



# MY AAR User Manual

Version 3.2

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## Finding Access-A-Ride (AAR)

### Welcome to the MTA Website

Access-A-Ride (AAR) customers can book online and save time using MY AAR. With MY AAR, customers can access their contact information, make reservations, check the status of their trips, and manage subscriptions via computer, tablet, or smart phone. MY AAR also allows customers to monitor their dedicated blue-and-white AAR or Broker vehicle's real-time location and arrival time prior to their pick-up time. With MY AAR, customers can also track their trip while on the vehicle to determine their estimated time of arrival.

AAR customers may also download the free MYmta app via Google Play Store or the App Store. This app allows you direct access to MY AAR when you log in and all MTA services.

### How do I find the AAR section in the new MTA website?

The new MTA website can be accessed at <https://new.mta.info>. To reach the AAR Paratransit Services section, scroll down to Common actions and click **Book or manage a Paratransit trip**.

MENU
Schedules Maps Fares & Tolls Planned Work

### Plan a Trip

See Saved Trips ▼

From Address, station, landmark

To Address, station, landmark

Leave now Change Time ▼

Travel Preferences >

Accessible Trip

Plan My Trip

### Service Status

Favorites
Subway
Bus
Rail

**Part Suspended**

3 4

**Delays**

1 2 5 A C F

G

**Planned - Part Suspended**

S

**Planned - Express to Local**

D

**No Scheduled Service**

Z

**No Active Alerts**

6 7 E B M J

L N Q R W S

S<sup>H</sup> S<sup>I</sup>R

Add Favorites

Planned Service Changes >

Elevator & Escalator Status >

Nearby Stations & Stops >

**The Central Business District Tolling Program is temporarily paused pending necessary approvals.**

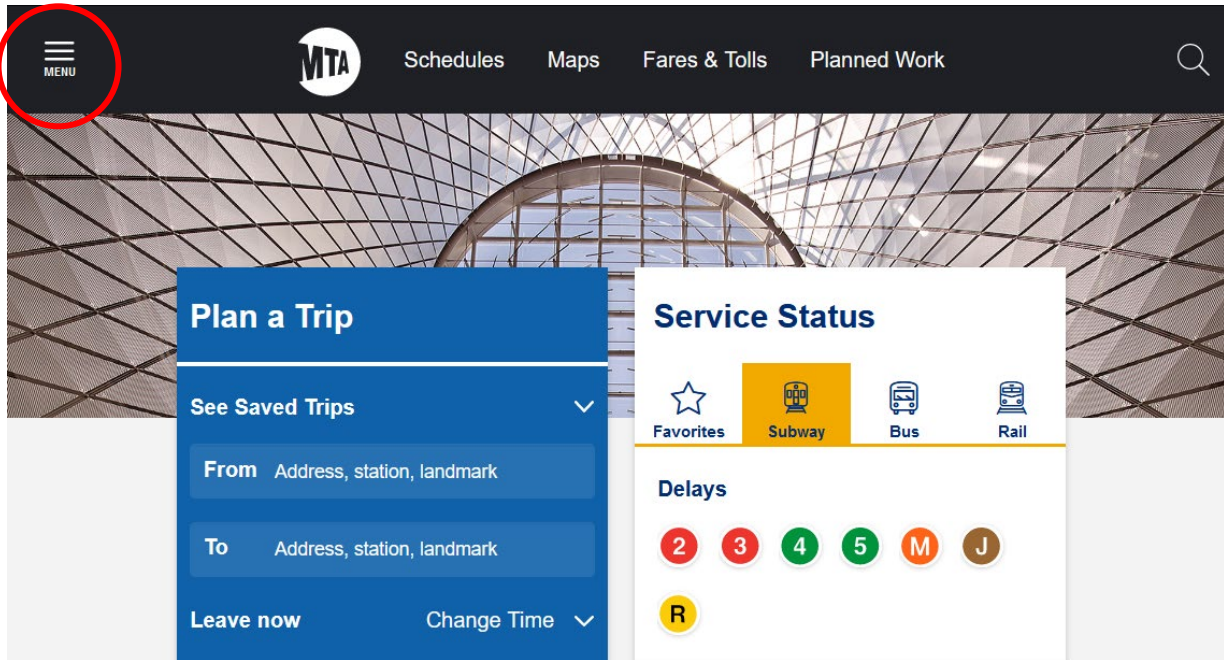
The Congestion Relief Zone will launch at a later date. Check back for updates.

**Common actions**

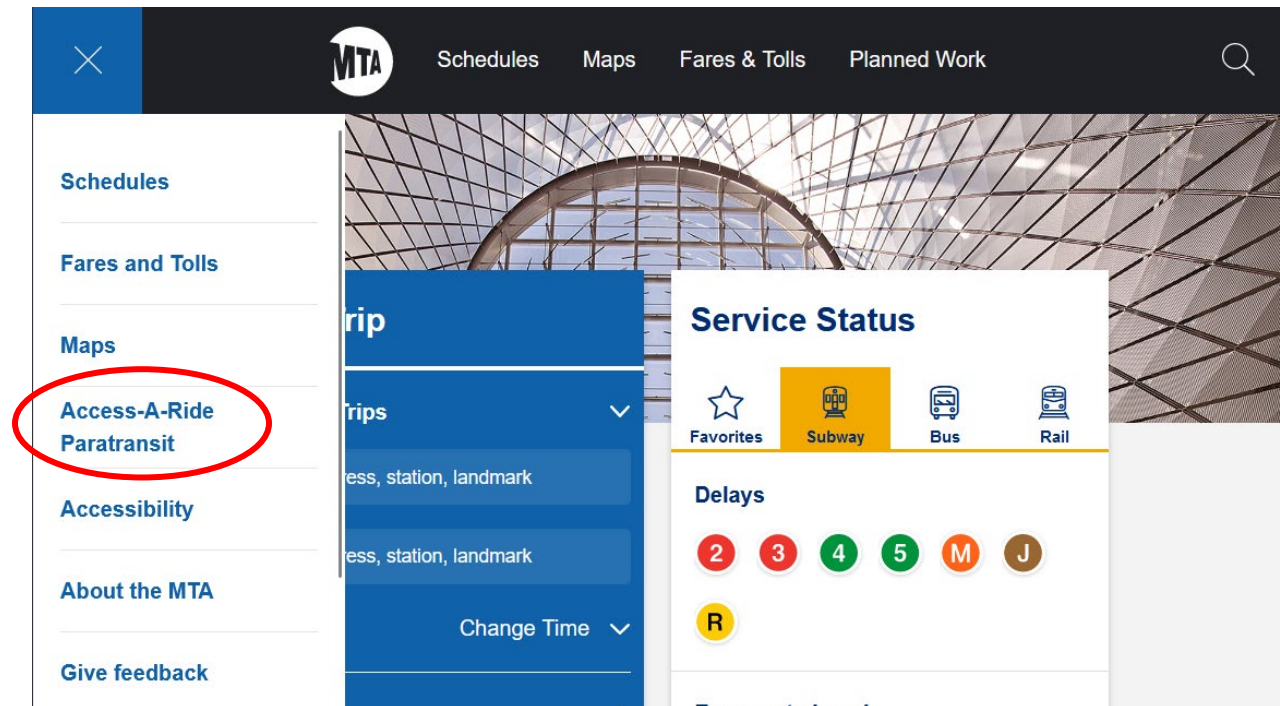
Look up planned service changes	Book or manage a Paratransit trip	Contact Lost and Found
File a MetroCard claim	Find out about our upcoming board meetings	Give feedback

4

You can also reach Paratransit by clicking the menu located in the top left corner of the page.



The menu will display a list of page options. Click on **Access-A-Ride Paratransit**.

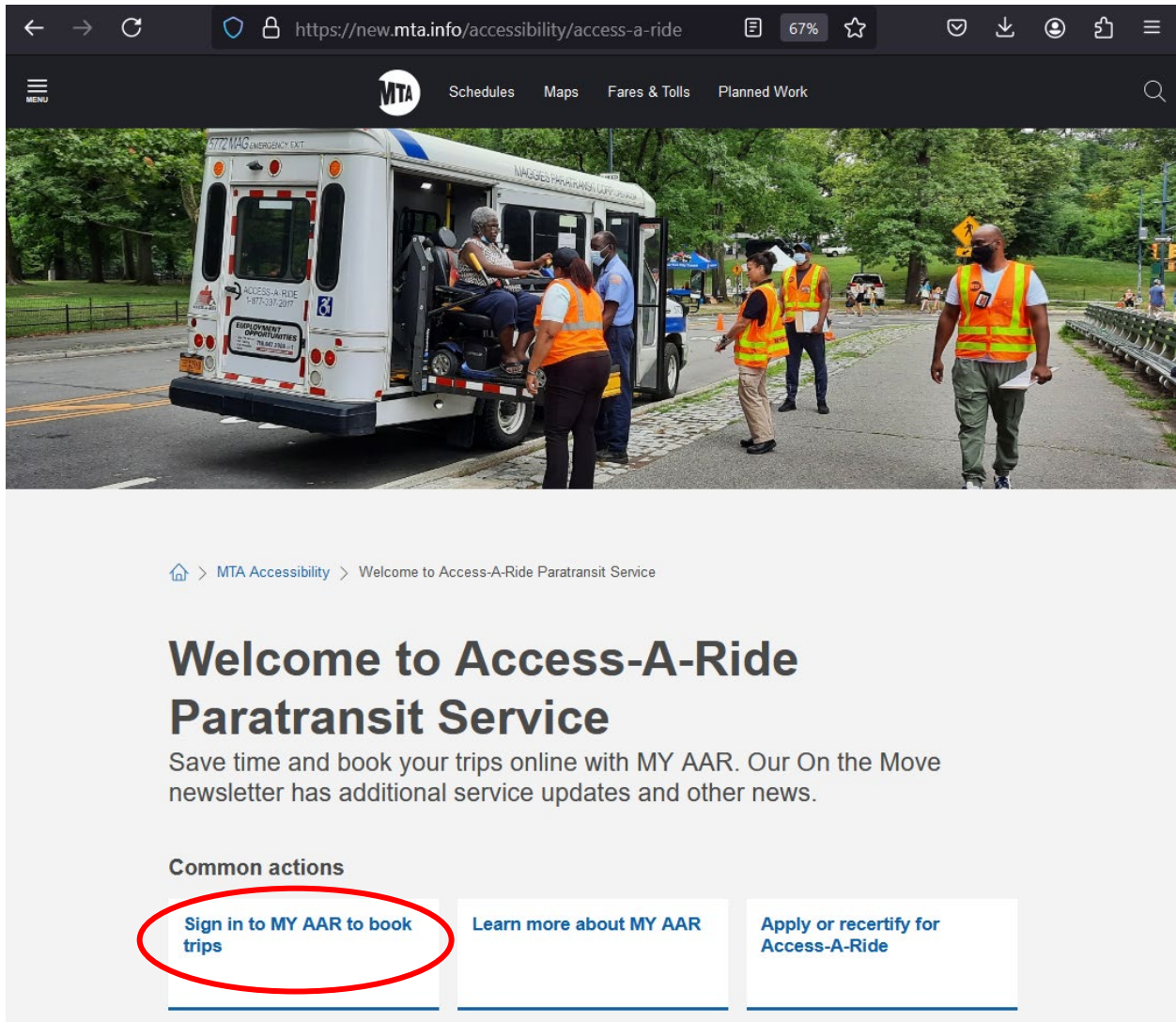


This will bring you to the Access-A-Ride Paratransit Service welcome page, which will connect you to general information about AAR, including guides to AAR certification, reservations, travel, and feedback.

Be sure to bookmark or add the link to your favorites on your web browser to quickly access this page again at any time.

## How do I get to the MY AAR application from new.mta.info?

From the AAR Paratransit Service welcome page (<https://new.mta.info/accessibility/access-a-ride>), scroll down to the Common Actions header and click **Sign into MY AAR to book trips**.



The screenshot shows a web browser window displaying the MTA Access-A-Ride website. The browser's address bar shows the URL <https://new.mta.info/accessibility/access-a-ride>. The website's navigation menu includes 'Schedules', 'Maps', 'Fares & Tolls', and 'Planned Work'. Below the navigation is a large photograph of an Access-A-Ride van with its rear door open, and several staff members in orange safety vests assisting a passenger with a wheelchair. Below the photograph is a breadcrumb trail: [Home](#) > [MTA Accessibility](#) > [Welcome to Access-A-Ride Paratransit Service](#). The main heading reads 'Welcome to Access-A-Ride Paratransit Service'. Below the heading is a sub-heading: 'Save time and book your trips online with MY AAR. Our On the Move newsletter has additional service updates and other news.' Underneath is a section titled 'Common actions' containing three buttons: 'Sign in to MY AAR to book trips' (circled in red), 'Learn more about MY AAR', and 'Apply or recertify for Access-A-Ride'.

## Access to MY AAR

I am a current AAR Paratransit customer.  
How do I sign up to use MY AAR?

If you have been certified as an AAR customer but have not yet completed your account registration, click **Sign up** to be directed to complete the process.

On the next screen you will be prompted to enter in your AAR ID, First Name, Last Name, Date of Birth, and Email. You will also have to create and confirm your password and complete a CAPTCHA requirement.

### Access-A-Ride Sign In

Current Access-A-Ride Paratransit customers can book and manage trips using the AAR trip planner.

**Email or AAR ID\***

**Password\***

 SHOW

[Forgot your email?](#)

[Forgot your password?](#)

**Sign In**

**Already approved? Sign up**

Or [Request to Apply for Paratransit Eligibility](#)

### Access-A-Ride Sign Up


AAR is available to all, current Access-A-Ride Paratransit customers.

**AAR ID\***

**First Name\***

**Last Name\***

**Date of Birth\***

**Email\***

**Create Password\***

 SHOW

Password must have:

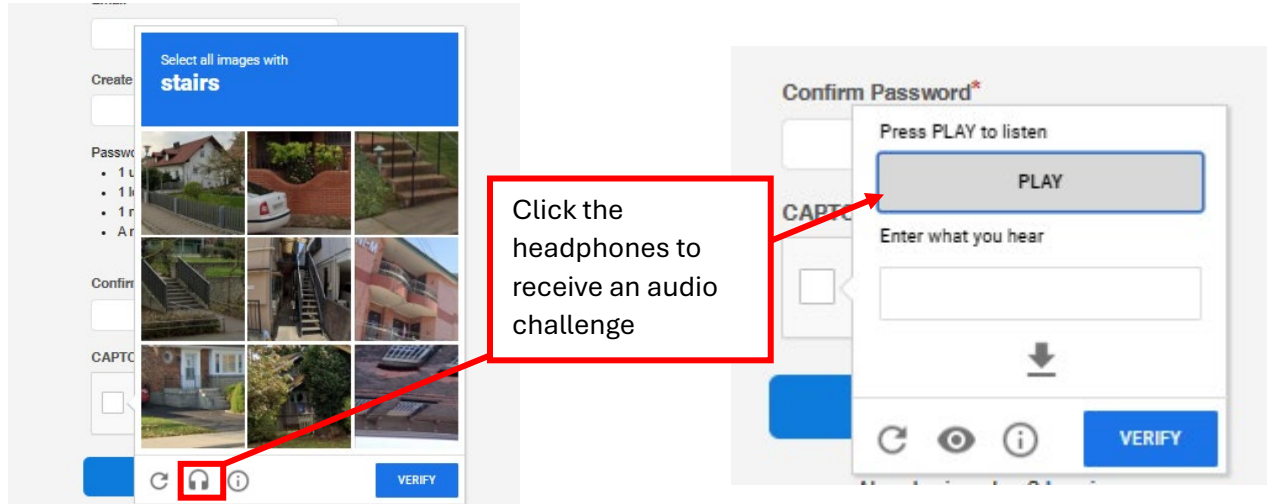
- 1 uppercase letter
- 1 lowercase letter
- 1 number or special character
- A minimum of 8 characters

**Confirm Password\***

 SHOW



You must complete the CAPTCHA requirement to submit your registration. You can choose to complete the default visual challenge, or you can select the audio challenge by clicking the headphone icon below. If you select the audio challenge, you will need to click on the **Play** button to hear a saying. Once you have completed the visual or audio CAPTCHA challenge, click **Verify** to move to the next screen.



Once you have filled out the required registration details and completed the CAPTCHA requirement, click the **Submit** button.

When you are redirected to the MY AAR login page, enter your sign-in credentials and click **Sign in**.

## I am not a current AAR Paratransit customer. How do I get certified for MY AAR?

If you have not yet applied for AAR service, click **Request to Apply for Paratransit Eligibility** at the bottom of the sign-in window. This link will direct you to the AAR Inquiry Form, where you can apply to become an AAR customer.

You can find more information about the AAR eligibility and certification process at <https://new.mta.info/accessibility/access-a-ride/how-to-apply-or-recertify-for-access-a-ride> or by calling 877-337-2017.

If you have been approved for AAR service but have not yet completed registration, click **Sign up** to be directed to complete the Sign-Up process.

**Access-A-Ride Sign In**

Current Access-A-Ride Paratransit customers can book and manage trips using the AAR trip planner.

Email or AAR ID\*

Password\*

Forgot your email?

Forgot your password?

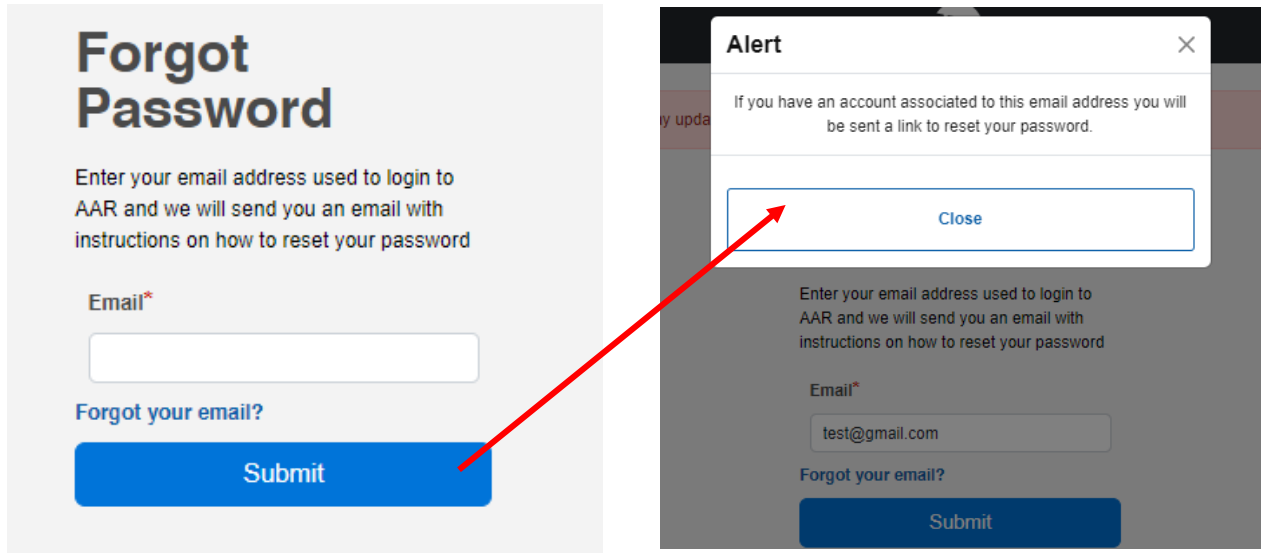
Sign In

Already approved? [Sign up](#)

Or [Request to Apply for Paratransit Eligibility](#)

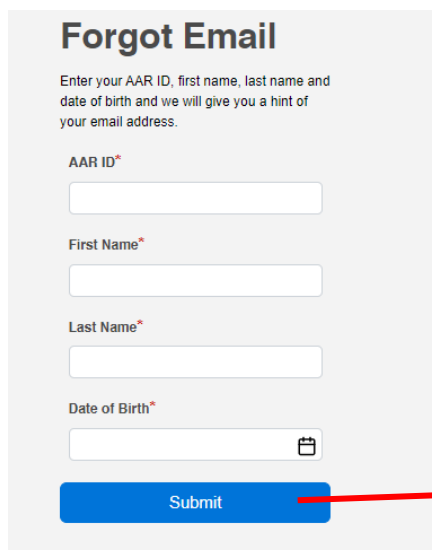
## What if I forgot my password?

If you don't know your password, click on the **Forgot your password?** link on the sign-in page. The next screen will be the Forgot Password page. Enter the email address associated with your AAR account, then click **Submit**. A message will populate telling you to check the email associated with your AAR account.

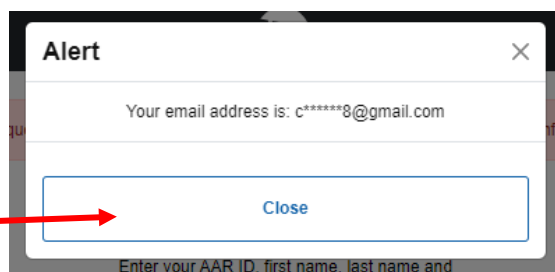


Please check the email associated with your AAR account and add [AARNoReply@nyct.com](mailto:AARNoReply@nyct.com) to your email contacts to ensure the email does not go in your spam folder. If you have trouble, please call the AAR team directly at (877) 337-2017.

## What if I forgot my email address?

The image shows a web form titled "Forgot Email". It has a heading "Forgot Email" and a sub-heading "Enter your AAR ID, first name, last name and date of birth and we will give you a hint of your email address." Below this are four input fields: "AAR ID\*", "First Name\*", "Last Name\*", and "Date of Birth\*" (with a calendar icon). At the bottom is a blue "Submit" button. A red arrow points from the "Submit" button to the right screenshot.

Click on the **Forgot your email?** link on the sign-in page. (You can also reach this screen from the **Forgot Password** page.) Enter your AAR ID, First Name, Last Name, and Date of Birth, then click **Submit**. The first and last characters of the email address along with the email provider will be displayed.



## What if I need to confirm my email address?

If you have signed up for MY AAR but have not yet confirmed your email address, enter your email or AAR ID and password and click **Submit** on the MY AAR homepage. You will receive a message that reads “Registration confirmation sent to your email address has not been confirmed. Click here to resend link.”

By clicking the text reading “Click here to resend link,” you will be redirected to the page **Access-A-Ride Sign-Up Confirmation Request**. Complete all fields then click **Submit**.

A new confirmation link will then be sent to the email address linked to your MY AAR account. Check the email associated with your AAR account and click the confirmation link it contains. If [AARNoReply@nyct.com](mailto:AARNoReply@nyct.com) is not in your email contacts, check your spam folder.

**Access-A-Ride Sign In**

Current Access-A-Ride Paratransit customers can book and manage trips using the AAR trip planner.

Email or AAR ID\*

Password\*

 SHOW

Registration confirmation sent to your email has not been confirmed.

[Click here to resend link](#)

[Forgot your email?](#)

[Forgot your password?](#)

Sign In

**Access-A-Ride Sign-Up Confirmation Request**

You may request another confirmation email here.

AAR ID\*

First Name\*

Last Name\*

Date of Birth\*

Submit

Back to Homepage

Attention: We have updated our MYAAR application. If you are experiencing any issues booking using the mobile app, please uninstall and reinstall the app on your mobile device. Scroll to the bottom of the AAR page to make sure you are using the latest version, 1.10-dark-mode-testing

### Booking Requests

Paratransit Trip

Paratransit Subscription

Taxi Authorization

Round Trip

One Way

From\*

To\*

### Your Next Trip

Taxi

**Depart approximately at: 10:45 AM**  
 Friday, September 20, 2024  
\$2.90

493 Grand St, Brooklyn, NY 11211, US

934 3Rd Ave, Brooklyn, NY 11232, US

[See trip details](#) >

## MY AAR Account

### How do I view MY AAR account information?

Once you have signed into MY AAR, you can view your account information by clicking on the **My Account** icon in the upper right-hand corner of the screen.

On the My Account page, you will be able to access and edit your personal information, including account information, contact information, equipment and support needs, and emergency contact details.

Message Update: 07/09/2024 Attention: We have made updates to our application. Scroll to the bottom of the page to make sure you are using the latest MY AAR application version, 1.11, if not please refresh your browser.

### Personal Information

Manage your personal details, sign-in ID, contact details, address, and emergency contact info here.

#### Personal Details

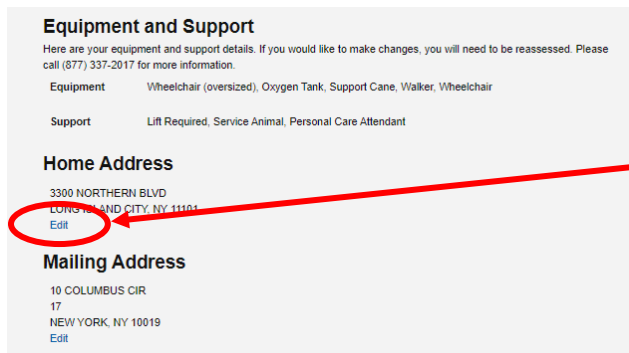
<b>First Name</b>	TEST1
<b>Last Name</b>	PARATRANSIT
<b>Date of Birth</b>	5/21/1980

#### Access-A-Ride Information

<b>AAR ID</b>	1187323
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## How do I change MY AAR account information?

Once on the My Account page, scroll down to the information you'd like to update. All information that is editable will display an Edit link underneath the text. Click **Edit** under the text you want to update and you will be directed to a new page to update your information. Click **Save** when you are finished updating and click **Cancel** if you no longer wish to make updates.



**Equipment and Support**  
Here are your equipment and support details. If you would like to make changes, you will need to be reassessed. Please call (877) 337-2017 for more information.

**Equipment** Wheelchair (oversized), Oxygen Tank, Support Cane, Walker, Wheelchair

**Support** Lift Required, Service Animal, Personal Care Attendant

**Home Address**  
3300 NORTHERN BLVD  
LONG ISLAND CITY, NY 11101  
[Edit](#)

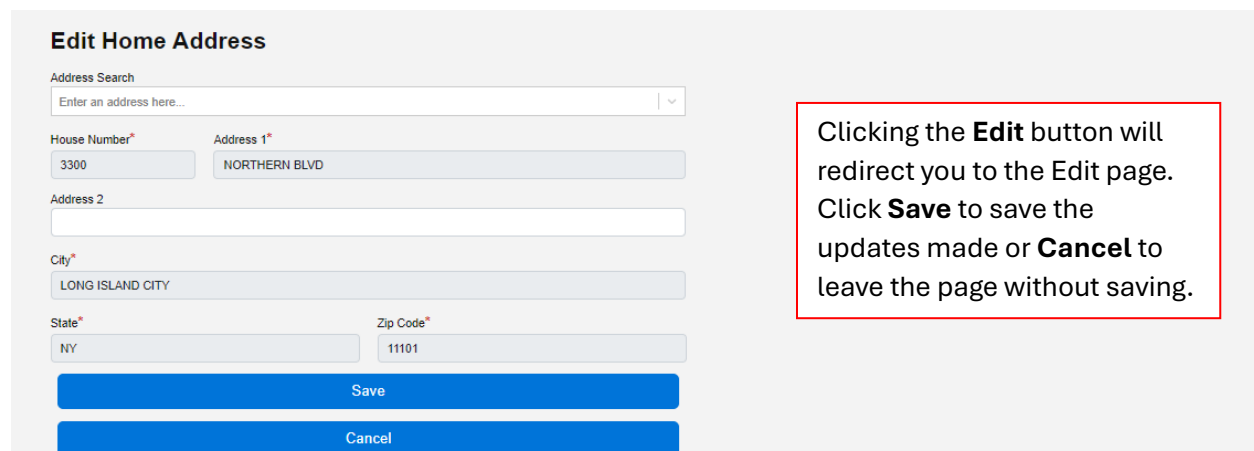
**Mailing Address**  
10 COLUMBUS CIR  
17  
NEW YORK, NY 10019  
[Edit](#)

The **Edit** button will be displayed under each editable field on the My Account page. Some fields, including equipment and support information are read only and can only be changed by contacting the AAR team directly. **If you need to make updates read-only fields, please call (877) 337-2017.**

## Why are there two sections asking for my email address?

Your Sign-In Email Address is the email address you used to apply for AAR and it is associated with your MY AAR online account. Your Notification Email Address is used to receive notifications on trips or subscriptions.

Your Notification Email is the email address at which you would like to receive email notifications about your AAR account. If you do not designate a Notification Email, you will not receive notifications regarding IVR. Once you designate an email address as your Notification Email, check the checkbox marked **Use For Email Notifications** to receive trip notifications at this email address. Make sure to save your changes.



**Edit Home Address**

Address Search  
Enter an address here...

House Number\* 3300 Address 1\* NORTHERN BLVD

Address 2

City\* LONG ISLAND CITY

State\* NY Zip Code\* 11101

**Save**

**Cancel**

Clicking the **Edit** button will redirect you to the Edit page. Click **Save** to save the updates made or **Cancel** to leave the page without saving.

## Edit Notification Email Address

Email Address\*

Use For Email Notifications

Save

Cancel

## How do I receive automated phone calls about trips and subscriptions?

You can designate any phone number listed on the My Account page for use with Interactive Voice Response (IVR) by checking the box labeled **Use For Voice Notifications**. To edit a phone number's IVR status, scroll to the Contact Numbers section, then select **Edit** for the number you'd like to update. On the edit screen, make sure your correct phone number is entered. Check the **Use for Voice Notifications** box to enable IVR for this number. Uncheck the **Use for Voice Notifications** box to disable IVR for this number. Make sure to always save any updates.

## Edit Primary Pick-Up Number

Phone Number

(718) 123-4557

Extension

Use For Voice Notifications

Save

Cancel

# MY AAR Paratransit Trips

## What kinds of trips can I schedule using MY AAR?

MY AAR offers customers three options when scheduling travel.

- **Paratransit Trips:** Customers can use MY AAR to book one-off trips.
- **Paratransit Subscriptions:** Customers can use MY AAR to book trips that repeat weekly on the same days and at the same time.
- **Taxi Authorizations:** Customers can use MY AAR to authorize use of taxi or ride-hailing services for AAR-eligible trips.

## How far in advance can I request a Paratransit Trip?

You may request a Paratransit Trip one to two days in advance of the day you would like to travel, based on the time of day. After 5:00 PM, you will no longer be able to book trips for the next day.

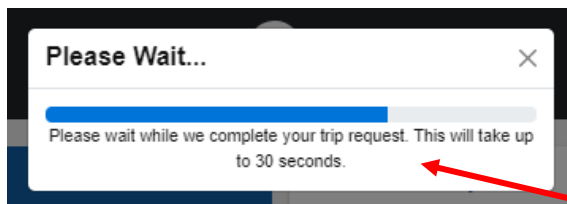
## How do I request a Paratransit trip?

On the Home page in the Booking Requests widget, click on the **Request a Trip** tab.

- Select **Round Trip** or **One Way** radio button
- Enter **From** and **To** addresses. When you begin to enter an address in the From or To field, addresses will be autogenerated in a dropdown menu, from which you can select your desired address.
- Under **Your Trip**,
  - o Designate whether the time you enter below is your departure (**Depart/Pick-up**) or arrival (**Arrive by/Appointment**) time. "Depart" or "Pickup" time is the requested time a customer would like to be picked up to travel to their destination.
  - o Enter trip date and time using dropdowns and text box.
    - You may complete a trip request for the coming two days until 5:00 PM. Between 5:00 PM and 12:00 AM, you will only be able to book for the day after tomorrow.
    - Select **Approximately at** dropdown to target the 30-minute window in which you'd like to be picked up
    - Select **No earlier than** dropdown to receive a pickup time that is up to an hour later than the requested time
    - Select **No later than** dropdown to receive a pickup time that is up to an hour earlier than the requested time

- If you selected **Round Trip**, your request will include a section called **Your Return Trip**. Under **Your Return Trip**,
  - o Designate whether the time you enter below is your departure (**Depart/Pick-up**) or arrival (**Arrive by/Appointment**) time. "Depart" or "Pickup" time is the requested time a customer would like to be picked up to travel to their destination. Enter trip date and time using dropdowns and text box following the same parameters as the **Your Trip** section.
- Select any equipment, Personal Care Attendant, or guests you will require for your trip.
- When you have entered all required information for your trip, click **Submit Trip Request**.

Once you finish the form and click on **Submit Trip Request**, a window will display. Allow up to 30 seconds for the system to book the trip.



### Booking Requests

Paratransit Trip
Paratransit Subscription
Taxi Authorization

Round Trip
 One Way

**From**\*

**To**

**Your Trip** ⓘ

Depart / Pick-Up
 Arrive by / Appointment

Thursday, September 19, 2024

Approximately at

**Your Return Trip** ⓘ

Depart / Pick-Up
 Arrive by / Appointment

Thursday, September 19, 2024

Approximately at

**Select your requirements for this trip, based on your profile options:**

**Mobility Aids**

Adaptive Stroller

Support Cane

**Vehicle Requirements**

Lift Required

Service Animal

**Select if you will be traveling with a Personal Care Attendant**

Personal Care Attendant (PCA)

**Select if you will be traveling with a guest**

Guests

Submit Trip Request



Once the trip is booked, your trip summary will appear in a dialog box, as below. Above your reservation details, you will see a yellow banner that indicates **Your reservation is pending**. Please note: this page does not refresh automatically. Click the **Close** button on your Trip Confirmation to review your updated reservation details.

The screenshot shows a 'Trip Confirmation' dialog box with two columns. Each column contains a yellow banner at the top that says 'Your reservation is pending'. Below the banner, there are sections for 'Your Trip' and 'Your Return Trip', both with Trip ID 153059655 and a 'Pending' status for Thursday, June 6, 2024. A message states: 'Your request has been submitted. Your pickup time will be confirmed soon. Please check your trip details page for confirmation.' Below this is a 'Your Request Details' section for the same date, with 'Pickup Time' listed as 'To be determined'. The 'From' and 'To' addresses are provided, along with a 'Fare' of \$2.90. At the bottom of the dialog, there is a 'Your Requirements' section on the left and a 'Total Round Trip Fare' of \$5.80 on the right, with a note: 'Note: Exact change in cash required.' At the very bottom, there are two buttons: 'Print' and 'Close'. A red box on the left contains the text 'Click **Print** to print and save your trip confirmation' with an arrow pointing to the 'Print' button. A red box on the right contains the text 'Click **Close** to return home and view updated details about your trip' with an arrow pointing to the 'Close' button.

## How do I view my next Paratransit Trip?

Your next trip is displayed in the top right corner of the home page under the header **Your Next Trip**. To view trip details, click on **See trip details**.

## How do I view all of my Paratransit Trips?

On the Home page, scroll down to **Your Trips** widget to view all your trips. Click the **Upcoming** tab to view your next two trips and click **See all upcoming trips** at the bottom to view the complete list of future trips.

The screenshot shows a 'Your Next Trip' widget. At the top, it says 'Your Next Trip' in blue. Below that is a 'Scheduled' status indicator. The main text reads: 'Reservation Pick-Up Time: 7:17 PM Thursday, June 6, 2024 \$2.90'. Below this, there are two location points: '12 E 49Th St, New York, NY 10017, US' and '10 River Terrace, New York, NY 10282, US'. At the bottom of the widget, there is a blue button that says 'See trip details'. A red box on the right contains the text 'Click **See trip details** to see details of your next trip' with an arrow pointing to the 'See trip details' button. The button itself is circled in red.

Wednesday, June 5, 2024

Approximately at --:--

**Your Return Trip**

Depart / Pick-Up

Arrive by / Appointment

Wednesday, June 5, 2024

Approximately at --:--

**Select your requirements for this trip, based on your profile options:**

**Mobility Aids**

- Adaptive Stroller
- Artificial Limb / Prosthesis
- Leg Braces
- Oxygen Tank

**Vehicle Requirements**

- Blind Passenger

### Your Trips

**Upcoming** Past

**Scheduled**

**Reservation Pick-Up Time: 7:17 PM**  
Thursday, June 6, 2024  
\$2.90

12 E 49Th St, New York, NY 10017, US

10 River Terrace, New York, NY 10282, US

**Scheduled**

**Reservation Pick-Up Time: 8:30 PM**  
Thursday, June 6, 2024  
\$2.90

10 River Terrace, New York, NY 10282, US

12 E 49Th St, New York, NY 10017, US

**See all upcoming trips**

Click **Upcoming** to see a preview of your next trips

Click **See all upcoming trips** to see details of all future trips

Likewise, click the **Past** tab to view your previous trips, and click **See all past trips** at the bottom to view the complete list of your past trips. This will bring you to the **All of Your Trips** page.

**Your Return Trip** ⓘ

**Depart / Pick-Up**  
 **Arrive by / Appointment**

Wednesday, July 17, 2024

Approximately at

Select your requirements for this trip, based on your profile options:

Mobility Aids

Adaptive Stroller

Support Cane

Vehicle Requirements

Lift Required

Service Animal

Select if you will be traveling with a Personal Care Attendant

Personal Care Attendant (PCA)

Select if you will be traveling with a guest

**Your Trips**

Upcoming **Past**

No Show

**Reservation Request Time: Depart approximately at 12:00 PM**  
Saturday, July 13, 2024  
\$2.90

3300 Northern Blvd, Long Island City, NY 11101, US

80 5Th Ave, Brooklyn, NY 11217, US

Completed

**Reservation Drop-Off Time: 10:40 AM**  
Saturday, July 13, 2024  
\$2.90

80 5Th Ave, Brooklyn, NY 11217, US

3300 Northern Blvd, Long Island City, NY 11101, US

[See all past trips](#)

Click **Past** to see a preview of your recent trips

Click **See all past trips** to see details of all past trips

## How do I view my Paratransit Trip details?

Once you have clicked into **See all upcoming trips**, you will be directed to the **All of Your Trips** page. From here, you can select a trip by clicking on the chevron icon (>) at the right edge to see trip details for individual trips, as below. To return to the home screen, select the **Back** button at the top left corner of the page, highlighted below in red.

**← Back**

Click **Back** to return to the MY MTA homepage

MTA Standard Dark Light Home My Account Sign Out

Message Update: 07/09/2024 Attention: We have made updates to our application. Scroll to the bottom of the page to make sure you are using the latest MY AAR application version, 1.11, if not please refresh your browser.

**All of Your Trips**

Upcoming Past

Tomorrow 2 Trips

Cancelled Reservation Pick-Up Time: 8:45 AM Wednesday, July 17, 2024

198 Loop Rd, Jamaica, NY 11430, US

0 Jfk Intl Airport, Jamaica, NY 11430, US

\$0.00

>

Click the chevron to see trip details

After selecting a trip from the **All of Your Trips** page, you will access the trip details page, where you will be able to view various details about the selected trip.

- The **Header** section shows information about your trip’s date, pickup time, current status, and fare
- The **Itinerary** section provides information about the pickup and arrival times, location details, and vehicle information for your trip
- The **Your Request Details** section displays information entered at the time of reservation request

## Header

The **Header** section begins with the trip’s Trip ID. You’ll need this number in the event that you need to call AAR with questions about your trip, as AAR will use the Trip ID to locate the trip. In the box below the Trip ID number, you’ll find information about the trip date, pick-up time, status, and fare of the trip.

Trip ID **257912375**

Thursday, September 19, 2024  
Reservation Pick-Up Time: 2:36 PM

Scheduled **\$2.90**

### Itinerary

**Pick-Up**  
ETA  
2:36 PM

**Carrier**

10 River Terrace,  
New York, NY  
10282, US

There is no vehicle information available.

**Drop-Off**  
ETA  
3:24 PM

10 Riverside Blvd,  
New York, NY  
10069, US

### Your Request Details

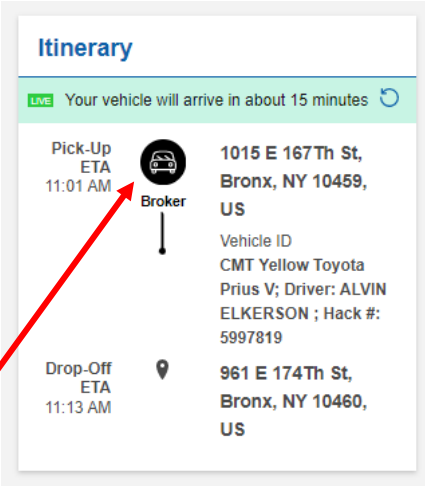
From	10 River Terrace, New York, NY 10282, US
To	10 Riverside Blvd, New York, NY 10069, US
Date	Thursday, September 19, 2024
When	Depart approximately at 2:30 PM
With	
Fare	\$2.90 Note: Exact change in cash required

[Cancel Trip](#)

## Itinerary

Below the **Header** is the **Itinerary** section. The Itinerary section provides you with an Estimated Time of Arrival (ETA) for pickup and drop-off, address and location details, as well as vehicle information when available.

A green banner will appear in the **Itinerary** section of the page when your trip is about to start. This banner provides pickup ETA information.

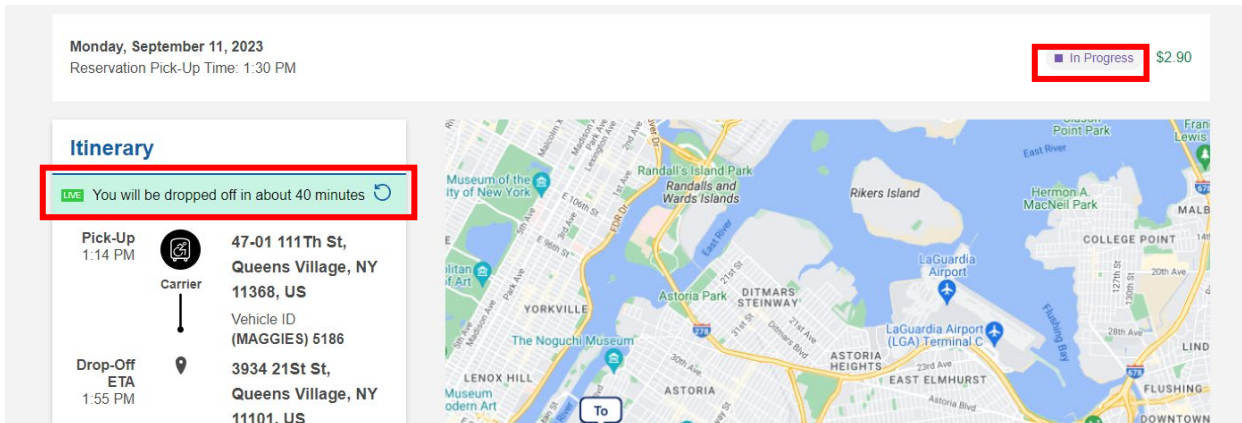


The screenshot shows the 'Itinerary' section with a green banner at the top stating 'Your vehicle will arrive in about 15 minutes'. Below this, the pickup details are: 'Pick-Up ETA 11:01 AM' with a 'Broker' icon, and the address '1015 E 167Th St, Bronx, NY 10459, US'. The drop-off details are: 'Drop-Off ETA 11:13 AM' with a location pin icon, and the address '961 E 174Th St, Bronx, NY 10460, US'. A red arrow points from a text box to the 'Broker' icon.

The vehicle icon will change based on provider type: taxi, carrier, and broker.

**Taxi**      **Carrier**      **Broker**

Once you have been picked up, the banner will automatically update to provide you your drop-off ETA. You will also see the status update in the upper right corner of the screen change from **Scheduled** to **In Progress**.



The screenshot shows the 'Itinerary' section with a green banner at the top stating 'You will be dropped off in about 40 minutes'. The status 'In Progress' is highlighted in a red box in the upper right corner, next to the price '\$2.90'. The pickup details are: 'Pick-Up 1:14 PM' with a 'Carrier' icon, and the address '47-01 111Th St, Queens Village, NY 11368, US'. The drop-off details are: 'Drop-Off ETA 1:55 PM' with a location pin icon, and the address '3934 21St St, Queens Village, NY 11101, US'. A map of the area is shown on the right.

The page automatically refreshes to provide you information about your ETA, current vehicle location, and trip status. Vehicle location and ETA are updated after 20 minutes, as displayed in the image below.

Monday, September 11, 2023  
Reservation Pick-Up Time: 1:30 PM In Progress \$2.90

### Itinerary

LIVE You will be dropped off in about 23 minutes

**Pick-Up**  
1:14 PM

**Carrier**  
47-01 111Th St,  
Queens Village, NY  
11368, US

Vehicle ID  
(MAGGIES) 5186

**Drop-Off**  
ETA  
1:55 PM

3934 21St St,  
Queens Village, NY  
11101, US

Once the trip is complete, you will see the actual Pick-Up and Drop-Off times in the Itinerary section.

Monday, September 11, 2023  
Reservation Pick-Up Time: 1:30 PM Completed \$2.90

### Itinerary

LIVE Vehicle information not available

**Pick-Up**  
1:14 PM

**Carrier**  
47-01 111Th St,  
Queens Village, NY  
11368, US

Vehicle ID  
(MAGGIES) 5186

**Drop-Off**  
ETA  
1:57 PM

3934 21St St,  
Queens Village, NY  
11101, US

You will also see that the trip status in the top right corner changes from In Progress to Completed.

There may be some moments during your trip in which GPS becomes inaccessible to MY AAR. When that happens, the green banner will read “Vehicle information not available.” The green banner will be updated once MY AAR has access to your vehicle’s location again.

### Itinerary

LIVE Vehicle information not available

**Pick-Up**  
ETA  
10:31 AM

**Paratransit**  
7307 Amboy Rd,  
Staten Island, NY  
10307, US

Vehicle ID  
(MAGGIES) 5087

**Drop-Off**  
ETA  
10:58 AM

3939 Richmond Ave,  
Staten Island, NY  
10312, US

## Your Request Details

Below **Itinerary** is the **Your Request Details** section. This section provides details of your booking, including pickup and drop off locations, approximate pickup time, support details, the number of guests, and the fare amount that you'll need to bring in exact change.

The screenshot shows a 'Your Request Details' widget on the left and a map on the right. The widget contains the following information:

From	2 Broad Street, Manhattan, NY 10005, US
To	130 Livingston Street, Brooklyn, NY 11201, US
When	Depart approximately at 3:15 PM
With	Support Cane
Fare	\$2.90 Note: Exact change in cash required

The map shows the pickup location (marked 'From') at 2 Broad Street in Manhattan and the drop-off location (marked 'To') at 130 Livingston Street in Brooklyn. A red box highlights the 'Legend' button in the bottom right corner of the map.

## Map Details

You will also be able to view more information about your trip using the map. In the bottom right corner of the map, you have options to zoom in by clicking **+**, zoom out by clicking **-**, and to learn more about the icons by clicking **Legend**.

This screenshot shows the map with a legend overlay in the center. The legend includes the following items:

- +** Shared Ride
- AAR Vehicle** (represented by a car icon)
- From** (represented by a blue location pin icon)
- To** (represented by a blue location pin icon)

A red arrow points from the legend box to the 'Legend' button in the bottom right corner of the map. A red circle highlights the zoom in (+) and zoom out (-) buttons in the bottom right corner of the map.

## How do I cancel my Paratransit Trip?

From the **Trip Details** page, scroll down below **Itinerary** and **Your Request Details** widgets to find the **Cancel trip** button.

When you click the **Cancel trip** button, a confirmation window will populate. Click **Cancel trip** again to confirm. You will receive a confirmation window reading “Your trip is canceled. Please view your upcoming trips if any other trips for the day need to be canceled.” Click **Close** to exit the confirmation window. When you return to the **Trip Details** page, the trip’s status will have changed to **Cancelled** in the **Header** bar.

Penalties apply for trips that are canceled later than two hours before scheduled pickup time as well as for no-shows. If you attempt to cancel a trip for which a penalty may apply, you will receive a warning message that reads “This will be considered a late cancellation. Please note that your



AAR service may be suspended after too many late cancellations. Are you sure you want to cancel your trip?" You will then have the opportunity to select either **Cancel Trip** or **Do Not Cancel Trip**.

For more information on Paratransit's no-show and cancellation policies, see [No-Show/Late Cancellation Violations](#).

Reservation ID 143420466 Trip ID 242260994

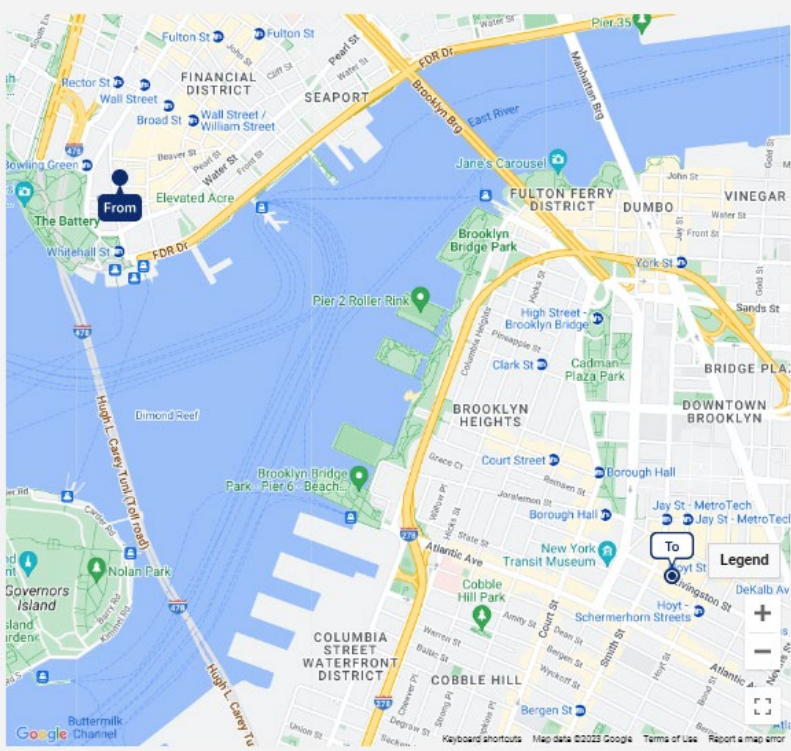
Thursday, September 7, 2023  
Reservation Pick-Up Time: 12:30 PM Scheduled \$2.90

### Itinerary

Pick-Up ETA 12:30 PM	 Broker	<b>2 Broadway, Manhattan, NY 10004, US</b>
There is no vehicle information available.		
Drop-Off ETA 12:51 PM		<b>180 Livingston Street, Brooklyn, NY 11201, US</b>

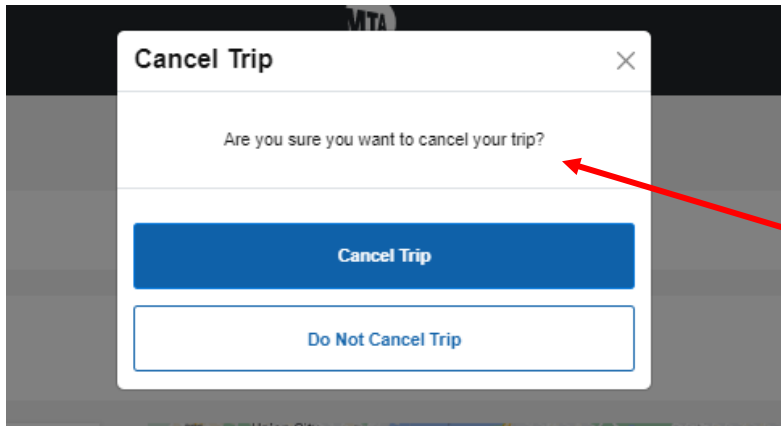
### Your Request Details

From	2 Broadway, Manhattan, NY 10004, US
To	180 Livingston Street, Brooklyn, NY 11201, US
When	Depart approximately at 12:30 PM
With	Support Cane Personal Care Attendant
Fare	\$2.90 Note: Exact change in cash required

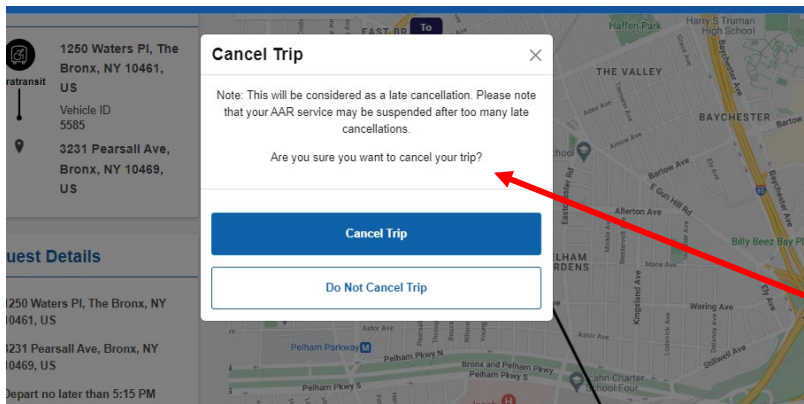


**Cancel Trip**

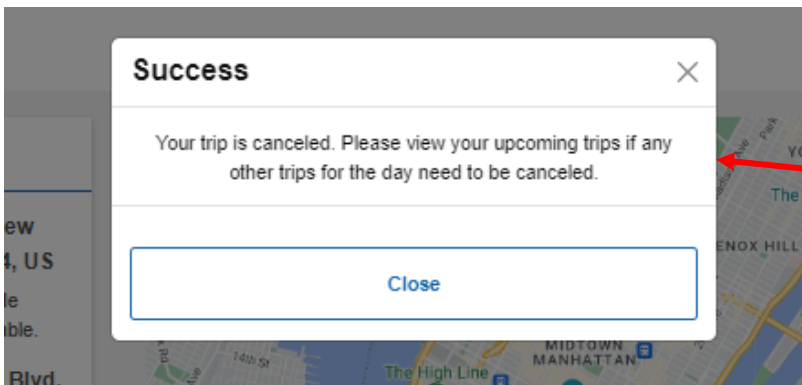




You will receive a message confirming the cancellation of your trip.



If you are attempting to cancel a trip that would be considered a late cancellation, a message will be displayed notifying you that it will be marked as such.



Trip Cancellation Success Message will be displayed after clicking **Cancel Trip**.

Reservation ID 153059652

Trip ID 252718197

Wednesday, June 5, 2024

Reservation Pick-Up Time: 5:50 PM

Cancelled \$2.90

### Itinerary



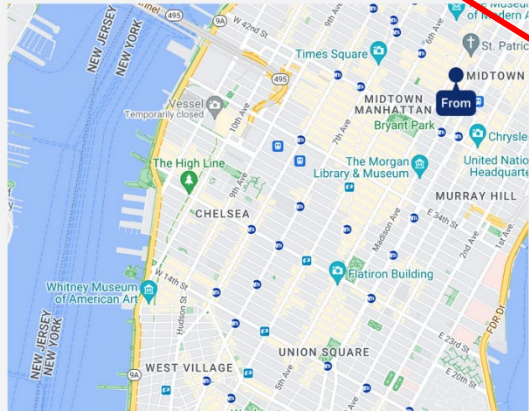
Supplemental

12 E 49th  
St, New  
York, NY  
10017, US

There is no  
vehicle  
information  
available.



10 River  
Terrace,  
New York,  
NY 10282,  
US



When you exit the Trip Cancellation Success Message, the trip's status will now read **Cancelled**.

# MY AAR Paratransit Subscriptions

## How far in advance can I request a Paratransit Subscription?

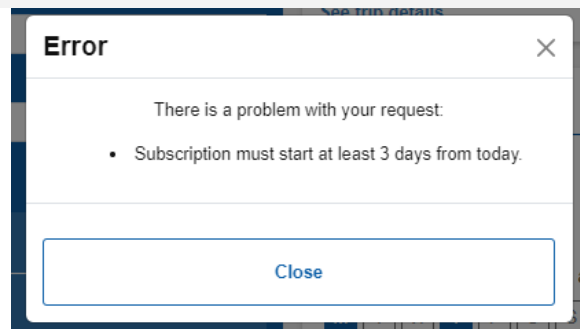
The scheduling process requires you to request a subscription at least three days in advance of your first trip. You will receive a response informing you when your subscription has been scheduled and when it will begin.

## How do I request a Paratransit Subscription?

On the Home page in the Booking Requests widget, click on the **Paratransit Subscription** tab.

- Enter a name for your subscription under **Name Your Subscription**
- Enter **From** and **To** addresses. When you begin to enter an address in the From or To field, addresses will be autogenerated in a dropdown menu, from which you can select your desired address.
- Under **Your Trip**,
  - o Designate whether the time you enter below is your departure (**Depart/Pick-up**) or arrival (**Arrive by/Appointment**) time. "Depart" or "Pickup" time is the requested time a customer would like to be picked up to travel to their destination.
  - o Enter subscription time, **Start Date**, and **End Date** using dropdowns and text box.

The screenshot shows the 'Booking Requests' interface with three tabs: 'Paratransit Trip', 'Paratransit Subscription' (which is selected and highlighted in orange), and 'Taxi Authorization'. Below the tabs, there is a blue header with the text: 'You can request a subscription for your trips that repeat weekly, on the same day, at the same time. All requests are subject to review and will be responded to with a phone call within 48 hours.' Below this is a section titled 'Name Your Subscription' with a text input field containing 'e.g. Home to Work'. There are two 'From' and 'To' address input fields. A 'Your Trip' section has two radio buttons: 'Depart / Pick-Up' (selected) and 'Arrive by / Appointment'. Below this is a date selection area with 'Start Date' (09/21/2024) and 'End Date' (10/18/2024) fields. A 'Repeats weekly on' section has seven checkboxes for days of the week (S, M, T, W, T, F, S). There are two checkboxes for 'Select if you will be traveling with a Personal Care Attendant' (PCA) and 'Select if you will be traveling with a guest'. At the bottom is a 'Submit Subscription Request' button.



- Your subscription **Start Date** must begin at least three days from the date of booking. If you attempt to input a start date that is one or two days from the date of the request, you will receive an error message.
- Under **Repeats Weekly On**, tick the box above the days of the week on which the subscription should repeat each week. Select any equipment, Personal Care Attendant, or guests you will require for your trip.
- When you have entered all required information for your trip, click **Submit Subscription Request**.

Once you click on **Submit Subscription Request**, a confirmation window will display. Please allow up to 30 seconds for the request to be submitted. The booking system will send your request to an associate who will review your subscription request and contact you about your subscription within 48 hours. Please ensure that your contact information on the My Accounts page is correct.

Subscription requests need to be reviewed and confirmed by AAR staff. You will be contacted about your subscription within 48 hours.

Great! Your subscription has been submitted and is pending review. A Subscription Representative will call you within 48 hours to process your request. For any question please call at (877) 337-2017 and press option 6.

**Your Subscription**

Subscription Test 48

Starts October 28, 2023

Ends November 25, 2023

When Depart Reservation Pick-Up approximately at 5:40 PM

Repeats Every Monday, Wednesday and Friday

From 130 E 77Th St, New York, NY 10075, US

To 429 Foster Ave, Brooklyn, NY 11230, US

**Your Requirements**

Support Cane

[Manage Your Subscription](#)

[Back to AAR](#)

## How do I view my Paratransit Subscriptions?

On the Home page, scroll down to **Your Subscriptions** widget to view your two upcoming subscriptions. Scroll past your subscriptions and click on **See all subscriptions** at the bottom to see details. This will bring you to the **All of Your Subscriptions** page.

Once you have clicked into **See all upcoming subscriptions**, you will be directed to the **All of Your Subscriptions** page.

- Click the **Active** header to view currently active subscriptions, including those on a temporary hold

Click the **Inactive** header to view subscriptions that have passed the subscription end date

**Your Next Trip**

Scheduled

Reservation Pick-Up Time: 10:00 AM  
Thursday, September 7, 2023  
\$2.90

3000 Northern Boulevard,  
Queens, NY 11101, US

240 Madison Avenue,  
Manhattan, NY 10016, US

See trip details >

**Your Subscriptions**

Active

**Medical Appointment**

Reservation Pick-Up approximately at 8:00 AM  
Start date is September 9, 2023 and End date is February 9, 2024

M T W T F S S

Active

**Rockaway Subscription**

4:25 PM  
Start date is September 8, 2023 and End date is October 27, 2023

M T W T F S S

See all subscriptions

Click **See all subscriptions** to be redirected to the All of Your Subscriptions list.

Back

MTA

Standard Dark Light Home My Account Sign Out

Click **Back** to return to the MY AAR homepage

Attention: We have updated our MYAAR application. If you are experiencing any issues booking using the mobile app, please uninstall and reinstall the app on your mobile device. Scroll to the bottom of the AAR page to make sure you are using the latest version, 1.10-dark-mode-testing

**All of Your Subscriptions**

Active Inactive

guide

Time  
Reservation Pick-Up approximately at 5:00 PM

Duration  
September 21, 2024 - October 18, 2024

10 South St, New York, NY 10004, US

100 Centre St, New York, NY 10013, US

M T W T F S S

Click > to see subscription details

## How do I view my subscription details?

From **All of Your Subscriptions**, you can see details on a subscription by choosing **Active** or **Inactive**, then clicking on the chevron icon (>) at the right edge to see trip details for individual trips, as below. To return to the home screen, select the **Back** button at the top left corner of the page, highlighted below in red.

After selecting a trip from the **All of Your Subscriptions** page, you will access the **Subscription Details** page, where you will be able to view various details about the selected subscription.

- The **Header** section shows the name you gave your subscription and its status
- The **Subscription Details** section displays information entered at the time of reservation request and the **Cancel this Subscription** button
- The **Pause Subscription** section has the **Pause Subscription** button

AP - JOHN F KENNEDY INTL Active

---

### Subscription Details

Time	Reservation Pick-Up approximately at 3:00 PM										
Start	Saturday, January 1, 2000										
End	Thursday, December 31, 2099										
Repeats	<table><tr><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td></tr><tr><td>S</td><td>S</td><td></td><td></td><td></td></tr></table>	M	T	W	T	F	S	S			
M	T	W	T	F							
S	S										
From	3300 Northern Blvd, Long Island City, NY 11101, US										
To	0 Jfk Intl Airport, Jamaica, NY 11430, US										
With	Support Cane Personal Care Attendant										

[Cancel this Subscription](#)

### Pause Subscription

You can put a subscription on hold by pausing it. When paused, trips will not be scheduled during the requested hold period. However, trips that were scheduled before the pausing date will not be canceled. Please note: The pause date to start a hold must be at least 3 days in advance from today's date.

[Pause Subscription](#)

Map showing the route from 3300 Northern Blvd, Long Island City, NY 11101, US to 0 Jfk Intl Airport, Jamaica, NY 11430, US. The map includes various landmarks and parks in Queens and Jamaica.

## Header

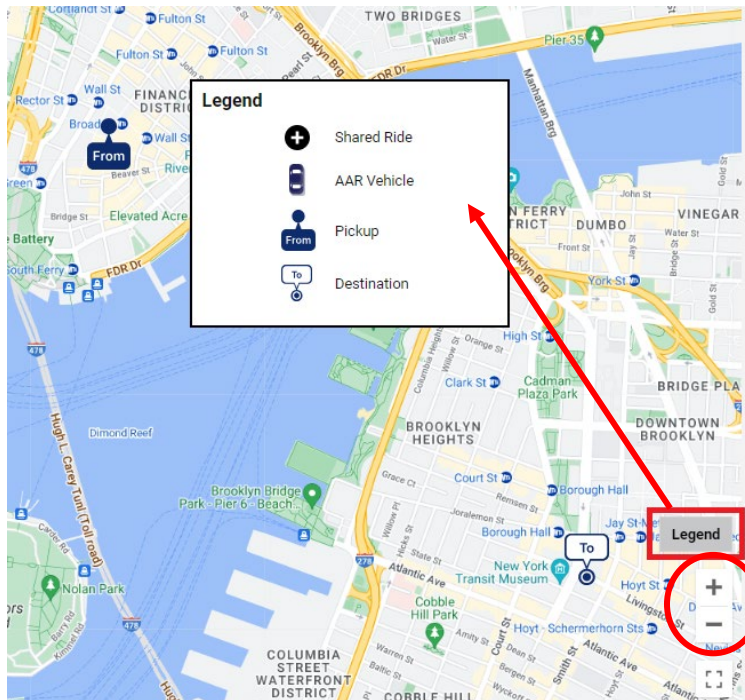
The **Header** section begins with the name you gave your subscription and its status.

## Subscription Details

Below the **Header** is the **Subscription Details** section. The Subscription Details section provides an overview of the subscription's booking information, including time, start date, end date, days the trip will repeat, starting location, ending location, and support needs. The **Cancel this Subscription** button can be found at the bottom of the **Subscription Details** section. Skip to "How do I cancel my subscription?" for additional information.

## Pause Subscription

Below the **Subscription Details** section is the **Pause Subscription** section. The **Pause Subscription** button can be found at the bottom of the **Pause Subscription** section. Skip to "How do I pause my subscription?" for additional information.



## Map Details

You will also be able to view more information about your subscription using the map. In the bottom right corner of the map, you have options to zoom in by clicking **+**, zoom out by clicking **-**, and to learn more about the icons by clicking **Legend**.

## Medical Appointment

### Subscription Details

Time Reservation Pick-Up approximately at 8:00 AM

Start Saturday, September 9, 2023

End Friday, February 9, 2024

Repeats  M  T  W  T  F  S  S

From 160 East 53Rd Street, Manhattan, NY 10022, US

To 2 Broadway, Manhattan, NY 10004, US

With Support Cane  
Personal Care Attendant

Cancel this Subscription

### Pause Subscription

You can put a subscription on hold by pausing it. When paused, trips will not be scheduled during the requested hold period. However, trips that were scheduled before the pausing date will not be canceled. Please note: The pause date to start a hold must be at least 3 days in advance from today's date.

Pause Subscription



## How do I pause my subscription?

Scroll down to the **Pause Subscription** section of the subscription details page.

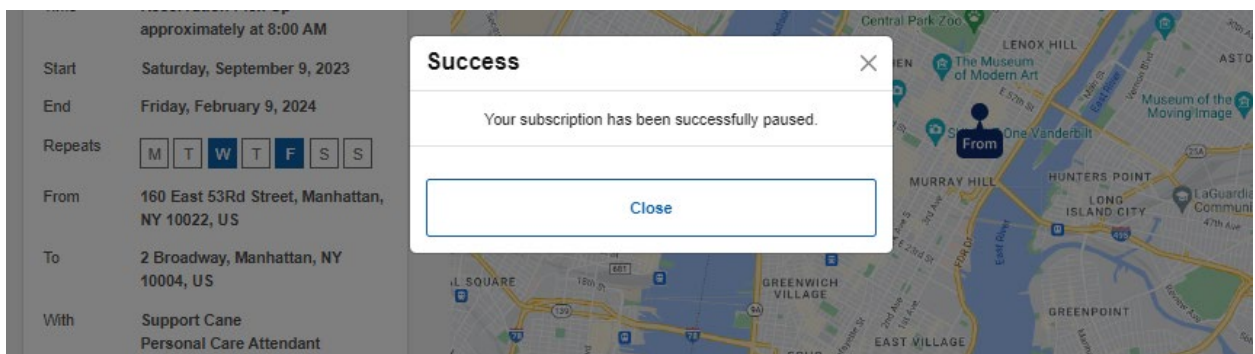
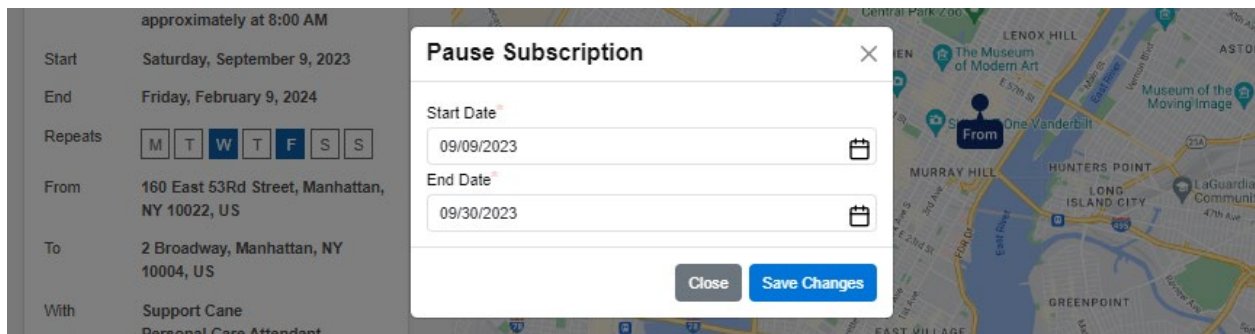
Under the header, you will see an overview of how to pause a subscription. To proceed, click **Pause Subscription**. A pop-up window will display requiring entry of the start and end dates the subscription should be paused. After entering the dates click **Save Changes** or **Close** to cancel.

A success message will display confirming the subscription has been paused for the dates requested. Pause start and end dates will now be displayed in the **Pause Subscription** section.

### Pause Subscription

You have paused this subscription from September 9, 2023 to September 30, 2023.

Remove This Pause





## How do I resume my paused subscription?

If you wish to resume your paused subscription before it is scheduled to end, scroll down to the **Pause Subscription** section. Click the **Remove This Pause** button.

## How do I cancel my subscription?

Scroll down to the bottom of the **Subscription Details** section until you see the **Cancel this Subscription** button. **Click Cancel this Subscription**. A confirmation window will pop out to confirm the trip cancellation. Click the **Yes, Cancel This Subscription** button again to confirm. A success message will display confirming the subscription has been canceled.

**Medical Appointment**

**Subscription Details**

Paused from September 9, 2023 to September 30, 2023 by you

Time: Reservation Pick-Up approximately at 8:00 AM

Start: Saturday, September 9, 2023

End: Friday, February 9, 2024

Repeats:  M  T  W  T  F  S  S

From: 160 East 53Rd Street, Manhattan, NY 10022, US

To: 2 Broadway, Manhattan, NY 10004, US

With: Support Cane  
Personal Care Attendant

**Cancel this Subscription**

**Pause Subscription**

**Cancel Subscription** [X]

Are you sure you want to cancel the Medical Appointment subscription?

Note: All previously scheduled trips through this subscription will have to be canceled separately.

**Yes, Cancel This Subscription**

**No, Keep This Subscription**

**Success** [X]

Your subscription has been successfully canceled.

**Close**

# MY AAR Taxi Authorizations

## How does MY AAR Taxi Authorization work?

MY AAR allows customers to request authorization to use taxi or other for-hire vehicle services for certain trips planned one to two days in advance. Using the new Taxi Authorization option in MY AAR, customers can request a taxi authorization without needing to call. When the authorized trip has been completed, customers can seek reimbursement either by mail or online, just like they do now with a taxi authorization booked by phone.

For detailed information on AAR’s Taxi Authorization policies, see <https://new.mta.info/accessibility/access-a-ride/policies-and-forms/taxicab-car-service-reimbursement-policy>.

## How far in advance can I schedule a Taxi Authorization?

Taxi Authorizations through MY AAR can only be made for trips scheduled one to two days in advance.

## How do I request a Taxi Authorization?

On the Home page in the Booking Requests widget, click on the **Taxi Authorization** tab.

- Enter **From** and **To** addresses. When you begin to enter an address in the From or To field, addresses will be autogenerated in a dropdown menu, from which you can select your desired address.
- Under **Your Taxi Authorization Request**, enter trip date and time using dropdowns and text box.
- Select any equipment you will require for your trip.

When you have entered all required information for your trip, click **Submit Trip Request**.

The screenshot shows the 'Booking Requests' interface with three tabs: 'Paratransit Trip', 'Paratransit Subscription', and 'Taxi Authorization'. The 'Taxi Authorization' tab is highlighted in yellow and circled in red. Below the tabs are input fields for 'From' and 'To' addresses. A section titled 'Your Taxi Authorization Request' includes a date dropdown set to 'Saturday, September 14, 2024' and a time selection box. Underneath, there are sections for 'Mobility Aids' and 'Vehicle Requirements', each with a checked checkbox for 'Adaptive Stroller', 'Support Cane', and 'Service Animal'. A 'Submit Trip Request' button is at the bottom.

Once the trip is booked, your **Taxi Authorization Confirmation** will appear in a dialog box, as below. Above your reservation details, you will see a green banner that indicates **Your taxi authorization has been approved**. Note your Taxi Authorization/Trip ID number, circled below in red, as you will need this information to receive reimbursement for your Taxi Authorization.

### Taxi Authorization Confirmation

Your taxi authorization has been approved

**Your Trip**

Friday, September 20, 2024

Taxi Authorization/Trip ID **257912379**

Great! Your taxi authorization has been approved. Customers are responsible for arranging and paying for their own taxi/car service. Wheelchair users can call 311 and ask for Accessible Dispatch or call 646-599-9999 for a Wheelchair Accessible Vehicle (WAV).

**Your Request Details**

Friday, September 20, 2024

Depart approximately at 10:45 AM

**From** 493 Grand St, Brooklyn, NY 11211, US

**To** 934 3Rd Ave, Brooklyn, NY 11232, US

**Fare** **\$2.90**

**Your Requirements**

**Total Fare** **\$2.90**

*Original receipts from the taxi provider must be submitted to receive reimbursement. The AAR Fare reflects the amount deducted from your reimbursement pending adherence to the AAR Taxi Reimbursement policy.*

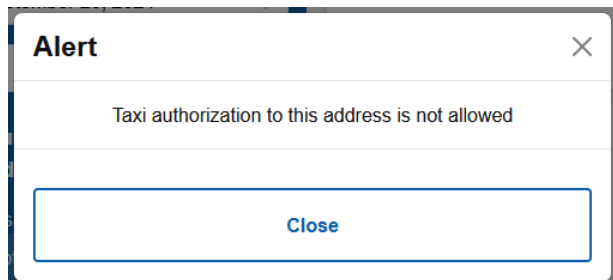
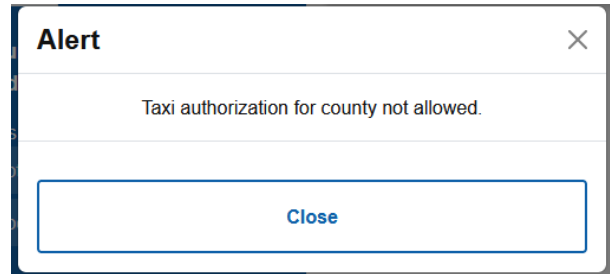
**Print**

**Close**

## Where can I travel using Taxi Authorization?

Taxi Authorization is currently permitted for those trips with pickup and drop-off locations that are within the same borough, except on Staten Island, Westchester, and Nassau. Taxi Authorizations between boroughs are allowed only when scheduling trips to or from John F. Kennedy Airport, LaGuardia Airport, Penn Station, Grand Central Terminal, Brooklyn Cruise Terminal, and Manhattan Cruise Terminal. When requesting Taxi Authorization to or from one of the transportation hubs listed, customers must enter the specific address, except for the airports which must include the terminal number. Customers looking to travel to or from Port Authority Bus Terminal via taxi must call AAR directly to make travel arrangements. Taxi Authorization may be subject to some additional restrictions on specific locations.

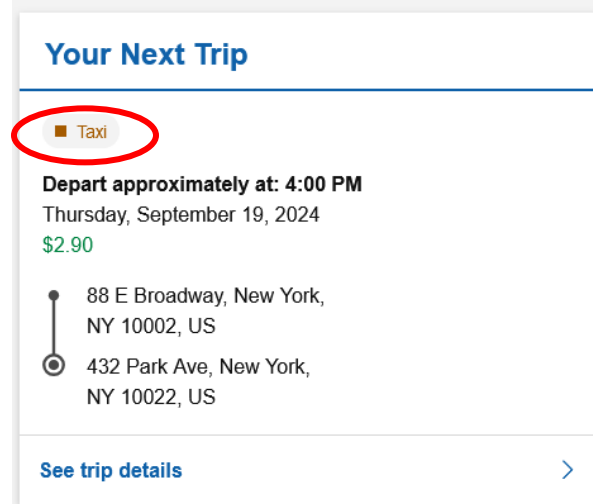
If you request a Taxi Authorization for a trip between two boroughs outside of these permitted locations, or to a restricted address, and click **Submit Trip Request**, you will receive an error message.



## How do I view all of my Taxi Authorizations?

If your Taxi Authorization is the next AAR trip you have scheduled, you can find it under **Your Next Trip** at the top right of the home page. To view trip details, click on **See trip details**. All Taxi Authorizations will be marked with a Taxi badge, circled here in red.

To see all of your Taxi Authorizations, scroll down to **Your Trips** widget on the homepage. Under **Your Trips**, you'll find details on both upcoming Paratransit Trips and Taxi Authorizations.



Click the **Upcoming** tab to view your next Paratransit Trips and Taxi Authorizations. Click **See all upcoming trips** at the bottom to view the complete list of future trips. Likewise, click the **Past** tab to view your past Paratransit Trips and Taxi Authorizations. Click **See all upcoming trips** at the bottom to view the complete list of past trips.

**Your Trips**

Upcoming Past

**Scheduled**

**Reservation Pick-Up Time: 2:36 PM**  
Thursday, September 19, 2024  
\$2.90

10 River Terrace, New York, NY 10282, US  
10 Riverside Blvd, New York, NY 10069, US

**Taxi**

**Depart approximately at: 4:00 PM**  
Thursday, September 19, 2024  
\$2.90

88 E Broadway, New York, NY 10002, US  
432 Park Ave, New York, NY 10022, US

[See all upcoming trips](#)

**Your Trips**

Upcoming Past

**Taxi**

**Depart approximately at: 3:00 PM**  
Wednesday, August 28, 2024  
\$2.90

97 Flatbush Ave, Brooklyn, NY 11217, US  
453 3Rd Ave, Brooklyn, NY 11215, US

**Taxi**

**Depart approximately at: 2:00 PM**  
Wednesday, August 28, 2024  
\$2.90

450 Lexington Ave, New York, NY 10017, US  
670 Broadway, New York, NY 10012, US

[See all past trips](#)

## How do I view my Taxi Authorization details?

Once you have selected a Taxi Authorization, you will access the trip details page, where you will be able to view various details about the selected trip.

- The **Header** section shows information about your trip's Taxi Authorization ID, date, departure time, and fare
- The **Itinerary** section provides information about the pickup and arrival times, location details, and vehicle information for your trip
- The **Your Request Details** section displays information entered at the time of reservation request

Taxi Authorization / Trip ID 257912371

Thursday, September 19, 2024  
Depart approximately at: 4:00 PM

Taxi \$2.90

### Itinerary



Taxi

88 E Broadway, New York, NY 10002, US

There is no vehicle information available.

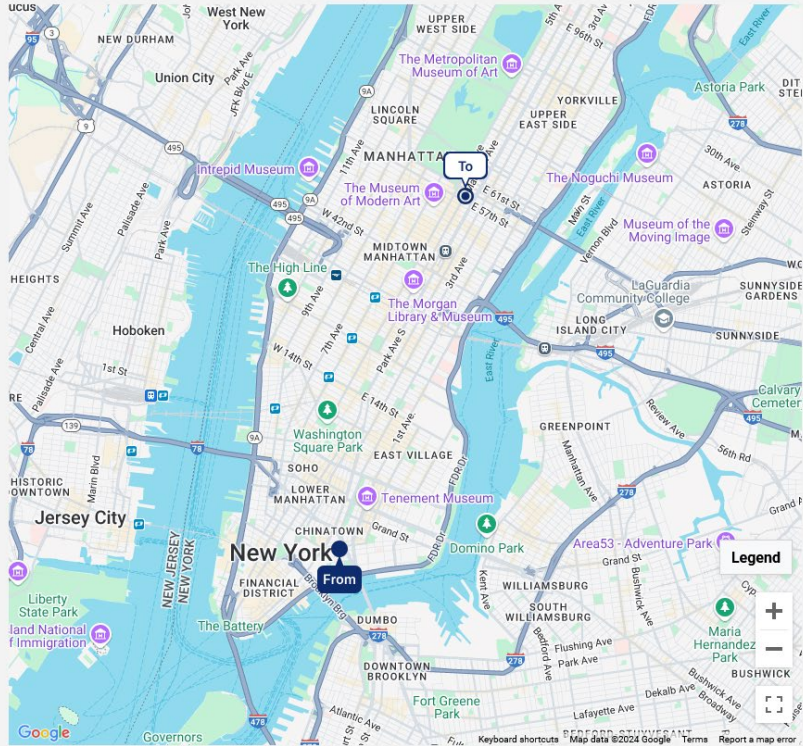
432 Park Ave, New York, NY 10022, US

### Your Request Details

From	88 E Broadway, New York, NY 10002, US
To	432 Park Ave, New York, NY 10022, US
Date	Thursday, September 19, 2024
When	Depart approximately at: 4:00 PM
With	
Fare	\$2.90

*Customers are responsible for arranging and paying for their own taxi/car service. Original receipts from the taxi provider must be submitted to receive reimbursement. The AAR Fare reflects the amount deducted from your reimbursement pending adherence to the AAR Taxi Reimbursement policy.*

[Cancel Taxi Authorization](#)



## Header

The **Header** section begins with the trip's Taxi Authorization / Trip ID. You'll need this number to file for reimbursement, as AAR will use the Taxi Authorization / Trip ID to locate the trip. In the box below the Taxi Authorization / Trip ID number, you'll find information about the trip date, pick-up time, status, and fare of the trip.

## Itinerary

Below the **Header** is the **Itinerary** section. The Itinerary section provides you with basic information about pickup and drop-off. No vehicle information is available because you will manage your own travel.

## Your Request Details

Below **Itinerary** is the **Your Request Details** section. This section provides details of your booking, including pickup and drop off locations, approximate pickup time, support details, the number of guests, and a reminder to both arrange and pay for your own taxi and to keep your original receipts.

### Map Details

The Map Details section shows both Pick Up and Drop Off locations on a map. In the bottom right corner of the map, you have options to zoom in by clicking +, zoom out by clicking -, and to learn more about the icons by clicking **Legend**. Because customers book their own travel using Taxi Authorization, the Map will not display any real-time information about your trip.

## How do I cancel my Taxi Authorization?

From the **Trip Details** page, scroll down below **Itinerary** and **Your Request Details** widgets to find the **Cancel Taxi Authorization** button, highlighted here in red.

When you click the **Cancel Taxi Authorization** button, a confirmation window will populate. Click **Cancel Taxi Authorization** again to confirm. You will receive a confirmation window. Click **Close** to exit the confirmation window. When you return to the **Trip Details** page, the trip's status will have changed to **Cancelled** in the **Header** bar.

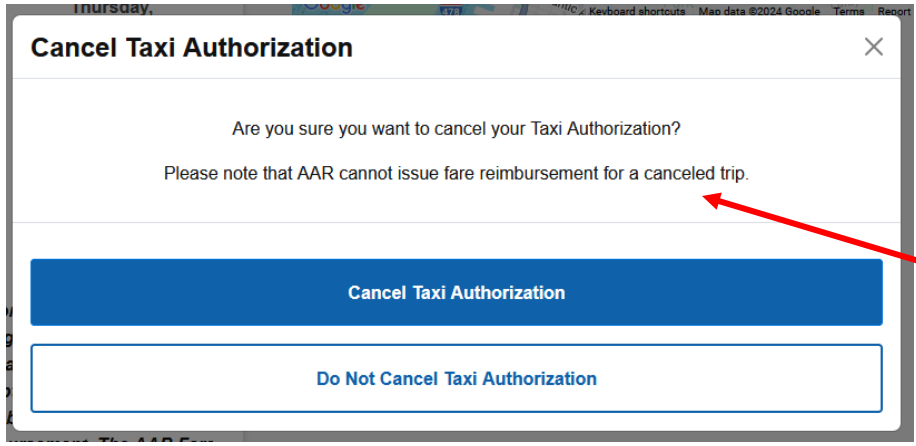
Please note that AAR cannot issue fare reimbursement for a canceled Taxi Authorization.

### Your Request Details

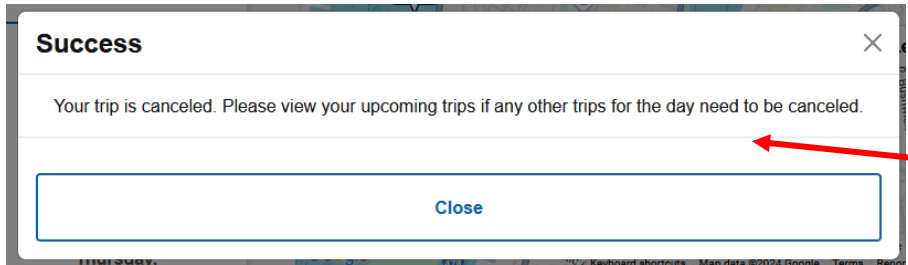
From	88 E Broadway, New York, NY 10002, US
To	432 Park Ave, New York, NY 10022, US
Date	Thursday, September 19, 2024
When	Depart approximately at: 4:00 PM
With	
Fare	\$2.90

*Customers are responsible for arranging and paying for their own taxi/car service. Original receipts from the taxi provider must be submitted to receive reimbursement. The AAR Fare reflects the amount deducted from your reimbursement pending adherence to the AAR Taxi Reimbursement policy.*

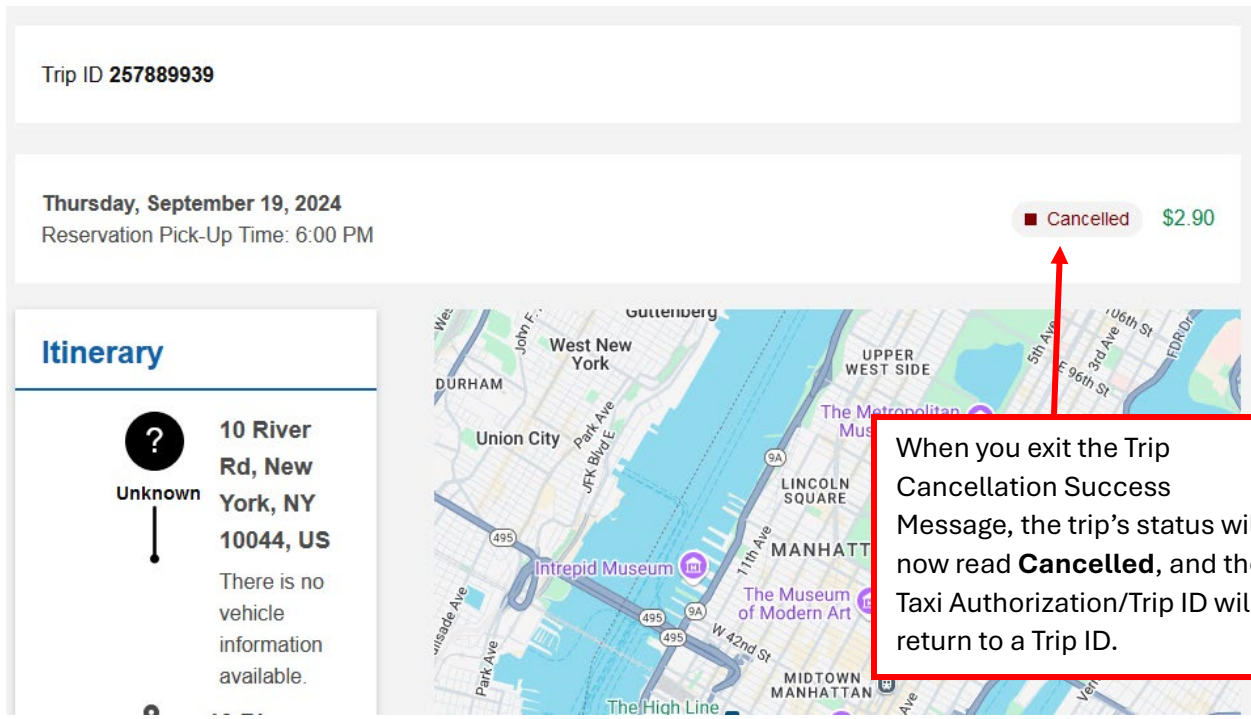
[Cancel Taxi Authorization](#)



You will receive a message confirming the cancellation of your Taxi Authorization.



Taxi Authorization cancellation success message will be displayed



When you exit the Trip Cancellation Success Message, the trip's status will now read **Cancelled**, and the Taxi Authorization/Trip ID will return to a Trip ID.



## How do I apply for Taxi Authorization reimbursement?

When utilizing Taxi Authorization, customers are responsible for arranging for their own taxi/car service at the time of travel, including paying the fare, tolls, and no more than a 15 percent tip, obtaining a receipt from the driver or app, and submitting a complete reimbursement request to AAR online or by mail. If the trip meets all policy requirements, customers will be reimbursed the cost of their trip minus the AAR Paratransit fare. Reimbursement requests must be submitted within 60 days from the trip date, include required documentation (including meter taxi receipts, or for-hire/car service vehicle receipts with pick-up and drop off addresses and trip date as authorized by AAR, along with fare, tolls, and tip), and include the customer's name, address, AAR ID number, and the Taxi Authorization/Trip ID number. To ensure a speedy reimbursement, be sure to submit accurate information and complete documentation of your trip.

For additional information on AAR's Taxi Authorization policies, see

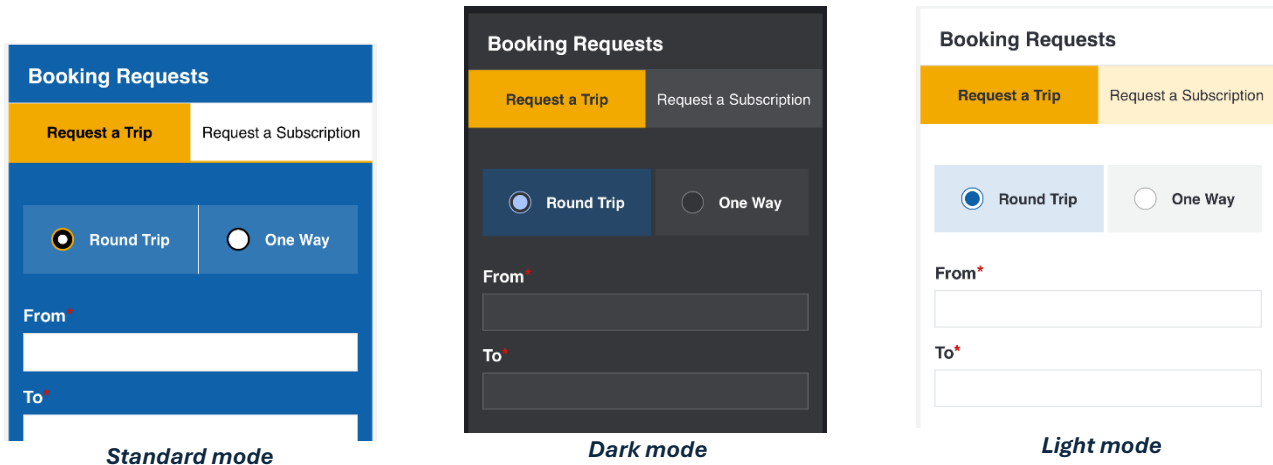
<https://new.mta.info/accessibility/access-a-ride/policies-and-forms/taxicab-car-service-reimbursement-policy>.

To file a reimbursement request online, see <https://contact.mta.info/s/forms/access-a-ride-reimbursement>.

# MY AAR Features

## Is MY AAR accessible to someone with a visual disability?

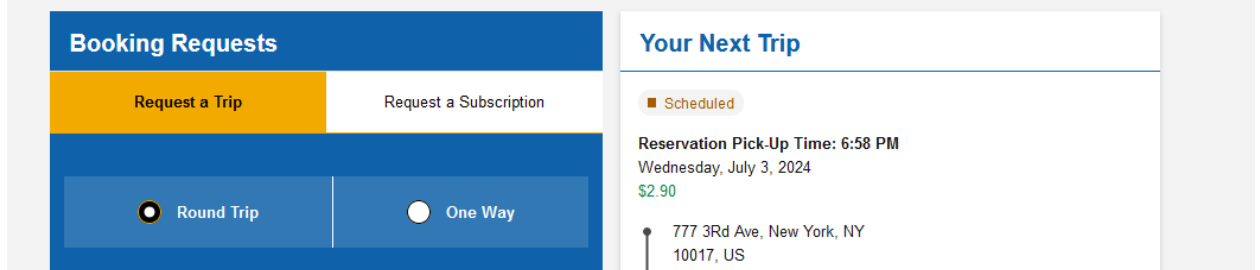
My AAR is fully compatible with screen readers, including NVDA and VoiceOver. MY AAR also offers Standard, Dark, and Light color themes for both desktop and phone, which allow customers to use MY AAR more easily and comfortably based on preference and visual needs.



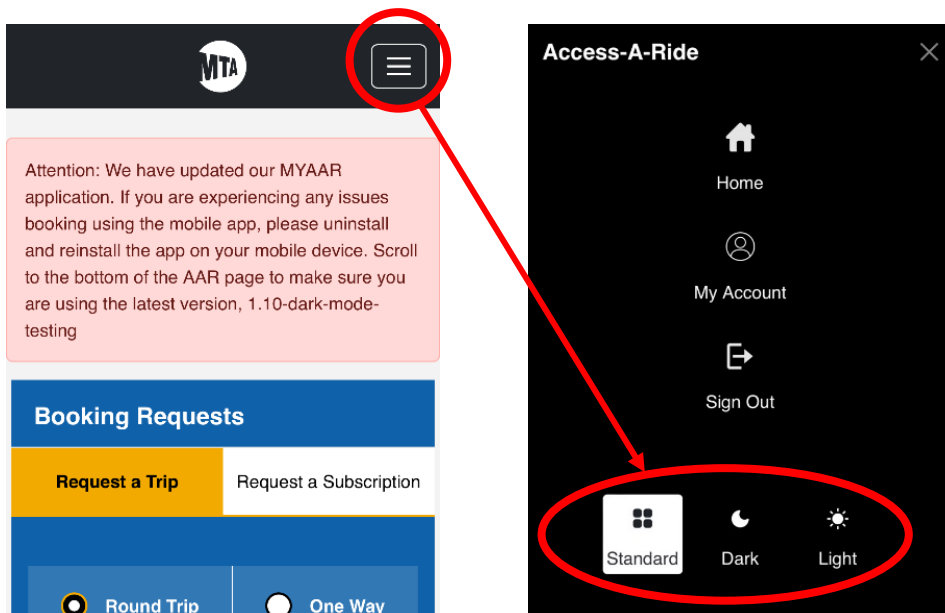
On desktop devices, you can choose your preferred color theme by logging in to MY AAR and selecting a color theme at the top right-hand corner of the screen.



n: We have updated our MYAAR application. If you are experiencing any issues booking using the mobile app, please uninstall and reinstall the app on your mobile device. Scroll to om of the AAR page to make sure you are using the latest version, 1.10-dark-mode-testing



On mobile devices, you can choose your preferred color theme by logging in to MY AAR and selecting a color theme by tapping the hamburger icon at the top right corner of the screen. This icon will open a menu.



## What happens if I get an error when I enter my To or From address while requesting a trip or subscription?

You may receive a message reading “Google Maps does not recognize the address entered or Address not found” when entering a To or From address. These error messages may indicate that you have entered an address in a format that MY AAR cannot recognize.

If that happens, double check that you have entered a numbered address. The names of landmarks (like “Times Square” or “Madison Square Garden”) and cross streets (like “59<sup>th</sup> Street at 7<sup>th</sup>”) will generate an error message. If your error message persists, try these tips:

- If the address contains a dash in the house number, enter the address without the dash.
  - If you entered: 180-37 Nightinfairy Street
  - Try entering: 18037 Nightinfairy Street
- If the address has a zero after a dash in the house number, enter the address without the dash and the zero.
  - If you entered: 186-07 Nightinfairy Street
  - Try entering: 1867 Nightinfairy Street
- If the address contains a letter following the house number, enter the address without the letter or, enter a space between the numbers and letters.
  - If you entered: 180B Nightinfairy Street
  - Try entering: 180 Nightinfairy Street or 180 B Nightinfairy Street

- If you entered an address with an abbreviation (e.g. St, Blvd, Ave, Ct, Dr, E, W), try entering it without the abbreviation. If you entered it with an abbreviation, try entering it with one.
  - If you entered: 55 Water Street
  - Try entering: 55 Water St
  - If you entered: 180 E Nightinfairy
  - Try entering: 180 East Nightinfairy
- If you entered an address with NY, NY, try entering Manhattan, NY instead.
  - If you entered: 180 Nightinfairy Street NY, NY
  - Try entering: 180 Nightinfairy Street, Manhattan, NY

If none of the above suggestions work, call AAR at 877-337-2017 or 718-393-4999 and follow the prompts to book your trip.

## Can I book trips to and from the airport using MY AAR?

You can use MY AAR to book trips to and from airport terminals. If you are traveling to either John F. Kennedy Airport or LaGuardia Airport, enter the airport abbreviation *and* the terminal name (letter or number) into the To or From field (e.g. JFK Terminal 1 or LGA Terminal B). Typing only the airport name or abbreviation will return no results; you must enter the terminal information. If you do not see the terminal you are looking for in the drop down once you start typing, make sure to write the entire terminal name.

Please note that MY AAR does not serve airport cargo locations.

The screenshot shows a search interface with a blue header labeled "From\*". Below the header is a search input field containing the text "LGA Ter". A dropdown menu is open, displaying four search results for LaGuardia Airport terminals:
 

- LaGuardia Airport (LGA), Terminal C, East Elmhurst, NY, USA
- LaGuardia Airport (LGA), Terminal B Departures, LaGuardia Road, East Elmhurst, NY, USA
- LaGuardia Airport (LGA), Terminal A, Marine Terminal Road, Queens, NY, USA
- LaGuardia Airport (LGA), Terminal B Arrivals, LaGuardia Road, East Elmhurst, NY, USA

 At the bottom of the dropdown is a radio button labeled "Arrive by / Appointment".

The screenshot shows a search interface with a blue header labeled "From\*". Below the header is a search input field containing the text "JFK terminal 2". A dropdown menu is open, displaying one search result:
 

- John F. Kennedy International Airport (JFK), Terminal 2, Queens, NY, USA

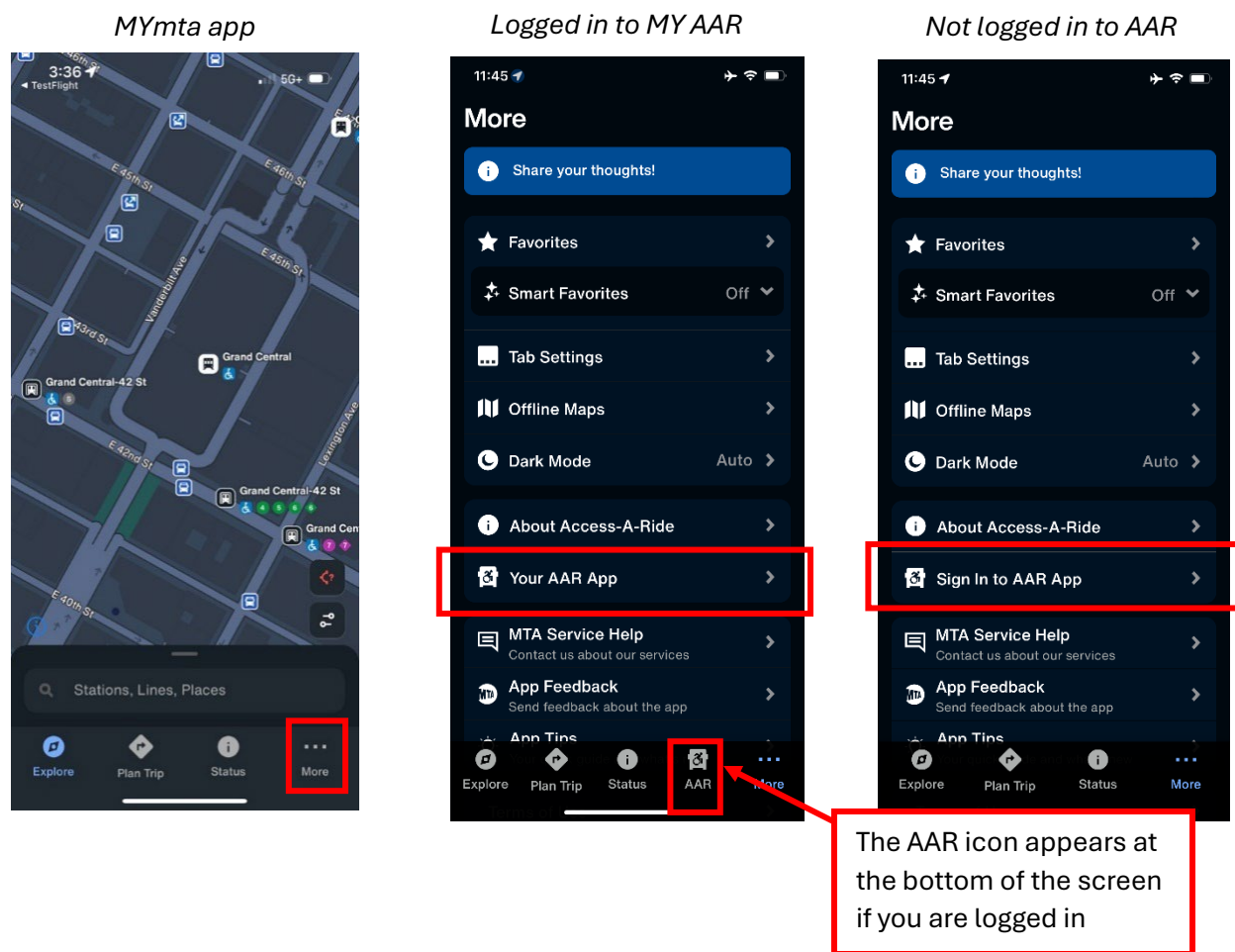
## What are the privacy policies of this website?

MTA's privacy policies can be found at <https://new.mta.info/privacy-policy>.

## How do I sign into the MY AAR app on my mobile device?

Tap on the MyMTA app on your mobile device to open the app. Tap the **More** icon in the bottom right corner.

- If you are already signed in, tap the option for **Your AAR Account**
- If you are not signed in, tap the option for **Sign In to AAR Account**



If you select **Sign In to AAR App**, you will be redirected to the **Access-A-Ride Sign In** page.

If you select **Your AAR App**, you will be redirected to the **Personal Information** page.

## Why do I need an updated application version?

It is important to use the updated application version to ensure you see the latest updates and fixes. Whenever a new version is released, the banner message will be temporarily updated to confirm the version number. The steps below will show you how to refresh your browser and the MTA mobile app to ensure you have the most recent updates.

## How do I update my version on a web browser?

Navigate to [Access-A-Ride \(mta.info\)](https://mta.info) and view the banner message displayed at the top of the webpage to confirm a new application version or other important announcements. Scroll to bottom of the page and note the version. If the version number at the bottom of your screen does not match the version number noted in the banner message, refresh your page and the browser will update to the latest version.

The screenshot displays the MTA mobile app interface. At the top, a dark navigation bar contains a back arrow, the MTA logo, a 'Standard' theme selector, and icons for Dark/Light themes, Home, My Account, and Sign Out. Below this is a pink banner with the text: "Message Updated: 07/09/2024 Attention: We have made updates to our application. Scroll to the bottom of the page to make sure you are using the latest MY AAR application version, 1.11, if not please refresh your browser." A red circle highlights the date "07/09/2024". Below the banner is a blue button labeled "Submit Trip Request". The footer is dark and divided into two columns: "THE MTA" and "OTHER". Under "THE MTA" are links for About Us, Contact Us, Careers, and Transparency. Under "OTHER" are links for Doing Business With Us, Press Releases, Arts & Design, NY Transit Museum & Shop, Terms & Conditions, Privacy Policy, Social Links, and a language selection dropdown. A red circle highlights the version number "1.11" in the footer.

## How do I update my version on my mobile device?

Scroll to the bottom of the page to see the updated version in your app. If you do not see the updated version, force close the app and relaunch. When you reopen the app, it will be updated to the latest version.

