

# DRIVER DASHBOARD

## Guide to Electronic Agreements

### Important

You will be sent your PIN by SMS which enables you to electronically sign documents. It is important that we have a valid email address and mobile number for the electronic signature process to work correctly.

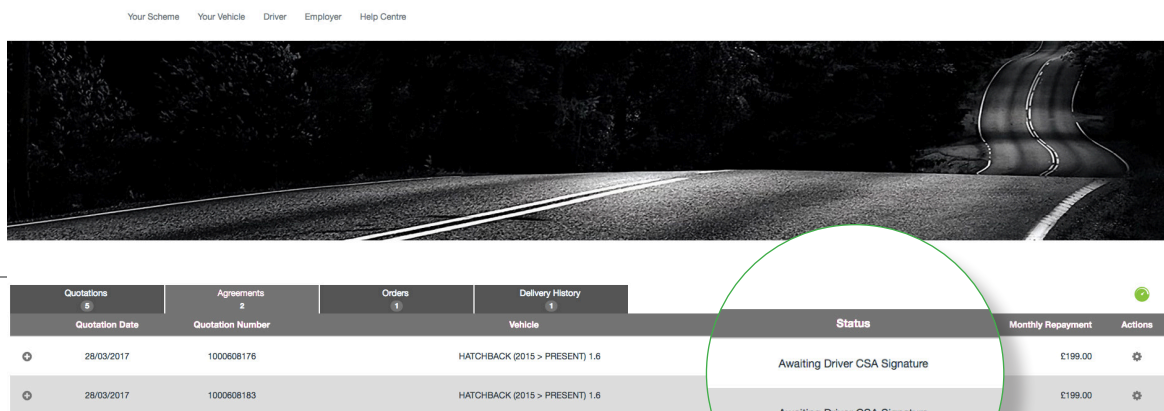
## 01 | DRIVER DASHBOARD

Log in to the scheme website as normal and navigate to 'Driver' and 'Driver Dashboard'. This will open your Driver Dashboard.



## 02 | ORDER STATUS


First select the 'Agreement' section. You can identify quotations awaiting your signature, as they will show as 'Awaiting Driver CSA Signature' in the status column.



Your Scheme	Your Vehicle	Driver	Employer	Help Centre
Quotations 8	Agreements 2	Orders 1	Delivery History 1	
Quotation Date	Quotation Number	Vehicle	Status	Monthly Repayment
28/03/2017	1000608176	HATCHBACK (2015 > PRESENT) 1.6	Awaiting Driver CSA Signature	£199.00
28/03/2017	1000608183	HATCHBACK (2015 > PRESENT) 1.6	Awaiting Driver CSA Signature	£199.00

### 03 | SIGNING YOUR AGREEMENT

## 01

To sign your agreement, expand the quote using the expand icon , this will open your agreement.

+

28/03/2017

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28/03/2017

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Order Summary

-

Agreement

Quotations	Agreements	Orders	Delivery History		
	Quotation Number	Vehicle	Status	Monthly Repayment	Actions
	1000608176	DIESEL HATCHBACK (2015 > PRESENT) 1.6	Awaiting Driver CSA Signature	£199.00	
	1000608183	DIESEL HATCHBACK (2015 > PRESENT) 1.6	Awaiting Driver CSA Signature	£199.00	

The following page shows the document(s) required to be signed and therefore entered into before taking delivery of the vehicle shown on the agreement(s). You should take time to read through all of the documents to understand the agreement(s) you are entering into.

1. Enter Your Name   2. Enter Your PIN (sent to you by text message)   3. Tick the 'Signatures' boxes   4. Tick the 'Accept Agreement' box

5. Click 'Sign Agreement' to complete the signature process

PRE-CONTRACTUAL EXPLANATIONS

Agreement Number   **CSA/1000608183**

The credit provided under this Agreement can only be used to purchase the Vehicle described under Description of Goods.

Should you enter into the Agreement you will be required to make the following payments:

1. An Advanced Payment of £5,000 funded by a separate Personal Loan Agreement. If you

## 02

Once you have read your agreement, scroll to the Electronic Signatures area below the agreement. Next, populate your name, PIN (the PIN will have been sent to your mobile phone by SMS) and your password (the same password you used to log in to the website) in the appropriate boxes.

If you have lost your PIN simply contact the scheme helpdesk, you will be required to answer your security question before your PIN can be reissued.

All vehicle options and accessories supplied with the vehicle must be on board and working correctly. Failure to meet this return standard shall result in non-compliance with these terms and conditions.

Electronic Signatures

Please enter your name:

Your name is required

Please enter your PIN:

PIN is required (sent to you by a text message)

Signatures:

☐ CSA   ☐ Accept Agreement

Please agree to and check all the boxes above.

Please enter your password:

Password is required to confirm your identity.

Close Document

Sign Agreement

## SIGNING YOUR AGREEMENT CONTINUED

# 03

Next, click on the two signature boxes for CSA and PIF (and IFL & CBL signature boxes if required) and click the Accept Agreement box. Finally click 'Sign Agreement' to complete the process.

The screenshot shows the 'Electronic Signatures' form. It has fields for 'Please enter your name:', 'Please enter your PIN:', and 'Please enter your password:'. Below these are checkboxes for 'CSA' and 'Accept Agreement'. A mouse cursor is pointing at the 'Accept Agreement' checkbox. At the bottom right, there are two buttons: 'Close Document' and 'Sign Agreement'. Green circles highlight the signature checkboxes and the 'Sign Agreement' button.

**Electronic Signatures**

Please enter your name:  
  
Your name is required

Please enter your PIN:  
  
PIN is required (sent to you by email message)

Please enter your password:  
  
Password is required to confirm your identity.

**Signatures:**

☒ CSA ☒ Accept Agreement

Close Document Sign Agreement

# 04

A notification will pop up in the top right of the dashboard to confirm that the signature process was successful and that it is now awaiting CBS Signature.

CBS will get a notification message that you have completed your paperwork and they will get a prompt to complete this countersignature.

The screenshot shows the dashboard with a navigation bar at the top: 'Your Scheme', 'Your Vehicle', 'Driver', 'Employer', 'Help Centre'. A large banner image of a road at night is shown. A green notification box in the top right corner says 'Electronic signature of agreement was successfully performed'. Below the banner is a table with two rows of quotations. The first row has a status of 'Awaiting CBS CSA Signature' and the second row has a status of 'Awaiting Driver CSA Signature'. Green circles highlight the notification box and the status column of the table.


Your Scheme Your Vehicle Driver Employer Help Centre

Electronic signature of agreement was successfully performed

Quotations	Agreements	Orders	Delivery History		
Quotation Date	Quotation Number	Vehicle	Status	Monthly Repayment	Actions
28/03/2017	1000608176	DIESEL HATCHBACK (2015 > PRESENT) 1.6	Awaiting CBS CSA Signature	£199.00	⚙️
28/03/2017	1000608183	DIESEL HATCHBACK (2015 > PRESENT) 1.6	Awaiting Driver CSA Signature	£199.00	⚙️

# 04 | DELIVERY HISTORY

Here you can download your signed agreement and all historic electronically executed agreements from the 'Delivery History' area by clicking on the cog icon then selecting 'Download Agreement'.

Contract Start Date	Contract End Date	Suspend Date	Quotation Number	Vehicle	Registration Number	Actions
28/03/2017	28/03/2018		1000608184	DIESEL HATCHBACK (2015 > PRESENT) 1.6	test	

**Order Summary**

- Driver Details:
  - Driver Name:
  - Building Name:
  - Street:
  - Town:
- Quotation Details:
  - Scheme:
  - Employment Band:
  - Term: 0 months
  - Mileage: 0 miles
- Financial Information:
  - Total Repayment: £0.00
- Vehicle Options:
  - Option Description
  - Factory Fitted
  - Gross

# 05 | ORDER SUMMARY

If you wish to view a summary of the quote, you can do so on any tab by clicking on the order summary icon.

**Order Summary**

- Driver Details:
  - Driver Name:
  - Building Name:
  - Street:
  - Town:
- Quotation Details:
  - Scheme:
  - Employment Band:
  - Term: 0 months
  - Mileage: 0 miles
- Financial Information:
  - Total Repayment: £0.00
- Vehicle Options:
  - Option Description
  - Factory Fitted
  - Gross

# 06 | PAYROLL INSTRUCTION FORM (PIF)

When completing your paperwork via the electronic signature process, you will no longer need to send your Payroll Instruction Form (PIF) to your Scheme Co-ordinator.