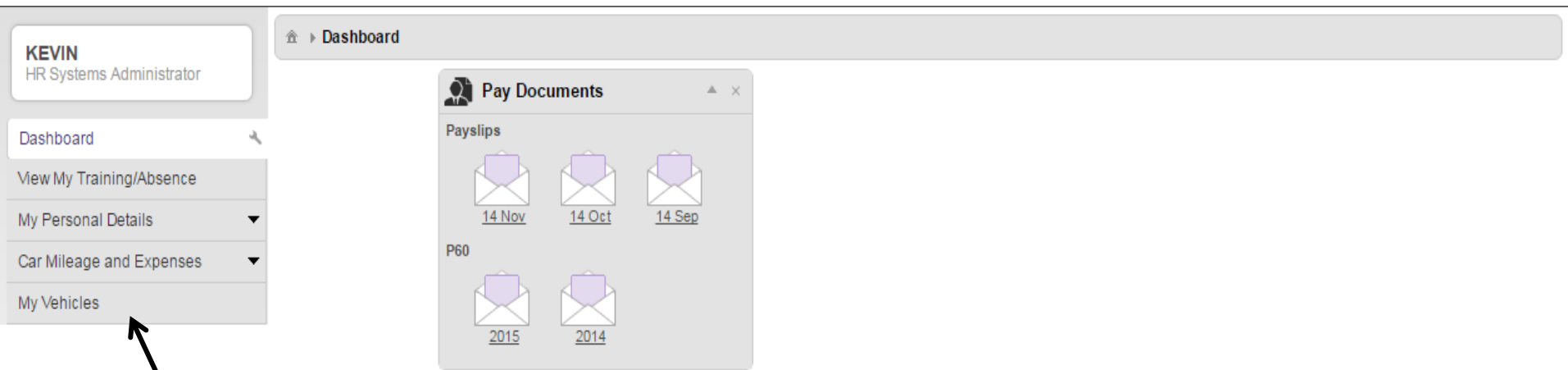
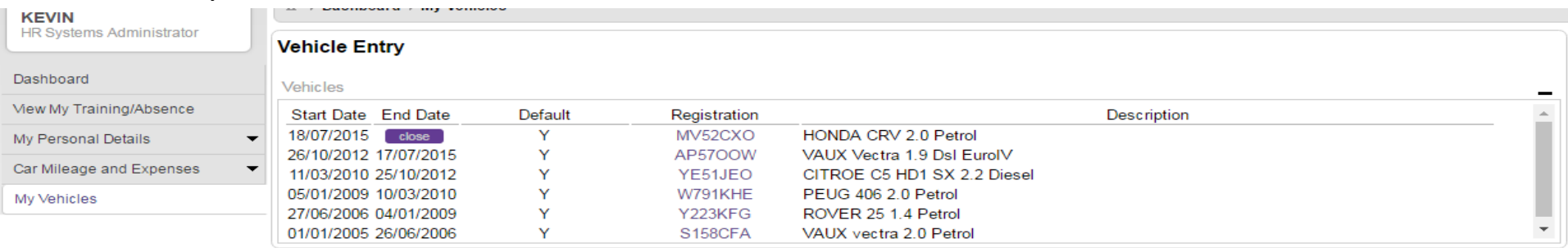


Adding a new vehicle to your
profile

Before submitting a claim for mileage, your vehicle will need to be set up so that claims can be made against it. Also when you change your vehicle, you will need to register the new one and end the old vehicle (assuming it is no longer available to use).



Select the “my vehicles” button



A list of your vehicles history will be displayed. You can add a new vehicle to the list by selecting the add new vehicle button.

KEVIN
HR Systems Administrator

Dashboard

View My Training/Absence

My Personal Details

Car Mileage and Expenses

My Vehicles

Dashboard > My Vehicles

Vehicle Entry

New vehicle registration

Page 1 of 5

Vehicle Search

Car Registration*

FE15JXO

* denotes a mandatory field

Cancel << Prev Next >> Submit

Enter the new car registration and then select the next button.

**KEVIN**

HR Systems Administrator

Dashboard

View My Training/Absence

My Personal Details ▾

Car Mileage and Expenses ▾

My Vehicles

🏠 ▸ Dashboard ▸ My Vehicles

Vehicle Entry

New vehicle registration

Page 2 of 5

Vehicle holding

Effective Date*

1

01/11/2016



End Date



Vehicle replacing

HONDA CRV Petrol MV52CXO ▾

Is your previous vehicle still available to you?

☐

Is this your default vehicle?

2

☒

* denotes a mandatory field

3

Cancel

< < Prev

Next >>

Submit

1. Enter the date that you obtained the vehicle. You can select your old vehicle to replace it with your new vehicle. If you still have your old vehicle and wish to use it in future claims, please select the tick box at the side of the question “is your previous vehicle still available to you?”
2. If the new vehicle is your default vehicle, please select a tick box “Is this your default vehicle?”
3. Select next.

KEVIN
HR Systems Administrator

- Dashboard
- View My Training/Absence
- My Personal Details ▾
- Car Mileage and Expenses ▾
- My Vehicles

Dashboard > My Vehicles

Vehicle Entry


New vehicle registration Page 3 of 5

Vehicle Detail

Car Registration

FE15JXO

First Registered*

01/01/2015 

Make*

BMW ▾

Model*

I8

Fuel Type*

Hybrid ▾

Engine Size*

1998


CO2 Value*

0

* denotes a mandatory field

Cancel
<< Prev
Next >>
Submit

- Enter and verify the details from the registration document (as above).
- The make is selected via the dropdown box. If the vehicle make is not present, please contact Payroll ASAP.
- Please note that *(Asterisk) marked fields are mandatory.
- Select next.

 NGA Human Resources

KEVIN
HR Systems Administrator

- Dashboard
- View My Training/Absence
- My Personal Details ▾
- Car Mileage and Expenses ▾
- My Vehicles

Dashboard > My Vehicles

Vehicle Entry

New vehicle registration Page 4 of 5

P11D Detail

Vehicle Type*

Car ▾

Transmission*

Automatic ▾

Ownership*

Privately owned car ▾

List Price*

0

Accessories Value (New)*

0

Accessories Value (After New)*

0

* denotes a mandatory field

Cancel
<< Prev
Next >>
Submit

- Select the vehicle type, transmission and ownership by clicking into the dropdown boxes provided.
- The rest of the field are mandatory, but if these are not known, please enter "0"
- Select next.

**KEVIN**
HR Systems Administrator

Dashboard

View My Training/Absence

My Personal Details ▾

Car Mileage and Expenses ▾

My Vehicles

🏠 ▸ Dashboard ▸ My Vehicles

Vehicle Entry**New vehicle registration**

Page 5 of 5

Ownership

Road Fund Band

--Select-- ▾

Road Fund Due Date



Insurance Due Date



MOT Due Date



Cancel

<< Prev

Next>>

Submit

The rest of these fields for the vehicle registration are optional.

If you are satisfied that you have entered all relevant details, please select the submit button.

The screen will then inform you that the submission has been made. This will be forwarded to your line manager who will need to check your registration documents as well as a copy of your insurance certificate, to ensure you are covered for business use.

Your line manager will not be able to authorise your vehicle until they have seen your documentation (detailed above).

Any claims to this vehicle cannot be processed until the vehicle has been authorised.

KEVIN
HR Systems Administrator

Dashboard

View My Training/Absence

My Personal Details

Car Mileage and Expenses

My Vehicles

Dashboard > My Vehicles

Vehicle Entry

Vehicles

| Start Date | End Date | Default | Registration | Description |
|------------|-----------------------|---------|--------------|-----------------------------|
| 18/07/2015 | close | Y | MV52CXO | HONDA CRV 2.0 Petrol |
| 26/10/2012 | 17/07/2015 | Y | AP57OOW | VAUX Vectra 1.9 Dsl EuroIV |
| 11/03/2010 | 25/10/2012 | Y | YE51JEO | CITROE C5 HD1 SX 2.2 Diesel |
| 05/01/2009 | 10/03/2010 | Y | W791KHE | PEUG 406 2.0 Petrol |
| 27/06/2006 | 04/01/2009 | Y | Y223KFG | ROVER 25 1.4 Petrol |
| 01/01/2005 | 26/06/2006 | Y | S158CFA | VAUX vectra 2.0 Petrol |

Pending

| Start Date | End Date | Default | Registration | Description |
|------------|----------|---------|--------------|-------------------|
| 01/11/2016 | | Y | FE15JXO | BMW I8 2.0 Hybrid |

Add new vehicle

- Until authorised by your line manager, the new vehicle will remain pending (as shown above).
- You can close your old vehicle details by selecting the end date close button.

KEVIN
HR Systems Administrator

Dashboard

View My Training/Absence

My Personal Details

Car Mileage and Expenses

My Vehicles

Dashboard > My Vehicles

Vehicle Entry

Close vehicle holding

Page 1 of 1

Vehicle Details

Car Registration MV52CXO
Make/Model HONDA CRV
Closing Date*

* denotes a mandatory field

Cancel << Prev Next>> Submit

This will display the vehicle details where you can enter the closing date.

Select submit.