

If you do not have a profile established, please register at: <https://www.ctctransfers.com/profile.php>

“Once Registered, you will receive an email with log in credentials”

Once logged in, all reservation details are on one simple to navigate page. Frequent addresses from history automatically store as you book reservations for a simple “one click” option for selecting pick up and drop off locations.

The web booking page also has the following features outlined in this document:

- Select from multiple vehicle types with rates included.
- Confirmations – Get immediate confirmation when you submit a reservation
- Administrator Features – Attach multiple passengers to your profile to manage their travel
- Reservation List- Ability to change and cancel reservations and also have the ability see “Real Time” job status

New Trip
JOHNDOE

Pickup

200 Park Ave, Manhattan NY

optional info (apt#, name of place, cross street etc)

Add a stop

Dropoff

Kennedy International Airport (JFK), Queens NY


Airline

Flying to

I would like the driver to wait and take me back
(Wait & return or round trip)

I will provide the driver with directions
(As Directed)

I would like to go by the hour(s)
(Time/hourly job)



Sedan

Fare	\$85.00
20% Gratuity [change]	\$13.00
Port Auth Fee	\$2.50
Fuel	\$6.50
Voucher Charge	\$3.00
Tax	\$6.83
NYS Fund	\$2.70
Congestion Fee	\$2.75
Coupon Enter coupon here	
Estimated Fare	\$102.28

Sedan \$85.00

Hybrid \$86.00

Sprinter Van \$86.00

Wheelchair Accessible \$86.00

Continue

Date Now

Time

Passengers

Luggage

Add-ons
No additions
[\[change\]](#)

First name

Last name

Cell

Office/Other

Email Reservation Comments

Acct# DEMO Bill to Account Invoice (Edit)

My Payment
 New Card
 New Account

Office required

Department required

Reason for Travel required

Job # required

Administrator Feature – Allows you to book for multiple individuals from one login

The screenshot shows the 'New Trip' form with a dropdown menu for 'Select active profile:' containing the following options: John Doe, James McCormack, Chandler Sun, Joe Smith, and [Add Profile]. To the right, a user menu for 'JOHNDOE' is open, listing: New Trip, Search Trips, User Profile, Billing, Voucher Management, Get My Ride Receipt, and Logout. Red arrows point to the profile dropdown and the user menu.

Instant Confirmation when you submit your reservation

The screenshot displays a trip confirmation page. On the left is a map showing a route from 200 Hudson St, Manhattan NY (Point A) to 1345 6th Ave, Manhattan NY (Point B). On the right, the 'Trip Info' section lists: Confirmation 1713314, Scheduled Time 5/10/2022 6:00 PM Will call, Name Sun, Chandler, Pickup 200 Hudson St, Manhattan NY, Dropoff 1345 6th Ave, Manhattan NY, Phone 212.222.2222 cel, Payment DEMO, and Car Type Sedan. Below this is a detailed fare breakdown table.

Fare Amount	\$34.00
20% Gratuity	\$6.80
Fuel	\$3.40
Voucher Charge	\$3.00
Tax	\$3.59
Congestion Fee	\$2.75
NYS Fund	\$1.42
Estimated Fare	\$54.96

Reservation List - Manage travel from start to finish for all your passengers – See “Real Time” trip status



Trip List JOHNDOE

All
 Scheduled
 In Progress
 Done
 Canceled

From To

Name

Trips 1 - 3 of 3 Trips/Page 25

Date	Time	Name	From	To	Conf #	Acct #	Car	Class	Status	ETA	Action
5/05 Thu	5:30 PM	Doe, John	NYC: 200 Park Av...	AP: Kennedy Inter...	1713308	DEMO		SD	Will call		Action
5/10 Tue	6:00 PM	Sun, Chandler	NYC: 200 Hudson ...	NYC: 1345 6th Av...	1713314	DEMO		SD	Will call		Edit
5/11 Wed	5:40 PM	McCormack, ...	NYC: 299 Park Av...	AP: LaGuardia Air...	1713309	DEMO		SPV	Will call		Cancel
											View
											Get Receipt

Invoice History – Profiles with “Admin Access” have the ability to review invoice history online

Invoice List

Accounts:

 Open Inv. Only

	Account ID ^2	Invoice Date ^1	Invoice No.	Total Jobs	Invoice Total	Paid Amount	Balance	Download
1	C3977	01/29/2022	140439	2	\$131.86	\$0.00	\$131.86	...
2	C3977	01/31/2022	140456	8	\$1,265.59	\$0.00	\$1,265.59	...
3	C3977	02/01/2022	140476	8	\$1,178.34	\$0.00	\$1,178.34	...
4	C3977	02/02/2022	140489	15	\$2,051.15	\$0.00	\$2,051.15	...
5	C3977	02/03/2022	140501	6	\$926.32	\$0.00	\$926.32	...
6	3977	02/04/2022	140535	29	\$2,199.68	\$0.00	\$2,199.68	...
7	C3977	02/05/2022	140587	3	\$587.38	\$0.00	\$587.38	...
8	C3977	02/07/2022	140602	2	\$440.60	\$0.00	\$440.60	...
9	C3977	02/08/2022	140617	3	\$258.23	\$0.00	\$258.23	...
10	C3977	02/09/2022	140633	5	\$539.85	\$0.00	\$539.85	...

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