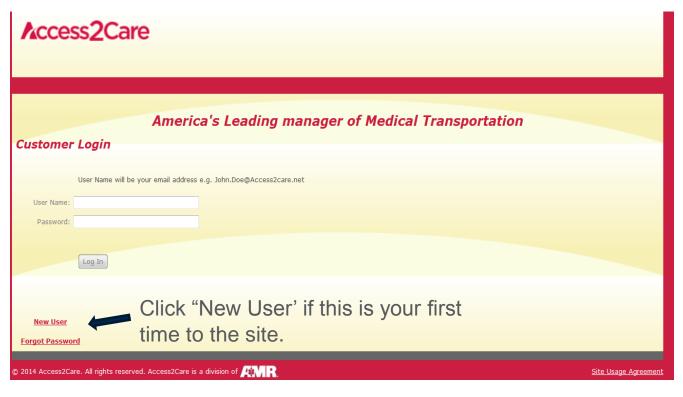
# Access2Care Online Scheduling

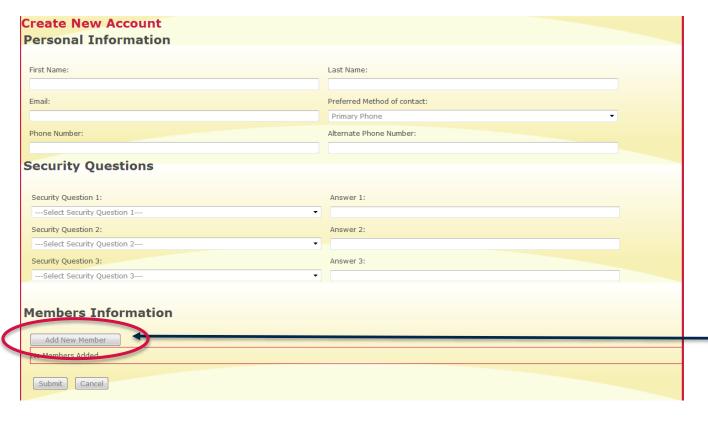
# Login

#### http://a2cmember.emsc.net/Login.aspx



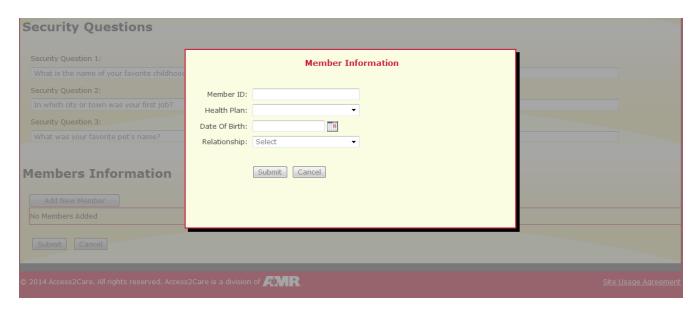
- Turn off popup blocker before you login
- works best in Chrome or any browser other than Internet Explorer

#### Create a New Account



- Fill in all fields
- Choose and answer security questions
- Click 'Add New Member'

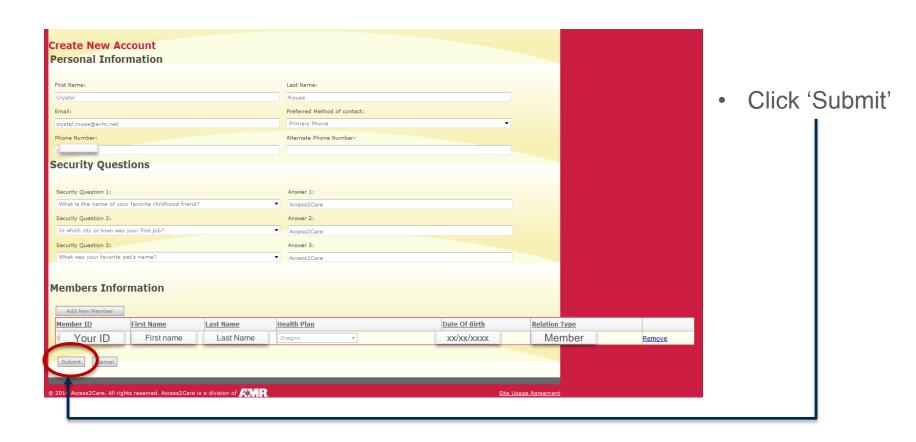
#### **Member Information**



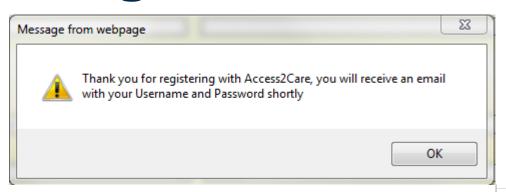
- Enter your member ID
- For Health
  Plan, choose
  'Oregon'
- Enter your date of birth

 For relationship, choose 'Self– Member'

# **Submit Request**

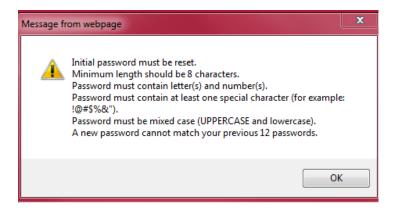


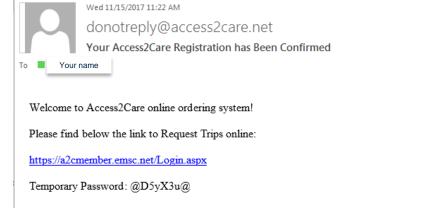
## **Login and Password Reset**



- A pop-up will appear and you will receive an email
- The email has your temporary password
- Your username is your email address

- Click the link in your email
- Sign in using your temporary password
- Change your password





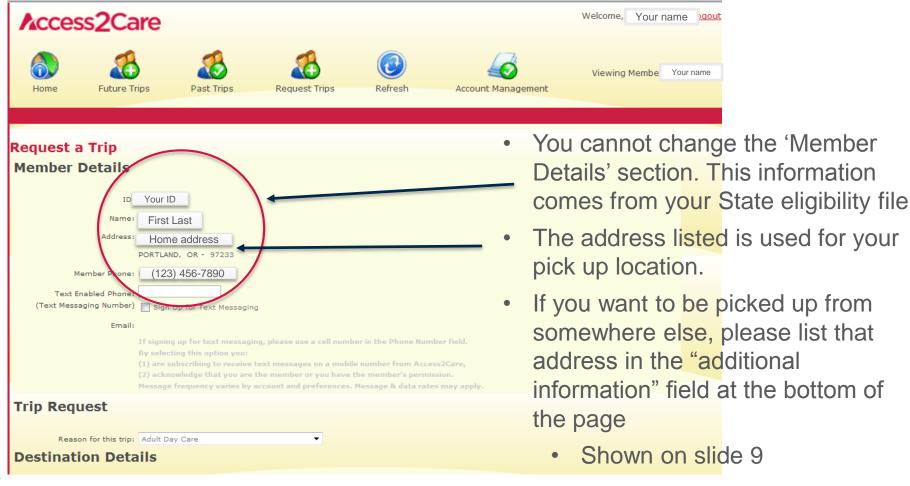
You will see your name

#### **Member Dashboard**

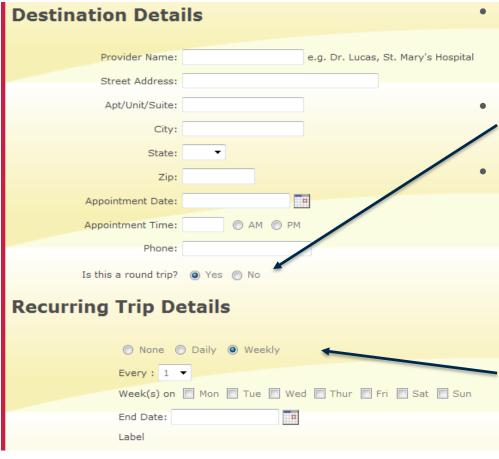


Click 'Request Trips' to order a trip

## **Trip Details**

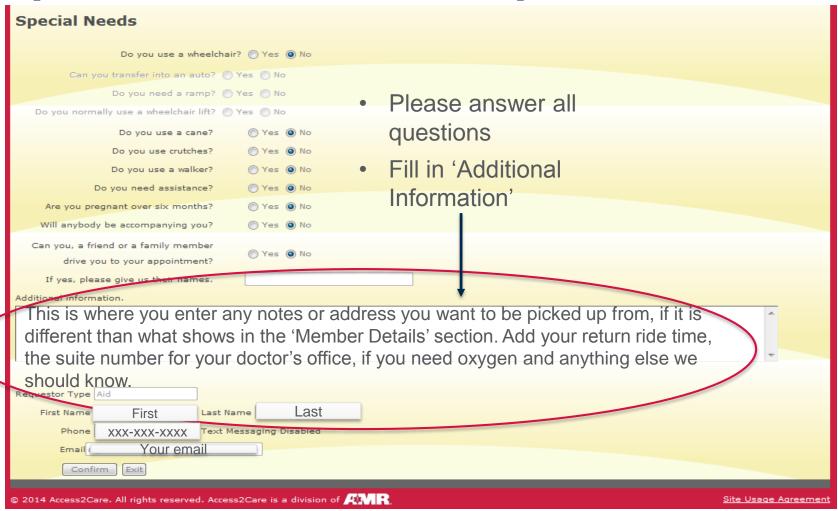


# Trip Details, Cont.

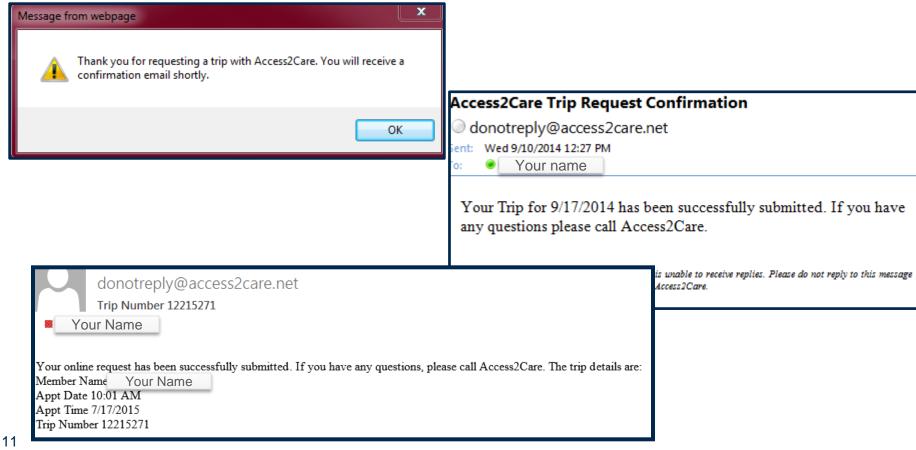


- Fill out the boxes under 'Destination Details' with the details of where you are going
- If you need a ride to and from your appointment, click 'Yes'
- Please make sure your appointment is at least 2 weekdays from today
  - For example, if you have an appointment on Monday, schedule your trip by the Thursday before
- You can schedule recurring trips if you have the same appointment at the same time on different days

#### **Special Needs and Requests**



#### **Confirmation Email**



Thank you!