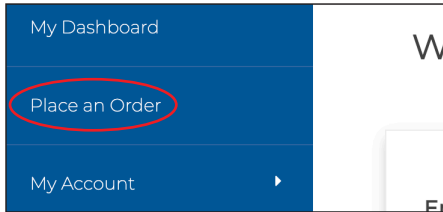
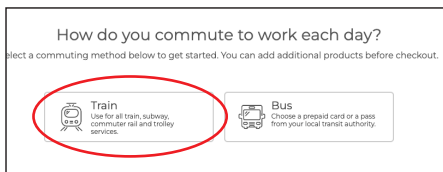


How to Place an Order for Access-a-Ride

1. From the side menu select 'Place an Order'.

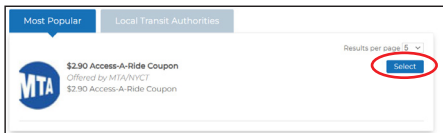


2. Select either option for your commute method to proceed.

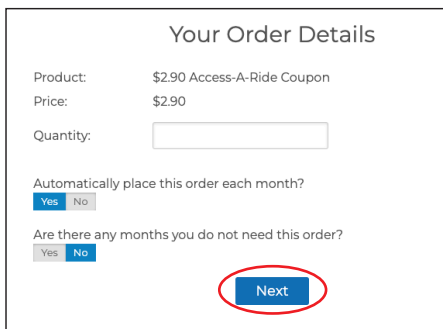


3. Enter your zip codes, then click 'Next'.

4. Verify your product and click 'Select'.



5. Enter your order details and select your recurring options. When finished click 'Next'.



6. View your cart, and click 'Proceed to Checkout'.

7. Confirm your delivery address, then click 'Next'.

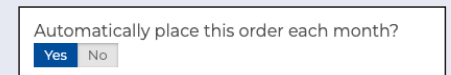
8. Review your order. If everything is correct, click 'Place Order'.

9. A confirmation will display that your order has been placed.

Helpful Tips

Recurring Orders

When you set your order to recur monthly, your order will be placed automatically each month. You won't have to log back into your account unless you want to make changes to your order.



If there are any months that you do not need your order, simply select 'Yes', and select the months you do not need from the calendar.

Editing or Deleting Your Order

After your order has been placed, you may edit or delete your order up to the 10th of the month. You can make changes to your order right from your dashboard. Under the 'Options' button, select 'Edit Order' or 'Delete Order'.

