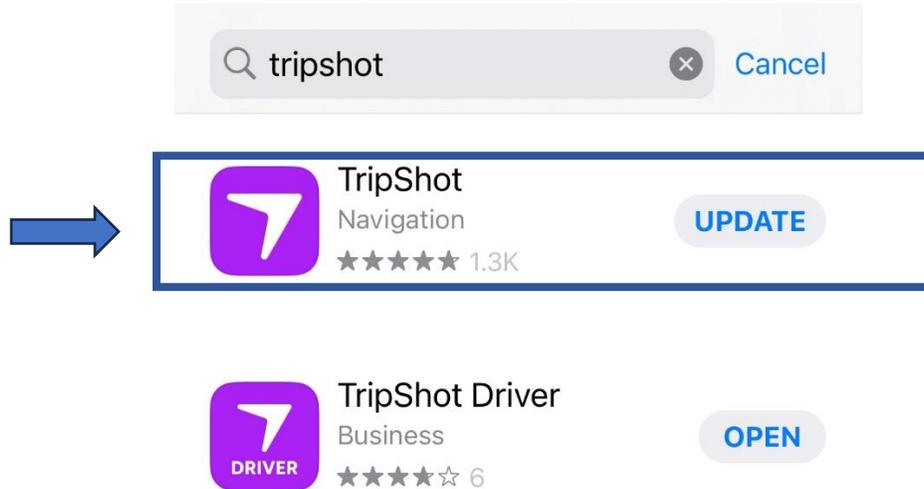


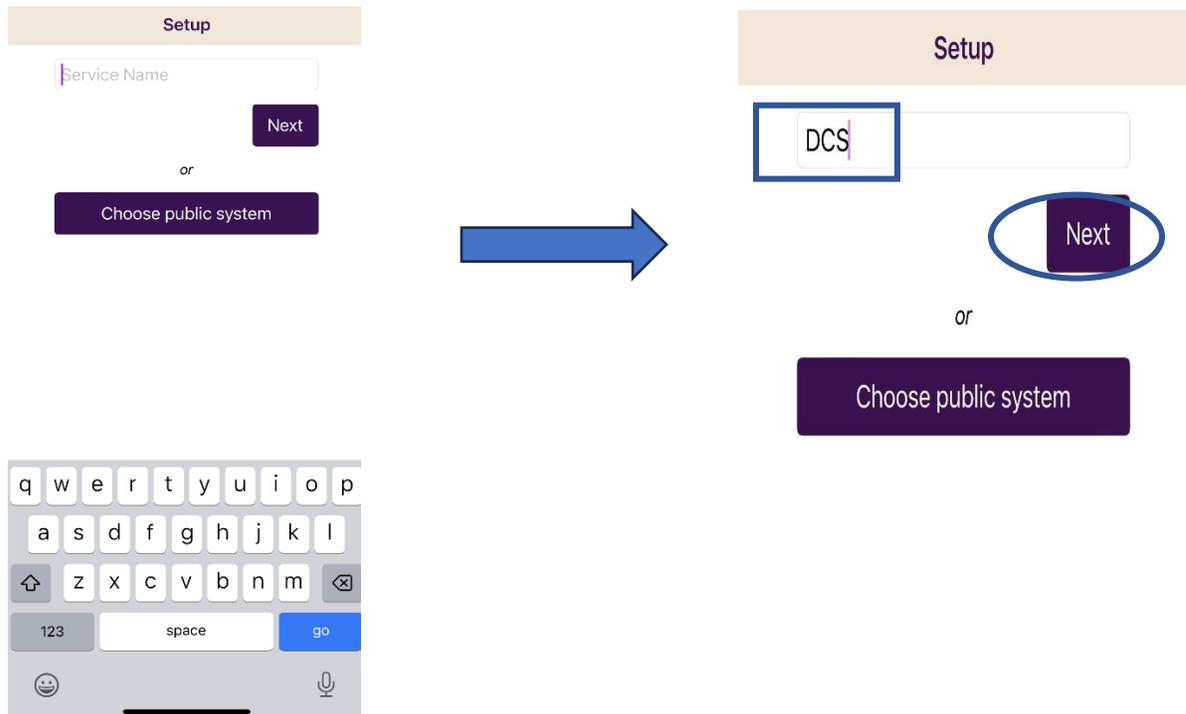
Disability Cart Service – User Manual

How to Create Login for TripShot & Gain On Demand Access

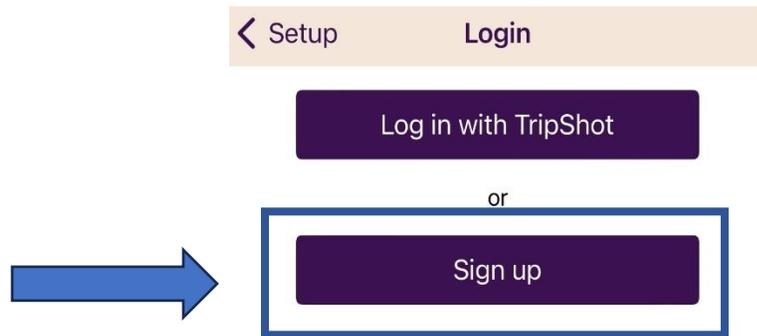
1. Head to your App Store or Google Play (for Androids) and search for the “TripShot” app.
2. Below is the one you want to download.



3. Once the app is downloaded and open, it will take you to a Setup page. Please enter “DCS” for the Service Name and click “Next.”



4. Next, you will be promoted to the login and sign-up page. Please select “Sign up”.



5. **Very important: You MUST sign up with your UA email.** Signing up with a non-UA email will not allow you to sign up. Please also ensure that you create a password that is strong and that you will remember.

← Log In Signup

██████████@arizona.edu

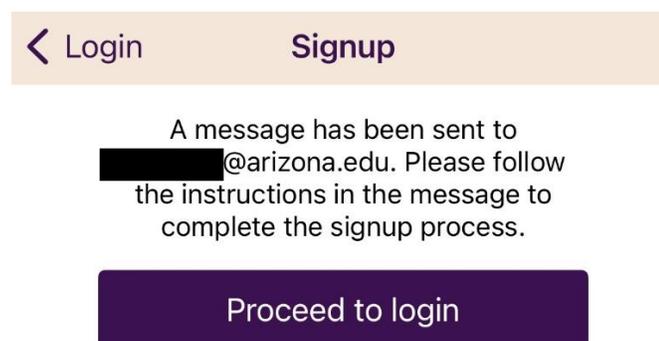
First Name

Last Name

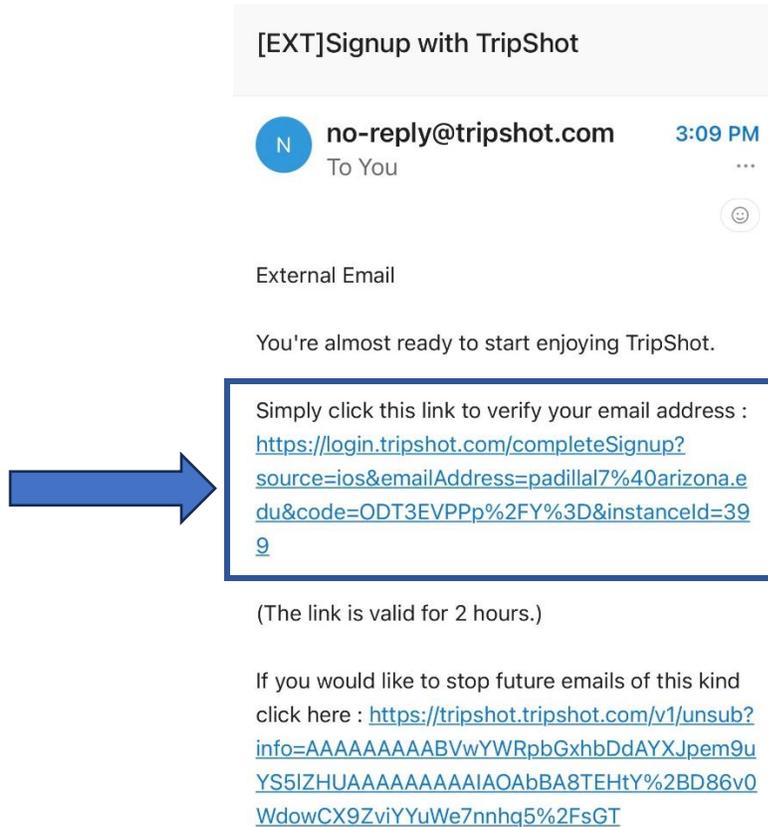
Password

Next

6. A message will appear to inform you that a link has been sent to your UA email. Please check your UA email.



7. Below is what the email will look like. Please click the first highlighted link to verify your email address.



[EXT]Signup with TripShot

 no-reply@tripshot.com 3:09 PM
To You ...

External Email

You're almost ready to start enjoying TripShot.

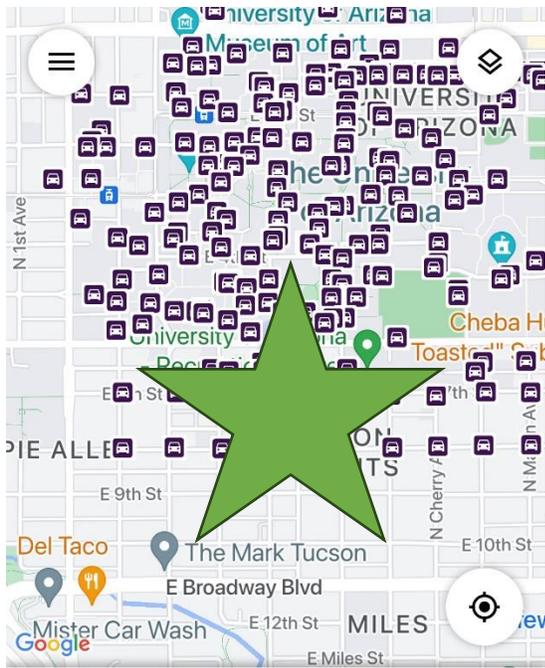
Simply click this link to verify your email address :
<https://login.tripshot.com/completeSignup?source=ios&emailAddress=padillal7%40arizona.edu&code=ODT3EVPPp%2FY%3D&instanceId=399>

(The link is valid for 2 hours.)

If you would like to stop future emails of this kind click here : <https://tripshot.tripshot.com/v1/unsub?info=AAAAAAAAABVwYWRpbGxhbDdAYXJpem9uYS5lZHUAAAAAAAAAIAOAbBA8TEhtY%2BD86v0WdowCX9ZviYyUWe7nnhq5%2FsGT>

8. **IMPORTANT STEP: Once you have verified your email, please call dispatch at (520)626-2278** to inform us that you have created your login and need to be added to the approved users group. This will activate an “On Demand” icon to your app so that you can schedule rides. A dispatcher will add you to our group and will direct you to log in to your TripShot account.

If you do NOT call us, you will not see an “On Demand” button on your app and it will not allow you to schedule rides. Please see the example of what your screen should look like once you have been successfully approved and added by our team (see next page):



Where would you like to go?



Favorites



Trip Planner



Routes



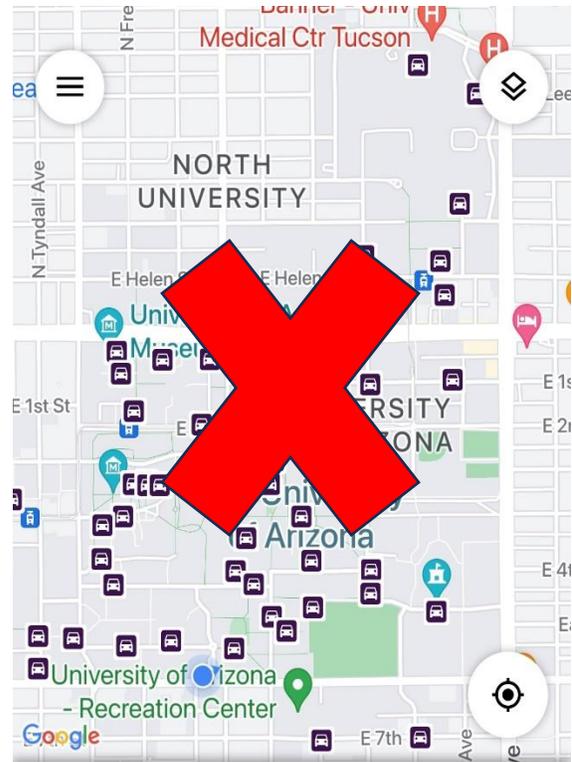
Nearby
Stops



On Demand



An "On Demand" icon on your screen means you have followed all of the steps correctly and have been successfully added by our team. You are now ready to schedule rides! Please ensure you read your Welcome Email, along with our Rules and Regulations.



Where would you like to go?



Favorites



Trip Planner



Routes



Nearby
Stops



If your screen looks like the one above and you DO NOT have an "On Demand" icon like the image on the left, that means you have not called our dispatch to get added to our approved users' group. Please refer to Step 8.