

ALPHABET



The AlphaGuide App

A simpler way to manage your vehicle

www.alphabet.co.uk



...de scan
Place the QR code inside the area.
Scanning will start automatically. If you
experience difficulties, you can Sign In
manually.

ALPHAGUIDE

Select your country

UK

Start

9:41

Looking for something?
Help section

You will find all the
Either browse our
search engine

9:41

9:41

Your ride
BMW 7 Series

Current (km)
74321

Hi Niels,
In this section
related to you

9:41

Your contracts
Management

Active contracts

- Contract No
M-AC 1234 / 635
- Contract
V-AZ c

With AlphaGuide, our free driver app, you can forget about paperwork and discover an easier way to manage your Alphabet vehicle. With the app, you'll have access to a host of useful features and tools – all just a tap or two away.

With AlphaGuide you can:

Book a service:

Arrange any tyre, glass or vehicle services directly, at a time that suits you.*

Manage claims:

Submit damage reports quickly and easily for swift approval.*

Light Commercial Vehicle Daily Checklist:

Fill in mandatory daily checklists, ensuring the vehicle is roadworthy, and then submit directly to your fleet manager.

Locate service points:

Find electric charging points, petrol stations and tyre repair centres.

Track your mileage automatically:

Track and log mileage with ease, then submit the data to your fleet manager with minimal hassle.

Call our 24/7 driver helpline:

Contact us immediately in case of emergency.

Access FAQs:

Find the answers to frequently asked questions.

Download the free AlphaGuide app today and begin managing your Alphabet vehicle with ease.



*This service is only available if included in your contract

Download and setup

Once you've downloaded and opened the free AlphaGuide app, follow these simple instructions:

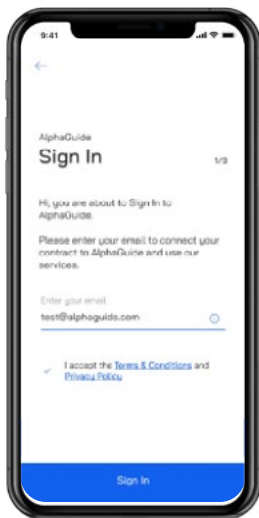
1. Tap **Start** if your country is already shown, or choose from the drop-down list.
2. Tap **Lease Car Services** to begin – if you're an AlphaCity Corporate CarSharing customer, swipe right.



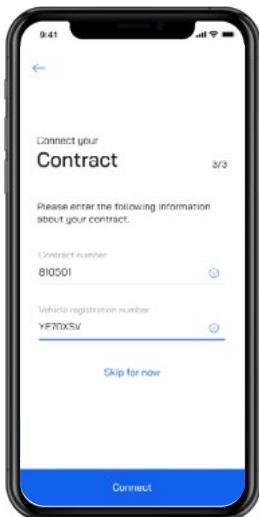


Connecting your contract and signing in

Once you've downloaded and opened the free AlphaGuide app, follow these simple instructions:



1. When prompted, enter the email address associated with your Alphabet contract.
2. Confirm you accept the Terms & Conditions and Privacy Policy, and tap **Sign in**.
3. You will be sent a verification code to the email address provided – enter this and your account will be connected to the App and ready to go.

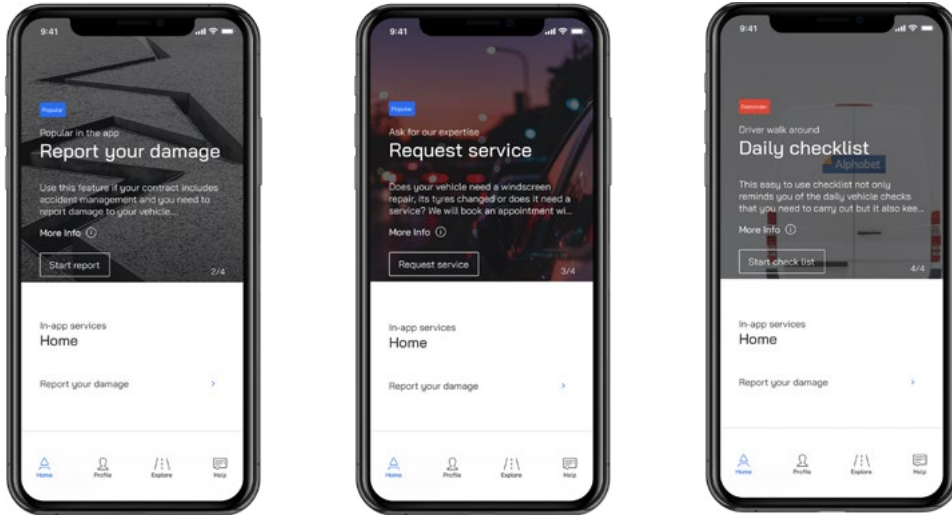


If your account doesn't automatically connect, you'll be prompted to enter your contract number and vehicle registration number – you can find these on your vehicle delivery letter of agreement.

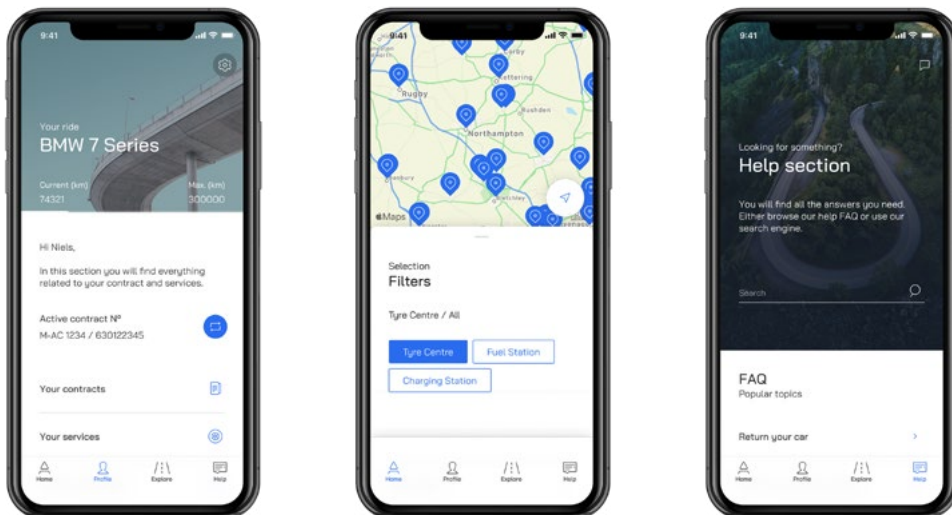
Once you've entered these details, simply tap Connect, and your contract will be officially connected.

Key tools and features

From the **AlphaGuide** home screen you can navigate by swiping right or left, giving you quick access to **Damage Reports**, **Service Bookings** and the **Light Commercial Vehicle Daily Checklist**.



Use the icon bar at the bottom of the screen to access your **profile** and find your contract and vehicle registration information. You can also find your nearest service stations via the **explore** button, ask for **help**, and discover Frequently Asked Questions. There's also a one-touch call button for our 24/7 driver helpline.





It's time to
take control

Ready to manage your Alphabet vehicle
the simpler way? Download the free
AlphaGuide app today



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Disclaimer: The information provided in this guide is for general information purposes only and is correct to the best of our knowledge at the time of publication (November 2021). Neither Alphabet nor the author can be held responsible for any actions or consequences arising from acting or refraining from taking any action, as a result of reading this.

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