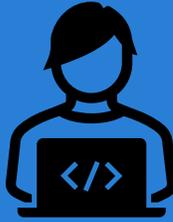




Reserve rides:



Download the free EZ Trip app on your smartphone or tablet.



Log into EZ Trip on any computer with internet access.

<https://cp/tvtmt.gryde.com/cp/>



Call TVT for Dispatcher help.

**Pro
Tip**

Recurring trips can be booked for 3 weeks at a time.

How to register for EZ Trip on the portal

2:03 86

EZ Trip

TRIP

Login Register

First Name
First Name

Last Name
Last Name

Date of Birth
DOB (MM/DD/YYYY)

Email ID
Email

Contact Number
Contact Number

Select Mobility

Home Address

Back to Registration

You must use your email address for the app to work.

*If you don't *have* a real email, just use your first name at last name dot com

Example: Jane@Doe.com

Indicate if you use mobility aids (walker, etc.) or if you can walk unassisted.

Click **Back to Registration** after you have completed your home address.

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EZ Trip ↻

Contact Number

☎ Contact Number

↔ CANE ⌵

🏠 1 Court St, MIDDLEBURY, VT, 05753

User ID (User ID can be edited)

ℹ C1051834 ?

Password

* Password 👁

Confirm Password

* Confirm Password 👁

Let's Go!

The computer will automatically assign a long **User ID**. **You can change your ID now while the registration is still in progress.**

Put your cursor at the end of the ID and hit backspace until it is gone.

Now enter a User ID that you can easily remember.

Password must be 8 characters long, contain a minimum of one lowercase letter (a-z), one uppercase letter (A-Z) and one numeric character (0-9). !@#\$%^&*() are allowed special characters.

Click **Let's Go** to submit your registration and begin reserving rides.

How to reserve your ride

1:18 EZ Trip TVT Member Portal

Where would you like to go?

Pickup

Destination

Pickup Time Depart At Hours Minutes AM

Pickup Date

Additional Information

RoundTrip

Recurring

Book Trip

Enter your trip details

Then click **Additional Information** and indicate

- If bringing a service animal
- If bringing up to 3 guests
- Notes on how driver can find you.
For example, "Pick me up at the Porter ER entrance."

1:19 EZ Trip

Additional Information

Funding Source
GENERAL PUBLIC

Mobility
 AMBULATORY

I will bring a Service Animal for this ride.

Additional Passengers

Ambulatory - 0 +

Wheelchair - 0 +

Pickup Spot

Close



Where would you like to go?

Pickup

Destination

Pickup Time

Depart At ▾ Hours ⌵ Minutes ⌵ AM ⌵

Pickup Date

Pickup Date

Additional Information ▾

RoundTrip

Recurring

Book Trip

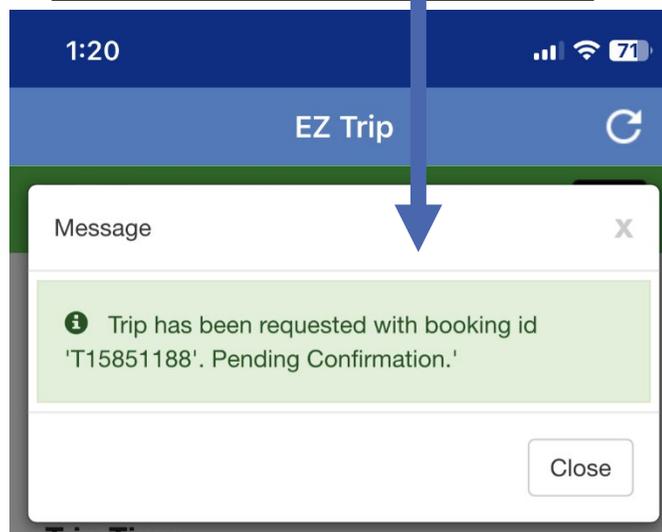
Click **RoundTrip** if you need a return trip.

Click **Recurring** if you need the same ride on more than one day.

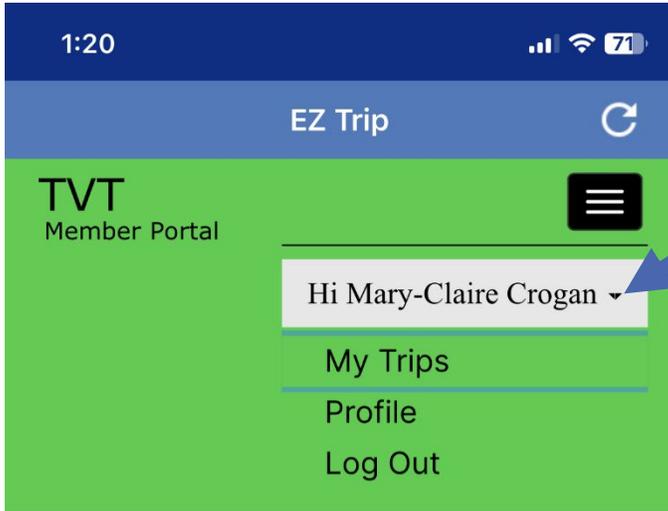
*Reminder, recurring rides can be booked for up to 21 days at a time.

Click **Book Trip** to submit your request.

You will get message confirming receipt of your request.

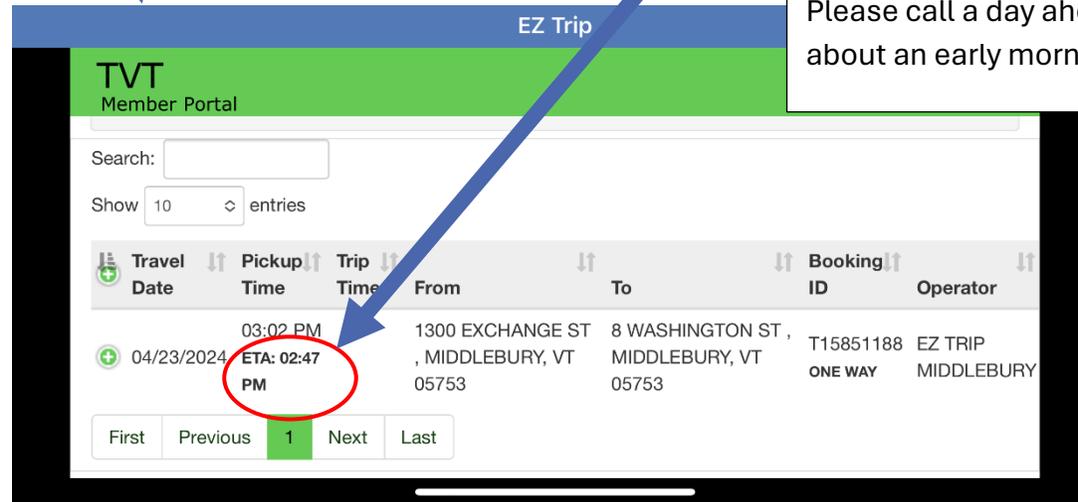


How to track your reserved ride



Click on your name at the top of the screen.

Then click **My Trips** to track the status of your ride request.



Pending confirmation or an **ETA** (estimated arrival time) will be listed.

Note: Rides requested for future dates will upload to the server at about 3am on the day of travel. Please call a day ahead if you have concerns about an early morning ride.

Trip Time

Depart At Hours Minutes AM

Trip Date

Trip Date

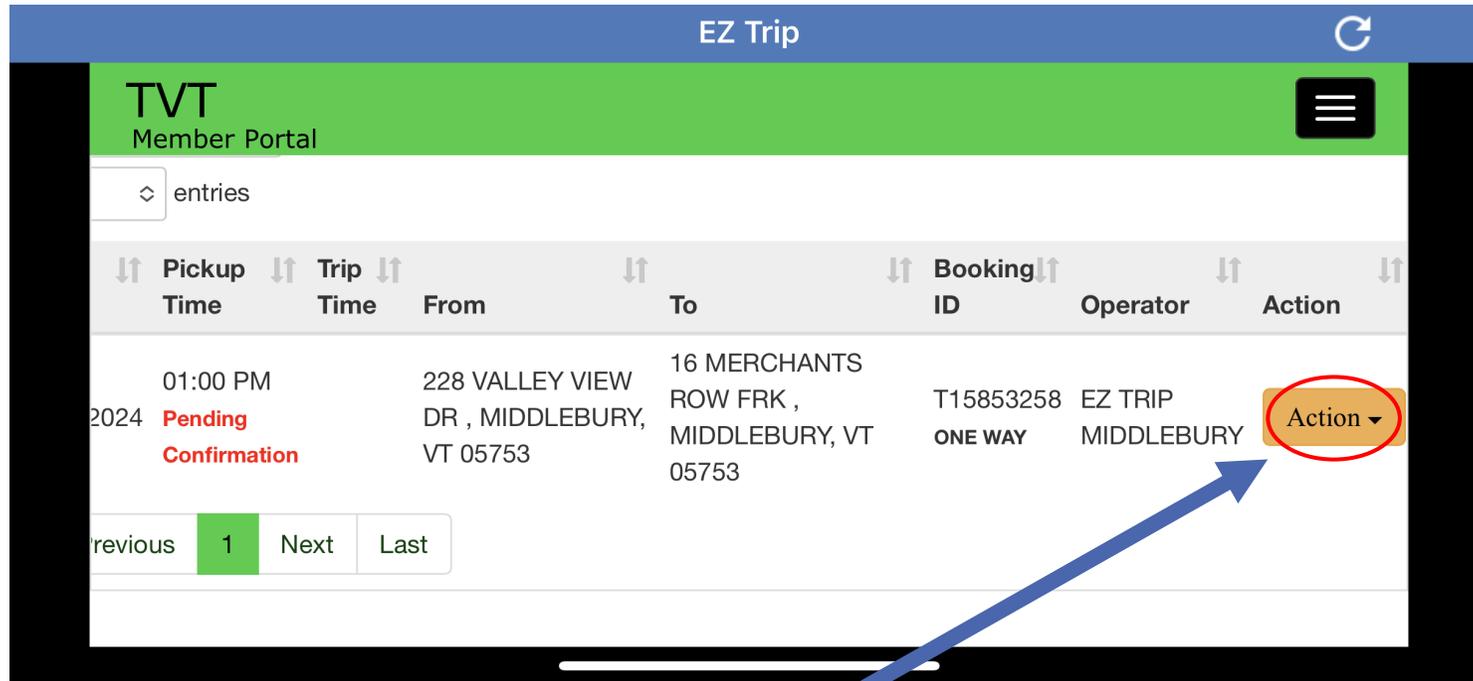
Additional Information *

RoundTrip

Recurring

Book Trip

How to cancel a reserved ride



Open **My Trips** and scroll to the right of your screen.

Click **Action**

Click **Cancel**

*Note: Cancelling unwanted rides is courteous to other riders and allows TVT to provide the best level of service. If a rider does not cancel a ride that they no longer want, it will be marked as a No Show. Accumulation of No Shows may impact access to future rides.

Thank you!

- ▶ We hope you will enjoy this exciting new service!
- ▶ These presentation materials will be uploaded to www.trivalleytransit.org under the NEWS section.
- ▶ More help is available via info@trivalleytransit.org or by calling 802-388-2287

