

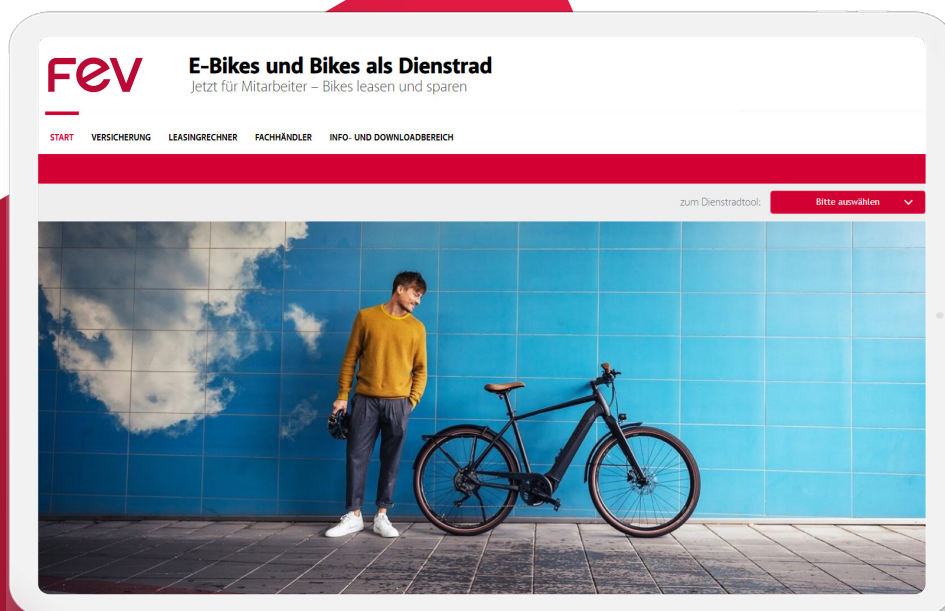


FEV

Bike-leasing im Eurorad Dienstradtool

feel evolution

Eurorad "Dienstradtool"



fev-bike.de

**Auf den folgenden Seiten
findest Du Schritt-für-Schritt-
Anleitungen zu allen wichtigen
Funktionen des Dienstradtools.**

Bei weiteren Fragen kannst
Du Dich gerne an die CH-
Mitarbeiterinnen Regina Guidi
(guidi@fev.com) oder Kristina
Lorenz (lorenz_k@fev.com)
wenden. Alternativ kannst Du
auch Eurorad per E-Mail an
leasing@eurorad.de kontaktieren.

Inhalt

Sechs Schritte zum Dienstrad-Leasing	3
So registrierst Du Dich.	4 - 7
Dein Dienstrad bestellen	8 - 9
Einen weiteren Token anfragen	10
Dein Profil ansehen und bearbeiten	11
Dein Passwort ändern	12



Six steps for your bike-lease



Step one | **You register**

You can register quickly and easily on the "Dienstradtool". At fev-bike.de you will find the "Dienstradtool" as well as the conditions of participation for the registration. After submitting the form, you will receive an e-mail in your mailbox. Confirm the link in this e-mail to send your request to CH. Afterwards your registration request will be checked by CH



Step two | **You will be activated**

After you have been activated by CH, you will receive two e-mails. One e-mail contains a link to the "Dienstradtool" to log in and assign a password. The second e-mail contains your so-called token. The token is a numerical code that you can use to identify yourself at the dealer



Step three | **An order is created**

The dealers will advise you on the selection of your bike and on all leasing-related issues. As soon as you have decided, you give your token to the dealer. They can now view your data and create the corresponding order.



Step four | **The order is released**

The transfer agreement between you and FEV regulates the rights and obligations associated with the transfer of the bike. The transfer contract will be made available to you via the "Dienstradtool". Print out the transfer contract and send the original signed contract to CH (Central Unit Human Resources). After review and approval of the contract, you will be informed by e-mail, as well as when the bike transfer can take place.



Step five | **Pick up your bike**

Your service bike is ready! To pick up your bike at your dealer, you need the token from the e-mail you received about the pickup status of the order. At the dealer you sign the confirmation of receipt and you can start cycling.



Step six | **Implement in your payroll accounting**

In accordance with the transfer agreement concluded between you and FEV, this will then be taken into account in your monthly payroll.



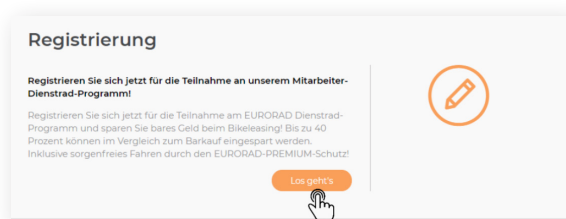
How to register

1. Open the registration link

Via the website **fev-bike.de** you will get to the "Dienstradtool", where you start the registration process.

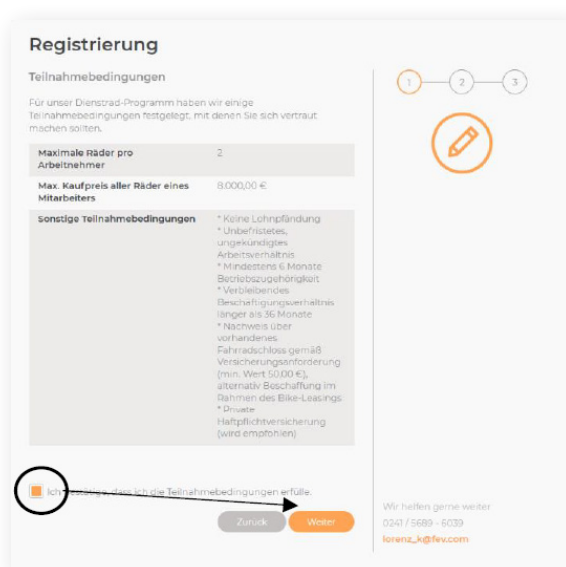


Start here



2. Read conditions of participation

Various criteria must be met in order to participate in the company bike leasing program. Please read and confirm the conditions of participation.





3. Enter your personal data

Fill out the form with your personal data.

For successful registration it is necessary to enter your FEV e-mail address.

Registrierung

Persönliche Daten

Ihre persönlichen Daten werden auf allen Dokumenten des Leasingprozesses abgebildet. Bitte achten Sie auf die Korrektheit der Daten.

Frau Herr

Titel

Vorname Nachname

Straße Hausnr.

PLZ Ort

Deutschland


E-Mail-Adresse ⓘ

E-Mail-Adresse wiederholen

Personalnummer

Telefonnummer Mobilfunknummer (opt)

Ich habe die **Datenschutzerklärung** zur Kenntnis genommen und bin damit einverstanden.

Ich bin kein Roboter 

Zurück Weiter

Wir helfen gerne weiter
0241 / 5689 - 6039
lorenz_k@fev.com

4. Check your data

As part of the approval process, CH only checks whether you meet the conditions for participation in the bike leasing program. The accuracy of your personal data is not verified by CH. Please note that incorrect or incomplete information can lead to significant delays in the ordering process, up to the rejection of the leasing contract.

Registrierung

Daten überprüfen

Nach Abschluss des Registrierungsprozesses erhalten Sie eine E-Mail. Bestätigen Sie bitte den in der E-Mail enthaltenen Link, um die Anfrage zur Freigabe an Ihre Personalabteilung zu senden.

Name	Muster Muster
Straße, Hausnr.	Musterstraße 123
PLZ, Ort	12345 Musterstadt
Land	Deutschland
E-Mail-Adresse	ap.eurocrad+9@gmail.com
Telefonnummer	0123-456789
Mobilfunknummer	

Zurück Weiter

Wir helfen gerne weiter
[09-09] 5549
lorenz.achilling@esampju.net



5. Complete your registration

You will receive an email after submitting the registration form. Confirm the link in this email to send your request to CH. The registration request will then be checked and approved by CH.



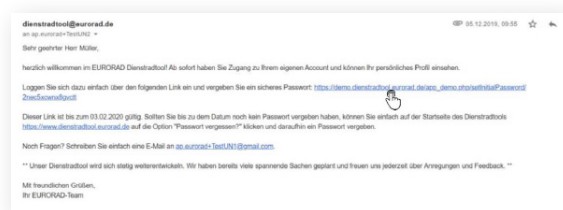
6. Registration approval

The mail "Anmeldung im Eurorad Dienstradtool" contains a PDF attachment "welcome employee".

This is a standard document which is sent by Eurorad to all their customers. That attachment does not fully and correctly represent the process valid for FEV. Therefore, please ignore this attachment. The process valid for FEV employees is correctly described only in this handout "FEV Bike-Leasing in Eurorad Dienstradtool".

First e-mail

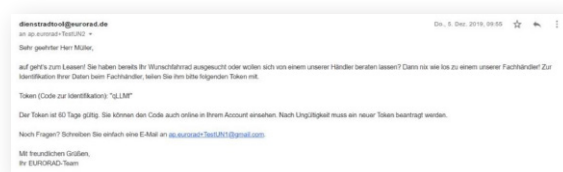
As soon as your registration has been approved by CH, you will receive two further emails for the final activation in the "Dienstradtool". The first e-mail "Anmeldung im Eurorad Dienstradtool" contains a link to assign an individual password for the later login.



Second e-mail

Your personal password must consist of at least 8 characters with upper and lower case letters and numbers.

As soon as your registration has been approved by CH, you will receive two further emails for the final activation in the "Dienstradtool". The first e-mail "Anmeldung im Eurorad Dienstradtool" contains a link to assign an individual password for the later login.





Order your company bike

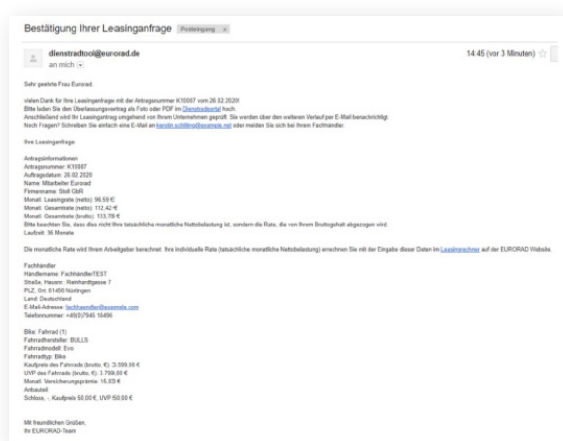
In the following, we would like to explain the actual ordering process step by step, from the selection of the bike to the conclusion of the transfer contract to the handover of the bike.

1. Select your company bike at the dealer

If you have selected a company bike from your dealer, the dealer needs your token to create the order in the "Dienstradtool". CH must later release the order in the "Dienstradtool". You will find your token in the e-mail "Identifikation für Ihren Fachhändler" and in your account in the "Dienstradtool".

2. Leasing request confirmation

As soon as the dealer has created your order, you will receive a confirmation message including all data about your order by e-mail. You will also find the created order in your profile in the service bike tool. The leasing rate indicated here is the rate that FEV pays to the leasing company and is deducted from your gross salary. You can calculate your actual monthly net charge in the leasing calculator at fev-bike.de.





3. Leasing agreement

To release the order, CH requires the original signed transfer contract. The transfer contract will be made available to you via the service bike tool. Log in to the service bike tool and select the current leasing application by clicking on "Auftragsdetails einsehen". Then click on "Überlassungsvertrag Vordruck".

The first screenshot shows the 'Auftragsdaten Antrag 2' section with a message: 'Ihr Auftrag muss nun noch von Ihrer Personalabteilung freigegeben werden.' Below this is a table with the following data:

Antragsnummer	K21275
Auftragsdatum	14.05.2020
Status	zur Freigabe

Below the table is a red link 'Auftragsdetails einsehen' with a hand cursor icon pointing to it.

The second screenshot shows the 'Auftragsdaten' section with a table:

Antragsnummer	K21275
Auftragsdatum	14.05.2020
Auftragsstatus	zur Freigabe ⓘ
Abrechnung	wurde noch nicht abgerechnet
Überlassungsvertrag	Nicht eingegangen

The third screenshot shows the 'Dokumente' section with a list of documents:

- Leasingantrag
- Überlassungsvertrag Vordruck

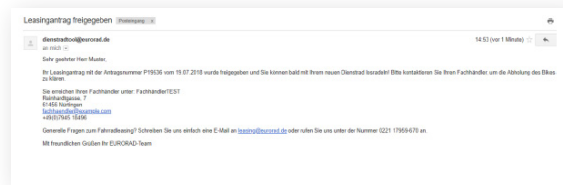
Below the list is a red link 'Neues Dokument hochladen' with a hand cursor icon pointing to it.

Please print out the contract and send the signed original document to CH for further processing. If you have any questions regarding the transfer contract, please do not hesitate to contact your CH contact person..



4. Approval

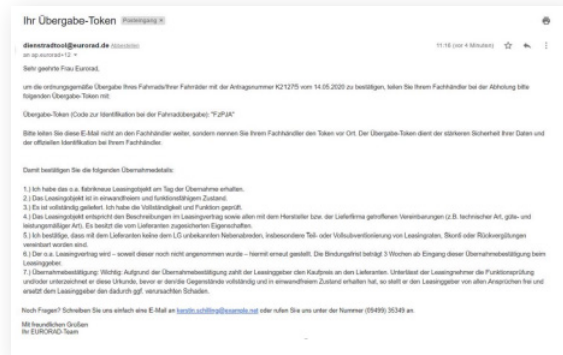
As soon as CH has approved your order, you will receive an email with the confirmation.



5. Arrange your pick up

Do not hand over the delivery token before you receive the service bike.

You will also receive an e-mail with the delivery token. Contact your dealer to arrange the time of pickup. Please bring your delivery token with you when you pick up your bike. The dealer needs this to be able to hand over your service bike to you.



6. Successful handover

Note: If you do not receive a confirmation email and the order is still in the "abholbereit"-status ("ready for pickup"), please contact your dealer immediately so that the handover can be entered.

As soon as the dealer has entered the handover, you will receive a confirmation email. The order status is "active".

Please note that the leasing and the insurance coverage only start with the successful registration of the handover.



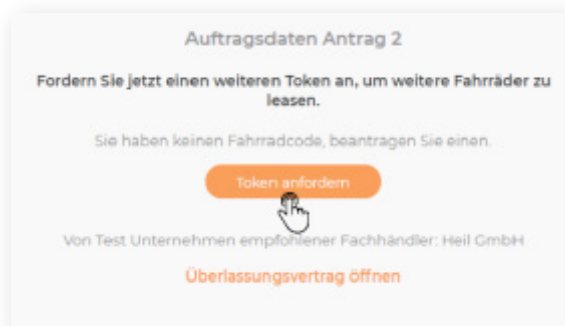


Request another token

1. Open request dialog

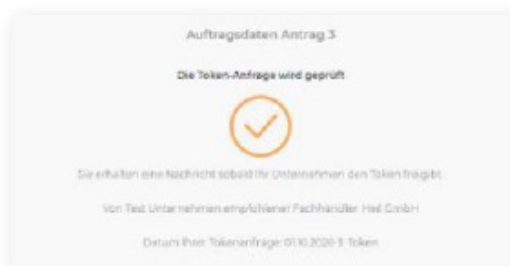
After your registration has been approved, you will receive a so-called token in addition to your login. This token serves as a code for identification at the retailer. With the creation of an order, the token is consumed. If you have not yet used up the maximum number of bikes, you can request a new token.

To request a new token go to your account in the "Dienstradtool" and click on the button "Token anfordern".



2. Token request will be checked

After sending the token request, CH will be informed. As soon as the new token is approved, you will receive an email with the new token and you can choose another bike at your dealer.



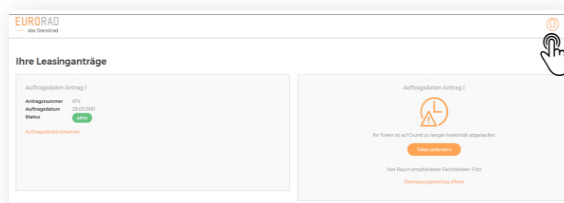


View and edit your profile

You can access your personal profile via the button in the top right corner of the "Dienstradtool". In your profile you can view the personal data you entered in the "Dienstradtool", for example your address and contact data.

1. Open editing form

If you want to edit your email address or phone number, you can easily do so using the "Dienstradtool". To edit, simply click on the "Bearbeiten" button in your profile. This will open the form to edit your data. All other data changes, such as address changes or name changes, must be discussed with your company.



2. Save editing

The edit function is a standard function of the "Dienstradtool".

However, it has been agreed with the provider Eurorad that registration is only successful with a "fev.com" email address.

After editing your email address or phone number, save the data by clicking the "Speichern" button. You will then be asked to confirm the changes by entering your password. All data entered by you will be updated immediately.

Ihr Profil	
Persönliche Daten	Ihr Unternehmen
Ihre Portal-ID: 6042	Portal-ID: 308
Anrede: Herr	Firmenname: Sport Club
Titel: (Keine Angabe)	Namensweiterung: (Keine Angabe)
Name: LUKAS VORHILFANGREIG	Straße, Hausnr.: Hauptstraße 16
Straße, Hausnr.: 100 10	PLZ, Ort: 80335 München
PLZ, Ort: 50667 Köln	Land: Deutschland
Land: Deutschland	E-Mail-Adresse: test@example@fev.com
E-Mail-Adresse: testeurad75@gmail.com	Telefonnummer: (09499) 35349
Telefonnummer: 022789456	Mobile: (Keine Angabe)
Mobile: (Keine Angabe)	
Personalknummer: 81236	
Versicherungspaket: Premium	

Ihr Profil bearbeiten

Für Adressänderungen nehmen Sie bitte Kontakt mit Ihrer Personalabteilung auf.

E-Mail-Adresse:

Telefonnummer: Mobilfunknummer (optional):



Change your password

1. Change password

Every 6 months you should change your password for security reasons. To do this, click on the “Passwort ändern” button in your profile.

Persönliche Daten	
Ihre Portal-ID	6019
Anrede	Frau
Titel	(Keine Angabe)
Name	UVV2WochenVorfrist
Straße, Hausnr.	Straße 15
PLZ, Ort	50679 Köln
Land	Deutschland
E-Mail-Adresse	testeurad+65@gmail.com
Telefonnummer	123
Mobilfunknummer	(Keine Angabe)
Personalnummer	45656

2. Set new password

In the dialog window that opens, enter a new password and confirm by clicking the “Speichern” button.

Neues Passwort vergeben

Sie vergeben Sie ein starkes Passwort mit mindestens 8 Zeichen mit Groß- und Kleinbuchstaben sowie Ziffern.

Derzeitiges Passwort
Neues Passwort
Neues Passwort wiederholen

[Abbrechen](#) [Speichern](#)