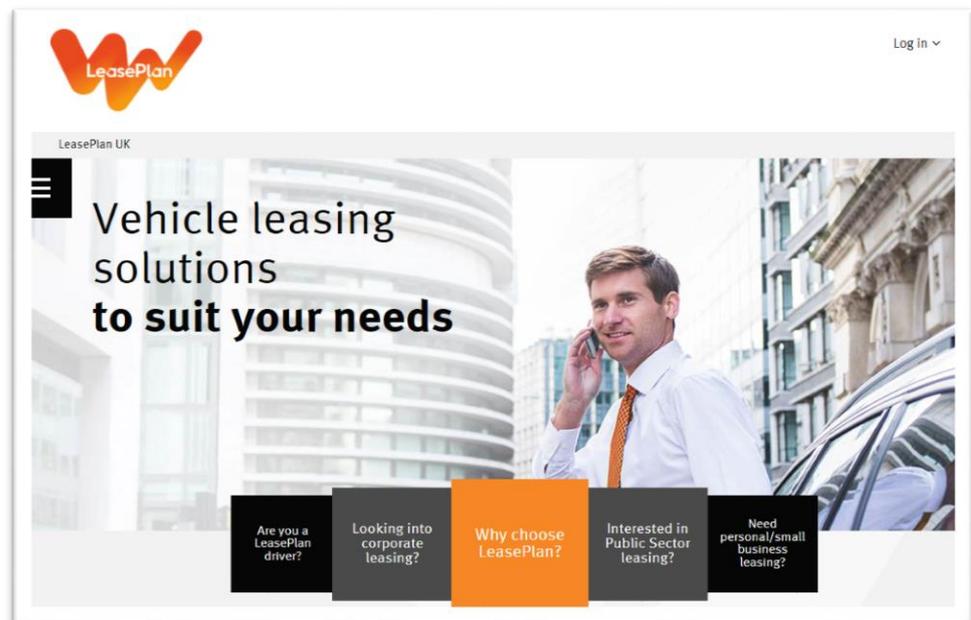




# ACCESSING FLEETREPORTING

YOU WILL BE PROVIDED WITH A USERNAME AND PASSWORD TO ACCESS THE FLEETREPORTING SERVICE

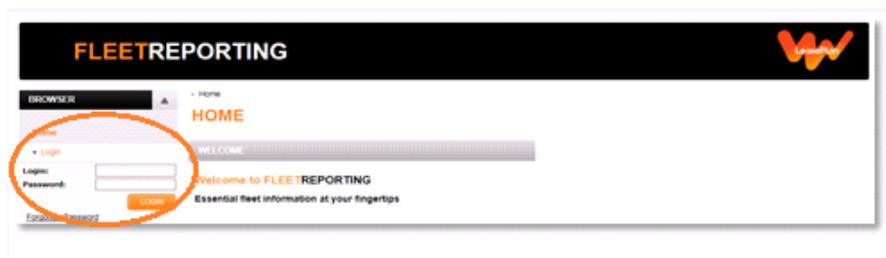
To access FleetReporting, simply visit the LeasePlan website: [www.leaseplan.com](http://www.leaseplan.com)  
Select United Kingdom from the Countries drop down menu. Next click on 'Log In' at the top of the home page and then click on FleetReporting.



Using the credentials already provided to you, carefully enter your user login and password into the appropriate boxes.

For security reasons, you should always change the system generated password to something memorable.

**Your password is case sensitive**, so please remember to ensure that Caps Lock and Num Lock are not on.

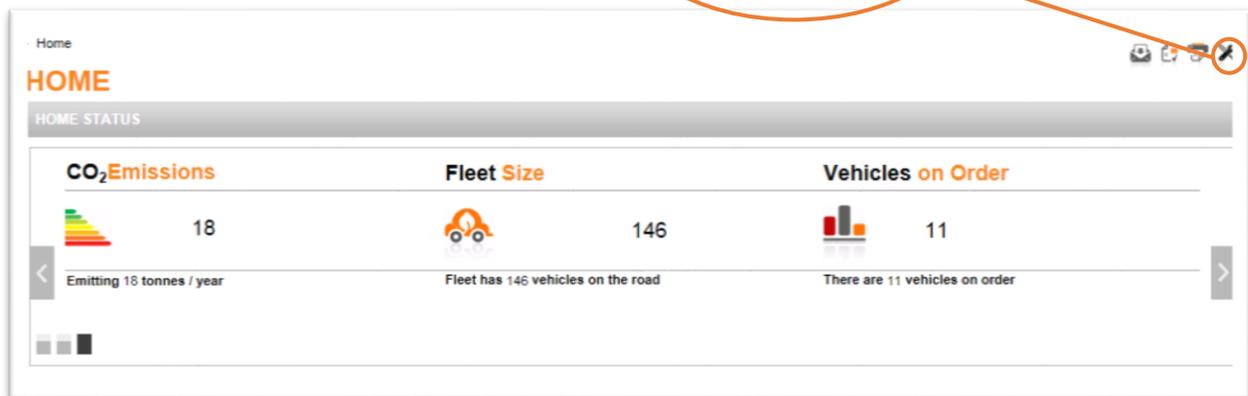
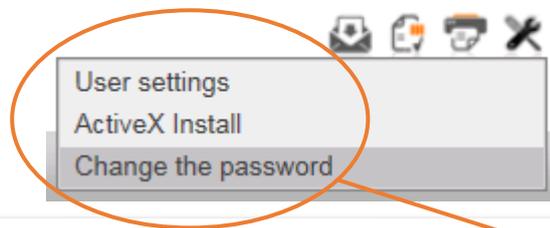




# CHANGING YOUR PASSWORD

AS A SECURITY MEASURE IT IS STRONGLY RECOMMENDED THAT YOU CHANGE YOUR PASSWORD FROM THE ONE INITIALLY ISSUED TO YOU TO SOMETHING MEMORABLE

First, please log in using the password already issued to you. Then, click on the spanner/screwdriver icon (known as the Edit Menu) and select 'Change the password'



You will be asked to enter your current password and then enter a new password of your choice.

Once you have confirmed your new password, click on 'Save' and the password will be changed.

The password must contain at least 12 characters and meet the following criteria:

- 1 must be lowercase
- 1 must be uppercase
- 1 must be a number
- 1 must be a symbol from the following list # @ % \$ £ \* ! &



# FORGOTTEN PASSWORDS

IN THE EVENT THAT YOU FORGET YOUR PASSWORD, IT IS POSSIBLE TO REQUEST A NEW ONE TO BE SENT DIRECTLY TO YOUR REGISTERED E-MAIL ADDRESS.

Go to the FleetReporting Login screen and click on 'Lost password'.



The menu area will expand and you will be able to enter your login or email address and click on 'Recover Password'.



You will automatically be emailed your user name and a new password. Again, for security purposes please change the new password to something easily memorable for you.