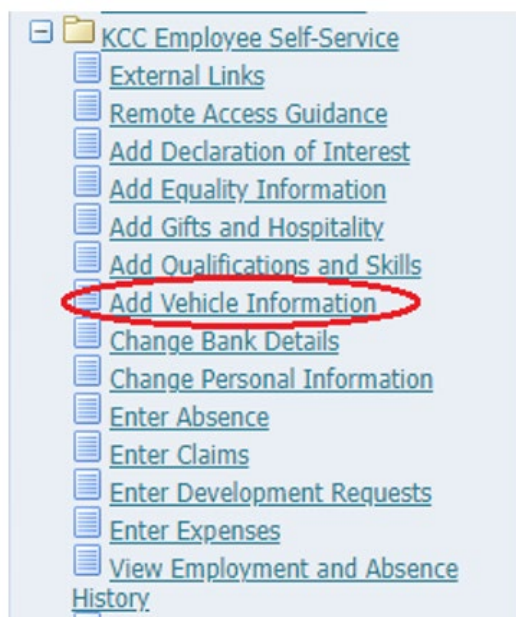


Change vehicle details

This guide will help you use Employee Self Service to update your vehicle information

Changing your vehicle information:

1. Click on 'Add Vehicle Information' from the Employee Self Service menu.



2. You will be taken to the 'Vehicle Information' screen which will display the details of your current vehicle.

You can now update current vehicle information or add new vehicle information.

Update vehicle information:

To update existing vehicle information including end dating a vehicle:

1. Select the vehicle and click 'Update'
2. Update the existing information.
3. Select 'Apply'.
4. You will be taken to the vehicle information screen, which will display the information you have changed. Select 'Next'. You will be taken to the 'Review and Submit' screen.

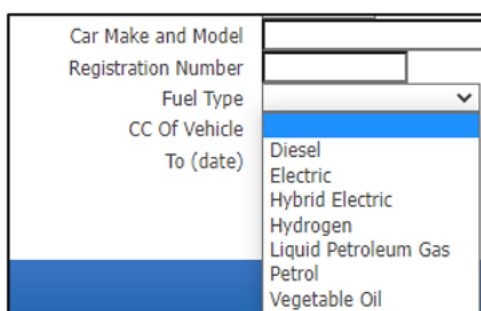
Please note you should only have one active vehicle defined within the From/To dates. If you use more than one vehicle, please enter the details of the main vehicle you use.

Add a new vehicle:

To add a new vehicle, select 'Add' and enter the following information;

- From (Date)
- Car User Type (Defaults to Casual)

- Car Mark and Model
- Registration Number
- Fuel Type (e.g. Diesel, Electric, Petrol - See screen shot below)
- CC of Vehicle
- To (Date)



Please ensure that Registration Number, Fuel Type and CC of Vehicle (except for Electric Vehicles) are entered as Self-Service Expenses. Car Miles will not be able to be entered without these added.

Then select 'Apply'. You will be taken to the vehicle information screen, which will display the information you have entered. Select 'Next'. You will be taken to the 'Review and Submit' screen.

Note: If you add a new vehicle you should end date your existing vehicle. Please refer to the update vehicle information notes.

Review and Submit:

You will be taken to the 'Review and Submit' screen.

1. The change/s you have proposed will be indicated by a blue dot. If you need to make any amendments, click on the 'Back' button to return to the relevant screen.
2. If you are happy with the change/s, click on the 'Submit' button.

The changes will be automatically approved and effective from the date stated.

Help and Support:

If you have any technical issue, log into Service Now and raise a call by selecting the 'ICT' Service on the left hand side of the screen or alternatively us the 'Chat' function. If you are not able to access Service Now, e-mail ICTservicedesk@cantium.solutions and they will raise a request on your behalf.

If you have an HR related query, log into Service Now and raise a call by selecting the 'Human Resources' Service on the left hand side of the screen or alternatively us the 'Chat' function.



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