Using LifeLoop

TRANSPORTATION
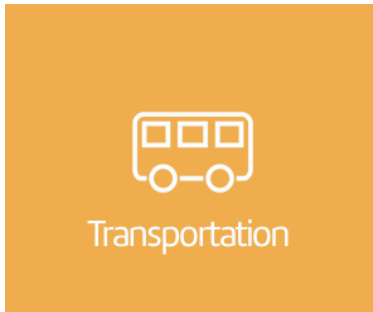
- If your community offers transportation within LifeLoop, you will see this icon and have the following functionality:

- Submit a new request & view all requests you have inputted:

  - Select **"New Request"** at the top right of your screen.
  - Fill out the "*Destination Name*", the "*Drop Off/Appointment Time*" and the "*Pick-up Time*".
  - It is optional to fill in "*Address*" and "*Comments*".
  - Once completed, click **"Submit Request"**.
  - Once Submitted see the request and if it is "*Approved*", "*Pending*" or "*Denied*".

- If you would like to **cancel your request** simply click "*View Details*".

- To go back to the main menu – select "*Home*" on the top left of your screen.