Need to know how to use Liftango? 
Please follow the attached instructions!
Table of Contents

Quick Overview ...................................................................................................................... 3

Getting Started .................................................................................................................... 4

Setting up as a rider .............................................................................................................. 5

Setting up as a driver ............................................................................................................ 7

Setting up a ride ................................................................................................................... 8

Using PaybyPhone .............................................................................................................. 10

Additional Information ....................................................................................................... 14
Quick Overview

Please make sure you have downloaded the Liftango app and the PaybyPhone App before you start.

1. Download the Liftango and PaybyPhone apps to your phone
2. Create a Liftango account and a PaybyPhone account
3. Match with a rider using Liftango
4. Once matched, ride to campus using Liftango
5. Once on campus, park in any blue parking space
6. Launch the PaybyPhone App
7. Enter your campus location code in the PaybyPhone app. This will validate your trip thorough Liftango so you don’t get fined

NOTE: If you are travelling between campus’s in a single day, you will need to set up a new ride for each campus you visit
Getting Started

When you first open the Liftango app, click the plus sign and then select if you want to be a driver or rider. This can be done in advance.
Setting up as a rider

After selecting to be the rider, you will see the information below:

- **Select time of ride**
  
<table>
<thead>
<tr>
<th>Leave now</th>
<th>Leave at</th>
<th>Arrive by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon 10 Jun</td>
<td>12:30</td>
<td>13:30</td>
</tr>
<tr>
<td>Tue 11 Jun</td>
<td>14:00</td>
<td>15:00</td>
</tr>
<tr>
<td>Wed 12 Jun</td>
<td>16:00</td>
<td>17:00</td>
</tr>
<tr>
<td>Fri 14 Jun</td>
<td>18:00</td>
<td>19:00</td>
</tr>
<tr>
<td>Sat 15 Jun</td>
<td>20:00</td>
<td>21:00</td>
</tr>
<tr>
<td>Sun 16 Jun</td>
<td>22:00</td>
<td>23:00</td>
</tr>
</tbody>
</table>

- **Enter address of your starting point**

- **Enter the address of where you are going (eg Monash Clayton Campus)**

- **Enter how many passengers, all passengers must be registered with Liftango and also follow this process**
Once a match is found, you will receive an email. Turn on notifications for your email so you are informed immediately.

*NOTE: The map is not live and only shows where you start and end your trip. Your movements will not update on the map as you go*
Setting up as a driver

NOTE: If you leave any sections blank you will be unable to progress with the trip.

ADD A PICTURE OF YOUR CAR

Make: [ ] Model: [ ]
Year: [ ] Rego: [ ]
Fuel Type: [Unleaded]
Number of available seats: [3]

Click here and the Liftango app will ask you to find a photo of your car from your camera roll or you can take one at the time.

Enter car details

You can change how many available seats are in your car here – Touch the number and scroll through until your reach the number you need.

NOTE: If you leave any sections blank you will be unable to progress with the trip.

You will get an error message like this for any section that is not filled out.

Car Picture must be selected

Make: [VW] Model: [Golf]
Year: [2010] Rego: [ ]
Fuel Type: [Unleaded]
Number of available seats: [3]
Setting up a ride

Enter the details of your starting address, destination and time you are leaving to find a match.

The app will now look for an existing rider. If one is not available a message will be displayed.
Once a match is found, you will receive an email. Turn on notifications for your email so you are informed immediately.

Once you are matched, the app will give you a trip summary which includes an estimated arrival time.

**NOTE:** The map is not live and only shows where you start and end your trip. Your movements will not update on the map as you go.

See the details and address of your rider here along with estimated pick up and arrival times.
Using PaybyPhone

Once you arrive on campus and park in a blue bay, open the PaybyPhone app and enter the campus location code of the campus you are at.

The codes for each campus are: Clayton - 15530, Peninsula - 15531, Caulfield - 15532.

If you have not used the PaybyPhone app before, you will need to add in your car details.

Select your vehicle type
Please confirm the vehicle you’d like to park at this location

Add new vehicle

Enter your registration number here – making sure it is the same registration you used in the Liftango app

Select “Car” from the drop down list here

Enter a short description of your car here eg. White Mazda 3

Vehicle details

Number plate

Vehicle type

Description

Optional: add a description and photo to help ensure you’re parking the right vehicle
You can now select your vehicle in the Paybyphone app.

**Vehicle details**

- **Number plate**: T3ST
  - Used to identify your vehicle when parking
- **Vehicle type**: Car
- **Description**: White Golf
  - Optional: add a description and photo to help ensure you're parking the right vehicle

**ADD VEHICLE**

Click ADD VEHICLE

**NOTE:** Please ensure the registration number given in the PayByPhone app is the same as in the Liftango app or you will not be able to select CARPOOLING DISCOUNT RATE
Now that you have chosen your location and your car, you can select the CARPOOLING DISCOUNT RATE will be shown after a valid Liftango trip.

**NOTE:** If there is no valid Liftango trip registered, the charges for parking will be at the normal nominated daily rate.
You will need to provide a credit/debit card, but you will only be charged the nominated carpool rate.

Once you have paid, the home screen of the PayByPhone app will show how long you have before your parking expires. You will also be sent an email receipt.
You can add recurring trips into Liftango if required.

Click on Recurring trips

Chose the days that you want to select for the recurring trip, or select “All the days of this week” and click save. This will create trips for the days you have selected with the same times and addresses as the trip you’ve just created.

Do you have any questions? Please contact the buildings and property helpdesk on (03)9902 0222 or email at buildings.property@monash.edu