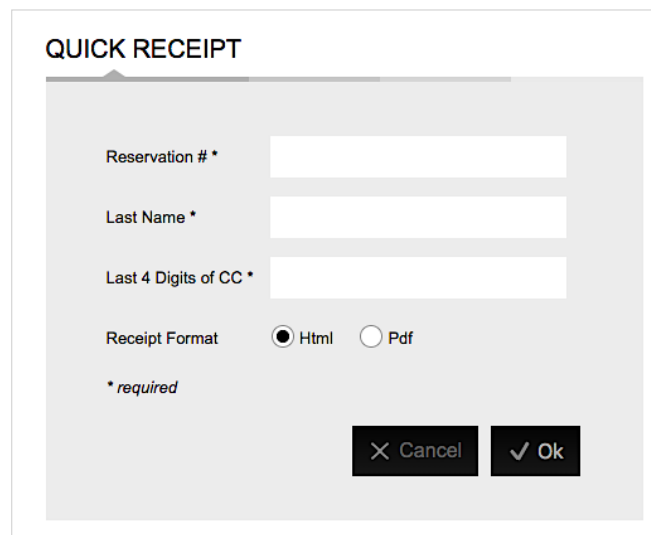
Part 3. Quick Receipt

Use the **Quick Receipt** button on the home page to get started.



A screenshot of the Ground BIZ home page. The page has a light gray background. At the top, the text "GROUND BIZ" is centered in a large, bold, black font, flanked by two horizontal lines. Below this, on the left, is the text "Do not have an account? Please select an option below" in a small font. To the right of this text is the label "Current Customers:". Below the left text are three black buttons with white text: "BOOK ONLINE", "PRICE QUOTE", and "QUICK RECEIPT". Below the "Current Customers:" label is a single black button with white text: "LOGIN".

In the Quick Receipt Screen, enter the (3) **Required Fields**, Reservation #, Last Name, and last 4 digits of the credit card number used in the booking.



A screenshot of the "QUICK RECEIPT" screen. The screen has a light gray background. At the top, the text "QUICK RECEIPT" is centered in a bold, black font. Below this, there are three input fields with labels: "Reservation # *", "Last Name *", and "Last 4 Digits of CC *". Each label is followed by a white input field. Below these fields is the "Receipt Format" section, which includes two radio buttons: "Html" (selected) and "Pdf". Below the radio buttons is the text "* required". At the bottom right, there are two black buttons with white text: "X Cancel" and "✓ Ok".

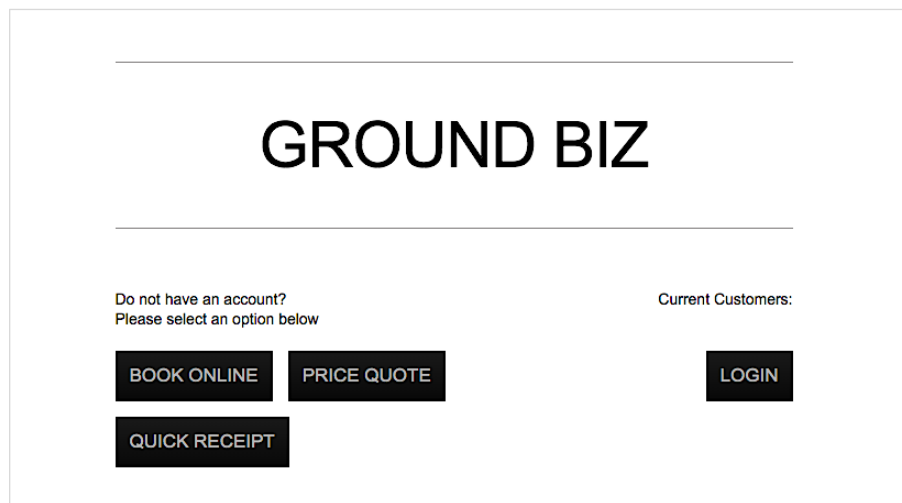
Choose the **Receipt Format** and click OK. A new browser tab will open with the trip's receipt.

Part 4. User Account Profile

This part covers troubleshooting login issues, as well as setting up stored pickup or dropoff locations.

4.1 Logging into Web Connect

Use the **Login** button on the home page to get started.

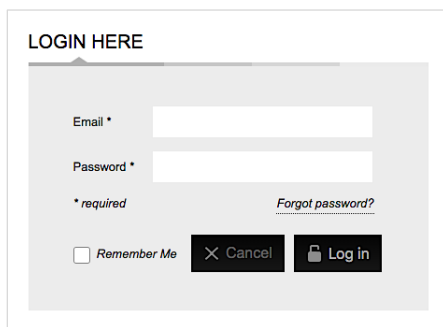


The image shows the 'GROUND BIZ' logo at the top. Below it, there are two columns of text. The left column says 'Do not have an account? Please select an option below' and contains three buttons: 'BOOK ONLINE', 'PRICE QUOTE', and 'QUICK RECEIPT'. The right column says 'Current Customers:' and contains a 'LOGIN' button.

In the login screen, enter your email address and password. Click **Log in**.

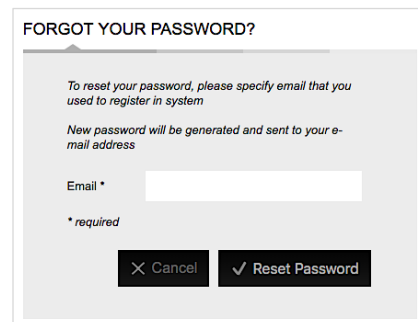
Your login profile is enabled by the transportation provider. If they have enabled your user profile, click “Forget Password?” to receive a temporary password sent to your email. Contact the transportation provider if your user profile needs to be enabled.

Enter your credentials and click Log in.



The 'LOGIN HERE' form has two input fields: 'Email *' and 'Password *'. Below the password field is a link for 'Forgot password?'. At the bottom, there is a 'Remember Me' checkbox, a 'Cancel' button, and a 'Log in' button.

Using Forget Password? Reset Password



The 'FORGOT YOUR PASSWORD?' form has a text area for instructions: 'To reset your password, please specify email that you used to register in system' and 'New password will be generated and sent to your e-mail address'. Below this is an 'Email *' input field. At the bottom, there is a 'Cancel' button and a 'Reset Password' button.

4.2 Profile Features

In this section, we'll review the various features of having a Web Connect profile.

- **Dashboard**, shows a list of active or upcoming rides.
- **Review Rides**, allows you to search for any rides from the past, present, or future.

➔ Dashboard

The dashboard shows you a summary of ride activity as well as a list of active reservations.

Dashboard

Book a Ride

Rides

Price Quote

Quick Receipt
















(CORPTRVELAST)

▼

Reservations Summary

Period	Active Reservations	Completed Reservations	Cancelled Reservations
Current Month	6	3	5
Current Year	12	19	73

Active Reservations

Reservation #	Passenger Name	Pickup Date/Time	Pickup Address	Destination Address	Status	
1958*1	RJ VElia	Thu, May 31, 2018 05:00 AM	HACKERS PLACE, 401 Hackensack Avenue, Hackensack, NJ 07601	WORK, 210 New Jersey 4, Paramus, NJ 07652	ACTIVE	    
1959*1	RJ VELASTORM	Fri, June 01, 2018 05:00 AM	HACKERS PLACE, 401 Hackensack Avenue, Hackensack, NJ 07601	WORK, 210 New Jersey 4, Paramus, NJ 07652	ACTIVE	    
1940*1	test test	Sat, May 23, 2020 08:00 PM	210 NJ-4, 210 New Jersey 4, Paramus, NJ 07652	20 Beacon Way, Jersey City, NJ 07304	ACTIVE	    

Next to list of active rides, you'll notice several icons. These are buttons used to perform tasks.

- 📍 **Locate My Driver**, will show a map and a GPS location of the assigned driver for your trip. *Active trips only.*
- 🔍 **View Details**, shows the trip information with additional options for booking round trips, or copying the ride.
- 📄 **Edit Ride Details**, will load the trip information into the 'Book a Ride' screen to make changes.
- 📧 **Trip Confirmation**, will show the ride details in HTML or PDF. You can also email the confirmation.
- ✕ **Cancel Trip**, is used to cancel the ride. You may still get billed if you cancel too soon to the pickup time.

Review Rides

When you're logged in using a profile, another tab appears across the top menu bar called **Rides**. This tab allows you to search for any trips you've booked in the past or future.

- **Passenger**, searches rides for any passenger name in the booking.
- **Created By**, search rides by the booker.
- **Reservation #**, searches all rides with the same itinerary number. Full itinerary number required when searching.
- **From & To Date**, searches by date range.
- **Date Range Type**, can be by the pickup date or the booking date.
- **Ride Status**, filters rides by the status.

DashboardBook a RideRidesPrice QuoteQuick Receipt

PAX 1 VELA (CORPUSER)

Search Rides

Passenger

RJ

From Date

05/01/2018

Ride Status

Completed

Created By

To Date

06/28/2018

Date Range Type

Pickup Date

Reservation #







SEARCH

CANCEL

Search Results

SHOW10 records on page

Showing 1-2 of 2

Reservation #	Passenger Name	Created By	Pickup Date/Time	Vehicle Type	Pickup Address	Destination Address	PO Reference / Event	Status	
1798*7	RJ Vela	RJ Vela	May 02, 2018 11:00 AM	Luxury	210 New Jersey 4, Paramus, NJ 07652	9209 John Fitzgerald Kennedy Boulevard, North Bergen, NJ 07047	45	COMPLETED	  
1798*6	RJ Vela	RJ Vela	May 01, 2018 11:00 AM	Luxury	210 New Jersey 4, Paramus, NJ 07652	9209 John Fitzgerald Kennedy Boulevard, North Bergen, NJ 07047	45	COMPLETED	  

Depending on the status of the ride, you may not be able to perform some tasks using the buttons on the right of the results.

4.3 Profile Options

The available profile options also require a logged in profile. These options can be accessed using the user profile menu at the top right of the screen.

The screenshot shows the application dashboard with the 'Rides' tab selected. The dashboard includes a search bar for rides with fields for Passenger (RJ), From Date (05/01/2018), To Date (06/28/2018), Ride Status (Completed), and Date Range Type (Pickup Date). There are also fields for Created By and Reservation # (1798). A 'SEARCH' button and a 'CANCEL' button are present. On the right side, there is a user profile menu for 'PAX 1 VELA (CORPUSER)' with options: Profile Info, Stored Locations, Credit Cards, Change Password, and a Logout button.

- **Profile Info**, allows you to update your basic personal information such as name, address, and phone number.
- **Stored Locations**, allows you to update the list of saved address locations.
- **Stored Credit Cards**, allows you to update the list of saved credit cards on file.
- **Change your Password**, is for updating your credential's login password.

➔ Profile Info

Use this option to update your personal information. Keep it up to date.

The screenshot shows the 'Profile Info' form. It has a tabbed interface with 'Profile Info', 'Stored Locations', and 'Credit Cards'. The 'Profile Info' tab is active. The form contains the following fields:

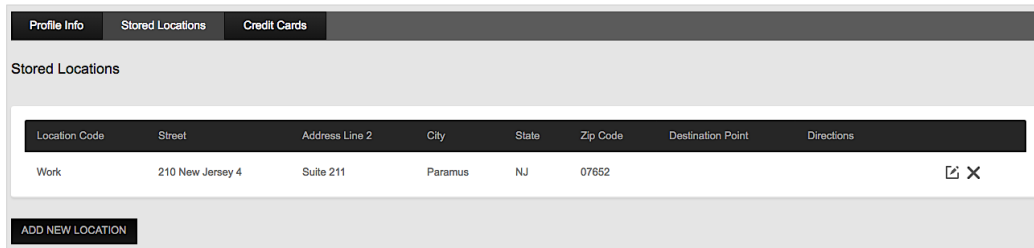
Profile Information	
First Name *	PAX 1
Last Name *	VELA
Primary Email *	roger.vela@groundwidgets.com
Passenger Cell Phone *	3333333333x3
Contact Name	
Contact Email	
Contact Phone	333-333-3333x4
Department Number	

* required

✓ Save Changes

➡ **Stored Locations**

Use this option to add or remove stored locations so you can easily load a location into a booking.

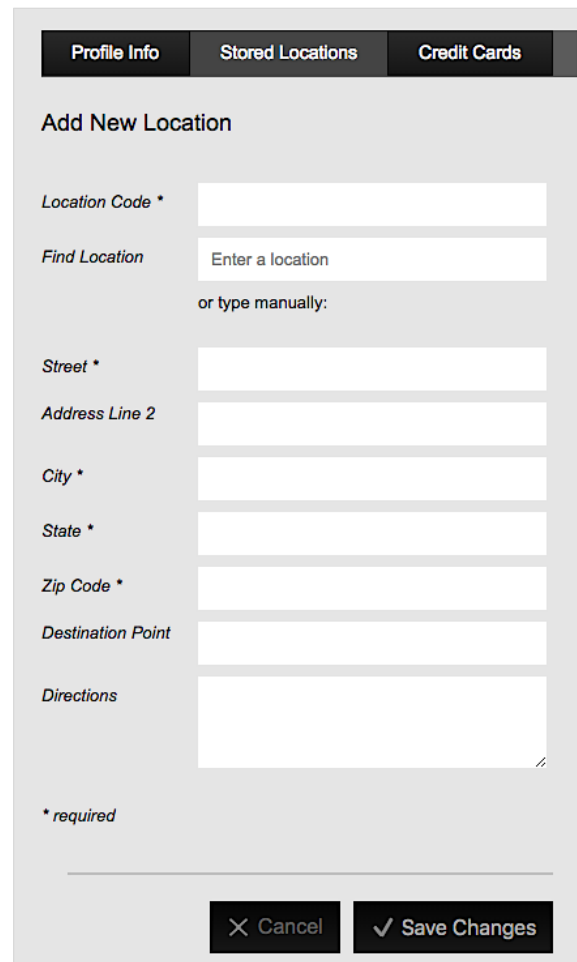


The screenshot shows the 'Stored Locations' tab selected in a profile menu. Below the tab, there is a table with the following columns: Location Code, Street, Address Line 2, City, State, Zip Code, Destination Point, and Directions. A single entry is visible with the Location Code 'Work', Street '210 New Jersey 4', Address Line 2 'Suite 211', City 'Paramus', State 'NJ', and Zip Code '07652'. To the right of this entry are two small icons: a pencil for editing and an 'X' for deleting. At the bottom left of the table area is a button labeled 'ADD NEW LOCATION'.

- ☑ On the right side of any location entry, there are buttons to **Edit** or **Delete** a stored location.

You can also click **Add New Location**, to open the location entry form.

Click **Save Changes** to add your new address entry as a Stored Location.



The screenshot shows the 'Add New Location' form. At the top, there are three tabs: 'Profile Info', 'Stored Locations', and 'Credit Cards'. The 'Add New Location' title is centered below the tabs. The form contains several input fields: 'Location Code *' (a single-line text box), 'Find Location' (a text box with the placeholder 'Enter a location'), and a section labeled 'or type manually:' followed by 'Street *', 'Address Line 2', 'City *', 'State *', 'Zip Code *', 'Destination Point', and 'Directions' (all single-line text boxes). A note '* required' is at the bottom left of the form. At the bottom right, there are two buttons: 'Cancel' (with an 'X' icon) and 'Save Changes' (with a checkmark icon).

➡ **Stored Credit Cards**

Use this option to add or remove stored credit cards for easier checkout when booking.

Web Connect and SantaCruz use the highest level of credit card encryption and is Payment Card Industry 2.0 Compliant.

Credit Card Type	Credit Card Number	Holder Name	Expiration Date	Billing Zip Code	Is Default	
Visa	*****1111	RJ Storm	January, 2022	07047	No	

ADD NEW CREDIT CARD

☒ Just like in Stored Locations, there are **Edit** and **Delete** buttons on the right of your saved credit cards.

To add a Credit Card click **Add New Credit Card** below your entries.

Fill out the credit card information and choose whether you wish to use it as your default CC by checking the box below the form.

Click **Save Changes** when storing and editing your credit card information

Add New Credit Card

Credit Card Type * Discover

Credit Card Number *

Holder Name *

Expiration Date * ---

Billing Zip Code *

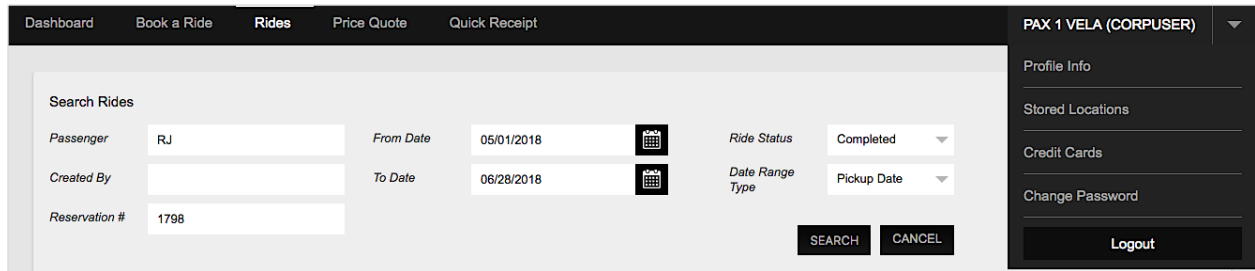
☐ *Set By Default*

* required

Cancel Save Changes

➡ Change your Password

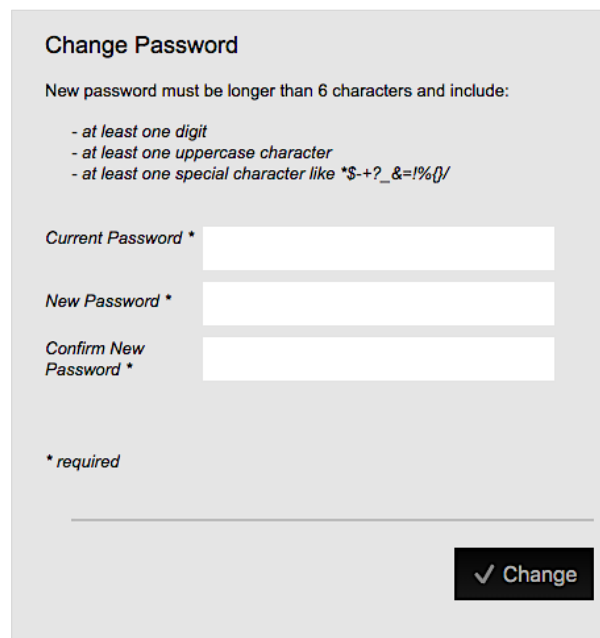
The Change Password option is only available from the user profile dropdown.



The screenshot shows the user profile dropdown menu for 'PAX 1 VELA (CORPUSER)'. The menu includes options for Profile Info, Stored Locations, Credit Cards, Change Password, and Logout. The 'Change Password' option is highlighted. The background shows the 'Rides' section of the dashboard with search filters for Passenger (RJ), From Date (05/01/2018), To Date (06/28/2018), Ride Status (Completed), and Date Range Type (Pickup Date). There are also buttons for SEARCH and CANCEL.

When you click Change Password, the system will require that you enter your current password in order to save any changes.

When changing your password, follow the instructions below to qualify your new password. Your password will require digits, upper and lower characters, and special characters.



The screenshot shows the 'Change Password' form. It includes instructions for password requirements: 'New password must be longer than 6 characters and include: - at least one digit, - at least one uppercase character, - at least one special character like *\$-+?_&=!%{}/'. The form has three input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. A note indicates '* required'. A 'Change' button with a checkmark is at the bottom right.

Click **Change** when you're ready to update your password.