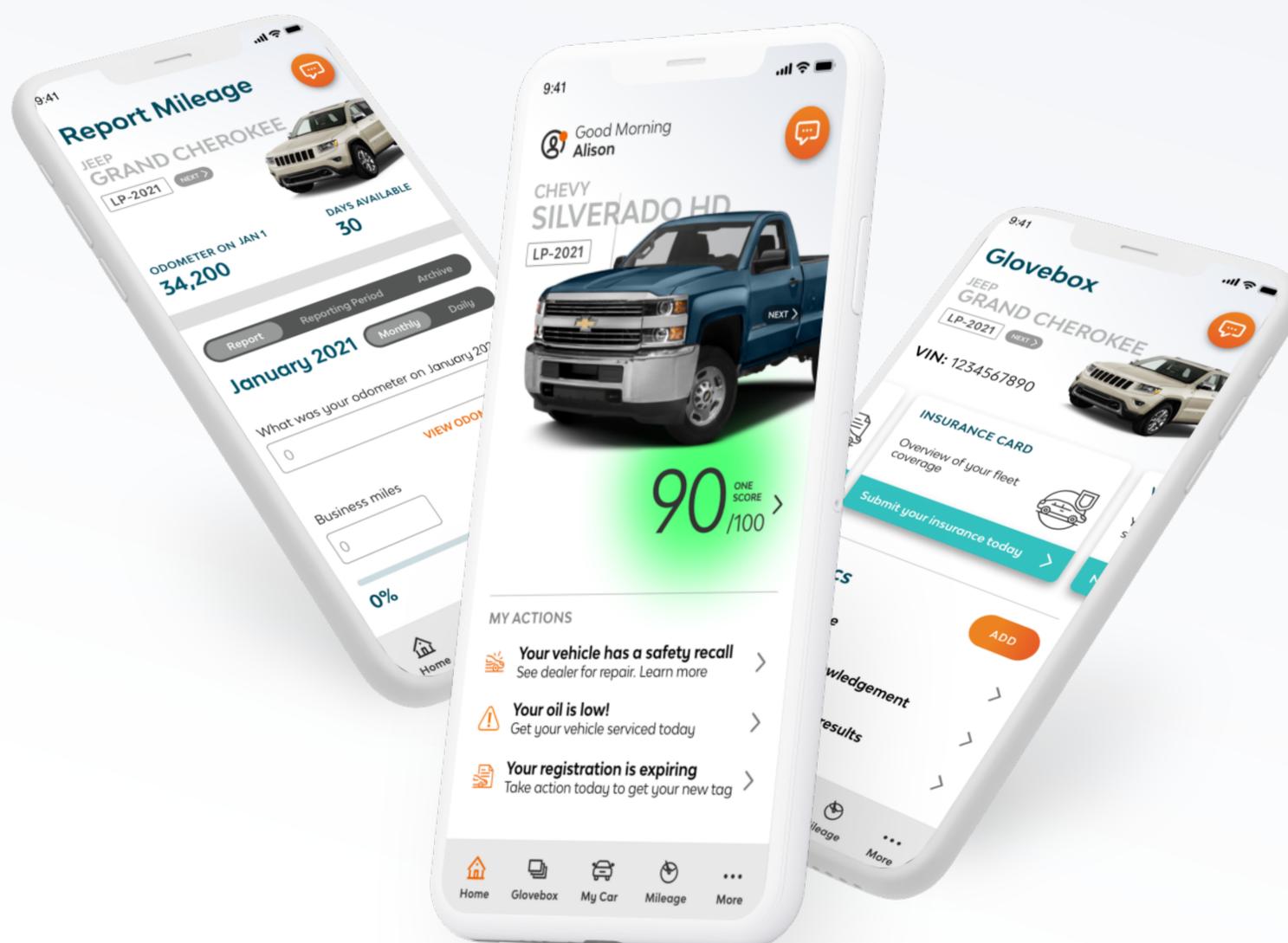


# The *new* MyLeasePlan app puts you in control.

Our new-and-improved app empowers you to get more accomplished and find all the information you need about your company vehicle.



# The new-and-improved MyLeasePlan: Designed with drivers' needs in mind.

We've taken your feedback and made it easier than ever for you to get the information you need and be more self-sufficient with your company vehicle.

Upload documents faster than ever, with just your smartphone (no office required!). Stay on top of maintenance and recalls—even find the nearest recommended service provider. Track your new vehicle delivery, more easily report personal mileage, improve your performance as a driver, and more.

With MyLeasePlan, you have everything you need. Say goodbye to calls to customer service, and hit the ground running with your company vehicle.



## New to MyLeasePlan? Download today!

Available on iOS and Android devices.

1. Your fleet manager will enroll you.
2. You'll receive an invitation email from LeasePlan with download instructions.
3. Follow the steps outlined in the email.
4. Log in and accept your policy.
5. Welcome to the new MyLeasePlan!

# Key Features

Let's take a closer look at the app's key features and functionality. The bottom of the app screen includes quick access to 5 most commonly used functions:



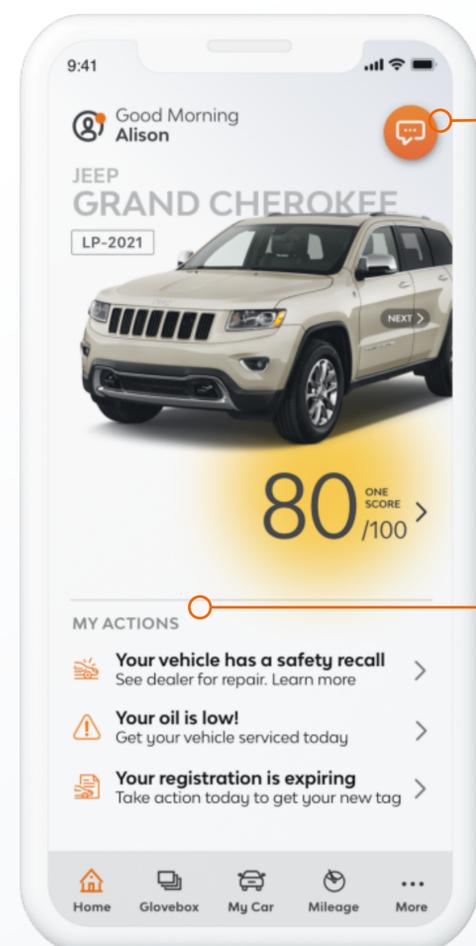
## Home

The Home screen gives you the basics about your vehicle.

In the top right corner, tap the chat icon to be taken to **Elle**, the virtual assistant, who can answer most of your vehicle questions.

At the top, you'll see an image of your vehicle, its make and model, and its tag number. You'll also see your **OneScore** so you can track your driving performance.

Under **My Actions**, any alerts or notifications that require your attention will appear. For example, you'll see if your oil is running low or if your registration is expiring soon. Tap any alert to close the loop on open action items.



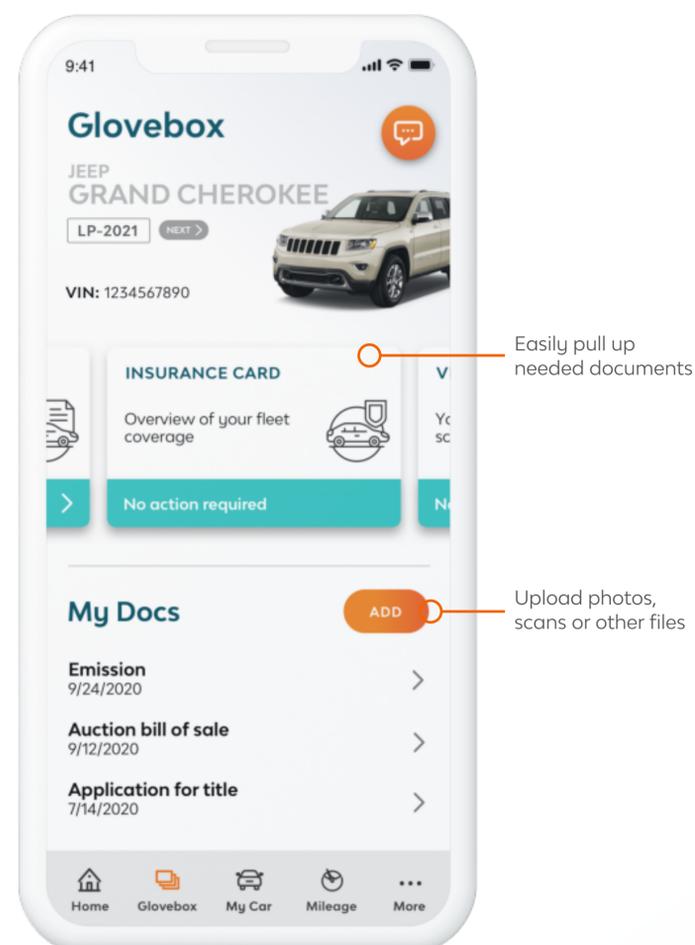
Pose questions to virtual assistant, Elle

Notifications and alerts requiring your response

## Glovebox

The Glovebox is a handy place to store all of your important forms, like registration, insurance and more. This way you can always find the information you need, all in one place. Under **My Docs** you'll see a list of everything, from your vehicle records to your company agreements.

This is also where you can upload documents. Tap the orange **Add** button and you'll be asked whether you want to take a new photo, find an existing photo, select a file, or scan a document. Name the doc, select **Upload**, and your new doc is now in the Glovebox!



## My Car

Under My Car you can look up specific information on your vehicle and stay on top of maintenance and recalls.

Tap **Service My Vehicle**, and you'll see what services are coming due. See your VIN, mileage intervals, spend authorization limit, and all the billing details you'll need. Tap **Locate Station**, and you'll see the nearest recommended service providers. You'll also have a link to your **Vehicle Maintenance Guide** if you need more details about your vehicle.

From the My Car screen you can also select **Order Status** to check the progress of any new vehicle.

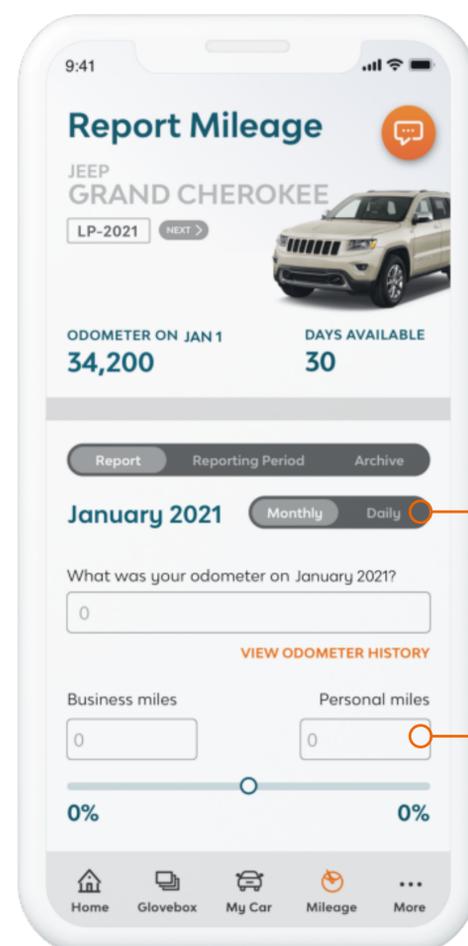
Tap **Check Recalls** to see a detailed list of outstanding or past recalls for your vehicle. Once you've had a recall issue fixed, you can **upload** a photo of the repair invoice to affirm that the problem has been corrected.



## Mileage

Tap Mileage and you'll be taken to the **Report Mileage** screen. Use the slider bar to easily adjust personal and business miles. Follow the easy steps to enter your odometer reading and you'll have the option of tracking your daily or your monthly mileage.

For each reporting period you choose, you can separate personal from business miles for easy expense reporting.



Choose preferred time period for your reports

Separate business and personal mileage

## ... More

Finally, tap the More option and you'll see a detailed menu with some of the following options, some of which have been covered above. (The app is customizable, so not all services will be available to every driver.)

### Services

- **Safety Courses** - See a full list of which safety training courses you've completed and which remain to be done.
- **Report Mileage** - See above under Mileage.
- **Fuel Locator** - Find the nearest gas stations.
- **Service Locator** - See above under **My Car**.
- **History** - Takes you to vehicle details in **My Car**.
- **Service My Vehicle** - See above under **My Car**.
- **Check Recalls** - See above under **My Car**.

### Quick Links

- **Email Support** - Reach out with any questions.
- **Call Support** - Call for customer service.
- **Driver Policy** - Quick link to driver policy agreements.
- **Weblinks** - Connects you to helpful sources of information.
- **Feedback?** - Let us know how the app is meeting your needs! We'll be adding new improvements all year, so your feedback is instrumental in helping us create a powerful solution for you.