



ZITY

**Business Profile
Guide**



Business Profile

Sustainable mobility also in your working life

The new functionality of the App allows you to add a new payment profile: the Business Profile.

If you decide to create a business profile, when you make a rental, you will be able to select the payment profile that suits you best and receive the invoices in the profile you have chosen.

In your Zity App you will have two profiles: Personal Profile and Business Profile. Each one will include the payment method you have chosen with all its associated data: the cardholder, the billing address, the expiry date, etc.

We adapt to all your needs!





How does it work?

Let's get started!



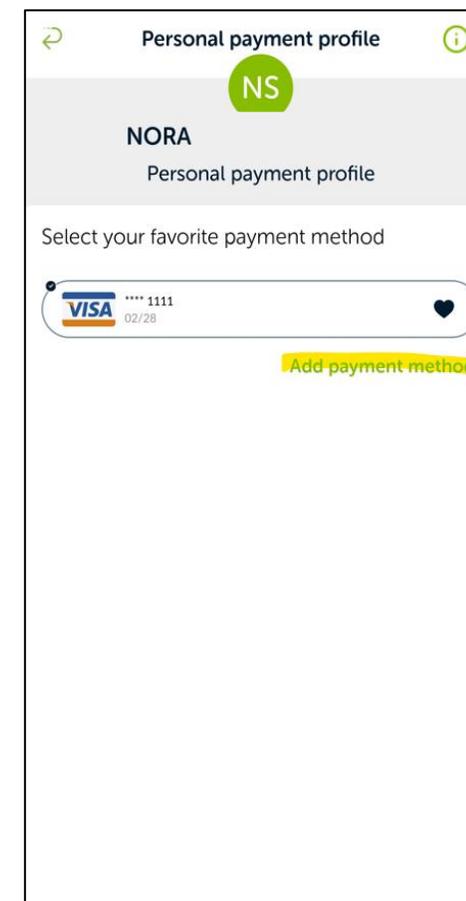
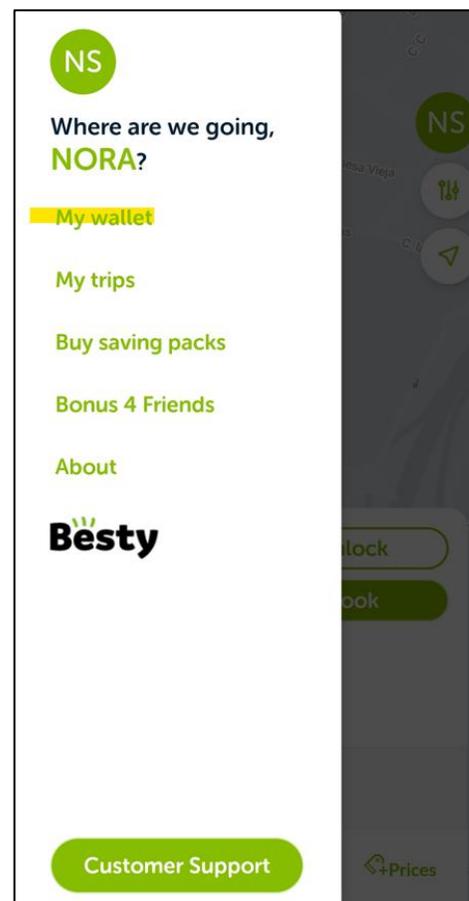
Personal Profile

If you haven't registered with Zity yet, don't wait any longer!

Download the Zity App and register, it's very easy!

To create a business profile, you must first create a personal profile. Complete your personal profile by clicking on <Add payment method> and fill in your personal information.

If you are already Zityzen, you will find your personal profile in the <My wallet> section of the app. To add your business profile simply click on <Add business payment profile>.



Add your company information

Select the city where you are going to use your Business Profile and complete the information with the company details. The information required will vary depending on the city you choose.

If you want to edit the data in the future you will only be able to edit the email address to receive invoices and the cost centre.

Business profile requirements



During registration we will ask you for a valid document from the company (invoice, contract, receipt...). Don't worry, it is only to validate that this company exists.

When you create your profile it will appear deactivated until we can validate it, once done, we will notify you by push and email so you can start using it.

Cancel

OK, understood

Select your location



Paris



Madrid



Lyon



Milan

Business basic data

Country *

Region *

Company name *

Tax number *

Street, number, floor and door *

Zip Code * City *

Email to receive invoices +/- PEC*

Cost center

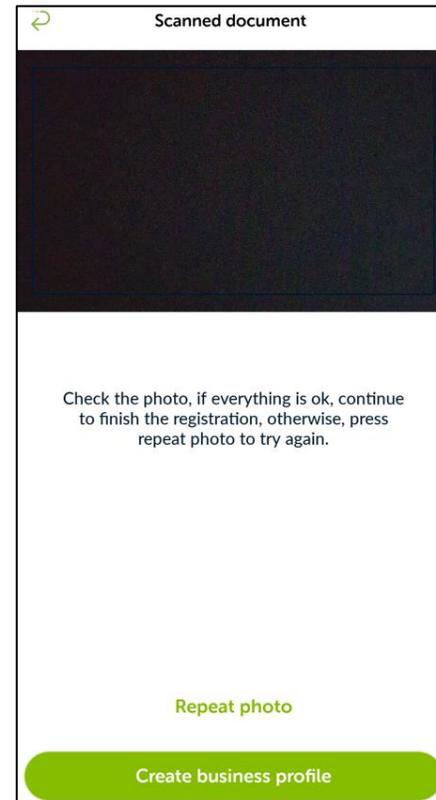
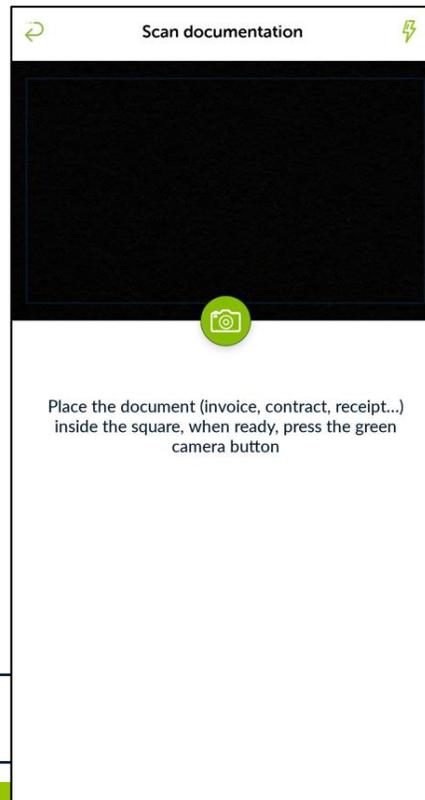
TAX IT *

Next Step



You are one step away from finishing

Photo time!



Take a photo of the documentation justifying the existence of the company.

This documentation is required by the financial departments to approve or reject your application.

Take a photo of the documentation requested in the App: invoices, contracts, receipts, etc.

Make sure the photo is of good quality so that our team can clearly see all the data.



Ready!

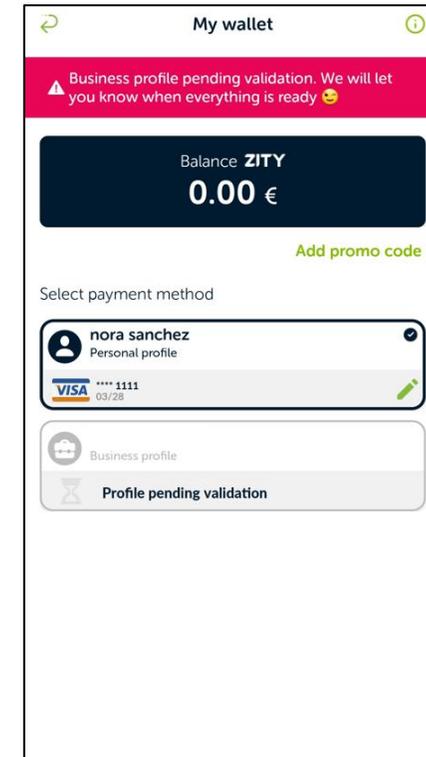
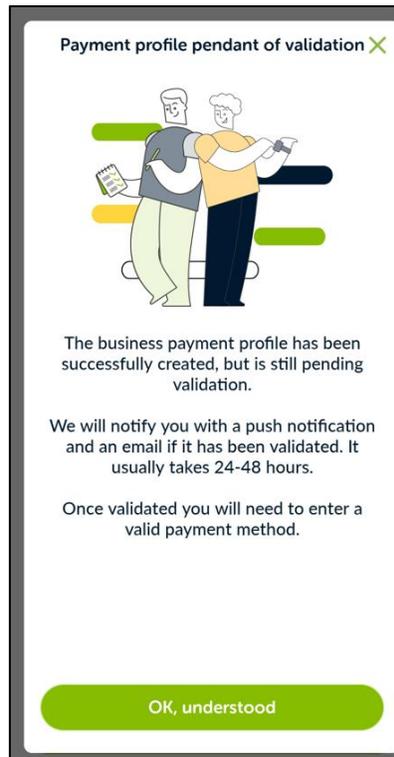
At this moment the Business Profile request has been created and is pending validation..

If your application is rejected,

we will send you a push and an email to inform you. If the request is rejected, the application pending validation will disappear from the App and the user will be able to request a new one.

If your application is approved,

the application pending validation will disappear from the App and the new payment profile will appear. You are now ready to roll!





Ready to drive?

Now you can get to and from work in the most sustainable way





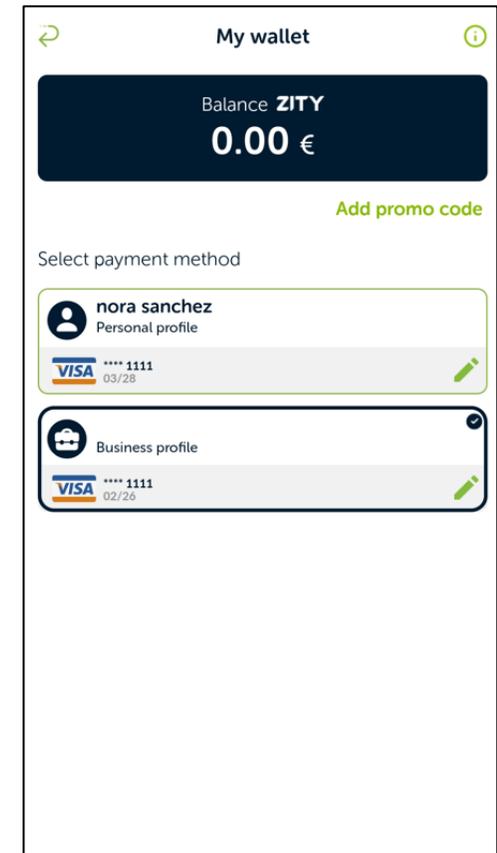
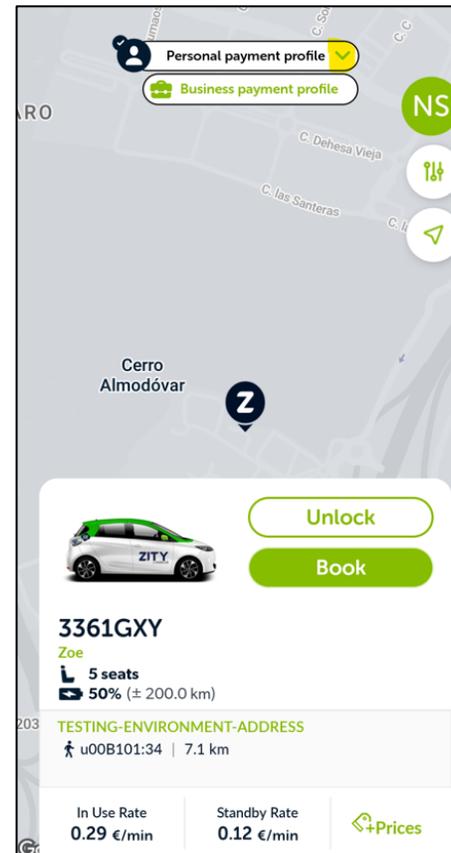
Rent a car with your Business Profile

To take a Zity with your business profile you have two options:

1. Select <Company payment profile> from the App map and rent the car that best suits your needs.
2. Go to the <My wallet> section and click on your business profile.

Each time the user changes their profile, a message will appear warning that a profile change is in progress. Select "Do not show this message again" if you do not want this information to appear again when you change your profile.

If you do not see these options, you have not yet created your business profile. Go back to slide 1 and add your business profile in a jiffy.





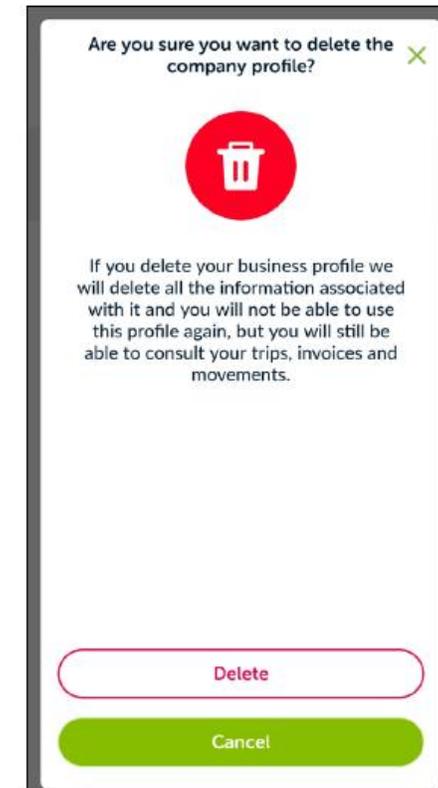
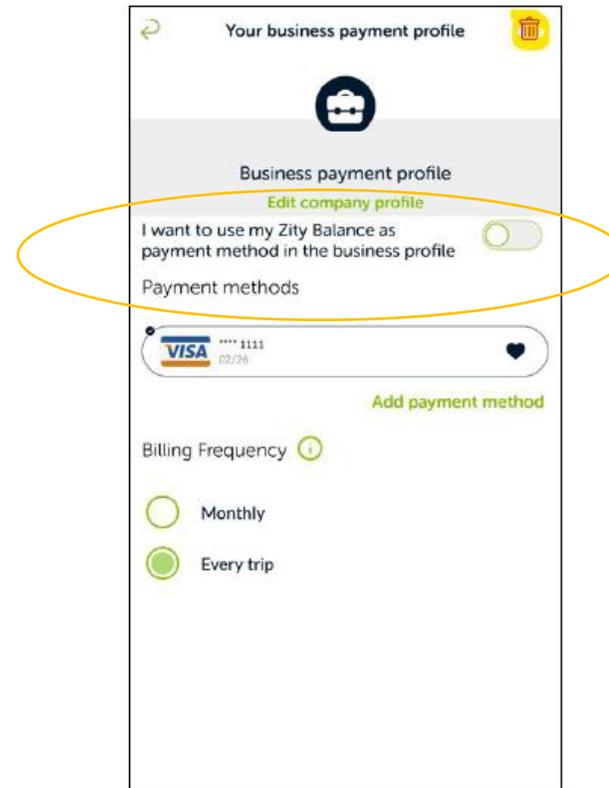
Can I use my Zity balance on my Business Profile?

Of course! To pay for the rentals you make with the Business Profile with the Zity balance in your personal account, you simply have to activate the button shown in the image.

So, if you have purchased a savings pack or benefited from a promotion, don't worry! You can choose to spend that balance in your Personal Profile or in your Business Profile if you prefer.

In this section you can also choose how often you want to receive invoices: at the end of a rental period or monthly. These invoices will appear in the <My trips> section in the side menu of the app.

If you wish to delete your business profile, it is as easy as clicking on the bin on the screen.





Where can I see my trips?

My trips

Show all Personal Business

- Zoe 1718MDV
1.78€
Distance 0 km
Time in use 1 min
30 of May of 2023 · 20:35
TESTING-ENVIRONMENT-ADDRESS
- Zoe 9439QIA
1.80€
Distance 0 km
Time in use 1 min
30 of May of 2023 · 10:02
TESTING-ENVIRONMENT-ADDRESS
- Zoe 8585WGX
1.80€
Distance 0 km
Time in use 1 min
30 of May of 2023 · 10:01
TESTING-ENVIRONMENT-ADDRESS
- Zoe 6460XQC
1.78€
Distance 0 km
Time in use 1 min
29 of May of 2023 · 18:43
- Zoe 6567OYY
1.78€
Distance 0 km
Time in use 1 min
2 of March of 2023 · 20:44
TESTING-ENVIRONMENT-ADDRESS
- Zoe 3361GXY
4.73€
Distance 0 km
Time in use 13 min

Trip details

★★★★★
Zoe 1718MDV
1.78€

Route

- Start 30 of May of 2023 · 20:35
TESTING-ENVIRONMENT-ADDRESS
- End 30 of May of 2023 · 20:35
TESTING-ENVIRONMENT-ADDRESS

Breakdown

In use - 1min (0.29€/min)	0.29€
Distance:	0 km
Excess reduction	1.49€
Total	1.78 €
Zity balance used	0.0€
Card (1111)	1.78€

Besty
Paying for this trip with your Besty card, you get **0.27€** in balance ZITY

I want it

Download invoice

In the side menu of the App you will find the <My trips> section where you can see all the information about your personal and business trips.

And all your bills too!

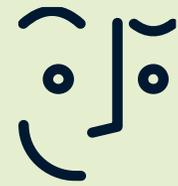


Important information

Here are a few details to keep in mind

- If you have an unpaid trip in any payment profile, both the personal profile and the business profile will be blocked until the debt situation is regularised.
- When deleting a personal profile, the system validates if there is any unpaid travel. If there is an outstanding debt, the payment profile cannot be deleted.
- There is only one wallet, which is the Personal wallet, so the bonuses that are created regardless of the payment profile selected go to the Personal wallet.
- As for the "Franchise Reduction" service, it is associated to the user (driver), not to the selected payment profile. If you have selected it by default on all your rentals, it will be applied to all your rentals regardless of the selected payment profile.
- Removing the Business Profile does not remove your invoices available in "My Trips". The information remains and you will still have access to all your business trips.
- If you have any questions, don't hesitate to contact us - we'll be happy to help you with anything you need!





ZITY