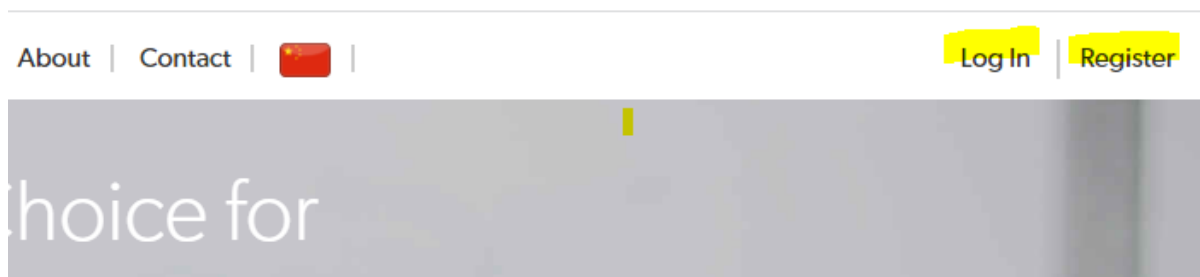


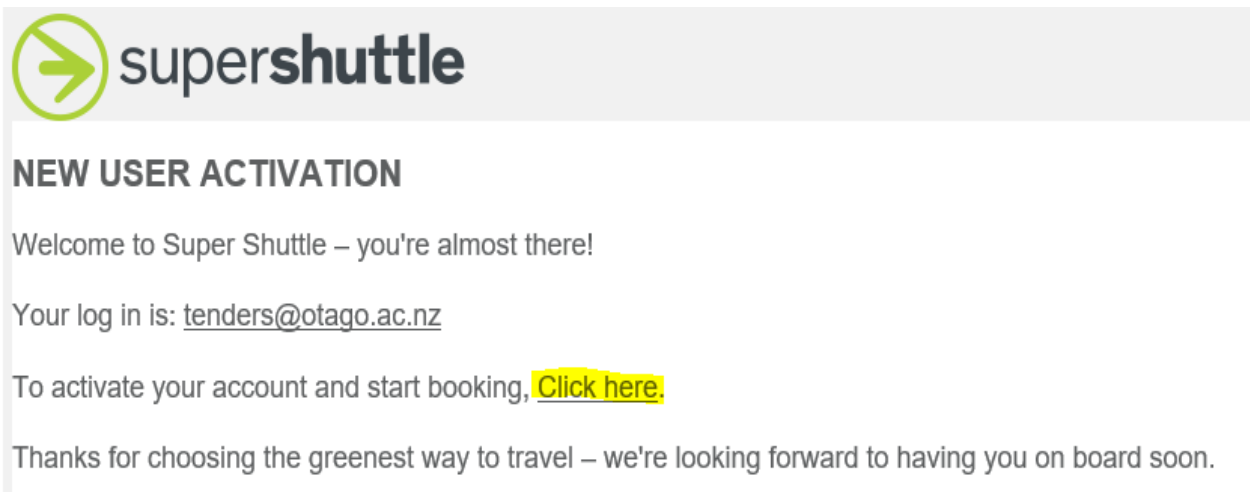
Login or register at: <https://www.supershuttle.co.nz/> in the top right hand corner of the landing page:



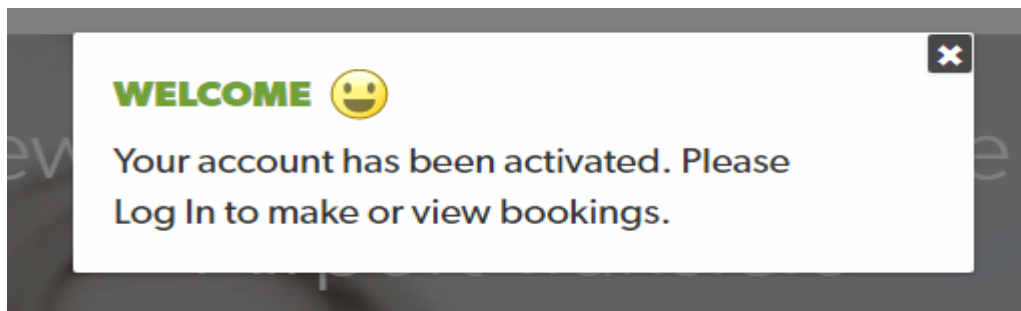
- **New users** must **register** with a University staff email and wait for a confirmation email. Enter your name, email, and 10-character password. The password must be a combination of letters and numbers only.

A screenshot of the registration form on the SuperShuttle website. At the top left, there is a button for 'Login with Facebook' with a Facebook icon, followed by the word 'Or'. Below this are five input fields: 'First Name', 'Surname', 'Email', 'Password', and 'Confirm password'. Under the 'Password' field, there is a checkbox with the text 'I agree with the Terms and Conditions and Privacy Policy'. At the bottom of the form is a large red button labeled 'Register'. Below the button, it says 'Already a Super Shuttle member? Log in'.

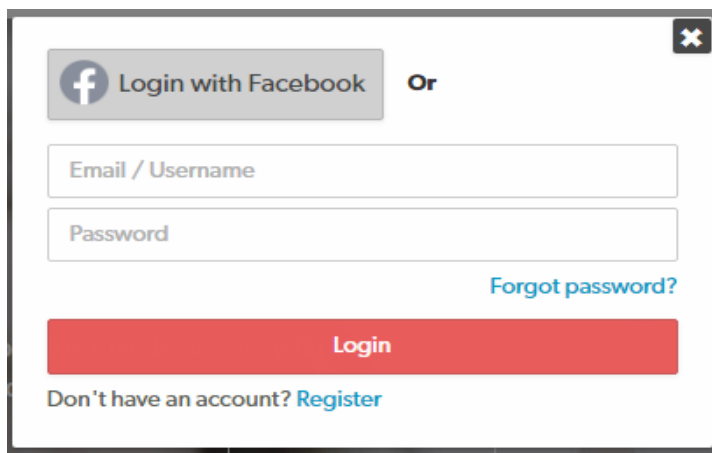
- Wait for a confirmation email and on receipt of this you can then activate your account:



This will take you to the landing page: <https://www.supershuttle.co.nz/> and the following message will be displayed. You can now log in to your new account.

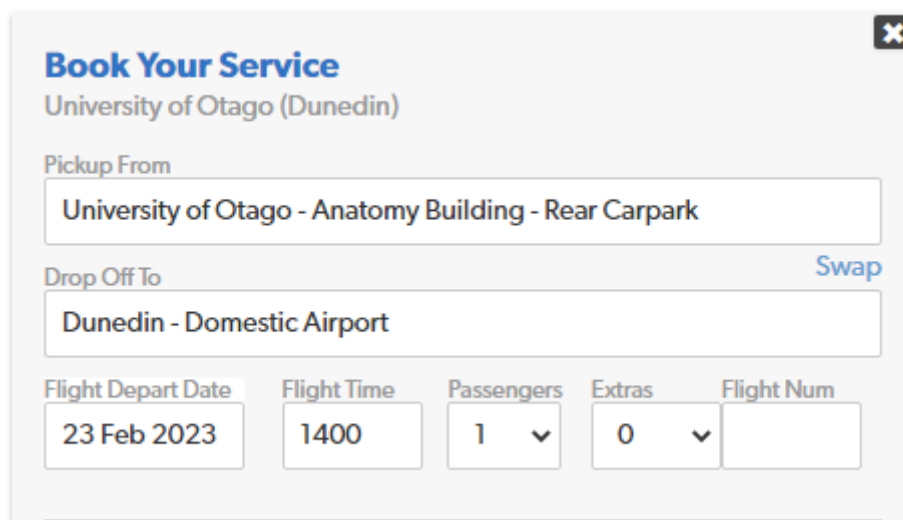


- **Existing users** should log in with their staff email address and current Super Shuttle password.



Make a Booking

- Begin your booking by entering the pickup address or location. The tool is preloaded with campus pickup locations. To find these start typing University ...
- Enter the drop-off address or location, flight times, and the number of passengers.
- Super Shuttle allows up to 2 check-in bags per person. If you have more than this or have oversize luggage, skis, etc enter the number of additional items in the 'extras' field.



- Press Enter

- **Select** your service; shared ride or charter:

Select a service:

➔ **Shared Ride - Supershuttle** \$15.00

Pickup Time: Drop Off: 1.00 PM

Select

➔ **Charter - Supershuttle** \$108.00

Pickup Time: Drop Off: 1.00 PM

Select

- Enter the travellers details and the University departmental account code/cost centre.

First Name <input style="width: 95%;" type="text"/>	Surname <input style="width: 95%;" type="text"/>
Travellers Email <input style="width: 95%;" type="text"/>	Travellers Cellphone <input style="width: 95%;" type="text"/>
Event Code <input style="width: 95%;" type="text"/>	Uni Account Code ? <input style="width: 95%;" type="text"/>

Payment Options

Add Notes

- The cost centre must be entered in one of the following formats to be accepted. Either **ABC12** or **12345678ABC**
- To receive the University rate payment is by chargeback only. Your department will be charged by consolidated invoice.

Payment Options

- It is not possible to use a PCard or debit card and receive the discount rate.
- **Confirm** your booking.
- Print your booking or note the reservation number.

Contact:

University of Otago:

Procurement: procurement@otago.ac.nz

Supershuttle:

Key Account Manager: Rose Silby

Email rose.silby@supershuttle.co.nz

Tel +64 9 522 5715

All bookings and enquiries:

Email reservations@supershuttle.co.nz

Tel 0800 SHUTTLE (0800 748 885)