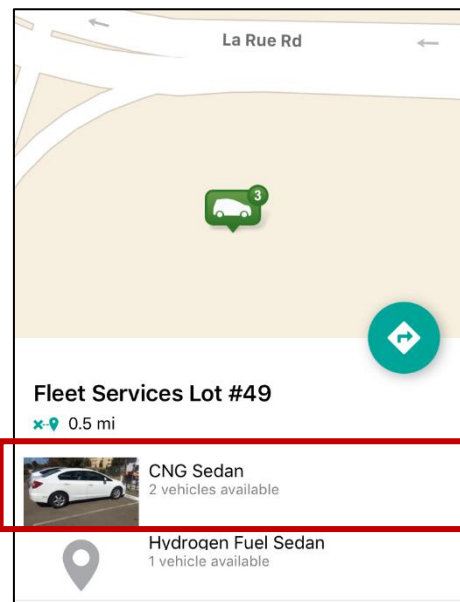


Fleetshare Mobile App: How to Make Reservations

1. Search for the Fleetshare app in the App Store or go [here](#)
2. Download the app to your phone
3. Enter the Company ID: UCD
4. Enter your UCDrive username and password
5. From the home screen select the green car icon at the desired pick-up location
6. Then, select from the available vehicles the specific car you want to rent



7. Complete the reservation form

a. Edit your start & end time

b. Indicate if you are interested in ride sharing

c. Enter your destination

d. You can ignore this button for insurance

e. Confirm that you hold a valid driver's license

8. Enter your reason for rental (for your reference)

9. When the form is complete, select "Confirm reservation"

AT&T 3:24 PM 79%

Back New reservation

CNG Sedan Fleet Services Lot #49

Compressed Natural Gas sedan, 175 mile range.
HOV lane access

Fleet Services Lot #49
Davis, CA

Today 3:15 PM Start Today 4:15 PM End

Ride sharing

Destination

Insurance

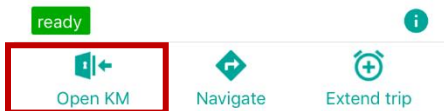
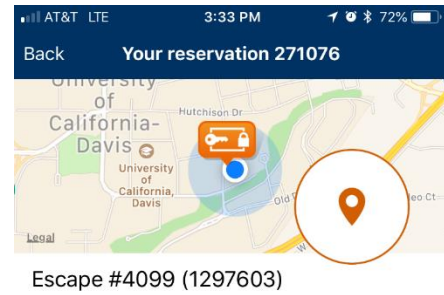
I confirm that I hold a valid drivers license
yes

Reason for Rental

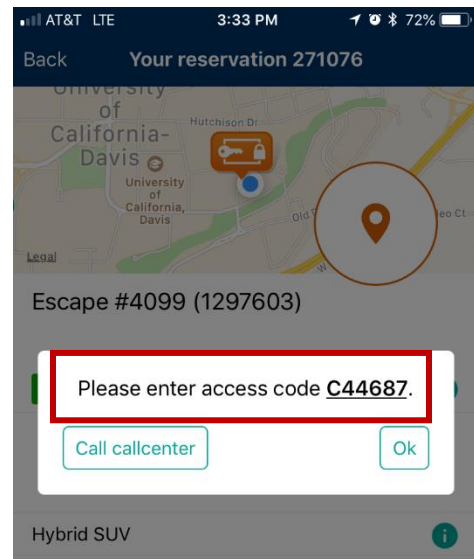
Confirm reservation

Picking up your vehicle

1. Select the “KM” icon on your app to display access code.



2. At the key manager box, follow the prompts and use the code that appears including the prefix letter “CXXXX”



3. Retrieve key that displays the blinking light.



4. Use keys to access card and conduct your trip.

Returning your vehicle

1. Return vehicle to the designated area
2. Make sure you have all your belongings before exiting the vehicle.
3. Return keys to the key manager box by placing the black key fob up to the sensor.



4. Open the key manager and insert the silver button on the data key tag in any of the free slots.
5. Make sure to close the door completely to end the reservation.

*Customers must return the vehicle with at least one quarter of a tank.

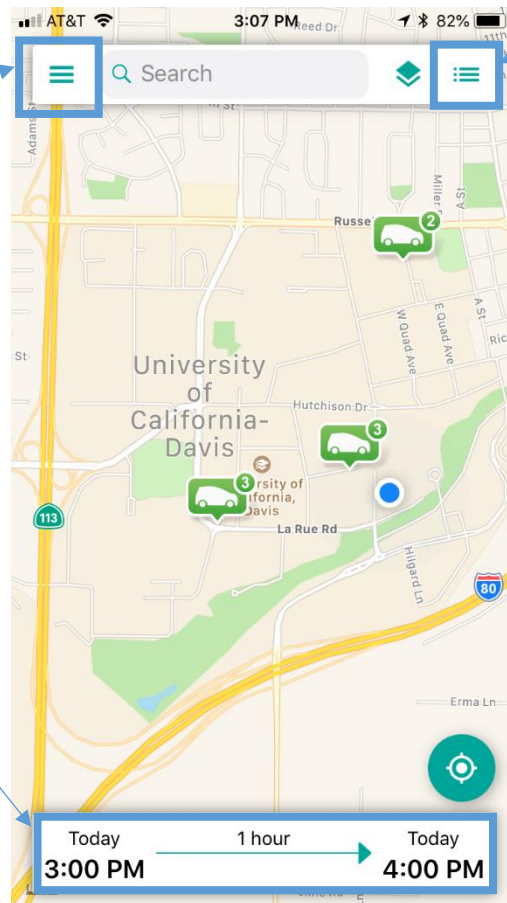
Additional App Features



Allows you to view past reservations by selecting "My Reservations"



List view of locations with available vehicles to reserve



Adjust the timeframe you want to make your reservation during, to view available vehicles