



# RiderPortal



## How To

**Become a Delegate and easily request rides from your computer or smartphone for multiple riders**

- ◆ Call NCAT to request an invite to the Rider Portal. A valid email address is required and a list of residents/consumer. An “Invitation” will be sent to that email provided

Accept Invitation



You do not currently have any requested rides.

Request a New Ride

Submit Request

- ◆ Accept invitation and create an account. Once account is created the Delegate will be able to login to request a ride for specific individual. Follow prompts to set up ride.

**Don't forget the return ride**

### Information Needed When Scheduling Rides

- Date & Times (including return ride)
- Pick up and drop off addresses
- Any special information we may need to know about your ride

- ◆ All rides will be reviewed by NCAT staff. An email will be sent to the email provided once the ride is Accepted or Denied.
- ◆ You can view your rides by selecting “See My Ride” in the email received.
- ◆ Any changes or cancellations will need to be called in.



Computer users go to [www.requestmyrides.com](http://www.requestmyrides.com)

Smartphone users download CTS Rider Portal

**833-433-6228**