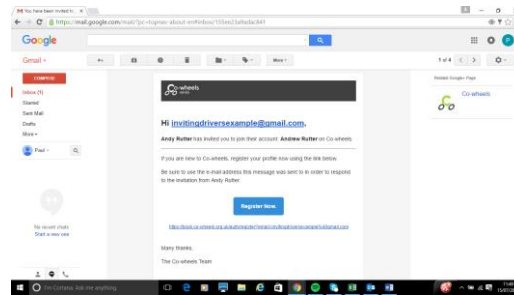
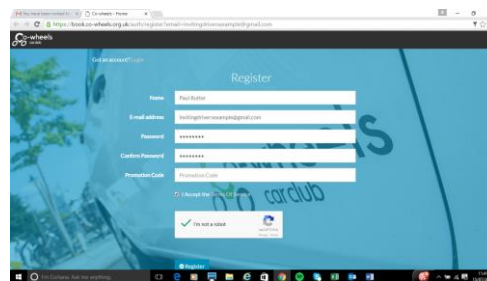


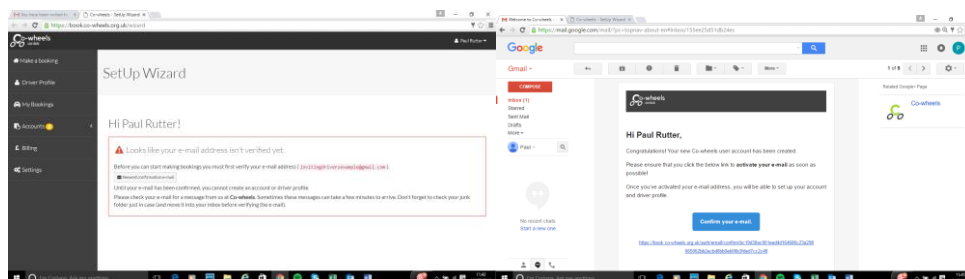
Once the administrator has sent the invite, you will receive the below email, simply click on the link to register



This will take you to the registration page where you will be asked to enter your name and email address, create a password and accept the terms of service as below

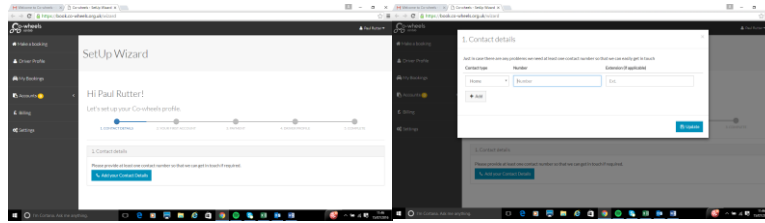


Once submitted the system will log you in but you will get a message as below to the left saying your email address is not yet verified. If you go into your emails you should have received the email to the below right where you can click on the link to verify your email address.



When you click on the link in the verification email address it will log you into the booking system and present you with a Setup wizard in 4 stages

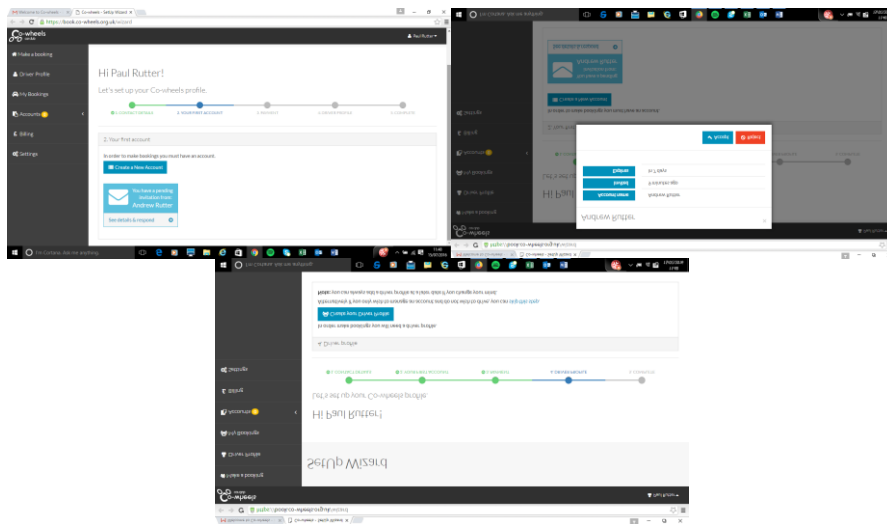
Stage 1 – Contact Information



This is simply asking for your contact number so please enter your works telephone number, this is so that you can be contacted should we need to let you know about any changes to your bookings.

Stage 2 – Account Setup

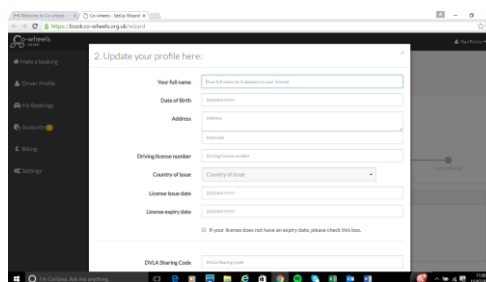
If you have been invited by the account administrator rather than setting up a new account, you will also see an invitation pending notice. By clicking on this you will get a pop up where you can accept the invitation. It will add you to the Pool Car account and mark this step as complete.



Stage 3 – Billing Details

By accepting the invitation to the Pool Car account you will see that this section has been marked as complete and therefore no further action is required on this section

Stage 4 – Driver Profile



This section allows all driver information to be collated and license check codes to be collected. Once this is completed your application will be submitted automatically and pending approval