

# Facility Portal

## Quick Guide

**You can experience the benefits of scheduling your patients' transportation with our user-friendly online tool.**

The Facility Portal is an easy-to-use scheduling hub with access to resources to help you manage your members' trips.

### Overview

#### 1 Register

Your first step is to register for an online account which will provide you with a personal login.

#### 2 Tutorial

When you receive your login information, you'll also have access to our facility portal tutorial to familiarize you with all the features.

#### 2 Features

Our facility portal gives you the ability to:

- Manage scheduling for members
- Book trips
- Manage standing orders
- Complete attendance reports
- Search for Trips



FACILITY PORTAL

**To Register go online to:**

[www.southeastrans.com/facilities](http://www.southeastrans.com/facilities)