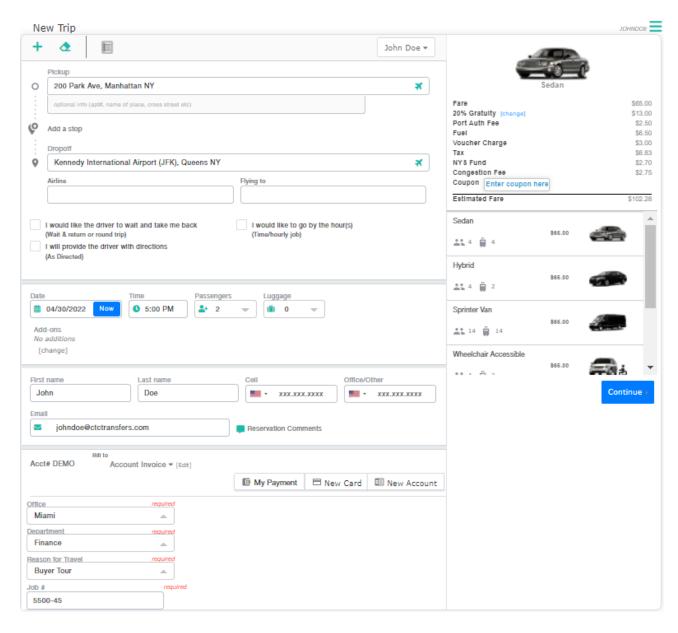# Web Reservation Guide

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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

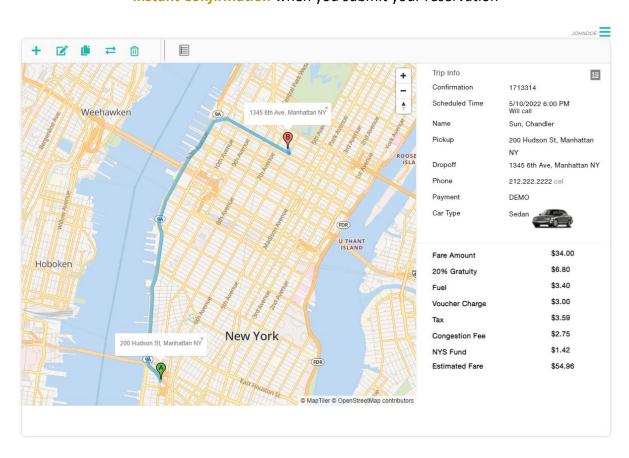***Administrator Feature** – Allows you to book for multiple individuals from one login*

New Trip

JOHNDOE

Pickup

Enter pickup location

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

Add a stop

Dropoff

Enter destination

☐ I would like the driver to wait and take me back   ☐ I would like to go by the hour(s)

Select active profile:

John Doe

James McCormack

Chandler Sun

Joe Smith

[Add Profile]

JOHNDOE

For rat... and time

Sedan

👥 4

Hybrid

👥 4

➕ New Trip

📋 Search Trips

👤 User Profile

💲 Billing

🖥 Voucher Management

🧾 Get My Ride Receipt

⏻ Logout

***Instant Confirmation** when you submit your reservation*

JOHNDOE

Trip Info	
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
Car Type	Sedan

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

1345 6th Ave, Manhattan NY

200 Hudson St, Manhattan NY

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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 | | | | | | | Car Class | |

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		
5/10 Tue	6:00 PM	Sun, Chandler	NYC: 200 Hudson …	NYC: 1345 6th Av…	1713314	DEMO		SD	Will call		
5/11 Wed	5:40 PM	McCormack, …	NYC: 299 Park Av…	AP: LaGuardia Air…	1713309	DEMO		SPV	Will call		

Action
Edit
Cancel
View
Get Receipt

Invoice History – **Profiles with "Admin Access" have the ability to review invoice history online**

Invoice List

Accounts: [Select an Account]   [01/29/2022]   ☑ 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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