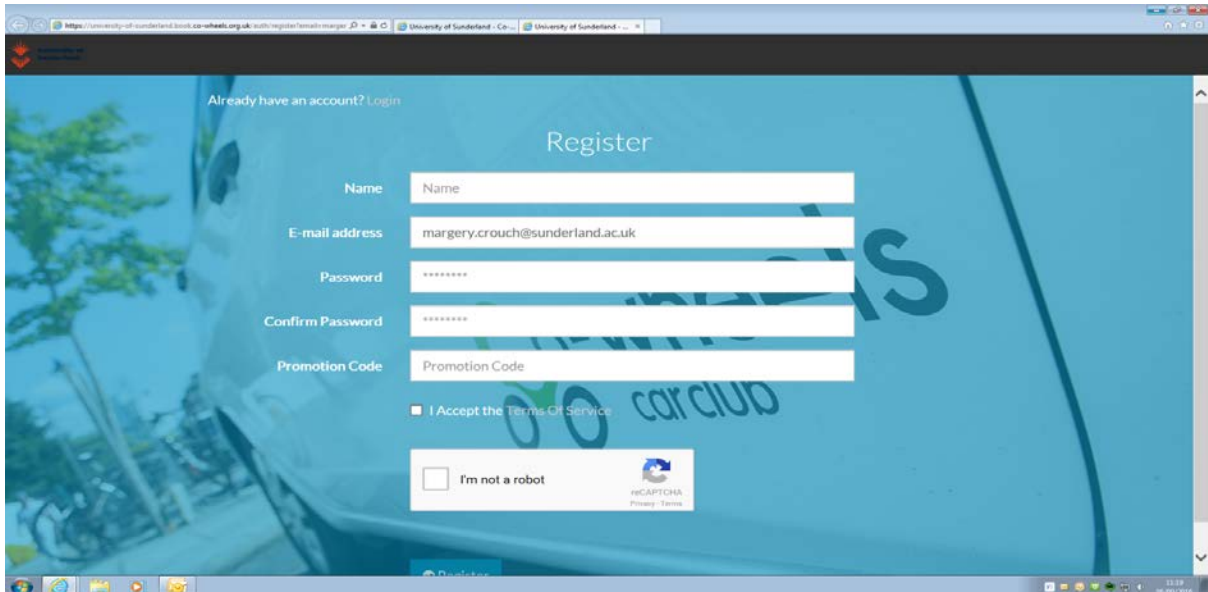


Co-wheels Registration

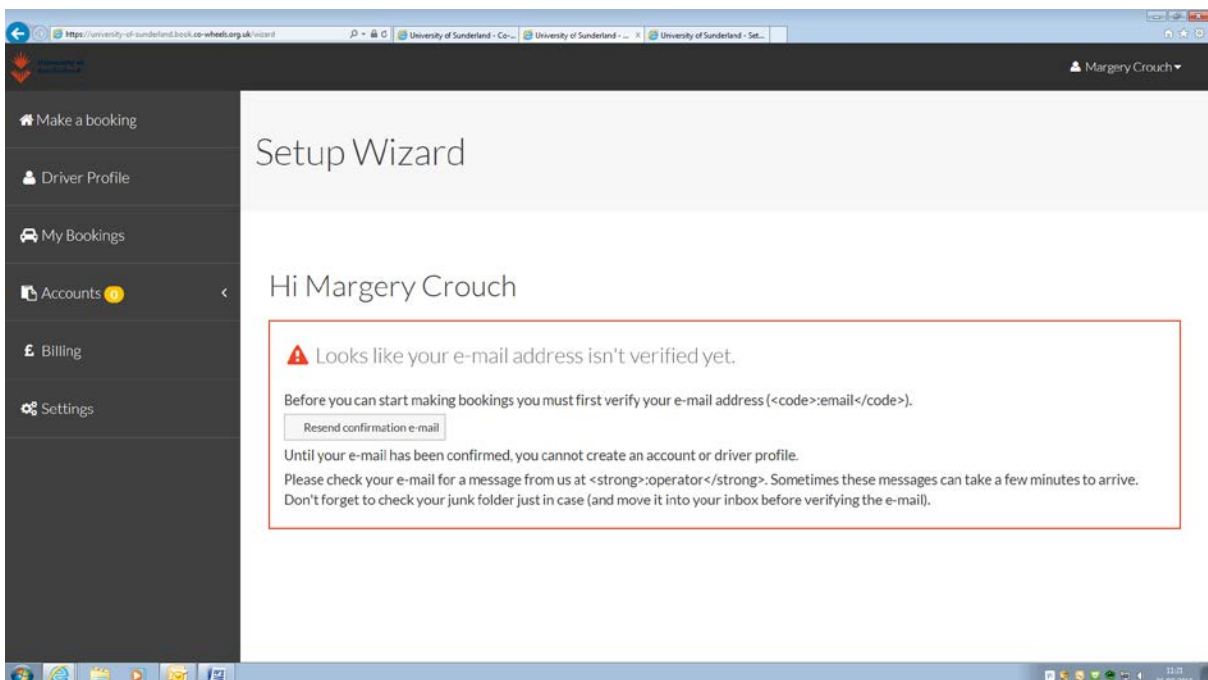
Please note, as part of this process Co-wheels will need to validate your driving licence details. You will need a DVLA code to allow them to do this. To get the code visit: <https://www.gov.uk/view-driving-licence> . This is done quickly and easily online however it may be easier to get this code before you start the Co-wheels registration process.

1. You will receive an e-mail from Co-wheels inviting you to join the scheme. Clicking the link should take you to the below page. Please complete the details on screen.



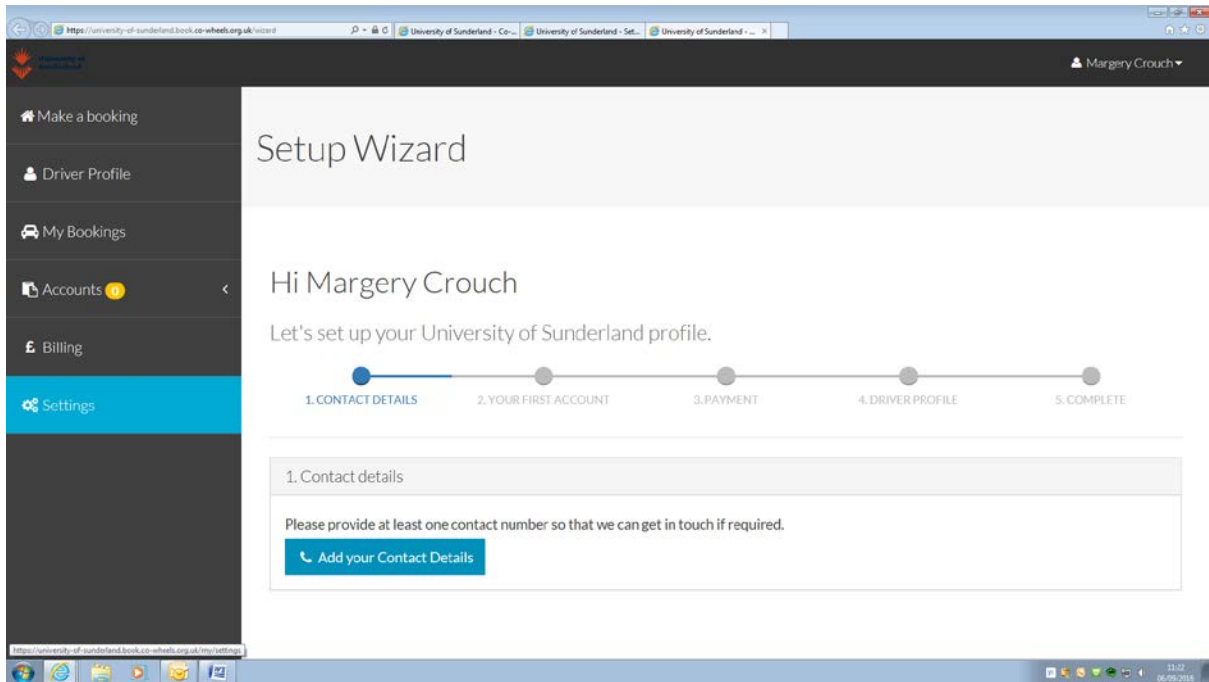
The screenshot shows a web browser window with the URL <https://university-of-sunderland.book.co-wheels.org.uk/auth/register/tenants/margery-crouch>. The page is titled "Register" and features a registration form with the following fields: Name, E-mail address (filled with "margery.crouch@sunderland.ac.uk"), Password, Confirm Password, and Promotion Code. Below the form, there is a checkbox for "I Accept the Terms Of Service" and a reCAPTCHA widget with the text "I'm not a robot". The background of the page is a blue-tinted image of a car.

2. When you see the below screen, go back to your e-mails. You will have received a second e-mail from Co-wheels with instructions on verifying your account.

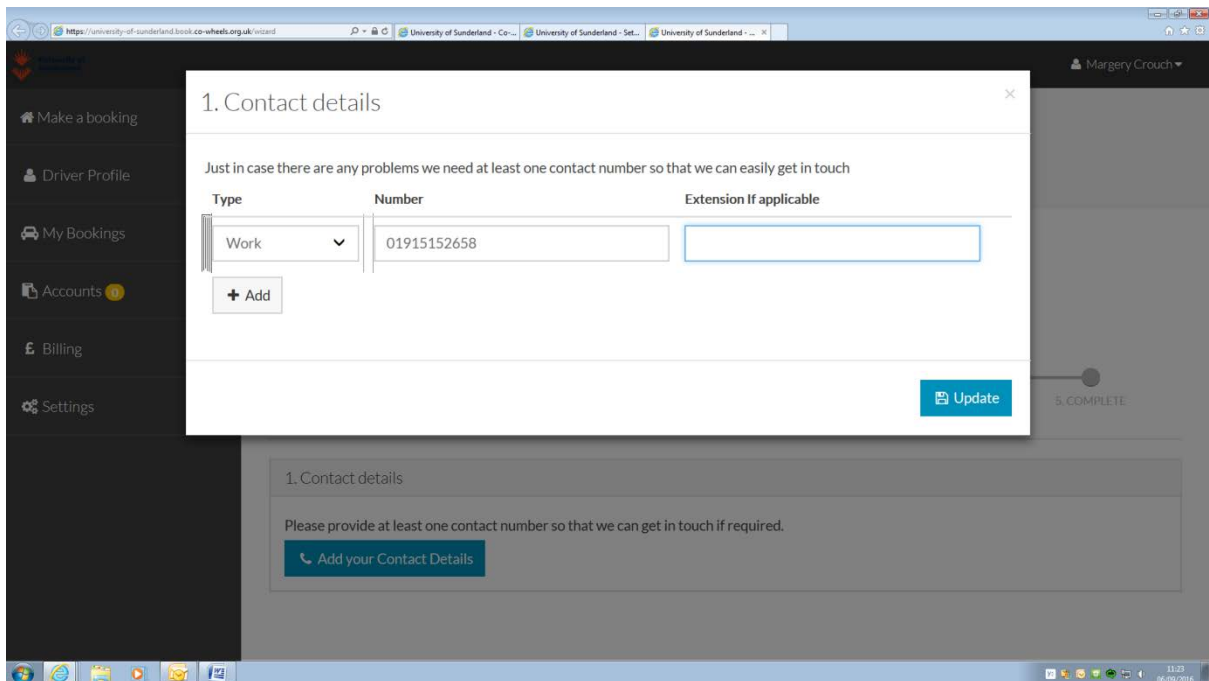


The screenshot shows a web browser window with the URL <https://university-of-sunderland.book.co-wheels.org.uk/wizard>. The page is titled "Setup Wizard" and displays a message to Margery Crouch: "Hi Margery Crouch". A red-bordered box contains a warning message: "Looks like your e-mail address isn't verified yet." Below this, it states: "Before you can start making bookings you must first verify your e-mail address (<code>:email</code>)." and provides a "Resend confirmation e-mail" button. Further text explains: "Until your e-mail has been confirmed, you cannot create an account or driver profile. Please check your e-mail for a message from us at operator. Sometimes these messages can take a few minutes to arrive. Don't forget to check your junk folder just in case (and move it into your inbox before verifying the e-mail)." The left sidebar contains navigation options: Make a booking, Driver Profile, My Bookings, Accounts (with a notification icon), Billing, and Settings. The user's name "Margery Crouch" is visible in the top right corner.

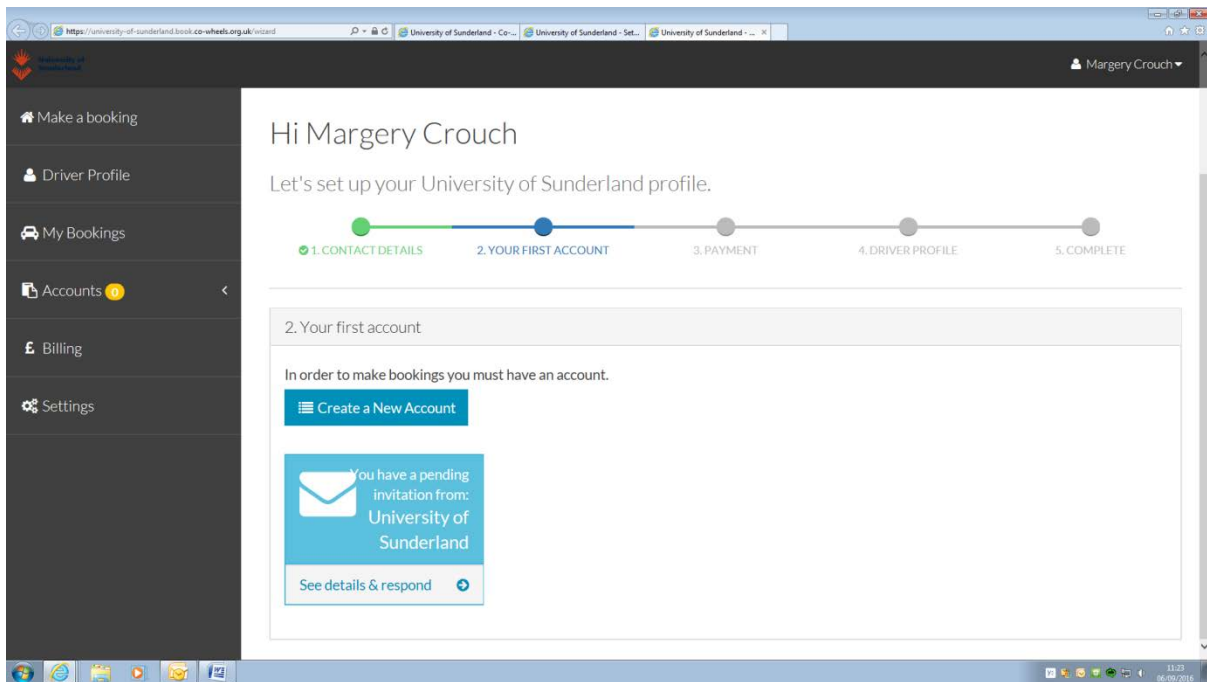
3. When you see the below screen, click “Add your contact details”



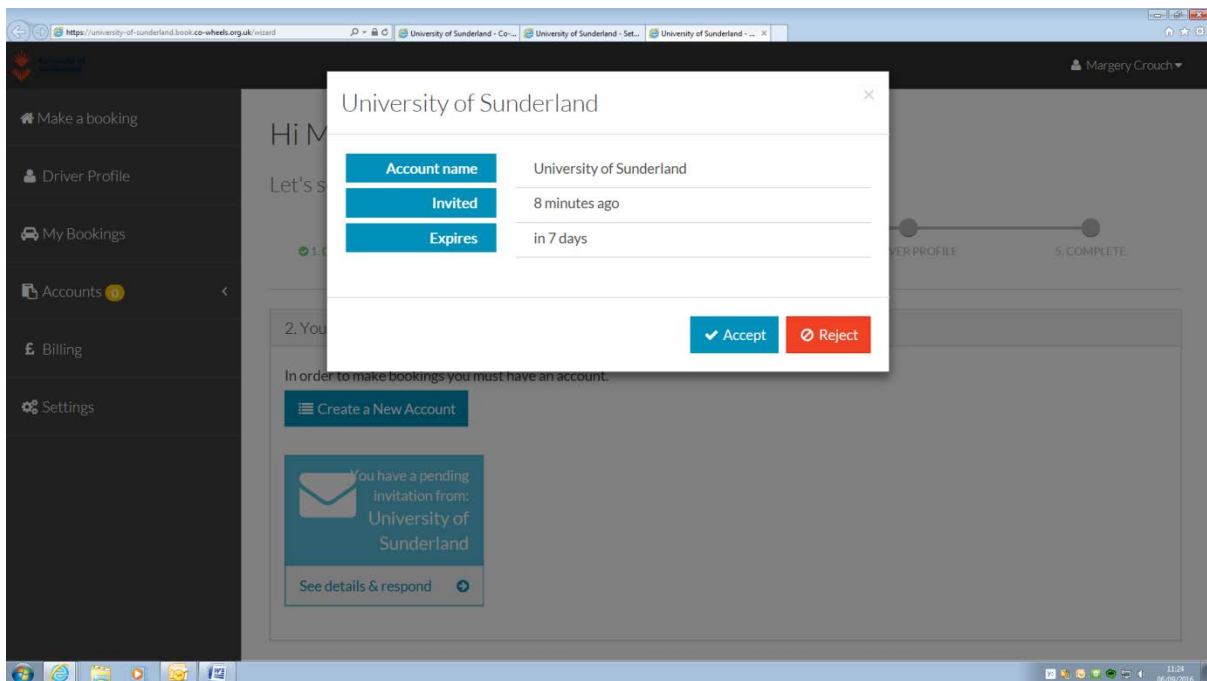
4. Enter your work contact details and click “Update”.



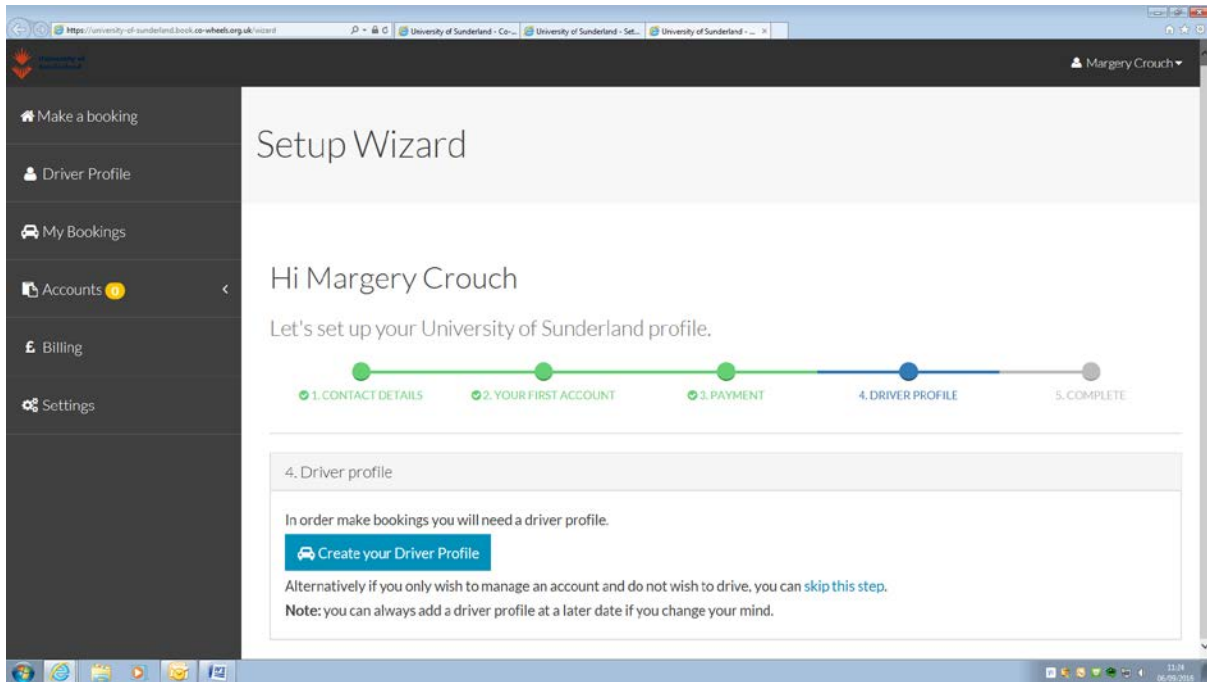
5. On the page below, below “you have a pending invitation from University of Sunderland”, click “See details and respond”.



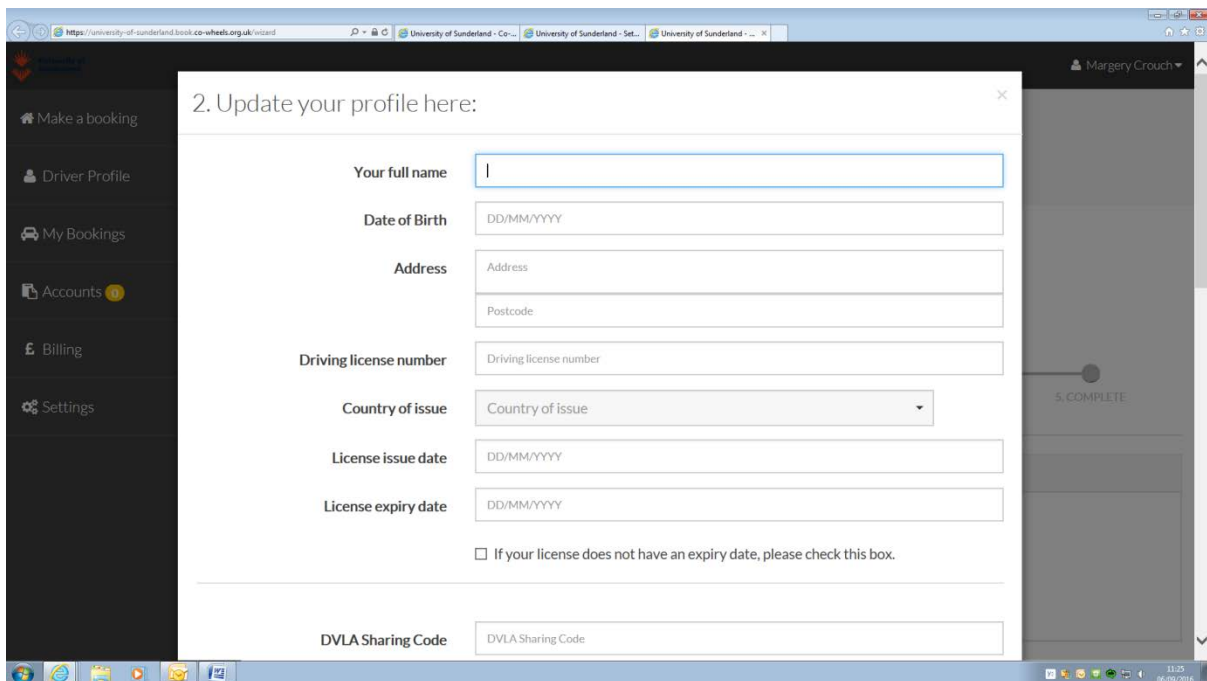
6. Click “Accept”.



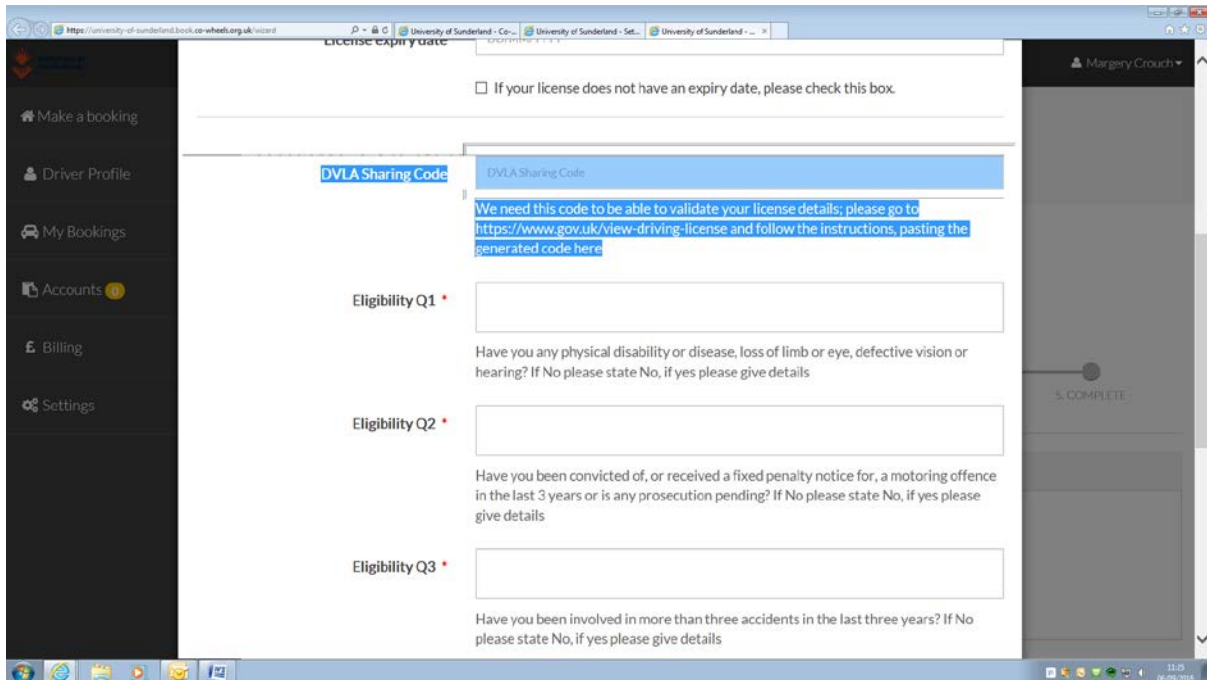
7. Click “Create your Driver Profile”



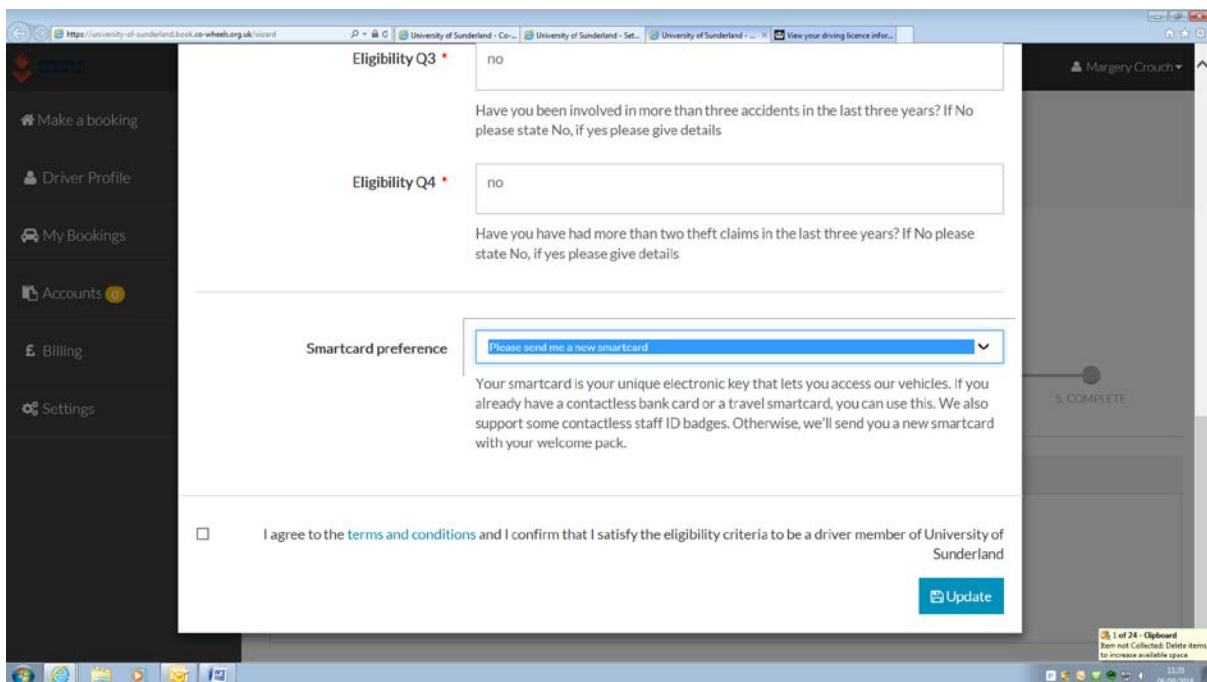
8. Fill in your details. *At this stage you will need your DVLA Sharing Code. You can get this online at <https://www.gov.uk/view-driving-licence> .



9. You will also need to answer 4 eligibility questions.



10. In the Smartcard Preference Box, select "Please send me a new smartcard". Click on "Terms and Conditions to read them, and tick the box if you agree to them. Then click "Update"



11. Success! You are now registered and will receive your information pack and smartcard.

The screenshot displays a web browser window with the URL <https://university-of-sunderland.book-a-wheel.org.uk/wizard>. The browser's address bar shows several tabs, including 'University of Sunderland - Co...', 'University of Sunderland - Set...', and 'View your driving licence info...'. The user's name, 'Margery Crouch', is visible in the top right corner.

A green notification banner at the top of the page reads: "Success! Success! Your profile has been updated!".

The main content area is titled "Setup Wizard" and greets the user with "Hi Margery Crouch". Below the greeting is a progress indicator consisting of five steps: 1. CONTACT DETAILS, 2. YOUR FIRST ACCOUNT, 3. PAYMENT, 4. DRIVER PROFILE, and 5. COMPLETE. The fifth step, "COMPLETE", is highlighted with a green circle and a checkmark.

A green banner with a thumbs-up icon and the text "Complete!" is displayed below the progress indicator. Below this banner, a message reads: "Thank you for completing the sign up wizard. Our Customer Service team are busy reviewing your driver profile and account information and will be in touch as soon as possible. You will receive confirmation e-mails once your account and driver profile have been approved, which will enable you to start making bookings. Thanks."

The left sidebar contains navigation options: "Make a booking", "Driver Profile", "My Bookings", "Accounts" (with a notification icon), "Billing", and "Settings".

The Windows taskbar at the bottom shows the system tray with the time 11:08 and date 06/05/2018.