



For business

Getting Started for Account Administrators

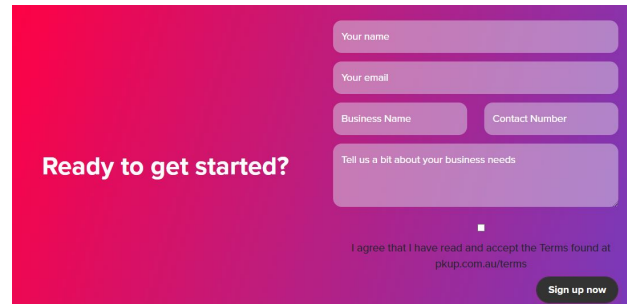
Step 1: Create your business account

1. Register your business for free

Tell us a little bit about your business.

Once we have received your details we will set-up your account. This usually takes us about 5 to 10 minutes (during business hours).

Register Now: pkup.com.au/business



The registration form is titled "Ready to get started?" and is set against a purple-to-pink gradient background. It includes the following fields: "Your name", "Your email", "Business Name", and "Contact Number". Below these is a larger text area for "Tell us a bit about your business needs". At the bottom, there is a checkbox for "I agree that I have read and accept the Terms found at pkup.com.au/terms" and a "Sign up now" button.

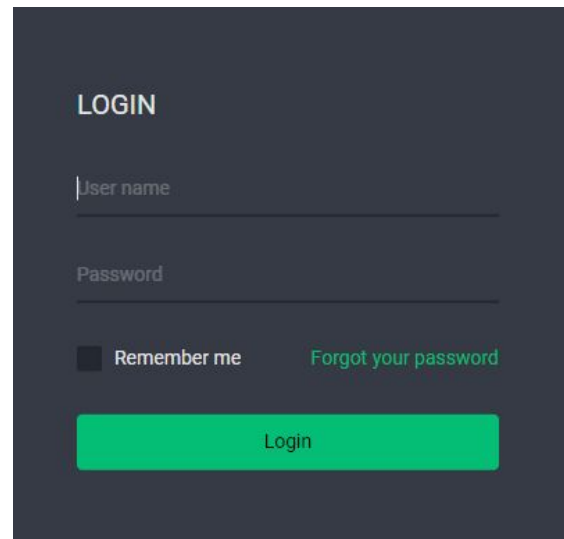
2. Access your admin dashboard

Once your account has been set up you will receive an email and text message notifying you that your account is ready.

You will receive your login details to the email you used to register. Please check your email spam folder if required.

Once you have signed in, you can access the dashboard to start inviting your team.

Visit your dashboard:
pkup.com.au/business-login



The login form is titled "LOGIN" and is set against a dark grey background. It includes the following fields: "User name" and "Password". Below these is a "Remember me" checkbox and a "Forgot your password" link. At the bottom, there is a "Login" button.

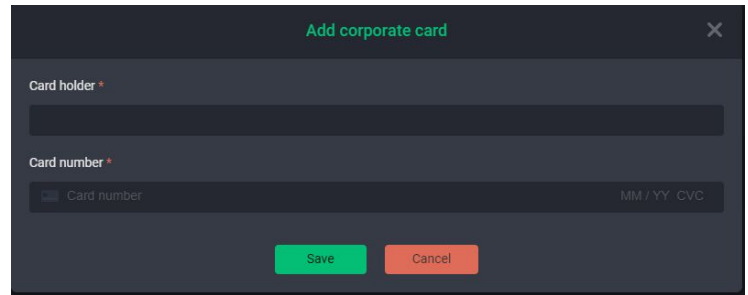
Step 2: Set up billing

Manage billing by adding a single corporate card, then monitor employee and customer usage through the dashboard.

1. Add a credit card

Add a new credit card by selecting 'payment methods' from the top menu bar.

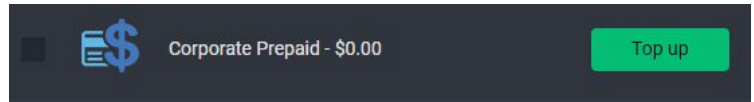
Your company card is only charged after a pick-up is complete.



2. Set a prepaid allowance (optional)

Control spending by setting up a prepaid allowance by selecting 'payment methods' from the top menu bar.

Prepaid credit is purchased and your employees can use this credit until the credit is exhausted.



3. Tax invoices

Tax invoices for every corporate pick-up will be sent to your registered email address at the end of every week.

Coming Soon: You will soon be able to download each tax invoice straight from your dashboard.

Tax Invoice

R6502013

2020-12-11 19:12

From:

To:

\$79.31

Service Fare
Less Promotion Discount (NEW15)

Total
\$94.31
-\$15.00

Total Price

\$79.31

Including GST of \$ 7.21

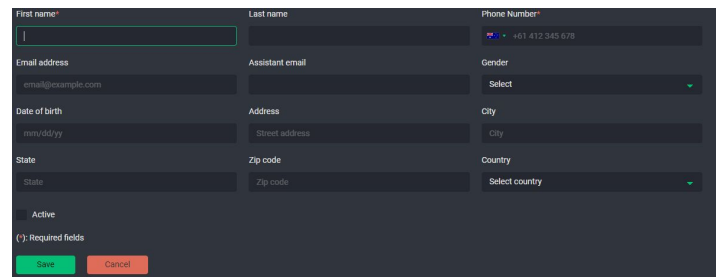
Step 3: Invite your team

Invite your employees

Employees will have the capability to toggle between business and personal pick-ups right from their PKUP app. When 'business' is selected, employee pick-ups will be charged to the corporate card.

1. Add details

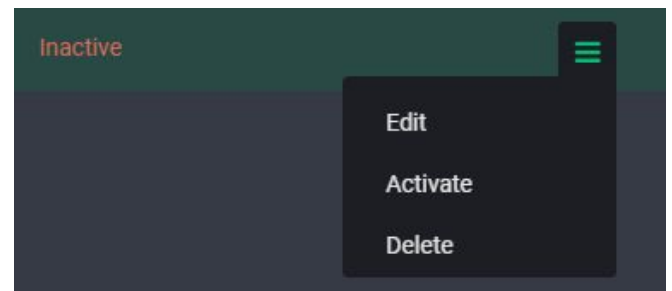
From the top menu bar select 'Corp Traveler', and select 'add'. Fill out the first and last name, email and mobile phone number for each employee.



A screenshot of a dark-themed form for adding employee details. The form is organized into a grid of input fields. The first row contains 'First name*', 'Last name', and 'Phone Number*'. The second row contains 'Email address' (with 'email@example.com' as a placeholder), 'Assistant email', and 'Gender' (with a 'Select' dropdown). The third row contains 'Date of birth' (with 'mm/dd/yy' as a placeholder), 'Address' (with 'Street address' as a placeholder), and 'City'. The fourth row contains 'State', 'Zip code', and 'Country' (with 'Select country' as a placeholder). Below the form, there is an 'Active' checkbox, a legend '(*) Required fields', and two buttons: 'Save' (green) and 'Cancel' (orange).

2. Activate your employees

When you have finished entering your employee information, activate your employees by selecting 'activate'.



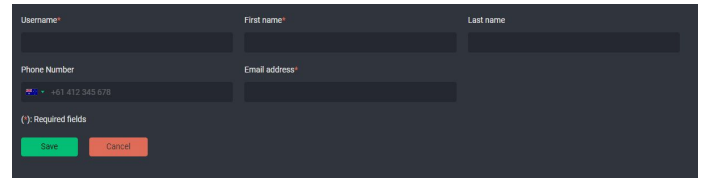
Invite your operators

Operators will have access to their own dashboard. They will have the capability to arrange pick-ups for your guests or clients, track and monitor the status of each pick-up including driver location, add and remove employees to the business account.

1. Add details

From the top bar menu select 'Corp Operators', and select 'add'. Fill out the first and last name, email and mobile phone number for each operator.

They will receive their login credential via email.



The image shows a dark-themed user registration form. It contains the following fields and elements:

- Username***: A text input field.
- First name***: A text input field.
- Last name**: A text input field.
- Phone Number**: A text input field with a flag icon and the number "+61 412 345 678".
- Email address***: A text input field.
- (*) Required fields**: A legend indicating that fields with an asterisk are required.
- Save**: A green button.
- Cancel**: A red button.

Step 4: Notify your employees and operators

It is important to communicate to your team that your business will be using PKUP for business. Below are example email templates you can use to notify you team members.

Example email to employees - modify as required.

Subject line: Join [[your organization name](#)]'s PKUP for Business account

Email body:

We are pleased to announce that we're now using PKUP for Business for [[core use case](#)]. Pick-ups will automatically be charged to the [[your organization name](#)] corporate account.

How to get started:

1. Sign into your PKUP account

If you already have a PKUP account, sign into your existing mobile phone app account. Alternatively, you'll need to create a PKUP account by downloading the PKUP app at onelink.to/pkup

2. Confirm account linking

Go to "Payment method" section on your PKUP app to ensure that the company card was added. You will see the company card labeled as "Corporate card".

3. Requesting a pick-up

Before requesting a pick-up you have the option to quickly and easily toggle between the corporate card and your personal card. You can do this by selecting the desired billing card after you have entered the pick-up and destination address. See the guide here if you need help:

https://pkup.com.au/wp-content/uploads/2021/01/PKUP-For-business_-_Employees.pdf

Feel free to reach out to me with any questions. For more information about PKUP, visit pkup.com.au.

[[Signature](#)]

Email to operators - modify as required.

Subject line: Join [[your organization name](#)]'s PKUP for Business account

Email body:

We are pleased to announce that we're now using PKUP for Business for our customers, guests and teams.

How to get started:

1. Look out from an email from PKUP

Follow the steps in the invitation email to access your PKUP for business dashboard.

2. Sign into your PKUP account

If you already have a PKUP account, sign into your existing mobile phone app account. Alternatively, you'll need to create a PKUP account by downloading the PKUP app at onelink.to/pkup

3. Confirm operators access and account linking

i. Sign in to pkup.com.au/business-login to make sure you have access to [[your organization name](#)]'s PKUP for Business dashboard. You'll have operators access, which means you will be able to request pick-ups and manage employees through the [[your organization name](#)] PKUP account.

ii. Make sure to also visit the "Payment method" section on your PKUP app to ensure that the company card was added to your PKUP app. You will see the company card labeled as "Corporate card".

4. Requesting a pick-up

For instruction on how to request a pick-up as an operator please visit:

https://pkup.com.au/wp-content/uploads/2021/01/PKUP-For-business_-Concierge.pdf

For instruction on how to request a pick-up from your PKUP app visit:

https://pkup.com.au/wp-content/uploads/2021/01/PKUP-For-business_-Employees.pdf

Feel free to reach out to me with any questions. For more information about PKUP, visit pkup.com.au.

[[Signature](#)]

You're all Set!

**You're organization is ready
to start using PKUP for
Business**