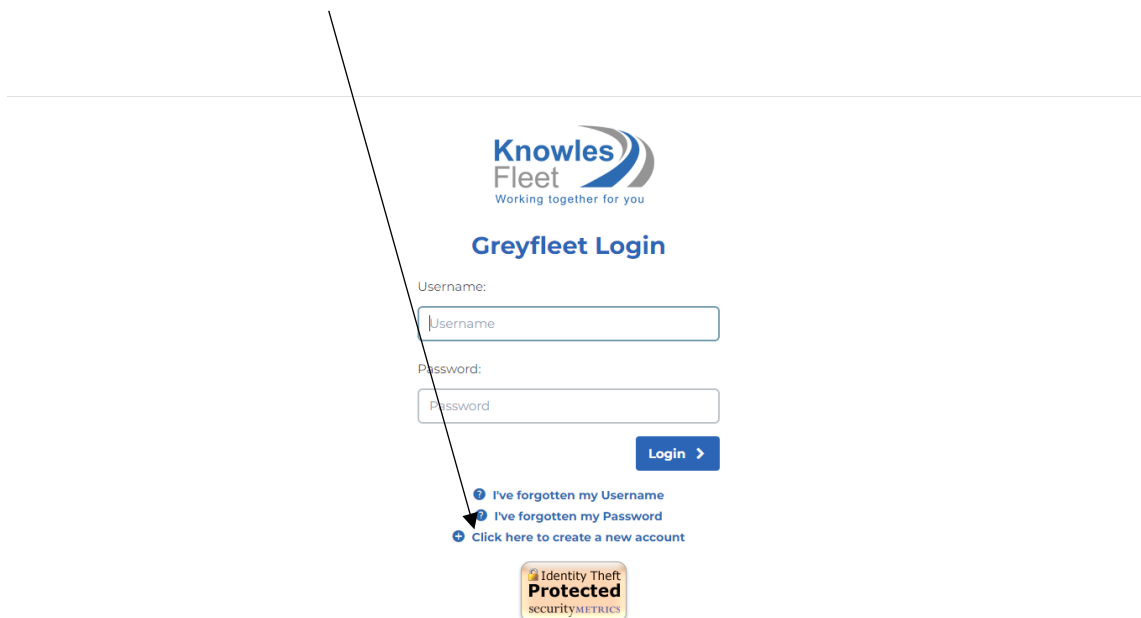


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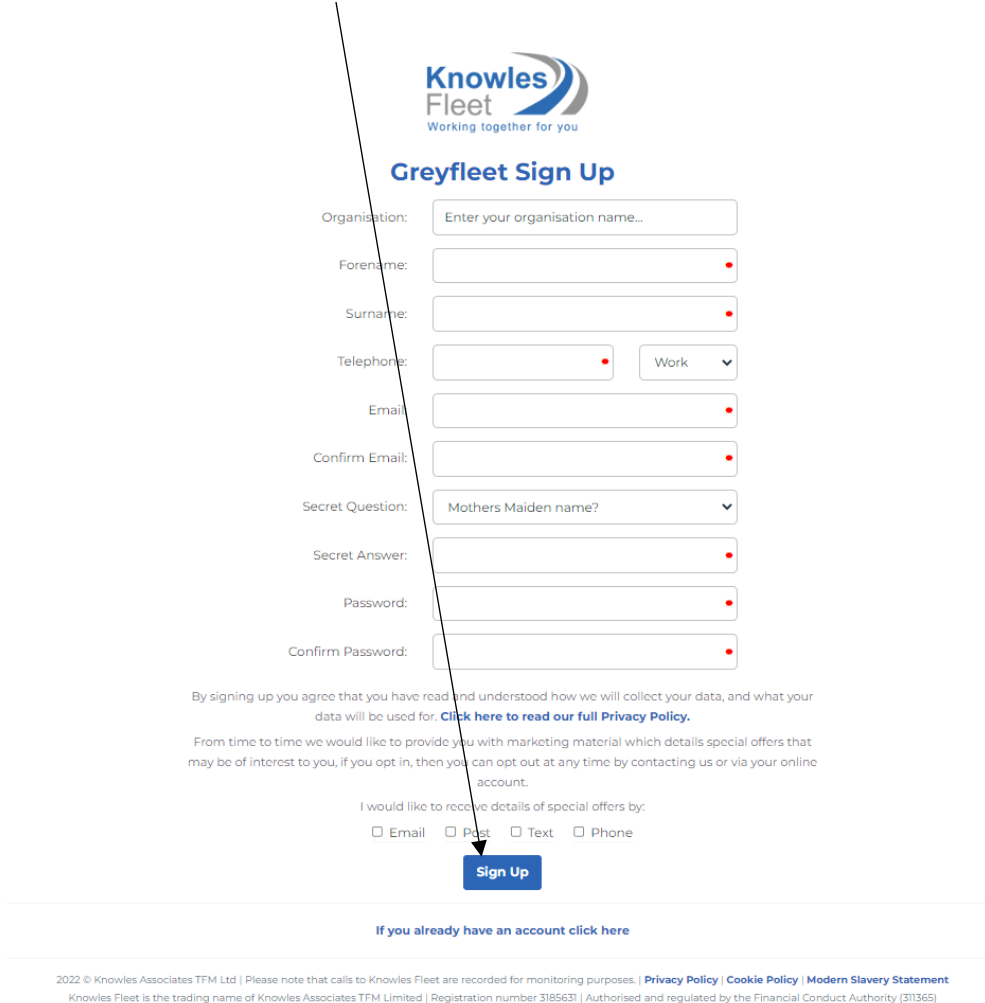
New user guide – How to register your greyfleet vehicle

1. Go to www.greyfleet.com
2. Select 'Click here to create a new account'



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3. Complete all sections and click sign up



The screenshot shows the 'Greyfleet Sign Up' form. At the top is the Knowles Fleet logo with the tagline 'Working together for you'. Below the logo is the title 'Greyfleet Sign Up'. The form contains the following fields: Organisation (text input), Forename (text input), Surname (text input), Telephone (text input with a 'Work' dropdown menu), Email (text input), Confirm Email (text input), Secret Question (dropdown menu with 'Mothers Maiden name?' selected), Secret Answer (text input), Password (text input), and Confirm Password (text input). Below the fields is a paragraph of terms and conditions, followed by a section for selecting communication preferences: 'I would like to receive details of special offers by:' with checkboxes for Email, Post, Text, and Phone. A blue 'Sign Up' button is located below the checkboxes. At the bottom of the form, there is a link: 'If you already have an account click here'. At the very bottom, there is a footer with copyright information and links to Privacy Policy, Cookie Policy, and Modern Slavery Statement.

4. Please note you will receive an email containing your Username.
5. You will need to read through the important information and continue.

Greyfleet Guide



Greyfleet Important Information

To complete your application, you will need a scanned copy (in PDF, JPG or GIF format) of the front of your driving licence and your insurance certificate. Please note we are unable to accept the insurance schedule, renewal notice or other documents as a substitute.

You will also need to provide a licence check code which you can obtain from the DVLA.

To create a licence check code [click here](#).

- Select 'Start now'
- Enter your licence number, National Insurance number and postcode, tick the declaration box and select 'View now'
- Your licence details should appear
- At the top right-hand corner of the page, click 'Get your check code'
- Select 'Get a code'

Please note the check code is case sensitive.

Your employer has a legal obligation under the Health & Safety at Work etc Act 1974 to ensure, as far as reasonably practicable, the health and safety of all employees while at work. A vehicle is classed as a place of work and employers have an absolute duty of care to ensure the safety of anyone driving on their behalf and that others are not put at risk by any work related driving activities.

You should inform the DVLA of any reportable medical conditions. If you are unsure which conditions need to be reported, [click here](#) for further information.

If you transport any work-related goods e.g. sharps, you must also follow all procedures for the carrying or safe disposal of those goods in line with the appropriate policies.

[Continue](#)

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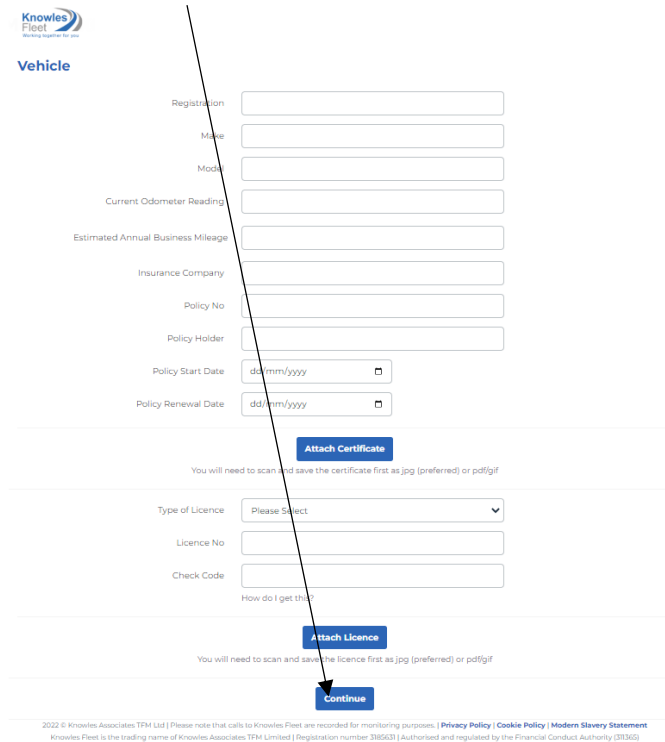
6. Please complete the personal details section and click continue.



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7. Complete the vehicle details section and upload a copy of the front of your driver's licence and certificate of insurance where indicated, then click continue.



Vehicle

Registration

Make

Model

Current Odometer Reading

Estimated Annual Business Mileage

Insurance Company

Policy No

Policy Holder

Policy Start Date

Policy Renewal Date

Attach Certificate

You will need to scan and save the certificate first as jpg (preferred) or pdf/gif

Type of Licence

Licence No

Check Code

How do I get this?

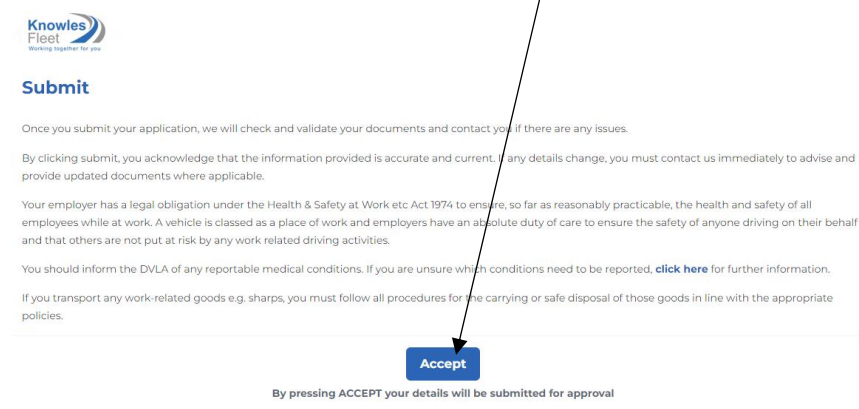
Attach Licence

You will need to scan and save the licence first as jpg (preferred) or pdf/gif

Continue

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8. When you reach the submit section read through fully and click accept.



Submit

Once you submit your application, we will check and validate your documents and contact you if there are any issues.

By clicking submit, you acknowledge that the information provided is accurate and current. If any details change, you must contact us immediately to advise and provide updated documents where applicable.

Your employer has a legal obligation under the Health & Safety at Work etc Act 1974 to ensure, so far as reasonably practicable, the health and safety of all employees while at work. A vehicle is classed as a place of work and employers have an absolute duty of care to ensure the safety of anyone driving on their behalf and that others are not put at risk by any work related driving activities.

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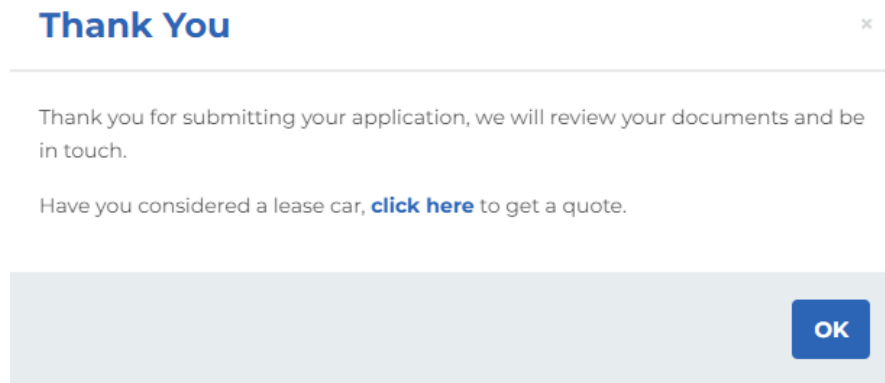
If you transport any work-related goods e.g. sharps, you must follow all procedures for the carrying or safe disposal of those goods in line with the appropriate policies.

Accept

By pressing ACCEPT your details will be submitted for approval

Greyfleet Guide

9. You will then see the following pop up, please read and click ok.



10. We will now review the application and email you to advise on the progress of your application.

Please Note that until your vehicle has been fully approved on greyfleet, your vehicle is not approved for use at work on behalf of your employer.

End of Greyfleet Guide