



**A guide on how to register and book in
the app**

1. Get started

If you did not have a profile before, you will need to create and register for one. In the next two steps we explain how to do this.

If your company has added you as a user via our customer portal, you will see it on your profile, the company name will then be visible there, you will also see under payment methods which payment method your company has added you to pay for your trips.

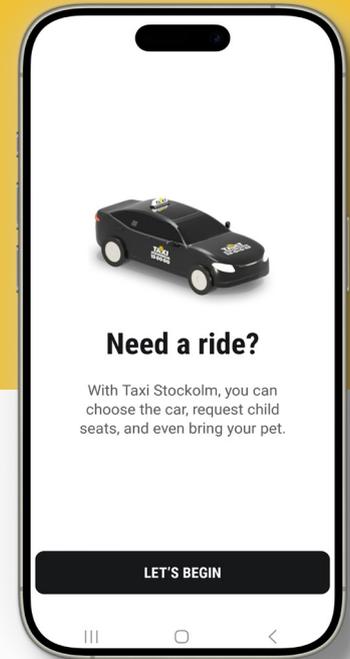
If you already have a profile and want to connect to your company yourself, go directly to step 5. NOTE! This only works if your company is listed in our customer portal.



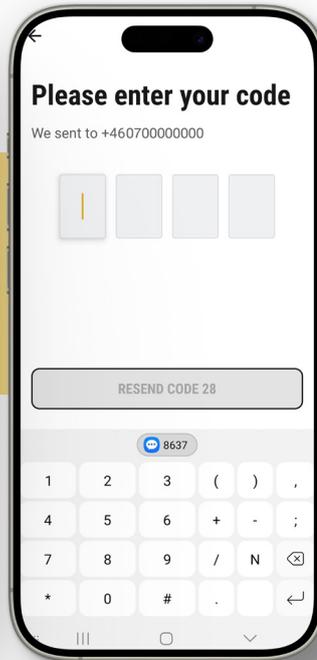
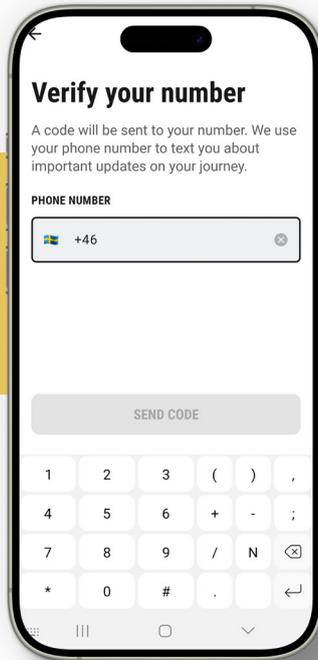
Download the app here!



Press let's begin!



2. Verification



Enter your phone number and click on send code, then enter the code you received by SMS.

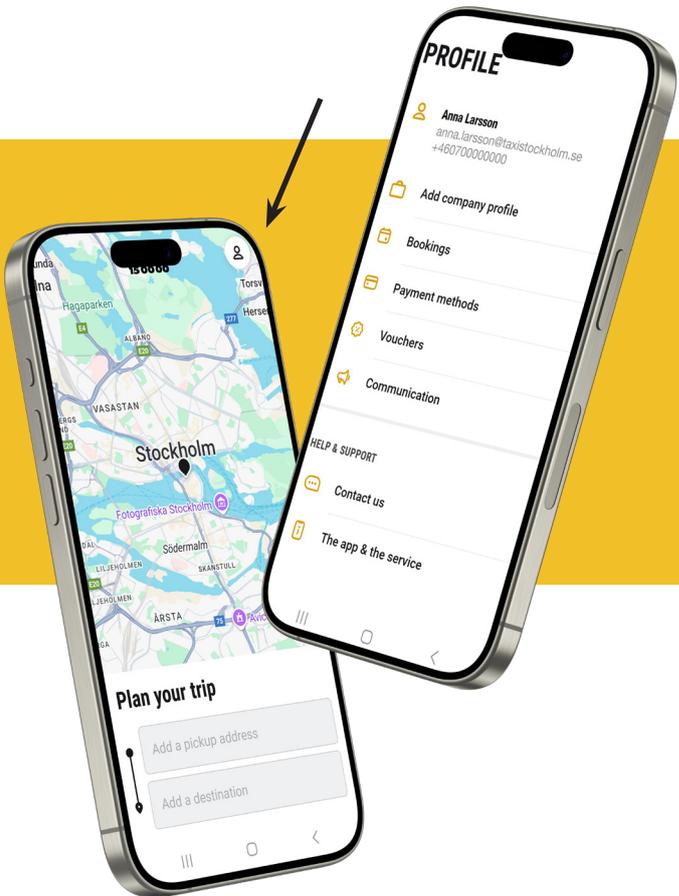
Then fill in your email address and send code. You will receive a new code to the email address you entered.

3. Terms and conditions



Read our terms and conditions and confirm that you have read them.

4. Profile



Now you are registered and ready to book!

If you click on the symbol in the top right corner of the app's home page, you will be taken to your profile and its settings, where you can:

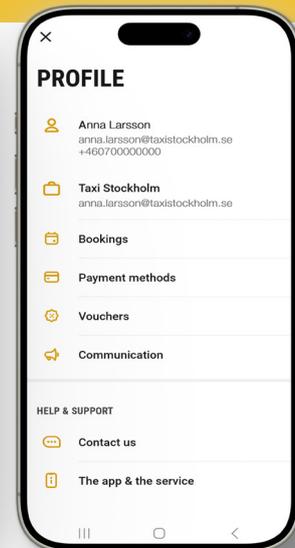
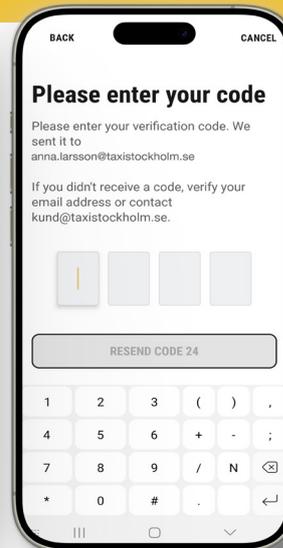
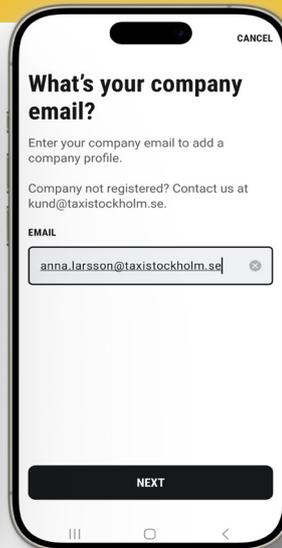
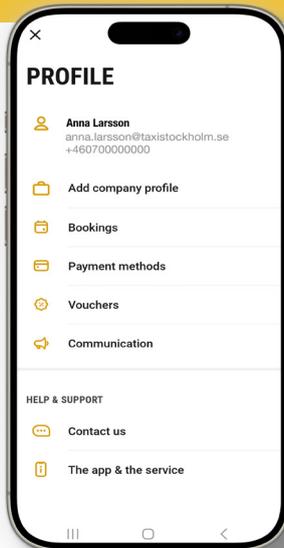
- Change your contact details.
- See if your company is connected or connect it yourself.
- See an overview of your active and closed bookings.
- Add different payment methods.
- Add a discount code.
- Manage communication from us.

You can also find help and support here.

5. Company profile

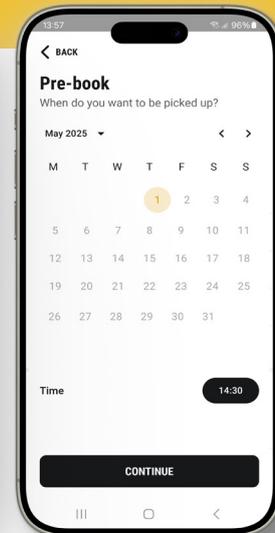
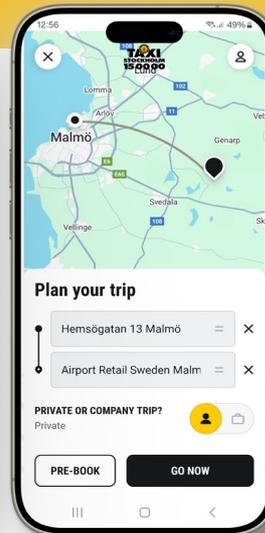
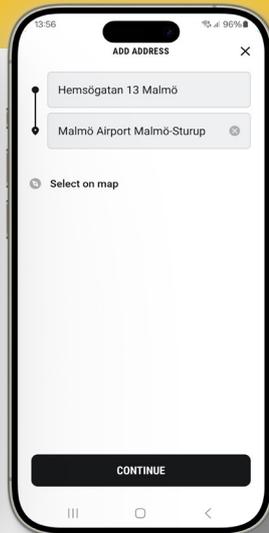
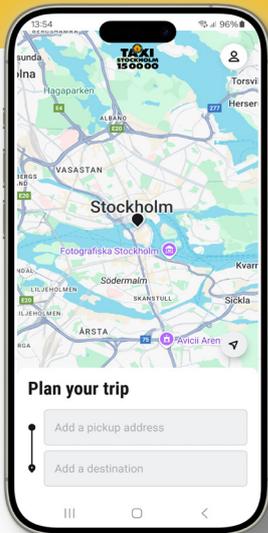
Start by clicking on the icon in the top right corner of the app to access your profile settings, then follow the steps:

1. Click on “Add company profile”
2. Enter your company email and click next, a verification code will now be sent to your company email.
3. Enter the code you received.
4. Done! Now you can see in your profile that the company is connected.



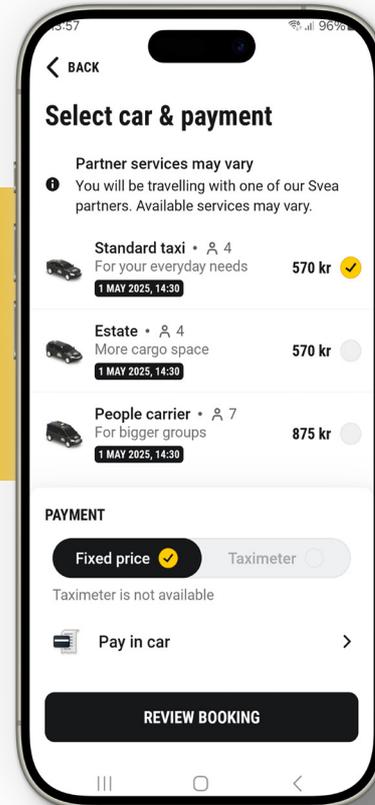
6. How to book

- Fill in where you want to be picked up and where you are going.
- Check whether it is a private or a business trip.
(You can only choose a business trip if you or your company have connected it)
- Choose whether you want to go now or pre-book.
- If pre-booking, select the date and time of pick-up.
- Click on continue.

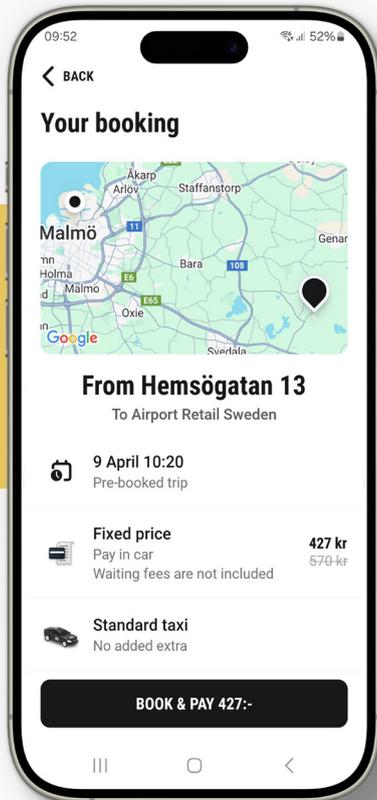


7. Vehicle type, add ons and payment method

- Here you can choose the type of vehicle you want to travel with, please note that availability may vary if you are traveling abroad with one of our partners.
- Make options such as the inclusion of animals, car cushion, etc.
- How you want to pay for your trip.



8. Review your booking



Check that your booking is correct. If you wish, you can write a message to the driver here. You will also see the contact details of the taxi company that will pick you up.

Finish by clicking on book & pay.

9. Done!

