



# My Transit Manager USER GUIDE

My Transit Manager is a smartphone app that enables paratransit users to monitor the status of their trips in real time. My Transit Manager also provides the ability to see where the user's bus is on a map, automatically receive notifications, email, text, and/or voice-alerts when their bus is about to arrive, if it is running late, and even if it's waiting outside their door. My Transit Manager can also be configured to inform family members or caretakers of the same trip status and monitor the trip from pickup to destination.

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## Register Yourself

1. When you start the app for the first time, tap on **Create an account** if you have not used the service before or, if you've used the service before, tap **I already have an account** and go to step #2.
2. Tap your citizenship of service. One or more can be selected; by example, County Connection is selected. Tap Next.
3. The registration screen appears:
  - a. Input an email address, then confirm it.
  - b. Input your first and last names. Make sure the spelling of first and last names match exactly to what you gave originally when you applied for transportation.
  - c. Input your account (Placeholder) Client # exactly as it was given to you.
  - d. Tap **Register**.
4. After registering, you will be logged in. It may ask to create a trip notification. If you are ready, tap **YES** and go to step #5.



# App User Guide

**Puja Mehta**

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