

## ACCESSING FLEETREPORTING

YOU WILL BE PROVIDED WITH A USERNAME AND PASSWORD TO ACCESS THE FLEETREPORTING SERVICE To access FleetReporting, simply visit the LeasePlan website: <u>www.leaseplan.com</u> Select United Kingdom from the Countries drop down menu. Next click on 'Log In' at the top of the home page and the 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.

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Logn Logn Logn Pessword Pessword Example	BROWSER	HOME	
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## 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

please log in using the pa Fhen, click on the spanner e Edit Menu) and select ' <b>C</b>	ssword already issued /screwdriver icon (kno hange the password	d to own Y Chan	settings èX Install ge the passv	vord	
me DME					۵
DME STATUS					
CO <sub>2</sub> Emissions	Fleet Size		Vehicle	es on Order	
18		146	<u></u>	11	
Emitting 18 tonnes / year	Fleet has 146 vehi	cles on the road	There are	11 vehicles on order	

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 N** ONE TO BE SE **DIRECTLY TO** REGISTERED ADDRESS.

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

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ONE TO BE SENT DIRECTLY TO YOUR REGISTERED E-MAIL ADDRESS.	Home Uogin Results Home Login Results Home Login Login Login Login Login	, Home HOME WELCOME Welcome to FLEETREPORTING Essential fleet information at your fingertips	
	Forgotten Password	Dashboard overview Fleet overview provides an intuitive dashboard overview of your fleet including	
The menu area will expand an your login or email address an Password'.	nd you will be able to nd click on 'Recover	o enter Userna RESET PASS	word CANCEL

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.