

GroundWidgets®

SantaCruz™

QUICKSTART GUIDE

Web Connect



Part 1. Book Online



Web Connect Portal Overview; pg.3

Book a Ride; pg.4

Part 2. Rate Quote



Rate Quote; pg.13

Part 3. Quick Receipts



Quick Receipts; pg.15

Part 4. User Account Profile



Logging into Web Connect; pg.16

Profile Features; pg.17

Profile Options; pg.19

Part 1. Book Online

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

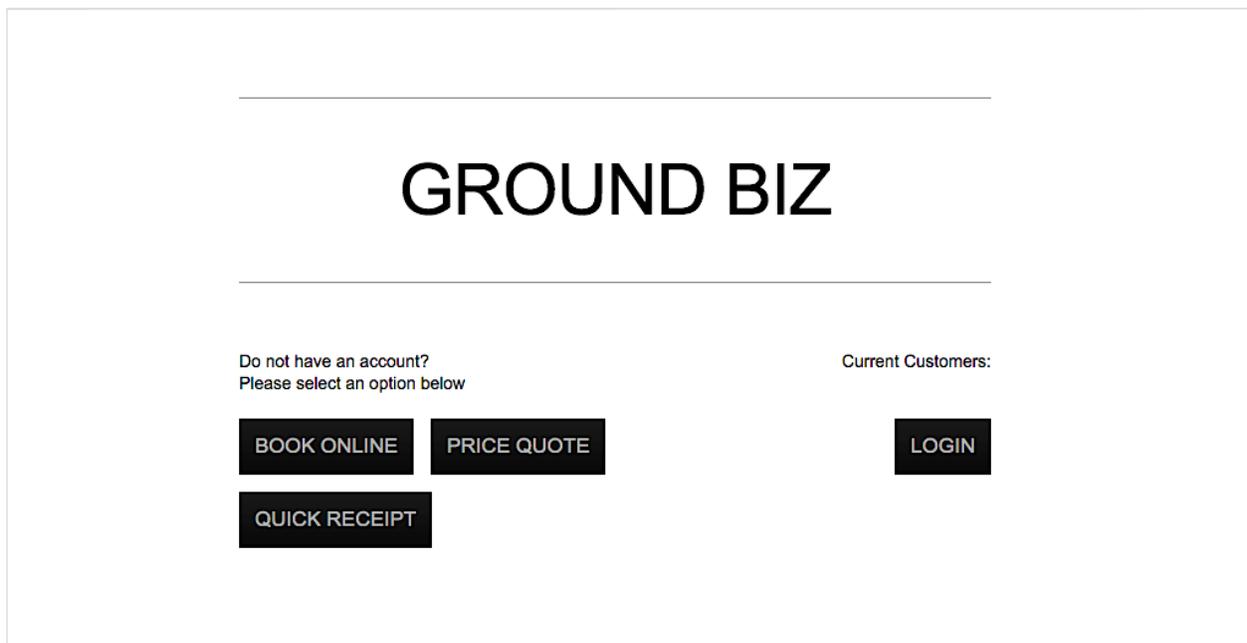
1.1 Web Connect Portal Overview

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.

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

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.

First Name *

Last Name *

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.

The screenshot displays the 'Book a Ride' application interface. At the top, there is a navigation bar with 'Book a Ride', 'Price Quote', 'Quick Receipt', and 'Login'. Below this is a progress indicator with five steps: '1. Passenger Info', '2. Pickup / Dropoff Info', '3. Stops / Special Instructions', '4. Payment Info', and '5. Confirmation'. The main content area is titled 'Specify Passenger Info' and contains the following fields:

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

A legend indicates that fields with an asterisk (*) are required. At the bottom of the form, there is a status message: 'Status: Create New Reservation'. Two buttons are located at the bottom right: 'Cancel' and '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”.

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

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

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 *	Hackensac 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 # *

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 # *

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

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. The current step is '3. Stops / Special Instructions'. The form is titled 'Add New Stop' and includes the following fields and options:

- Location Source:** A dropdown menu currently set to 'Custom Location'.
- Find Location:** A text input field with the placeholder 'Enter a location'.
- Location Name:** A text input field.
- Street *:** A text input field.
- Address Line 2:** A text input field.
- City/State/Zip Code *:** Three separate text input fields for city, state, and zip code.
- Pickup/Dropoff Point:** A text input field.
- Directions:** A larger text input field.
- Radio Buttons:** Two options, 'Airport' (unselected) and 'Address' (selected).
- Ride Special Instructions:** A large text area for entering special instructions.
- ADD:** A black button to add the stop.
- * required:** A note indicating which fields are mandatory.
- Status:** 'Create New Reservation'.
- Navigation:** 'Cancel', 'Back', and 'Next >' buttons.

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**

Payment Option *	Credit Card	Reference Information	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

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.

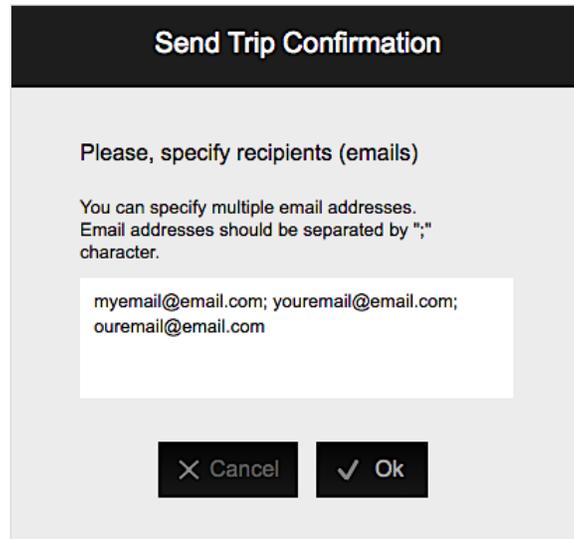
If you need to change any values in the information, use the link "Click here to change the data" which is beside each section of the confirmation to go back to that area and make your changes.

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 <table border="1"> <tr><td>Pickup Date</td><td>Friday, May 25, 2018</td></tr> <tr><td>Pickup Time</td><td>6:00 PM</td></tr> <tr><td>Service Type</td><td>Transfer</td></tr> <tr><td>Trip Hours</td><td>---</td></tr> </table>		Pickup Date	Friday, May 25, 2018	Pickup Time	6:00 PM	Service Type	Transfer	Trip Hours	---	Dropoff Address Click here to change the data <table border="1"> <tr><td>Airport</td><td>(JFK) John F Kennedy Intl</td></tr> <tr><td>Airline</td><td>(EK) Emirates</td></tr> <tr><td>Airline Type</td><td>Domestic</td></tr> <tr><td>Flight #</td><td>6743</td></tr> <tr><td>Departure Time</td><td>06:00 PM</td></tr> <tr><td>Destination Airport</td><td>(MCO) Orlando Intl Airport</td></tr> <tr><td>Pickup Point</td><td>---</td></tr> <tr><td>Directions</td><td>---</td></tr> </table>			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	---
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Directions	---																											
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First Name	RJ																											
Last Name	Vela																											
Alias/Name Sign	---																											
Primary Email	---																											
Passenger Cell Phone	2019236314																											
Contact Name	John Jay																											
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Pickup Address Click here to change the data <table border="1"> <tr><td>Location Name</td><td>401 Hackensack Ave</td></tr> <tr><td>Street</td><td>401 Hackensack Avenue</td></tr> <tr><td>Address Line 2</td><td>---</td></tr> <tr><td>City</td><td>Hackensack</td></tr> <tr><td>State</td><td>NJ</td></tr> <tr><td>Zip Code</td><td>07601</td></tr> <tr><td>Pickup Point</td><td>---</td></tr> <tr><td>Directions</td><td>---</td></tr> </table>		Location Name	401 Hackensack Ave	Street	401 Hackensack Avenue	Address Line 2	---	City	Hackensack	State	NJ	Zip Code	07601	Pickup Point	---	Directions	---	Payment Info Click here to change the data <table border="1"> <tr><td>Payment Option</td><td>Invoice</td></tr> </table>			Payment Option	Invoice						
Location Name	401 Hackensack Ave																											
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Payment Option	Invoice																											
		Reference Information Click here to change the data <table border="1"> <tr><td>Employee #</td><td>---</td></tr> <tr><td>Department</td><td>---</td></tr> <tr><td>PO/Reference #</td><td>123456</td></tr> <tr><td>Billing Address</td><td>---</td></tr> </table>			Employee #	---	Department	---	PO/Reference #	123456	Billing Address	---																
Employee #	---																											
Department	---																											
PO/Reference #	123456																											
Billing Address	---																											
<small>Status: Create New Reservation</small> <div style="float: right;"> ✕ Cancel < Back ✓ Book Now </div>																												

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.

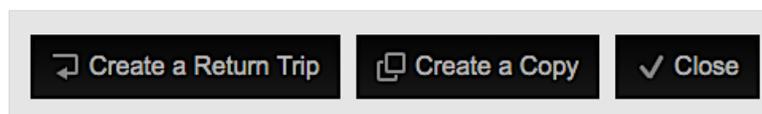
You can separate multiple email addresses by using a semi-colon (;).



The image shows a dialog box titled "Send Trip Confirmation". The title bar is black with white text. The main content area is light gray. It contains the following text: "Please, specify recipients (emails)", "You can specify multiple email addresses. Email addresses should be separated by ',' character.", and a text input field containing "myemail@email.com; youremail@email.com; ouremail@email.com". At the bottom, there are two buttons: "X Cancel" and "✓ Ok".

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

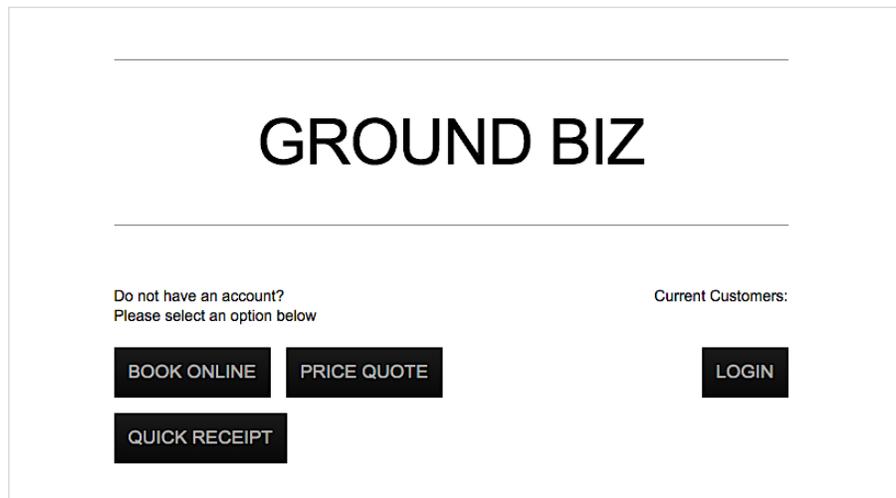
New buttons will appear at the bottom of the confirmation page.



- **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.

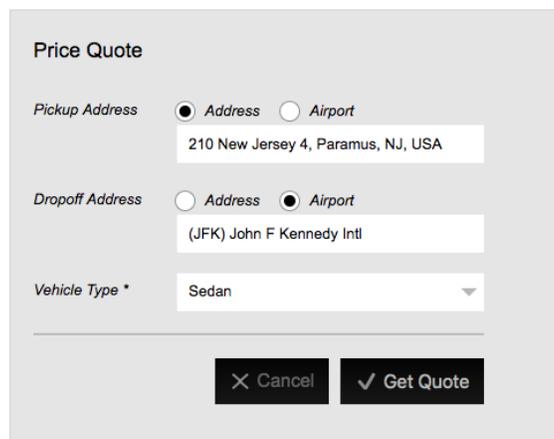
Part 2. Rate Quote

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



The screenshot shows the top section of the GROUND BIZ website. 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 one button: "LOGIN".

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.

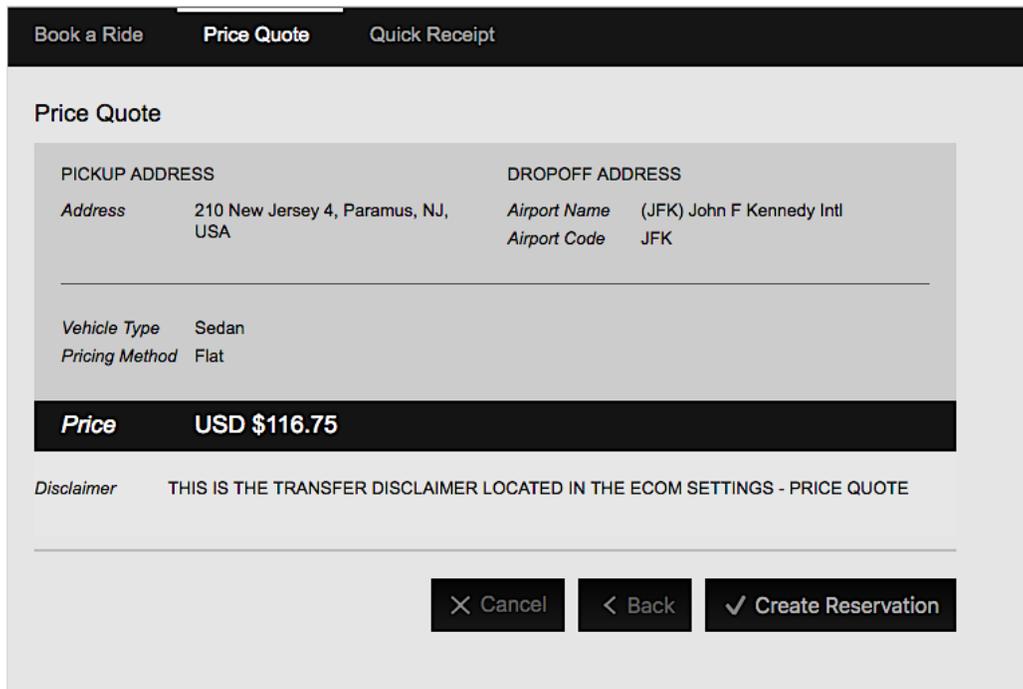


The screenshot shows the "Price Quote" form. It has three main sections: "Pickup Address", "Dropoff Address", and "Vehicle Type *". The "Pickup Address" section has radio buttons for "Address" (selected) and "Airport", with a text input field containing "210 New Jersey 4, Paramus, NJ, USA". The "Dropoff Address" section has radio buttons for "Address" and "Airport" (selected), with a text input field containing "(JFK) John F Kennedy Intl". The "Vehicle Type *" section has a dropdown menu currently 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

Vehicle Type Sedan
Pricing Method Flat

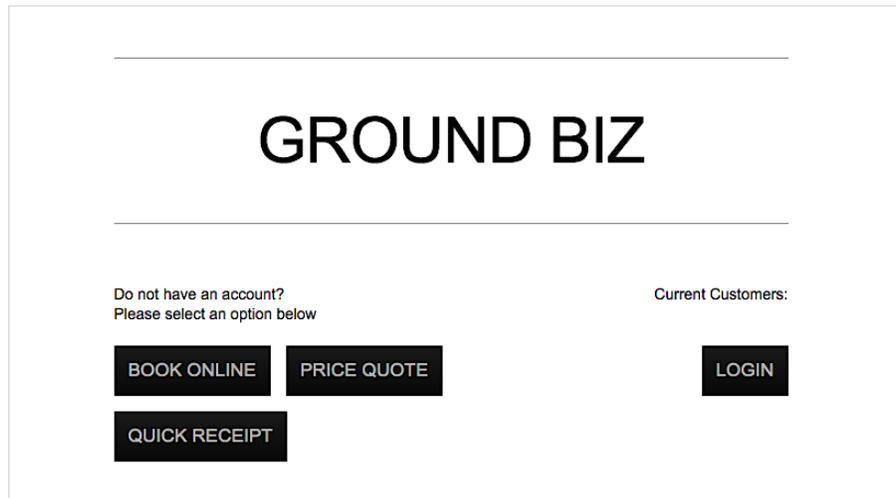
Price **USD \$116.75**

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

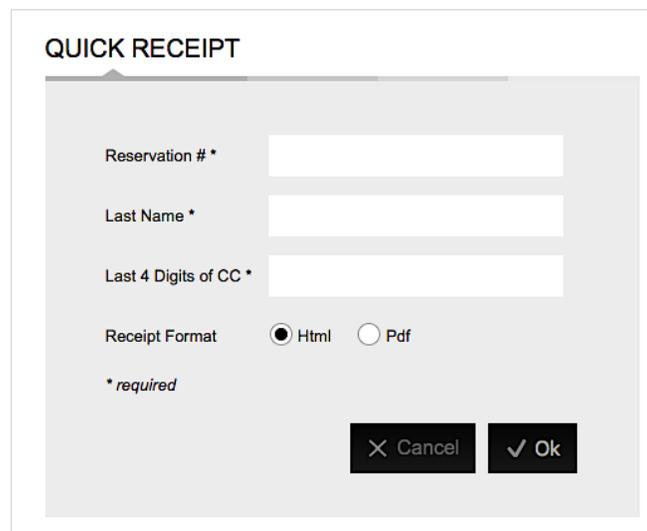
- ☑ In the results screen, notice the **Create Reservation** button. Using this button will take you to a new booking screen and will populate in the reservation, these locations which you've used in the rate quote.

Part 3. Quick Receipt

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



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.



The screenshot shows the "QUICK RECEIPT" form. It has a title bar "QUICK RECEIPT" and a light gray background. The form contains three required text input fields: "Reservation # *", "Last Name *", and "Last 4 Digits of CC *". Below these is a "Receipt Format" section with two radio buttons: "Html" (selected) and "Pdf". At the bottom left, there is a note "* required". At the bottom right, there are two buttons: "Cancel" and "Ok".

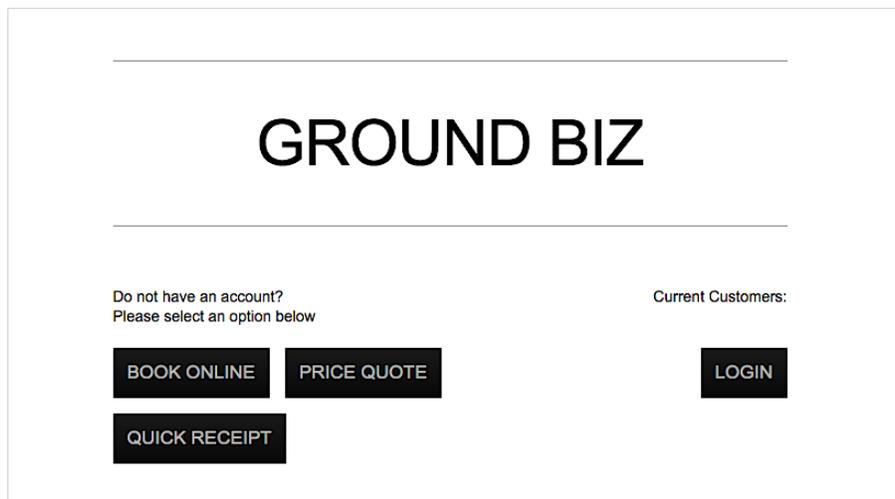
Choose the **Receipt Format** and click OK. A new browser tab will open with the trip's receipt.

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

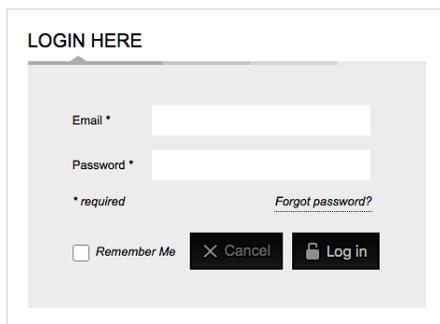
Use the **Login** button on the home page to get started.



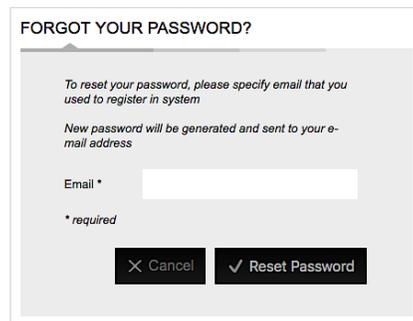
In the login screen, enter your email address and password. Click **Log in**.

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.



Using Forget Password? Reset Password



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.

The screenshot shows a dashboard with a navigation bar at the top containing 'Dashboard', 'Book a Ride', 'Rides', 'Price Quote', and 'Quick Receipt'. The user's profile '(CORPTRVELAST)' is visible in the top right. Below the navigation bar, there are two main sections:

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	Icons
1958*1	RJ VEla	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.

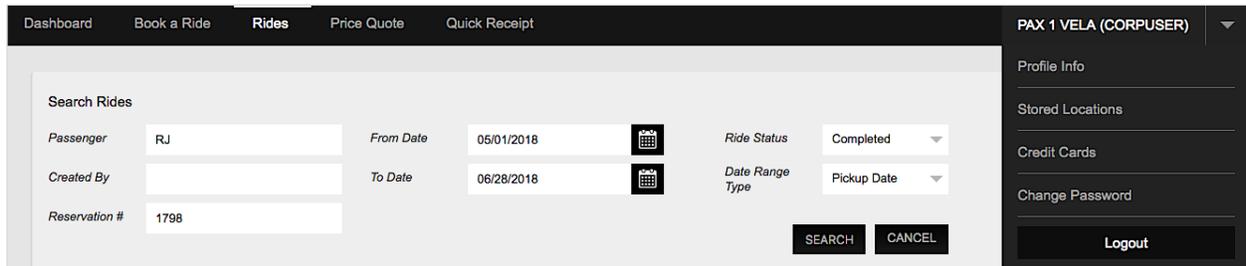
The screenshot displays the 'Rides' section of a software interface. At the top, a navigation bar includes 'Dashboard', 'Book a Ride', 'Rides', 'Price Quote', and 'Quick Receipt'. The user profile 'PAX 1 VELA (CORPUSER)' is visible in the top right. Below the navigation bar is a 'Search Rides' form with the following fields: 'Passenger' (RJ), 'From Date' (05/01/2018), 'Ride Status' (Completed), 'Created By' (empty), 'To Date' (06/28/2018), and 'Date Range Type' (Pickup Date). There are 'SEARCH' and 'CANCEL' buttons. Below the search form is a 'Search Results' section showing 'Showing 1-2 of 2' records. The results are presented in a table with columns: Reservation #, Passenger Name, Created By, Pickup Date/Time, Vehicle Type, Pickup Address, Destination Address, PO Reference / Event, and Status. Each row also has location, search, and print icons.

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 access using the user profile menu at the top right of the screen.

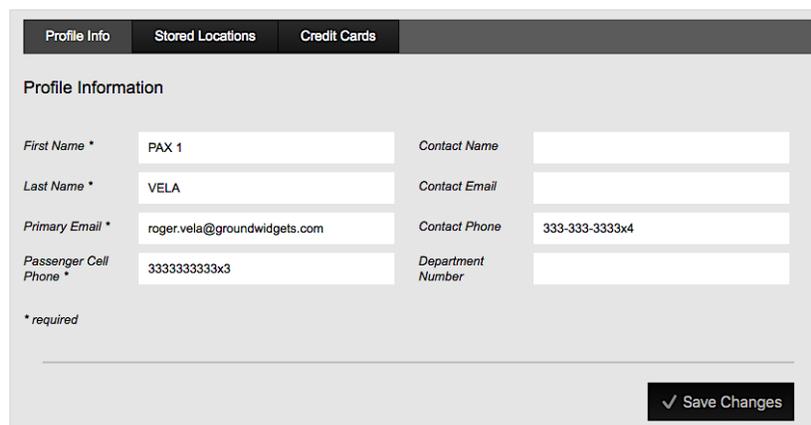


The screenshot shows the 'Rides' section of a web application. At the top, there are navigation tabs: Dashboard, Book a Ride, Rides (selected), Price Quote, and Quick Receipt. On the right, a user profile dropdown menu is open for 'PAX 1 VELA (CORPUSER)', listing options: Profile Info, Stored Locations, Credit Cards, Change Password, and Logout. The main search area contains a 'Search Rides' form with fields for Passenger (RJ), From Date (05/01/2018), To Date (06/28/2018), Reservation # (1798), Ride Status (Completed), and Date Range Type (Pickup Date). There are SEARCH and CANCEL buttons at the bottom of the search area.

- **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 Information' form. At the top, there are three tabs: Profile Info (selected), Stored Locations, and Credit Cards. The form contains the following fields:

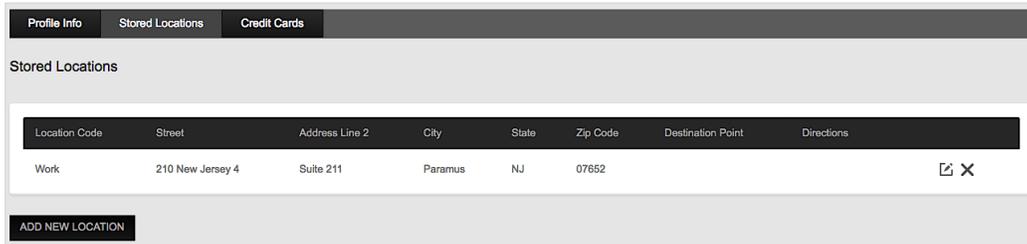
First Name *	PAX 1	Contact Name	
Last Name *	VELA	Contact Email	
Primary Email *	roger.vela@groundwidgets.com	Contact Phone	333-333-3333x4
Passenger Cell Phone *	3333333333x3	Department Number	

* 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 a user interface with three tabs: 'Profile Info', 'Stored Locations', and 'Credit Cards'. The 'Stored Locations' tab is active. Below the tabs, the title 'Stored Locations' is displayed. A table lists a single location with the following details:

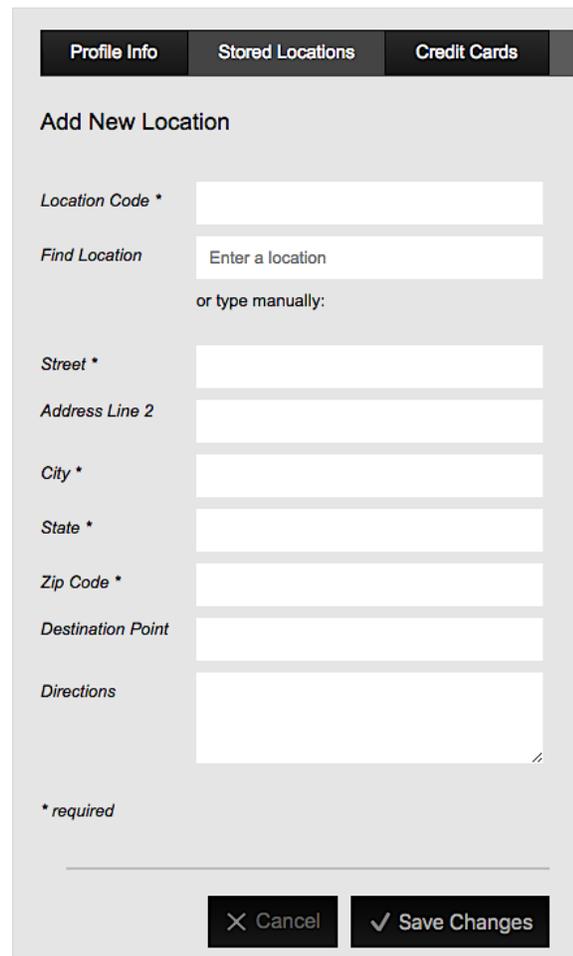
Location Code	Street	Address Line 2	City	State	Zip Code	Destination Point	Directions
Work	210 New Jersey 4	Suite 211	Paramus	NJ	07652		 

Below the table 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 'Stored Locations' tab is active. The form title is 'Add New Location'. The fields are as follows:

- Location Code ***: A text input field.
- Find Location**: A text input field containing 'Enter a location'.
- or type manually:**: A label indicating manual entry.
- Street ***: A text input field.
- Address Line 2**: A text input field.
- City ***: A text input field.
- State ***: A text input field.
- Zip Code ***: A text input field.
- Destination Point**: A text input field.
- Directions**: A text area with a small icon in the bottom right corner.

At the bottom, there is a legend: *** required**. Below the legend are two buttons: **Cancel** (with a close 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

Profile Info | **Stored Locations** | **Credit Cards**

Add New Credit Card

*Credit Card Type ** Discover

*Credit Card Number **

*Holder Name **

*Expiration Date ** ---

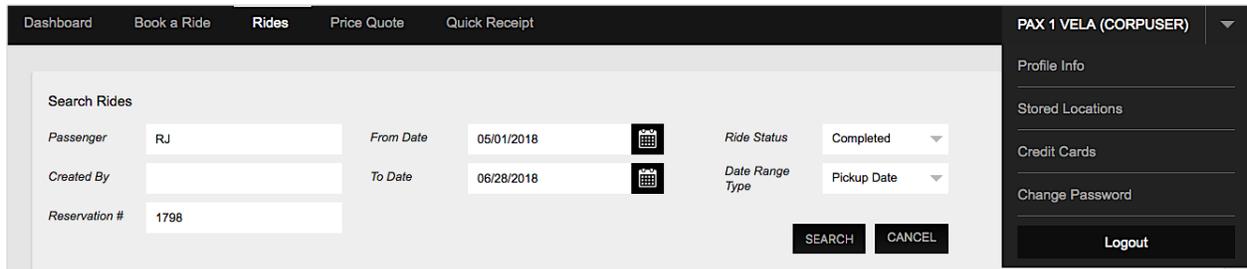
*Billing Zip Code **

Set By Default

* required

➔ Change your Password

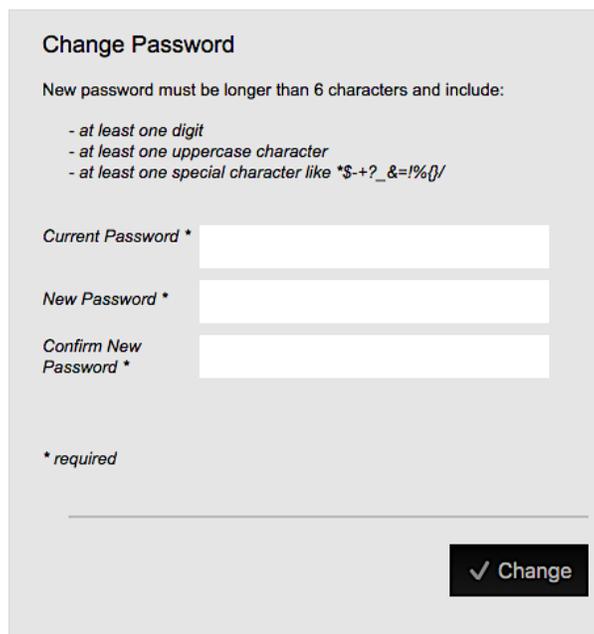
The Change Password option is only available from the user profile dropdown.



The screenshot shows the 'Rides' section of a user interface. At the top, there are navigation tabs: 'Dashboard', 'Book a Ride', 'Rides', 'Price Quote', and 'Quick Receipt'. The 'Rides' tab is active. Below the tabs is a search area with the following fields: 'Passenger' (RJ), 'Created By' (empty), 'Reservation #' (1798), 'From Date' (05/01/2018), 'To Date' (06/28/2018), 'Ride Status' (Completed), and 'Date Range Type' (Pickup Date). There are 'SEARCH' and 'CANCEL' buttons. On the right side, there is a user profile dropdown menu for 'PAX 1 VELA (CORPUSER)'. The menu items are: 'Profile Info', 'Stored Locations', 'Credit Cards', 'Change Password', and 'Logout'.

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.



Change Password

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 *\$-+?_&=!%{}|/

Current Password *

New Password *

Confirm New Password *

* required

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