

THE SMART WAY TO DRIVE YOUR BUSINESS.

**A GUIDE FOR GETTING
YOUR ACCOUNT SETUP &
EMPLOYEES BEHIND THE WHEEL**



THE SMART WAY TO DRIVE YOUR BUSINESS

Thanks for choosing Toronto's first and favorite car sharing network, 100% Canadian and locally owned.

Setting-Up Your Business Account In 3 Simple Steps:

- 1. Designate an Account Administrator:**
The Account Administrator is the person that manages the relationship between your company and AutoShare. The account administrator can add or remove drivers, view the invoice, update billing information and also make reservations for other drivers on the account.

Multiple Account administrators is possible, but you need to start with one and can add others later (we recommend no more than two to keep things simple).

- 2. Apply for the company:**
Have the Account Administrator go to [AutoShare.com/business/join-for-zero/](https://www.autoshare.com/business/join-for-zero/) and complete an application for your company, giving their contact information. Driver's will be added later.

The account administrator does not have to be a driver to manage the account, but it is great if they get become real driver to get a feel for the service.

- 3. Invite Drivers:**
The Account Administrator will be contacted with a login and password to our system so that they can manage your company's account and Invite/Add employee drivers.

Get Your Employees Started in 4 Simple Steps:

- 1.** Tell your employees that your company has an AutoShare account and who the Account Administrator is. Thereafter, have them contact the Account Administrator to get added to your company's account.
- 2.** The Account Administrator will send each interested employee an Invite email through our system. The email contains a link from which the employee can apply to your account.
- 3.** A notification will be sent alerting you that one of your employee's has completed the driver application.
- 4.** Once approved, your employee's KeyCard will be mailed to the Account Administrator



WELCOME TO AUTOSHARE

Getting Started

AutoShare is straight forward and easy to use. To begin reserving vehicles, please go to reserve.autoshare.com. The landing page will ask for your Member ID & password. As Account Administrator we will have emailed this to you.



Member Login



Member ID

Password

LOGIN

Remember my Member ID

I forgot my password.
Please **email** it to me.

Reservations by phone, or
Emergencies: 416.840.4444



MANAGING YOUR AUTOSHARE ACCOUNT

Account Overview

To review your account settings simply click on the **My Account** tab. This page lets you review or make changes to the following:

- Contact information
- Password
- Payment info (Account Tab)
- Deductible option (Summary Tab)

In this section you can review your account settings simply click **My Account** tab. Here you can review or make changes to your contact information, password, payment info, deductible options, view your invoices, billing address as well as make changes to your notifications and default search locations. Update credit card information under the **My Account** tab.

If you are a driver on both your Personal Membership and your company's accounts, you can toggle from to another by clicking the Switch to Account tab.

Catherine Sharer, you are signed in | [Switch to Personal Account](#) | [Member Info](#) | [Help](#) | [Sign Out](#)

AutoShare
Reservation Site

[New Reservation](#) | [My Reservations](#) | [My Messages](#) | [My Account](#) | [Feedback](#)

Member Information

Member ID
8072-3

Corporate Name
Test Company for Training Inc.

Collision Deductible
\$750 Deductible - Standard

My Organization

Upcoming Reservations: 0
[Manage](#)

My Account | Summary | Edit Contact | Password | Account | Invoices | Preferences

Personal Contact Information

First Name: Catherine
Last Name: Sharer
Address: 26 Soho St.
Address (cont): Suite 203
City: Toronto
Province/State: Ontario
Postal Code: M5T 1Z7
Email: msm@autosshare.com
Home Phone: 416-987-0123
Work Phone: 416-340-7888
Cell Phone: 647-123-4567
Date of Birth: Saturday, September 21, 1985

Collision Deductible ([Click here for more information](#))

Your Organization's Current Damage Deductible is \$750.

To upgrade your Organization's Damage Deductible Program to \$0 click on the "NEXT" button and follow the steps.

[NEXT](#)

When on multiple accounts, you can toggle from to another by clicking the Switch to Account tab.

Update credit card information under the My Account tab.



MANAGING YOUR AUTOSHARE ACCOUNT

Inviting Drivers To Your Account

This process is really simple! Start by sending your employees the custom email with an Application Link. To access the special Account Administrator Manage Tabs, follow these steps:

1. Click on **"My Account"**

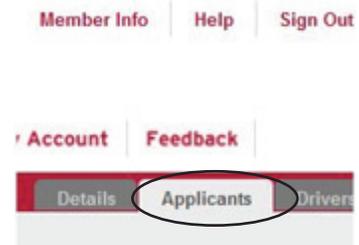


2. Once the screen is refreshed, you will notice the new **"My Organization"** option in the lower left corner:



Click on **"Manage"**

3. You will see a new set of tabs to choose from. Click on the Applicants tab:



To "invite" a Driver, click **"Applicants"**, then the **"Invite Driver"** button: Complete the two fields and click the button to send the invitation email.



MANAGING YOUR AUTOSHARE ACCOUNT

Inviting Drivers To Your Account Continued

Once you've invited drivers, these individuals can sign up online in minutes.

Furthermore, once the employee completes the application, you will receive a notification indicating that they wish to join your account. No action is required on your part - this just lets you know that they have completed the driver application.

As soon as it's complete, you can view applicants via the **Drivers** tab. Through this tab, you'll be able to view all of your account's active drivers, in various statuses.

Before you invite drivers please connect with your IT department and make sure that automated AutoShare emails are not being filtered by your company's spam filters. You may need to have the domain @autoshare added to your list of safe senders.

Catherine Sharer, you are signed in | [Switch to Personal Account](#) | [Member Info](#) | [Help](#) | [Sign Out](#)

AutoShare
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[Manage](#)

My Organization | [Details](#) | [Applicants](#) | **[Drivers](#)** | [Reservations](#) | [Options](#)

Driver ID:

Driver Name:

Status: Normal

[SEARCH](#)

| ID | Driver | Telephone | Email | Status | Authority |
|------------------------|-------------------|--------------|--|--------|-----------|
| 8072-1 | Smith, Primo | | | Normal | Yes |
| 8072-2 | Lee, Sally | | | Normal | No |
| 8072-3 | Sharer, Catherine | 416-987-0123 | msm@autoshare.com | Normal | Yes |

[EXPORT](#)

[ADD DRIVER](#)

[INVITE DRIVER](#)



MANAGING YOUR AUTOSHARE ACCOUNT

Invoices

Go to the **Invoice** tab where you can view individual invoices. For your convenience, you will be able to view up to 24 months of invoices.

Catherine Sharer, you are signed in | [Switch to Personal Account](#) | [Member Info](#) | [Help](#) | [Sign Out](#)

AutoShare
Reservation Site

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My Organization

Upcoming Reservations: 0
[Manage](#)

My Account | [Summary](#) | [Edit Contact](#) | [Password](#) | [Account](#) | [Invoices](#) | [Preferences](#)

Invoices (For the past 24 months)

Trouble opening your invoice? Click [here](#) to download Adobe Reader.

Year: 2012 [UPDATE](#)

| Invoice ID | Billing Period | New Charges | Amount Due |
|-------------------------|----------------|-------------|------------|
| #434901 | Jul 2012 | \$0.00 | \$0.00 |
| #426245 | Jun 2012 | \$0.00 | \$0.00 |
| #417729 | May 2012 | \$0.00 | \$0.00 |
| #409336 | Apr 2012 | \$0.00 | \$0.00 |
| #401017 | Mar 2012 | \$0.00 | \$0.00 |
| #392650 | Feb 2012 | \$0.00 | \$0.00 |
| #384223 | Jan 2012 | \$0.00 | \$0.00 |



MANAGING YOUR AUTOSHARE ACCOUNT

Reservations

For a detailed view of past and upcoming reservation for all your drivers, access the **Reservations** tab via the special Account Admin Manage Tabs (Click **My Account** → **Manage** [bottom left] → and click on the **Reservations** tab).

Your employees will be able to manage their own reservations through their own **“My Reservations”** tab when they login.

To provide consistent and repeatable reservation experiences to all of our members please don't be late! Being late impacts the next member, and can result in fines.

Please review our late returns policy at AutoShare.com/courtesy or read up on all of our Golden rules on page 10.

The screenshot shows the AutoShare Reservations Site interface. At the top, there are navigation tabs: New Reservation, My Reservations, My Messages, My Account, and Feedback. The main content area is titled "My Organization" and includes a "Reservations" sub-tab. Below this, there are search filters for "Reservation Selection" (Current Reservations), "Driver", "Memo", and "Status". A "SEARCH" button is present. The main table lists reservations with columns for ID, Driver, Vehicle, Start, End, Cost, Status, and Memo. Action buttons like "EARLY", "EXTEND", "CHANGE", and "CANCEL" are visible for certain reservations.

| ID | Driver | Vehicle | Start | End | Cost | Status | Memo | Actions |
|-------------------------|--------|---|------------------------------------|-----------------------------------|---------|-----------|--------------------|------------------|
| 1907677 | | #31 at 33 Holly Street (South of Eglinton) | 11:30 am Thursday, January 9, 2014 | 3:00 pm Thursday, January 9, 2014 | \$32.63 | Normal | 213xR022B | |
| 1906440 | | #247 at Yonge-Eglinton Centre | 8:30 am Thursday, January 9, 2014 | 5:00 pm Thursday, January 9, 2014 | \$70.06 | Normal | 13Y122-114 | EARLY EXTEND |
| 1907580 | | #280 at 33 Holly Street (South of Eglinton) | 1:30 pm Friday, January 10, 2014 | 5:30 pm Friday, January 10, 2014 | \$37.29 | Normal | PB: 13Y125-365 | CHANGE CANCEL |
| 1906300 | | #29 at 500 Sherbourne Street | 9:00 am Friday, January 10, 2014 | 9:00 pm Friday, January 10, 2014 | \$0.00 | Cancelled | PB: 13Y125-256/365 | |
| 1906877 | | #8 at 33 Holly Street (South of Eglinton) | 10:00 am Monday, January 13, 2014 | 3:00 pm Monday, January 13, 2014 | \$49.44 | Normal | 13Y122-120A | CHANGE CANCEL |



MANAGING YOUR AUTOSHARE ACCOUNT

Preferences

The **Preferences** tab will allow you to configure what sorts of notifications you want to receive, enable you to sync reservations with your calendar, and create default search locations allowing you to quickly make reservations on the fly.

Encourage employees to enable email confirmations for reservations helping them ensure they return on time.

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My Account | [Summary](#) | [Edit Contact](#) | [Password](#) | [Account](#) | [Invoices](#) | [Preferences](#)

Email Notifications

Send Confirmation Email on My Reservation Transactions: Yes No *

Send Confirmation Email on Telephone Reservation Transactions: Yes No *

Google Calendar

Allow us to access your Google Calendar: [Authorize](#)

Saved Locations

[+ Add a New Location](#)

You have no saved locations.

[SAVE CHANGES](#)

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My Organization

Upcoming Reservations: 0

[Manage](#)

Returning on time is the only way car sharing works. That's why we have late fees.

Remind employees to allow enough time in a reservation for traffic, and to call if they absolutely must be late. Read more about our late policy



GETTING YOUR EMPLOYEES BEHIND THE WHEEL

Making Reservations

Once approved to be a driver, your employees can plan their own trips online, on a Smartphone, or over the phone – 24 hours a day. If you would like to track trips by project or event, your employees can enter a **Memo** code when making their reservation. When we create your bill each month, we will summarize all your trips for each **Memo** code used over the given month. The Memo code is a free form, so you're not locked into any set codes.

AutoShare vehicles are available for as little as an hour or as long as you like. Once your employee makes a reservation, they will be able to lock and unlock the car by placing their KeyCard on the checkpoint located on the driver's side of the windshield. They then hop in, and drive. That's it! Just make sure they know to return the car to the same parking spot at the end of the reservation, and to logout when locking up.

Returning on time is the only way car sharing works. That's why we have late fees.

Remind employees to allow enough time in a reservation for traffic, and to call if they absolutely must be late. Read more about our late policy

Please Review & Complete Your Reservation

Location: Queen West & Augusta

Vehicle: #74: Silver Mazda 3 Hatchback - Winter Tires

Start (MM/DD/YY):
01/08/14 04:30 PM ▾

End (MM/DD/YY):
01/08/14 06:30 PM ▾

Memo:



\$8.75 / hr

6AM | 9 | noon | 3 | 6PM | 9 | mid | 3 | 6AM



Consider reserving some extra time in case of traffic, other delays or the need to get gas.
Returning after your reservation ends will result in additional charges and fees.

Estimated Cost: \$19.78

Time: \$17.50

Distance: \$0.00

Fees: \$0.00

Total Tax: \$2.28

NOTE: You MUST click on the 'RESERVE' button to complete your reservation.
Estimates are calculated at 10km/hr. Actual costs may vary.

CLOSE
RESERVE



GETTING YOUR EMPLOYEES BEHIND THE WHEEL

Golden Rules

Your experience and that of others sharing with AutoShare is based on a few Key Rules. Things like keeping the cars clean, not smoking, and returning on time are paramount. Not following these rules can be expensive and an inconvenience to other members - so please be sure to educate your employees about how to share responsibly.

You can also send your employees to [AutoShare.com/welcome](https://www.autoshare.com/welcome) for more details on how to use our service.

AutoShare FAQ

Hopefully the guide helped you understand your role as an Account Administrator for an AutoShare Business account. Here is a short FAQ - let us know if you need any additional information.

- 1. I'm an Account Admin, but don't have a KeyCard, how can I drive?**
A – If you're already an Account Admin, but a "fake" driver, email feedback@autoshare.com indicating you would like to also become a driver and include your Driver License number.
- 2. Can I drive the same day I join?**
A – The average turn-around time is 2 business days - contact us when you need to rush a new driver's package and we'll try to deliver within a few hours.
- 3. How do we all get personal Memberships too?**
A – Everyone can complete a personal application at [AutoShare.com/join](https://www.autoshare.com/join) and use the Promo Code provided by your Account Administrator to avoid the Application fee and get a one-time \$45 plan fee credit.
- 4. Where can I find more information on how AutoShare works?**
A – Please visit [AutoShare.com/welcome](https://www.autoshare.com/welcome)
- 5. What if my employee is already an AutoShare member?**
They will already have a KeyCard, but you'll still need to add them as a driver in order to use your Account.

