



## WEB BOOKING ONLINE

### How to Guide



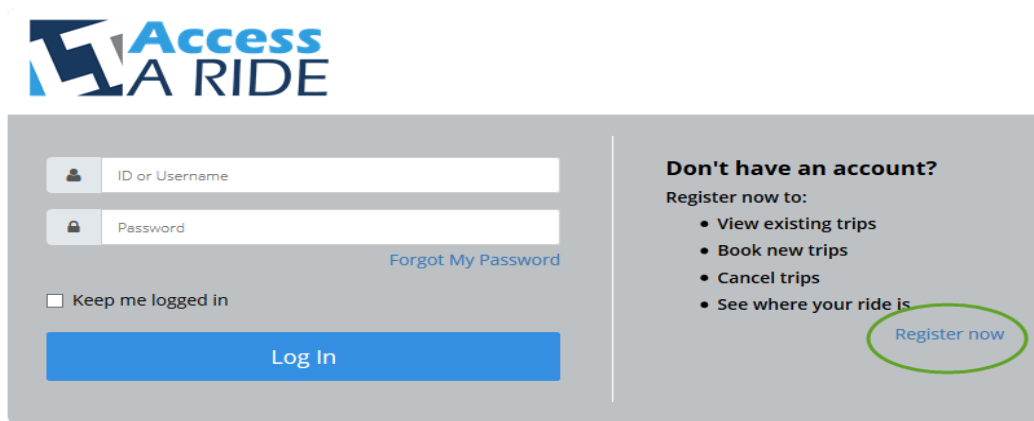
Have the freedom to book your own trips on your own time in the comfort of your own home!

## To register for Web Booking you:

- Must be an Access-A-Ride Client with a Client ID
- Must have a client email address on file

Go to [aarbooking.lethbridge.ca](http://aarbooking.lethbridge.ca)

1. Select register now

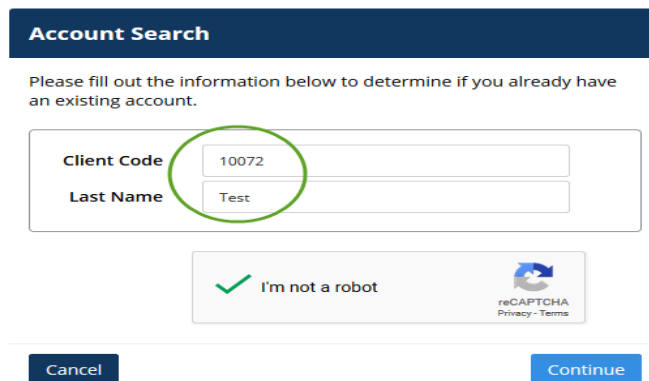


The screenshot shows the Access A Ride website interface. On the left, there is a login section with fields for 'ID or Username' and 'Password', a 'Keep me logged in' checkbox, and a 'Log In' button. A 'Forgot My Password' link is located below the password field. On the right, there is a 'Don't have an account?' section with a 'Register now to:' heading and a list of benefits: 'View existing trips', 'Book new trips', 'Cancel trips', and 'See where your ride is'. A 'Register now' link is highlighted with a green circle.

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2. Enter Client Code and Last Name



The screenshot shows the 'Account Search' form. It has a dark blue header with the text 'Account Search'. Below the header, it says 'Please fill out the information below to determine if you already have an existing account.' There are two input fields: 'Client Code' with the value '10072' and 'Last Name' with the value 'Test'. Both input fields are circled in green. Below the fields is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. At the bottom, there are two buttons: 'Cancel' and 'Continue'.

3. Confirm email and send verification code

### Verify Your Account

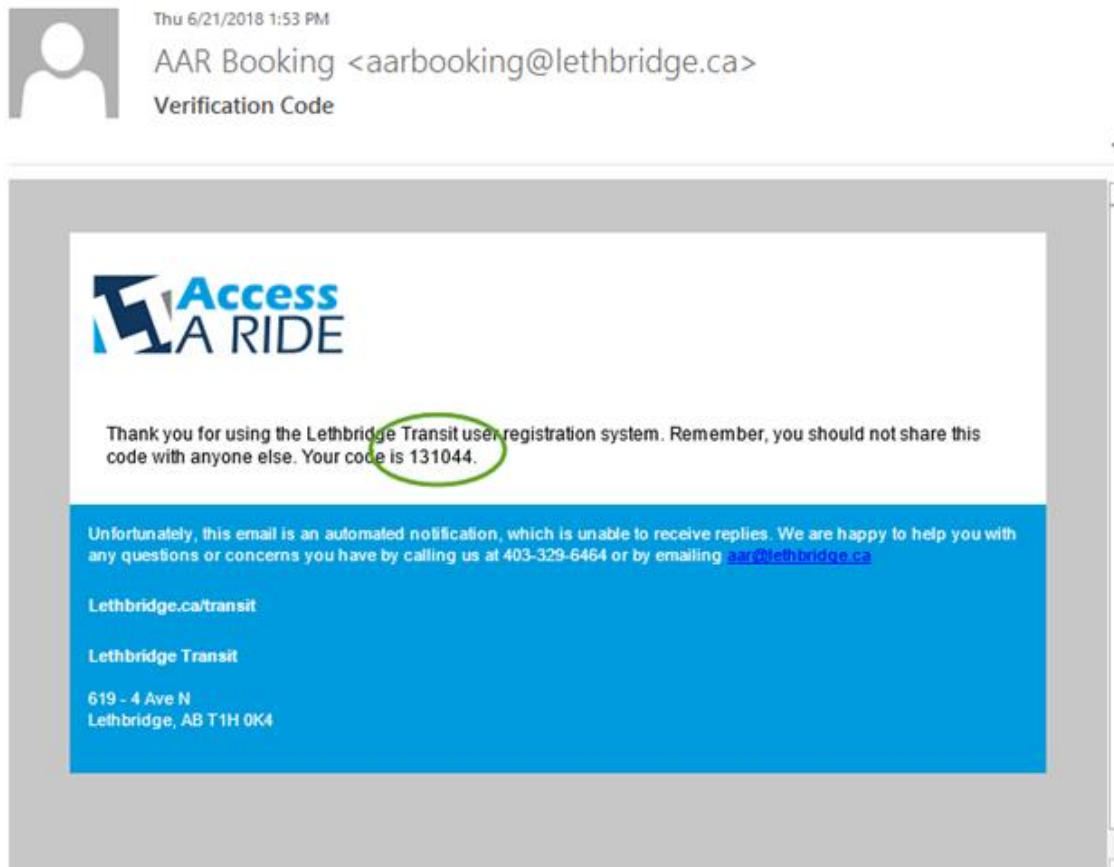
An existing account was found. To continue, please verify your account:

Email me at

A code will be sent to you using the method specified above. You will need to enter this code on the next page.

---

4. Client opens their email and finds the verification number



5. Confirm you email address

### Confirm Email

Please confirm your email so that your account details can be sent to you.

Email

Confirm Email

[Back](#) [Continue](#)

6. Enter verification number

### Verify Your Account

A verification code has been sent to j\*\*\*\*\*e@\*\*\*\*\*.ca.  
Please enter it below to verify your account.

[Resend Verification Code](#)

[Back](#) [Verify Code](#)

7. Registration is confirmed, now look in your email for a confirmation link

## Registration Complete

You have successfully registered for a Lethbridge Transit account! An email has been sent to you with the information you will need to log in to your account.

Finish

8. In the confirmation email, click the link to confirm registration

Reply Reply All Forward



Thu 6/21/2018 1:55 PM

AAR Booking <aarbooking@lethbridge.ca>

Welcome!

To Jeff Gillette



Thank you for registering for a Lethbridge Transit account through the user registration system! Your username is 10072. Prior to logging in to your account, please click this link to set your account password:  
[Click here to set up your password for the first time.](#)

Unfortunately, this email is an automated notification, which is unable to receive replies. We are happy to help you with any questions or concerns you have by calling us at 403-329-6464 or by emailing [aar@lethbridge.ca](mailto:aar@lethbridge.ca)

[Lethbridge.ca/transit](http://Lethbridge.ca/transit)

Lethbridge Transit

619 - 4 Ave N  
Lethbridge, AB T1H 0K4

9. Once confirmed, you are prompted to enter a password for the Web Booking service

**Reset Password**

New Password: [.....]

Confirm New Password: [.....]

**New Password Requirements:**

- ✓ Is at least 4 character(s) long.
- ✓ Passwords must match.

Reset Password

**Reset Password**

✓ Your password was successfully changed

Return to Login Page

10. Enter you client Code and password on the web page [aarbooking.lethbridge.ca](http://aarbooking.lethbridge.ca)

**Access A RIDE**

Client Code: [10072]

Password: [.....]

[Forgot My Password](#)

Keep me logged in

Log In

**Don't have an account?**

Register now to:

- View existing trips
- Book new trips
- Cancel trips
- See where your ride is

[Register now](#)

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## 11. Accept the privacy policy and start booking trips

Client Test Birth Date: 11/12/2014

Home Address: 123 Lynx Cove N, Lethbridge  
Seat Type: WHEELCHAIR

Home  
My Trips  
Book a Trip  
Bulletins  
Profile  
AAR Website  
Help

This website uses cookies. By continuing to use the site, you agree to our cookie policy. [View Policy](#) [Accept](#)

### My Upcoming Trips

**Wednesday, June 27 at 11:00 AM**

**PICK UP**  
11:00 AM Haig Tower, 521 4 St S, Lethbridge

**DROP OFF**  
TBD Hospital, 960 19 St S, Lethbridge

[View Map](#)

[View All Trips >](#)

### New Booking

**BOOK AGAIN (OPTIONAL)**  
[Select a Recent Booking >](#)

**FROM** **TO**

Origin Address Unit # Destination Address Unit #

**DATE**  
Select Date

**OUTBOUND TRIP** **RETURN TRIP**  ONE-WAY

Pick me up at Pick me up at

Select a time Select a time

[Continue >](#)

## 12. Clients can also sign up for the notifications and select the types they want to receive

Client Test Birth Date: 11/12/2014

Home Address: 123 Lynx Cove N, Lethbridge  
Seat Type: WHEELCHAIR

Home  
My Trips  
Book a Trip  
Bulletins  
Profile  
AAR Website  
Help

Preferred Email:

### Trip Preferences

### Notifications

Here you can choose how you want to be notified about your trips and what kinds of notifications you want to receive. You may be contacted in the following ways, configured above.

Select which types of notifications you want to receive and how you wish to receive them:

	Call	Text	Email
Trip Booking Confirmation	N/A	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trip Cancel Confirmation	N/A	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trip Reminder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trip Update	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Imminent Arrival Reminder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Imminent Arrival Update	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mass Notification	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>