

MyLeasePlan 4.1.0

Personal Mileage Reporting

The February 2022 release of MyLeasePlan features major enhancements to Personal Mileage Reporting experience. Find out what's new!



General enhancements

What's changing in the new release?

The Mileage section has been completely redesigned based on user feedback, making it easier for fleet drivers to log personal and business miles. The biggest change? Drivers can now set their reporting preference to either monthly or daily, offering a more tailored experience. How are we making navigation easier? We've removed the toggles and tabs making it easier to navigate – now drivers can access their past reporting periods and archives with a quick scroll – and only see the daily or monthly view that's relevant to them.

How will a driver know when to report for a month?

Drivers enrolled in Personal Mileage Reporting receive an email reminding them to report their mileage - and follow-up communication if they fail to report. In the MyLeasePlan app, drivers will also see a task in the My Action list on the home screen when it's time to submit their mileage each month. Drivers who have opted into mobile push notifications on their device will also receive an on-phone alert letting them know it's time to report.

What guidance does the app offer to help the drivers through mileage reporting?

This release features much more guidance to reinforce the importance of reporting mileage on time. We've added new labels and icons on each reporting period to let users know if they're ready to report or are past due. We've also added more success and error messages to help drivers report more accurate information. If fleets apply a penalty when a driver does not report on time, users will now see a message letting them know why it was applied.

For a deeper dive, drivers can access a summary page with their tax implications (based on client settings) and get answers to common questions about the program in the FAQ section. And...when users log in to the new mileage interface, they'll be greeted with a guided tutorial that highlights the new features.

New features

What's the coolest new feature?

Setting reporting preferences. Users can set their preference to either monthly or daily reporting so they are only looking at a user interface that pertains to them.

How do we help drivers learn about the new experience?

There is a guided tutorial to walk first-time users through the new experience. Drivers will also get video tutorials in the MyLeasePlan notification box.

How have you improved the navigation?

- Previously we used tabs, toggles and arrows for users to navigate to different time periods
- We have streamlined the view so drivers only need to scroll down or up to get to where they need to go
- Archived years expand for a user to view all monthly entries for that tax reporting year
- For a daily user, the monthly card expands to view all daily entries
- We've also added more real estate to enter mileage
- Users can swipe left to edit existing entries
- The app now calculates and displays total miles driven

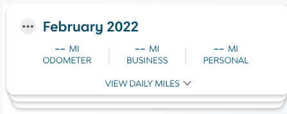
8 for the daily user?

For drivers who log miles daily, we've introduced a new end-of-month submission process. This gives the driver the ability to review their daily entries and sign off on the month, keeping them up to date. In addition, users can now swipe left to report no miles driven.

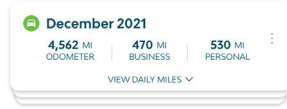
How do we help drivers stay in compliance?

We've added more guidance, prompts and messaging to inform drivers when they need to take action and how to best comply with their fleet policy. New status icons and labels help provide a quick glance of what needs attention:

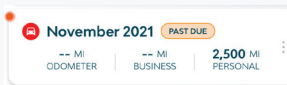
For all users



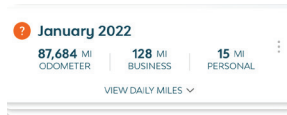
Not yet reported. This grey status icon on a card indicates the driver needs to enter mileage for this time period.



Successfully reported mileage. Once a user has entered business and personal miles for a reporting period, the status icon will change to green.



Late or missed. The red icon indicates the driver did not submit mileage by the 5th day of the month. For most clients, this results in the application of 100% personal miles penalty added to the drivers record. Drivers can edit the entry unless the month is locked.



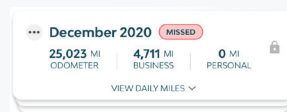
Needs review. When a driver sees this orange icon, it means a previous odometer reading was edited. The driver should review this entry and adjust the odometer reading for a more accurate record.



Open for Reporting. This label displays between the 1st and 4th day of a month and informs the driver it is time to submit their monthly entry.



The **Past Due** label will display on the 5th day of the month if the period is not locked.



The Past Due label changes to **Missed** if driver missed reporting in time and month is locked by the fleet manager, or the reporting year has been archived.

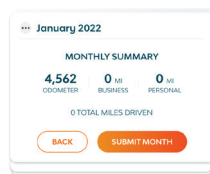


The **Lock icon** reflects a view-only reporting period, consisting of periods locked by the fleet manager and archived tax reporting years.

For daily users



Reported no mileage driven. Daily users can quickly swipe left to report zero personal and business miles for a specific day resulting in this new icon.



End of month submission. While daily users regularly log mileage over the course of a month, they will now be asked to review and submit their daily entries to close out the month in MyLeasePlan.

Why all fleets should be on the app?

MyLeasePlan is not just for mileage reporting. This is the next generation of efficiently managing vehicles while on the go. Find out more at www.leaseplan.com.

