Passenger Alert System
Setup Guide

transdev
MOBILITY INSPIRED BY YOU

REGISTER YOURSELF

Follow step numbers:

1. Point your Internet browser to: www.myTransitManager.com/alerts

2. Welcome page appears. Next to "First Time", click on "Click here".

3. Registration page appears. Input email address, confirm it, then first and last names. Make sure the spelling of your first and last names *match exactly* to what you gave originally when you applied for transportation. Also make sure your Para transit Client # is exactly what was given to you.

4. Select your city/region of service.

5. Type in verification text.

6. Click the Register button.

7. A "registration successful" screen appears. Click OK. Your password will arrive via email shortly.

Welcome!

First Time? Click here **2**

Already Registered? Login Below:

Registered email address

Password

Reset my password   Login

3
Email Address:
Confirm Email Address:
First Name:
Last Name:
Para transit Client # :
(Used For Para transit Alerts Only, leave blank if unknown)

Verification: Type the characters you see in the picture below.

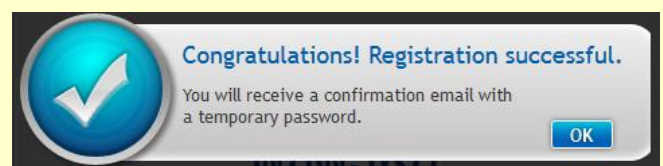**5** T36ALX

Letters are not case-sensitive

6 Register Cancel

Select Your City/Services: **4**
- Butte Regional Transit
- CARTA
- Cobb County
- Gwinnett County
- Las Vegas RTC
- Loudoun County
- Napa Paratransit
- Riverside Transit Agency
- San Francisco
- Vine Transit

Congratulations! Registration successful.

You will receive a confirmation email with a temporary password.

OK

LOGIN

8. You will be returned to the Login page. When your email arrives, which looks like what is on the right, type in the email address you used and the password given to you in the email.

Your passenger alerts registration is complete.

Use the credentials below to access your account at the Passenger Alerts website **LINK**

Email address : cliff@virt███vest.com **8**

Password : v201600

Thank You.

T**O**M

9. Click Login.

10. The Alert Manager screen appears with no alerts listed.

11. Click the My Profile button to review your profile and optionally change your password.

| ⊕ Add a Paratransit Alert | ❶ My Alerts | ⊚ Alerts History | ❽ My Profile |

11

ADD AN ALERT

12. You may now add one or more customized alerts to fit your personalized transit needs.

13. Click the Add a Paratransit Alert button. The Alert screen appears.

Name (dash████son)

Alert Name: Alert: 9/20/2016 11:58:07 AM **14**

My City/Service: Las Vegas RTC

Your Para Transit Client #: 73245

Alerts Start On: 09/20/2016 **15**

Alerts Expire On: 09/27/2099

Send me alerts on these days / times:

☑ Monday ☑ Tuesday ☑ Wednesday ☑ Thursday ☑ Friday
☑ Saturday ☑ Sunday **16**

Send alerts between: 12:00 AM and 11:59 PM

ALERTS

☐ Alert me ____ minutes(1-15) before the vehicle arrives.

☐ Alert me when the vehicle has arrived.

☐ Alert me when the vehicle is running more than ____ minutes (1-30) late.

☐ Send alerts about my trips for the next day. **17**

☐ **Send alerts to these emails:**

Email address 1: **18**

Email address 2:

Email address 3:

Email address 4:

Email address 5:

Email address 6: **19**

☐ **Send alerts via text message to these numbers:**

Cell Phone 1: ____ Carrier: .... ▼
Cell Phone 2: ____ Carrier: .... ▼

☑ Send alert via phone call to this number

Phone Number: 4355551212 **20**

Save   Cancel

14. All of this information is filled in for you. Change the Alert Name to whatever you would like to call it (i.e. Visits to Dr. Foster, Grocery trips, Physical Therapy, etc.).

15. Use the Starts On and Expires On dates to define when you'd like to be alerted. You may use these dates to temporarily place alerts on hold, such as when you go on vacation.

16. Use these checkboxes to select which days of the week you wish to receive alerts on. Use the two times to specify when, during the day, you wish to receive alerts. If you never travel past 4pm, then place the ending time at 4:00 PM so that you receive no alerts after 4.

17. Use this section to specify how you'd like to be alerted. Use any of the 4 checkboxes to select which alert to receive and make sure to fill in the blanks (minutes) of when you'll want to receive the alerts.

18. Here you may type in up to 6 email addresses that the alerts will go to. Make sure to check the checkbox at the top. You may consider sending alerts to family members and caretakers.

19. Here you may type in up to 2 mobile phone numbers to send alerts to. Make sure to check the checkbox at top. Also, choose which carrier the phone uses so that the texts go out properly.

20. If you would like to receive alerts from an automated phone call, check this box and fill out your phone number.

    Don't forget to check email and/or text message checkboxes!

21. Click the Save button.

22. Once the new alert is updated, you will receive an email similar to the one below. Clicking on the HERE link will open the Login webpage, however if you are already logged in, don't click on the HERE link.

Alert (Dr. Foster Appointments) has been approved.

You can manage your Passenger Alerts HERE.

Thank You

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MANAGING ALERTS

23. After clicking Save, you will be taken to the My Alerts screen. It will list the alert you just added and any other alerts you've added previously. This is the same screen you'll see if you simply click on the My Alerts button at the top.

24. To add more alerts, simply click the Add a Paratransit Alert button at the top. Follow steps #13 – 20 above.

25. Edit existing alerts by clicking on the <u>Edit</u> link that is listed with each alert. The same screen encountered when adding alerts will be seen. Follow steps #14 – 20 above to edit the data.

26. Delete alerts by clicking on the <u>Delete</u> link that is listed with each alert. If you feel you are going to use the same alert again at a later date, then don't delete it. Instead, edit the alert and change the Alerts Start On date field (see step #15) to the date you will wish to receive this particular alert again.

27. When all finished, click on the Log Off button.