



ADDISON LEE

Affiliate's Guidebook

for

Dispatch Portal | Portal Setup | Rate Engine | Trip Closeout |

Airport Signage |



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Dispatch Portal | Trip Closeout | Rate Engine | Airport Signage

This How-to Guide for affiliates of Addison Lee will show in detail, step-by-step, how you can locate your company's information, access areas to enter rates for all vehicle types, closeout trips, enter driver information, and much more.

This guide will be accessible only to Addison Lee Affiliates. Please do not share this with anyone who it is not intended for. Your company's rates are editable once the login information is entered, and anyone who accesses it without permission to can change the rates and cause errors in the booking system, and it could cause you to lose work because we will always choose the affiliate with the lowest comparative pricing.

This tool is useful because it allows you to update rates, upload driver information, dispatch drivers, confirm ride details, add additional costs to rides (if applicable), load mileage-based rates as well as city-to-city rates, and download Airport Signage with the Addison Lee logo for airport use.

Addison Lee is working one-on-one with each company to ensure that you fully understand how the portal works, and to also assist you with any step of the process, to ensure that your company receives the most work possible. This is the only way our automated system can recognize your company when people "rate shop," so please make sure you load your rates.

For Questions / Concerns / Issues Loading Rates, contact:

Daniar Kadyrkulov at 888-888-5466, ext. 123, or Daniar.Kadyrkulov@Addisonlee.com

Darylann Wright at 888-888-5466, ext. 636, or Darylann.Wright@Addisonlee.com

Jason Ramos at 888-888-5466, ext. 601, or Jason.Ramos@Addisonlee.com



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Complete Guide Directory

<u>Guide Title</u>	<u>Refer to Page(s)</u>
✓ Introduction	1
✓ Directory	2
✓ Guide 1 – Affiliate Dispatch Portal	3-11
✓ Guide 2 – Affiliate Trip Closeout & Rate Engine Setup	12-21
✓ Guide 3 – Rate Engine Portal (<i>Loading City-to-City Rates</i>)	22-27
✓ Guide 4 – Rate Engine Portal (<i>Loading Mileage-Based Rates</i>)	28-31
✓ Guide 5- Trip Closeout	32-37
✓ Guide 6 – Airport Signage (<i>Android & iPad Versions</i>)	38-39
✓ Guide 7 – Fixing Error Messages & Changing Internet Options	40-44

For Access to Entire Portal:

<http://mobile.flytetymelimo.com/affiliatesportal>

For Trip Closeout/Rate Portal ONLY:

<http://ap.flytetymelimo.com/affiliateportal/iwarunner.html>



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Guide 1

Affiliate Dispatch Portal



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Affiliate Dispatch Portal

Home Screen of Menu

mobile.flytetymelimo.com/affiliatesportal/#/login

PLYTE TYME

Enter username

Password

Login

https://mobile.flytetymelimo.com/AffiliatesPortal/#/navigation

PLYTE TYME

Click Here →

- Affiliate Dispatch Portal
- Affiliate Trip Close Out and Rate Engine
- Android Airport Signage App
- iPad Airport Signage App
- Contact us

- Once logged in, choose **“Affiliate Dispatch Portal”** from menu.
- This section was created to allow you to be able to dispatch, assign, remove, re-assign drivers, etc. all from one screen.
- The information used in this section will carry over to the reservations – to allow reservation agents to track and inform passengers in real-time of driver locations without having to call your company.



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Affiliate Dispatch Portal

“Rides” Section

Confirmation No	Pickup Time	Passenger	Pickup Location	Driver Id	Driver	Driver's Cell	Stops	Car Status
1500529218	Dec 11, 2015 5:00:00 PM	GIBSON, JOSEPH	511 LEXINGTON AVE, MANHATTAN, NY, 10017	Assign existing driver Add new driver				POB (Passenger on Board)
1500537895	Dec 18, 2015 2:00:00 PM	BLOCK, ELIZABETH	109 E 42 ST, MANHATTAN, NY, 10017	Assign existing driver Add new driver				Unloaded
1500527725	Dec 18, 2015 2:10:00 PM	JARVIS, ROBERT	417 E 68 ST, MANHATTAN, NY, 10021	Assign existing driver Add new driver				Unloaded
1500531065	Dec 18, 2015 3:10:00 PM	AKWABOAH, PETER	1585 BROADWAY, MANHATTAN, NY, 10036	Assign existing driver Add new driver				Unloaded
1600007457	Jan 11, 2016 5:45:00 PM	APPERLEY, STUART	JFK VIRGIN ATLANTIC	Assign existing driver Add new driver				Unloaded
1600007477	Jan 11, 2016 7:05:00 PM	MULLINEUX, ARTHUR	JFK VS	Assign existing driver Add new driver				Unloaded

This section automatically displays the upcoming rides when menu for Dispatch Portal is displayed.

- **The page displays following information:**

- Confirmation #
- Pickup Time
- Passenger Name
- Pickup Location
- Driver ID
- Driver Name
- Driver Cell
- Stops
- Car Status

- In the “Filter” section, you can start typing information to filter by column.

- On the right, you can click the checkbox and only show unassigned rides for easier viewing.



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Affiliate Dispatch Portal

“Rides” Section – Assigning Existing Drivers

Confirmation No	Pickup Time	Passenger	Pickup Location	Driver Id	Driver	Driver's Cell	Stops	Car Status
1600033943	Feb 11, 2016 1:30:00 PM	COCHRAN, KENNETH	42 EAST 58TH STREET, MANHATTAN, NY, 10022	Assign existing driver Add new driver				Unloaded
1600054979	Feb 11, 2016 2:00:00 PM	Shepard, Andrew	590 MADISON AVE, MANHATTAN, NY, 10022	Assign existing driver Add new driver				Unloaded
1600043054	Feb 11, 2016 3:30:00 PM	STUART, OLIVER	700 5 AVE, MANHATTAN, NY, 10019	Assign existing driver Add new driver				Unloaded
1600054353	Feb 11, 2016 7:05:00 PM	BUCK, JANE	JFK VIRGIN ATLANTIC	Assign existing driver Add new driver				Unloaded
1600074261	Feb 22, 2016 7:05:00 PM	KIM, IRENEHAEJIN	JFK VIRGIN ATLANTIC	Assign existing driver Add new driver				Unloaded
1600080611	Feb 25, 2016 5:30:00 PM	ANTONIOU, MARIA	420 PARK AVE S, MANHATTAN, NY, 10016	Assign existing driver Add new driver				Unloaded
1600078774	Feb 26, 2016 3:15:00 PM	POTH, CHRISTINE	4 CHASE METROTECH CTR, BROOKLYN, NY, 11245	Assign existing driver Add new driver				Unloaded
1600081696	Feb 29, 2016 4:30:00 AM	Block, Melanie	545 WASHINGTON AVE, BROOKLYN, NY, 11238	Assign existing driver Add new driver				Unloaded

To assign an existing driver already saved in your database, click on “Assign Existing Driver”

Confirmation No	Pickup Time	Passenger	Pickup Location	Driver Id	Driver	Driver's Cell	Stops	Car Status
1600033943	Feb 11, 2016 1:30:00 PM	COCHRAN, KENNETH	42 EAST 58TH STREET, MANHATTAN, NY, 10022	lin	Chun Lin Driver Id: null Plates No.: undefined			Unloaded
1600054979	Feb 11, 2016 2:00:00 PM	Shepard, Andrew	590 MADISON AVE, MANHATTAN, NY, 10022		WING KIN LIN Driver Id: null Plates No.: undefined			Unloaded
1600043054	Feb 11, 2016 3:30:00 PM	STUART, OLIVER	700 5 AVE, MANHATTAN, NY, 10019		WEN LIN Driver Id: null Plates No.: undefined			Unloaded
1600054353	Feb 11, 2016 7:05:00 PM	BUCK, JANE	JFK VIRGIN ATLANTIC	Assign existing driver Add new driver				Unloaded
1600074261	Feb 22, 2016 7:05:00 PM	KIM, IRENEHAEJIN	JFK VIRGIN ATLANTIC	Assign existing driver Add new driver				Unloaded
1600080611	Feb 25, 2016 5:30:00 PM	ANTONIOU, MARIA	420 PARK AVE S, MANHATTAN, NY, 10016	Assign existing driver Add new driver				Unloaded
1600078774	Feb 26, 2016 3:15:00 PM	POTH, CHRISTINE	4 CHASE METROTECH CTR, BROOKLYN, NY, 11245	Assign existing driver Add new driver				Unloaded
1600081696	Feb 29, 2016 4:30:00 AM	Block, Melanie	545 WASHINGTON AVE, BROOKLYN, NY, 11238	Assign existing driver Add new driver				Unloaded

- From there, enter the Driver's Name or ID #, and it will display all possible matches.
- Select the desired driver, and click the Check Mark in the red box to assign.



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Affiliate Dispatch Portal

“Rides” Section – Assigning a New Driver

Confirmation No	Pickup Time	Passenger	Pickup Location	Driver Id	Driver	Driver's Cell	Stops	Car Status
1600033943	Feb 11, 2016 1:30:00 PM	COCHRAN, KENNETH	42 EAST 58TH STREET, MANHATTAN, NY, 10022	Assign existing driver Add new driver				Not set
1600054979	Feb 11, 2016 2:00:00 PM	Shepard, Andrew	590 MADISON AVE, MANHATTAN, NY, 10022	Assign existing driver Add new driver				Unloaded
1600043054	Feb 11, 2016 3:30:00 PM	STUART, OLIVER	700 5 AVE, MANHATTAN, NY, 10019	Assign existing driver Add new driver				Unloaded
1600054353	Feb 11, 2016 7:05:00 PM	BUCK, JANE	JFK VIRGIN ATLANTIC	Assign existing driver Add new driver				Unloaded
1600074281	Feb 22, 2016 7:05:00 PM	KIM, IRENEHAEJIN	JFK VIRGIN ATLANTIC	Assign existing driver Add new driver				Unloaded
1600080611	Feb 25, 2016 5:30:00 PM	ANTONIOU, MARIA	420 PARK AVE S, MANHATTAN, NY, 10016	Assign existing driver Add new driver				Unloaded
1600078774	Feb 26, 2016 3:15:00 PM	POTH, CHRISTINE	4 CHASE METROTECH CTR, BROOKLYN, NY, 11245	Assign existing driver Add new driver				Unloaded
1600081696	Feb 29, 2016 4:30:00 AM	Block, Melanie	545 WASHINGTON AVE, BROOKLYN, NY, 11238	Assign existing driver Add new driver				Unloaded

To assign a **NEW** driver, click on “Add New Driver.” A pop-up screen will display.

mobile.flytetymelimo.com/affiliatesportal/#/rides

FLYTE TIME

Drivers Rides Settings dispatch@executivecharge.com

Filter Start typing to filter by any column Show Unassigned Rides Only

Confirmation No

1600033943

1600054979

1600043054

1600054353

1600074281

1600080611

1600078774

1600081696

7:05:00 PM

IRENEHAEJIN

JFK VIRGIN ATLANTIC

Add new driver

Unloaded

Feb 25, 2016 5:30:00 PM

ANTONIOU, MARIA

420 PARK AVE S, MANHATTAN, NY, 10016

[Assign existing driver](#)
[Add new driver](#)

Unloaded

Feb 26, 2016 3:15:00 PM

POTH, CHRISTINE

4 CHASE METROTECH CTR, BROOKLYN, NY, 11245

[Assign existing driver](#)
[Add new driver](#)

Unloaded

Feb 29, 2016 4:30:00 AM

Block, Melanie

545 WASHINGTON AVE, BROOKLYN, NY, 11238

[Assign existing driver](#)
[Add new driver](#)

Unloaded

Add new driver

Driver Id

First Name

Last Name

Cell Phone

OK Cancel

- Enter the new driver’s info and hit “OK.”
- The new driver will be added to the database, and assigned to the corresponding job.



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Affiliate Dispatch Portal

“Drivers” Section

mobile.flytetymelimo.com/affiliatesportal/#/drivers

FLYTE TYME

Drivers Rides Settings dispatch@executivecharge.com

Filter Start typing to filter by any column Add new (Alt+A)

Driver Id	First Name	Last Name	Cell Phone		
	Sokolov	Associates	(646)436-7588	Edit	Delete
	Chun	Lin	(917)880-9037	Edit	Delete
	Huiming	Wang	(646)420-6695	Edit	Delete
	Bai	Wang	(646)943-3552	Edit	Delete
	Ahmad	kHan	(347)247-9324	Edit	Delete
	JOSE	LAYTON	631 513 2264	Edit	Delete
	SHEN	CHANG	(650)223-4725	Edit	Delete
	jimmy	Lee	(732)939-9575	Edit	Delete
	Peifa	Zhoa	(646)996-6800	Edit	Delete

- This section shows the list of uploaded drivers in the database.
- In order to upload a driver to this list, you must manually enter the driver’s information.
- You can add a new driver easily by hitting “**Alt + A**” or by hitting the “Add New” button on the right.
- **This section shows the following information about a driver:**
 - o Driver ID
 - o First Name
 - o Last Name
 - o Cell Number
- You also have the option to Edit or Delete driver information manually.
- You can search for a driver by entering their name in the “Filter” field, and hit “enter.”
- To Show Steps for Adding a Driver – Refer to NEXT Page for Screen Shots.



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Affiliate Dispatch Portal

“Drivers” Section – Adding a NEW Driver

Driver Id	First Name	Last Name	Cell Phone		
	Sokolov	Associates	(646) 436-7588	Edit	Delete
	Chun	Lin	(917) 880-9037	Edit	Delete
	Huiming	Wang	(646) 420-6695	Edit	Delete

From the Portal screen, click on the red “Add New” box, or hit **Alt + A** to add a new driver.

Add new driver

Driver Id

First Name

Last Name

Cell Phone

OK Cancel

- Once the popup appears, enter the driver’s information and hit “OK” at the bottom.
- This saves the driver’s info in the database for future use.



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Affiliate Dispatch Portal

“Settings” Section

PLEASE NOTE: THIS SECTION SHOULD NOT BE USED UNLESS YOU WERE SPECIFICALLY INSTRUCTED TO DO SO. YOU SHOULD ONLY BE ENTERING INFORMATION IN THIS SECTION IF YOU WANT TO SYNC WITH LIMO ANYWHERE AND HAVE THE APPROPRIATE INFORMATION TO LOG IN!

The screenshot shows a web browser window with the URL `mobile.flytetymelimo.com/affiliatesportal/#/settings`. The page has a navigation bar with 'Drivers', 'Rides', and 'Settings' (highlighted with a red box). The 'Settings' section contains a 'Syncing Config' form with the following fields:

- API ID: Enter api id
- API key: Enter api key
- Billing Info: Billing Contact
- Billing Account Number: Billing Account Number
- Billing Company: Billing Company

A red 'Save' button is located at the bottom of the form.

- If you **WERE** given instructions on how to use this section, then please continue to read on.
- If you **WERE NOT** given instructions on how to use this section, or you were NOT instructed to upload any information in this section, please **DISREGARD** and continue to the next section.
 - **To continue, please enter your company's:**
 - API Key
 - API ID
 - Billing Information:
 - Contact Name
 - Account Number
 - Company
 - Click “Save” and follow instructions.
- If you would like to sync with Limo Anywhere, please be sure to check off the “Sync with Limo Anywhere” checkbox at the top of the screen, before hitting “Save” at the bottom.



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Guide 2

Affiliate Trip Closeout & Rate Engine Setup



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Affiliate Trip Closeout & Rate Engine Setup

Accessing Rate Engine & Trip Closeout Portal

mobile.flytetymelimo.com/affiliatesportal/#/login

FLYTE TIME

Enter username

Password

Login

mobile.flytetymelimo.com/affiliatesportal/#/navigation

FLYTE TIME

dispatch@executivecharge.com

Affiliate Dispatch Portal

Click Here → Affiliate Trip Close Out and Rate Engine

Android Airport Signage App

iPad Airport Signage App

Contact us

As mentioned previously, if you click on the above link and you receive an error message:

Type this URL in to your Internet Explorer browser:

<http://ap.flytetymelimo.com/affiliateportal/iwarunner.html>

This will send you directly to the Affiliate Rate Portal website.



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Affiliate Trip Closeout & Rate Engine Setup

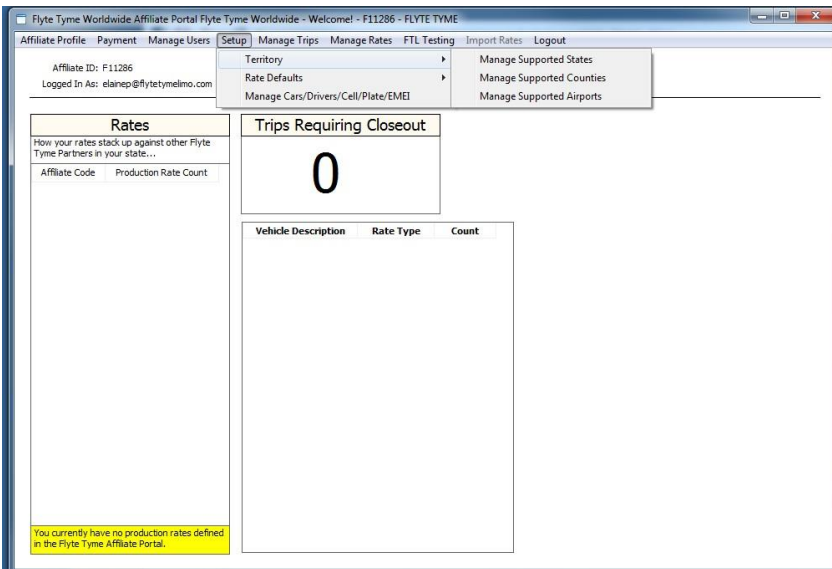
Portal Login Screen



-Once the login screen appears, **enter your Email and Password**, if you don't know your login information, contact Daniar or Darylann at Addison Lee.

- **Once you've logged into the Portal:**

-**Go To: Setup → Territory → Manage Supported States**





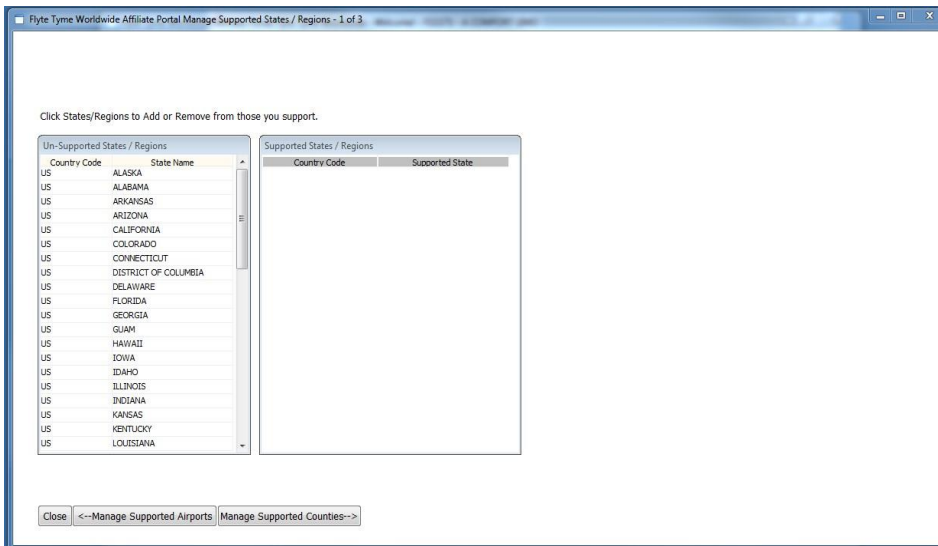
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Affiliate Trip Closeout & Rate Engine Setup

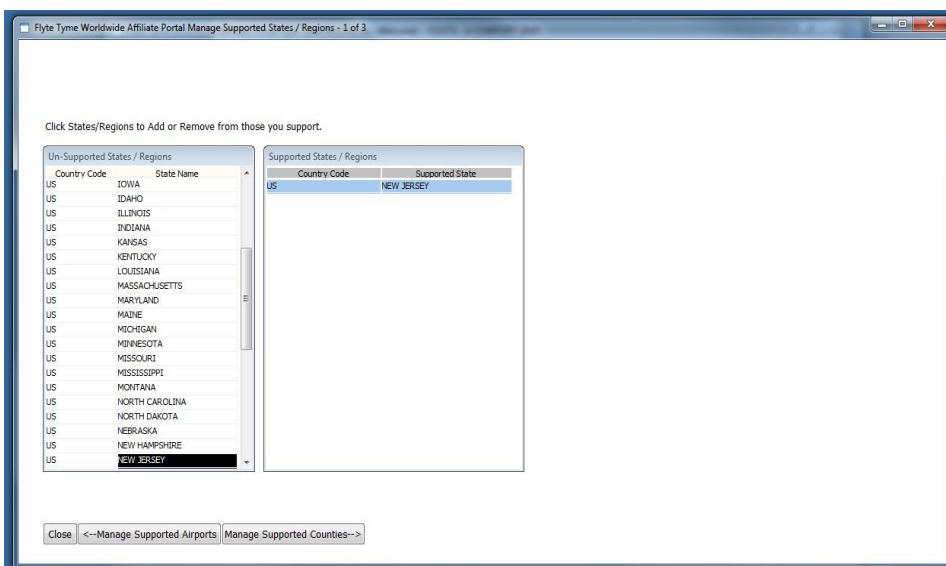
Then the Add or Remove Supported States Screen will come up

On the left side you will see a list of all States, you will click on the state you service. Once you select your supported state it will move to the right hand side under Supported States/Regions.

(Before Selecting Supported State)



(After Selecting Supported State)





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Affiliate Trip Closeout & Rate Engine Setup

- You will then click on “Manage Supported Counties” – Highlighted below.

- Add or Remove Counties Screen will come up- You will select the State from the dropdown menu and repeat the steps above for Adding the state you service.

Flyte Tyme Worldwide Affiliate Portal Manage Supported States / Regions - 1 of 3

Click States/Regions to Add or Remove from those you support.

Un-Supported States / Regions		Supported States / Regions	
Country Code	State Name	Country Code	Supported State
US	ILLINOIS	US	NEW JERSEY
US	INDIANA		
US	KANSAS		
US	KENTUCKY		
US	LOUISIANA		
US	MASSACHUSETTS		
US	MARYLAND		
US	MAINE		
US	MICHIGAN		
US	MINNESOTA		
US	MISSOURI		
US	MISSISSIPPI		
US	MONTANA		
US	NORTH CAROLINA		
US	NORTH DAKOTA		
US	NEBRASKA		
US	NEW HAMPSHIRE		
US	NEW JERSEY		
US	NEW MEXICO		
US	NEVADA		

Close <--Manage Supported Airports **Manage Supported Counties-->**

Flyte Tyme Worldwide Affiliate Portal Manage Supported Counties - 2 of 3

Select State/Region to modify supported Counties/Subregions: **NJ**

Click Counties/Subregions to Add or Remove from those you support...

Un-Supported Counties/Subregions		Supported Counties/Subregions	
All Counties/SubRegions		Supported Counties	
ATLANTIC		BERGEN	
BERGEN		PASSAIC	
BURLINGTON			
CAMDEN			
CAPE MAY			
CUMBERLAND			
ESSEX			
GLOUCESTER			
HUDSON			
HUNTERDON			
MERCER			
MIDDLESEX			
MONMOUTH			
MORRIS			
OCEAN			
PASSAIC			
SALEM			
SOMERSET			

Close <--Manage Supported States **Manage Supported Airports -->**



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Affiliate Trip Closeout & Rate Engine Setup

- Once you have selected the state and counties in your service area, you will click on “Manage Supported Airports”- Highlighted below.

- Add or Remove Airports screen will come up, you will repeat the steps above to add the airports in your service area and Click “Close”

Flyte Tyme Worldwide Affiliate Portal Manage Supported Counties - 2 of 3

Select State/Region to modify supported Counties/Subregions: **NJ**

Click Counties/Subregions to Add or Remove from those you support...

Un-Supported Counties/Subregions	Supported Counties/Subregions
All Counties/SubRegions	Supported Counties
ATLANTIC	BERGEN
BERGEN	PASSAIC
BURLINGTON	
CAMDEN	
CAPE MAY	
CUMBERLAND	
ESSEX	
GLOUCESTER	
HUDSON	
HUNTERDON	
MERCER	
MIDDLESEX	
MONMOUTH	
MORRIS	
OCEAN	
PASSAIC	
SALEM	
SOMERSET	

Close <--Manage Supported States **Manage Supported Airports -->**

Flyte Tyme Worldwide Affiliate Portal Manage Supported Airports - 3 of 3

Select State/Region to modify supported Airports: **NJ**

Click Airports to Add or Remove from those you support...

Note: If you need to manage rates to an airport that is in a different state, you must select that state as a 'Supported State'.

Un-Supported Airports	Supported Airports
Code Airport	Code Airport
00N Bucks Airport	
0C9 Coach & Paddock Heliport	
12N Aeroflex-Andover Airport	
13N Trinca Airport	
17N Cross Keys Airport	
19N Camden County Airport	
1N4 Woodbine Municipal Airport	
1N7 Blairstown Airport	
25N Rudys Airport	
26N Ocean City Municipal Airport	
28N Vineland-Downstown Airport	
29N Kroelinger Airport	
2N6 Redwing Airport	
2N7 Little Ferry Seaplane Base	
2N8 Marlboro Airport	
31E Eagles Nest Airport	
39N Princeton Airport	

Close <--Manage Supported Counties **Manage Supported States -->**



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Affiliate Trip Closeout & Rate Engine Setup

Once you “Close” the previous screen you were in, you will go back to the home page of the portal.

Select: Setup → Rate Defaults → Manage Tax Rate By State / Taxable Rate Elements

The screenshot shows a web browser window titled "Flyte Tyme Worldwide Affiliate Portal Flyte Tyme Worldwide - Welcome! - F10580 - FLYTE TYME LIMO". The navigation menu includes: Affiliate Profile, Payment, Manage Users, Setup, Manage Trips, Manage Rates, FTL Testing, Import Rates, and Logout. The "Setup" menu is open, showing options: Territory, Rate Defaults, and Manage Cars/Drivers/Cell/Plate/EMEI. The "Rate Defaults" sub-menu is also open, showing: Flyte Affiliate..., Manage Tax Rate By State / Taxable Rate Elements, Manage Rate Defaults, Manage Airport Rate Defaults, and Manage Vehicle Rate Defaults. The "Manage Tax Rate By State / Taxable Rate Elements" option is highlighted.

Below the navigation menu, the page displays the following information:

- Affiliate ID: F10580
- Logged In As: elainep@flytetymelimo.com

The main content area is divided into two sections:

- Rates**: A table with columns "Affiliate Code" and "Production Rate Count". Below the table, a yellow message box states: "You currently have no production rates defined in the Flyte Tyme Affiliate Portal."
- Trips Requiring Closeout**: A large box displaying the number "0".

At the bottom of the page, there is a table with the following headers: "Vehicle Description", "Rate Type", and "Count". The table is currently empty.



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Affiliate Trip Closeout & Rate Engine Setup

In here you will put your state/local Tax if any and select what's taxable - You will select your service state from the drop down and enter your tax percentage on the Green box (5% tax =.05).Then you will select the elements the tax applies to and change them from False to True.

-Once you have entered all the information click "Save" and move on to "Manage Rate Defaults"

Description	Taxable?
Base Rate Taxable	FALSE
Gratuity Taxable	FALSE
Parking Taxable	FALSE
Tolls Taxable	FALSE
Stops Taxable	FALSE
Wait Taxable	FALSE
Miscellaneous Taxable	FALSE

-Manage Rate Default screen will come up- in here you will save your Gratuity, Discount and Add your In Line Stop Charge, if any.

-Once you have entered all the information click "Save" and move on to "Manage Airport Rate Defaults"

Calculate Gratuity On Discounted Base	Gratuity %	Discount %	In Line Stops Amount \$
Calculate Gratuity On Discounted Base	0.00%	0.00%	\$0.00



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Affiliate Trip Closeout & Rate Engine Setup

- On the Manage Airport Rate Default Screen, you will select an airport from the dropdown menu and enter the airport's parking fee, if any. This parking fee is only applied for pick-ups at the airport NOT drop-offs. If a specific airport has pickup and drop-off fees, you will need to contact Daniar or Darylann at Addison Lee and they will Guide You.

Flyte Tyme Worldwide Affiliate Portal Rate Element Defaults - Airport Related Fees - 3 of 4

Select Airport to Modify Default Rate Elements: --SELECT AIRPORT--

- EWR Newark International Airport
- EWR TRAIN Amtrak Train Station at EWR

Close Save <--Manage Rate Defaults Manage Vehicle Rate Defaults-->

Flyte Tyme Worldwide Affiliate Portal Rate Element Defaults - Airport Related Fees - 3 of 4

Select Airport to Modify Default Rate Elements: Newark International Airport

Airport Rate Element Defaults		
Airport/Train	Parking Fee	Type
EWR	\$0.00	AIRPORT

Close Save <--Manage Rate Defaults Manage Vehicle Rate Defaults-->



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Affiliate Trip Closeout & Rate Engine Setup

-Once you have entered all the information click "Save" and move on to "Manage Vehicle Rate Defaults"

-On the manage vehicle rate default screen you will select all the vehicles on your fleet, enter your hourly rate, Minimum amount of hours for each vehicle, Cancellation Hours, etc.

-Once you have entered all the information click "Save" and "Close", your Setup will be done.

(Screen before you enter any information)

Description	Supported	PAX	Distance Type	Price/Mile	Price/Kilometer	Min Mileage Chg	Hourly Base Rate	Min Hours	Cancellation Hours	Bonus
3PSEDAN	NO	3	--SELECT--							
13PVAN	NO	13	--SELECT--							
27PMBINBUS	NO	27	--SELECT--							
31PBUS	NO	31	--SELECT--							
49PBUS	NO	49	--SELECT--							
56PBUS	NO	56	--SELECT--							
7PSUV	NO	7	--SELECT--							
HYBRID	NO	4	--SELECT--							
MERCEDES	NO	3	--SELECT--							
39PBUS	NO	39	--SELECT--							
SPRINTER	NO	11	--SELECT--							

Note: Flyte Tyme uses Enterprise Google Maps to determine mileage and drivetime. Entering mileage rates is strongly encouraged. When no published rate is available, our rate engine will always favor the affiliate who provides mileage rates.

Buttons: Close, Save, <--Manage Airport Rate Defaults, Manage Taxable Rate Element Defaults-->

(Screen After you enter your information)

Description	Supported	PAX	Distance Type	Price/Mile	Price/Kilometer	Min Mileage Chg	Hourly Base Rate	Min Hours	Cancellation Hours	Bonus
3PSEDAN	YES	3	MILEAGE	\$3.50	\$0.00	\$65.00	\$59.00	3.00	2.00	\$0.00
13PVAN	YES	13	MILEAGE	\$3.50	\$0.00	\$150.00	\$110.00	4.00	3.00	\$85.00
27PMBINBUS	YES	27	MILEAGE	\$3.50	\$0.00	\$225.00	\$125.00	4.00	3.00	\$160.00
31PBUS	YES	31	MILEAGE	\$3.50	\$0.00	\$275.00	\$135.00	4.00	3.00	\$210.00
49PBUS	YES	49	MILEAGE	\$3.50	\$0.00	\$350.00	\$135.00	4.00	3.00	\$285.00
56PBUS	NO	56	--SELECT--	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00
7PSUV	YES	7	MILEAGE	\$3.50	\$0.00	\$85.00	\$75.00	3.00	2.00	\$20.00
HYBRID	NO	4	--SELECT--	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00
MERCEDES	NO	3	--SELECT--	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00
39PBUS	YES	39	MILEAGE	\$3.50	\$0.00	\$175.00	\$75.00	3.00	2.00	\$110.00
SPRINTER	YES	11	MILEAGE	\$3.50	\$0.00	\$125.00	\$125.00	4.00	2.00	\$60.00

Annotations: A red circle labeled "Not Supported Vehicles" points to the 56PBUS row. Arrows point to the "Save" button (labeled "1") and "Close" button (labeled "2"). A legend below the table indicates: U.S. Affiliates (orange arrow), Int'l Affiliates (red arrow), and No Bonus Added for Sedans (black arrow).

Note: Flyte Tyme uses Enterprise Google Maps to determine mileage and drivetime. Entering mileage rates is strongly encouraged. When no published rate is available, our rate engine will always favor the affiliate who provides mileage rates.

Buttons: Close, Save, <--Manage Airport Rate Defaults, Manage Taxable Rate Element Defaults-->



ADDISON LEE

Guide 3

Rate Engine

Loading City-to-City Rates

Need to load Mileage-Based Rates?

Refer to **Guide 4**



ADDISON LEE

Loading City-to-City Rates

Portal Login Screen



- Once the login screen appears, **enter your Email and Password** that you used when we signed you up.
- If you don't know which email was used to sign up with, an Addison Lee rep can get it for you.
- **Click on "Login"** and follow the directions on the next page to start entering new rates!



ADDISON LEE

Loading City-to-City Rates

Portal Home Screen

Affiliate ID: F10165
Welcome Valued Flyte Tyme Affiliate...
Logged In As: darylanww@flytetymelimo.com

Rates
How your rates stack up against other Flyte Tyme Partners in your state...

Affiliate Code	Production Rate Count
----------------	-----------------------

Trips Requiring Closeout
0

You currently have no production rates defined in the Flyte Tyme Affiliate Portal.

Once you've Logged into the Portal:

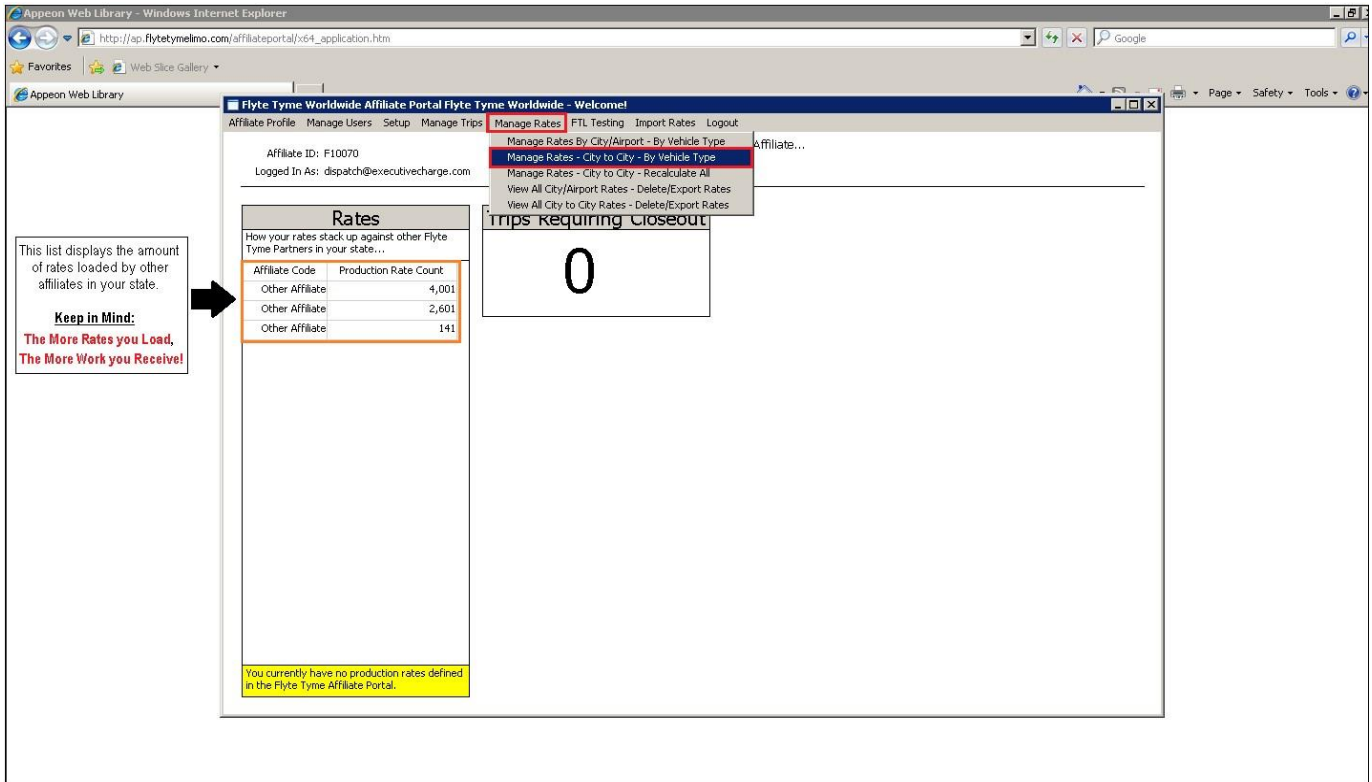
- **"Rates"** - This is where we show you where your companies' loaded rates compare to other local affiliates in your area. **Remember: More Rates Loaded = More Work Sent to You!**
- **"Trips Requiring Closeout"** – This section is where the Trip Closeout Portal will be used. This simply informs you of the amount of rides that need to still be closed out. This is discussed in **Guide 2**.
- Continue following the guide to enter the rates needed.



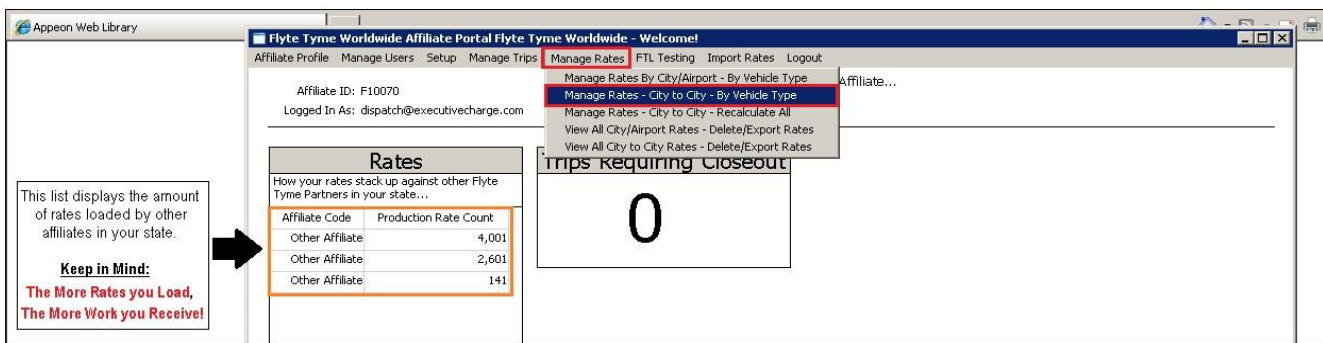
ADDISON LEE

Loading City-to-City Rates

Loading City-to-City Rates



(Close-up View of above Screen Shot)



To load **CITY-TO-CITY** rates:

Go to: Manage Rates > Manage Rates City to City – By Vehicle Type

- Then, the Rate Management Screen will display.
- Follow the instructions on the next page to load rates.



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Loading City-to-City Rates

(The sections below are numbered for illustrative purposes only.)

Vehicle Type: --SELECT VEHICLE-- State: --SELECT STATE-- City: --SELECT CITY-- State: --SELECT STATE-- City: --SELECT CITY--

City	City	Zip	Base	Gratuity	Tolls	Discount	Total	Rate Rank
------	------	-----	------	----------	-------	----------	-------	-----------

After Entering all info above:
Hit "Save" Then, hit "Close"

Retrieve Save Close State Tax Rate: County Tax Rate Override: Recalc. All

**These rates are the only thing that will determine if you get a trip auto-farmed to you, or someone else!
The more rates you enter, the more work you will receive!!**

- **Here's how to get started, and choosing which city/state to start with:**
 - o **Start loading rates for Sedans first** – they are the most requested vehicles. Once those rates are loaded, continue with SUV, Van, Luxury Sedans, etc., until all rates are entered.
 - o **Load the most common city/state combinations first.** (If your company services more than one state, start with the state most of your service stems from, then continue from there.)
 - o Most companies load same-city to same-city rides first. The rates can differ if you only enter mileage pricing, (discussed later) so be sure to at the very least **enter the most popular city/state combinations first**, and continue from there.



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Loading City-to-City Rates

Completing the Rate Entries

Vehicle Type: **SPSEDAN** State: **NY** City: **MANHATTAN** State: **NJ** City: **ATLANTIC CITY**

City	Zip	City	Zip	Base	Gratuity	Tolls	Discount	Tax	Total	Rate Rank
ATLANTIC CITY	08401	MANHATTAN	00000							
ATLANTIC CITY	08402	MANHATTAN	00000							
ATLANTIC CITY	08403	MANHATTAN	00000							
ATLANTIC CITY	08404	MANHATTAN	00000							
ATLANTIC CITY	08405	MANHATTAN	00000							
ATLANTIC CITY	08406	MANHATTAN	00000							
ATLANTIC CITY	08406	MANHATTAN	00002							
ATLANTIC CITY	08405	MANHATTAN	00002							
ATLANTIC CITY	08404	MANHATTAN	00002							
ATLANTIC CITY	08403	MANHATTAN	00002							
ATLANTIC CITY	08402	MANHATTAN	00002							
ATLANTIC CITY	08401	MANHATTAN	00002							
ATLANTIC CITY	08402	MANHATTAN	10001							
ATLANTIC CITY	08401	MANHATTAN	10001							
ATLANTIC CITY	08403	MANHATTAN	10001							
ATLANTIC CITY	08404	MANHATTAN	10001							
ATLANTIC CITY	08405	MANHATTAN	10001							
ATLANTIC CITY	08406	MANHATTAN	10001							
ATLANTIC CITY	08406	MANHATTAN	10002							
ATLANTIC CITY	08405	MANHATTAN	10002							
ATLANTIC CITY	08404	MANHATTAN	10002							
ATLANTIC CITY	08403	MANHATTAN	10002							
ATLANTIC CITY	08401	MANHATTAN	10002							
ATLANTIC CITY	08402	MANHATTAN	10002							
ATLANTIC CITY	08402	MANHATTAN	10003							
ATLANTIC CITY	08401	MANHATTAN	10003							

Retrieve Save Close State Tax Rate: County Tax Rate Override: 0% Recalc All

1. 2.

In the example above, it is for a 3 passenger sedan for vehicle, and city/state combo of Manhattan, NY to city/state combo Atlantic City, NJ.

- **To accurately give proper rates, please enter the following:**
 - o **Base Rate** – Minimum charge that will show up on every sedan ride in this service area.
 - o **Tolls** – If Applicable. (If you do not know how much they are, go on Google Maps and enter the two cities listed above and get directions. Look at the route – if there are tolls, Google Maps will tell you how many there are.)
- You only need to enter **Base Rates** and **Tolls**. Hit “enter” after entering the Base Rate, and the other fields will automatically generate the correct information, based on your company’s preferences.

Once you’ve Entered all Applicable Rates:

You Must Click “Save” 1. first, then “Close” 2. when finished.

This will bring you back to the home screen, where you can start over.



ADDISON LEE

Guide 4

Rate Engine

Loading Mileage-Based Rates

Need to load City-to-City Rates?

Refer to **Guide 3**



ADDISON LEE

Loading Mileage-Based Rates (by Vehicle Type – cont'd)

Mileage rates will **ONLY** apply for trips **20 miles or more** outside of the radius of your company's home base.

This list displays the amount of rates loaded by other affiliates in your state.

Keep in Mind:
The More Rates you Load,
The More Work you Receive!

Affiliate Code	Production Rate Count
Other Affiliate	4,001
Other Affiliate	2,601
Other Affiliate	141

You currently have no production rates defined in the Flyte Tyme Affiliate Portal.

Trips Requiring Closeout
0

To Enter Mileage-Based Rates (by Vehicle Type):

Go to: Setup > Rate Defaults > Manage Vehicle Rate Defaults

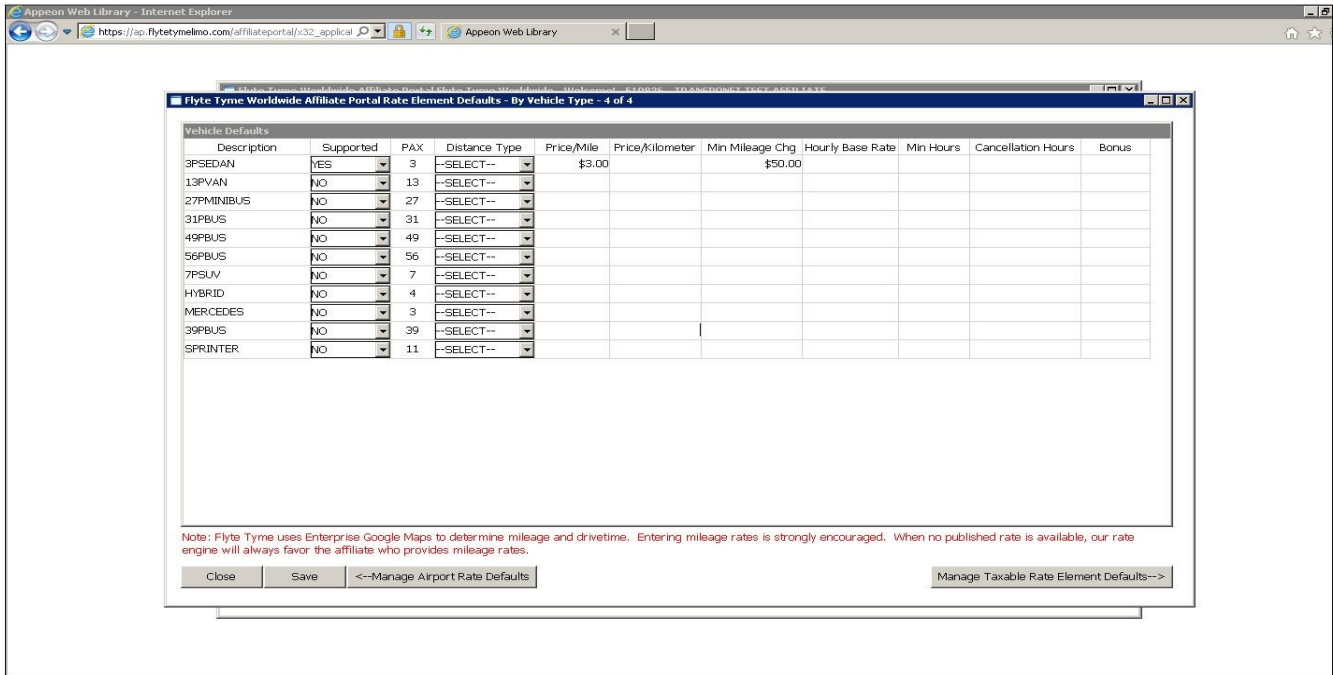
- This will bring you to a screen that will allow you to enter in vehicle type, whether or not the vehicle type is available in your fleet, vehicle capacity, distance type, price per mile, minimum mileage charge, hourly base rate, minimum hours, and cancellation policy.
- The system will calculate the mileage rate only if there is NO base rate entered.
- It will always take the HIGHER rate of the two (*mileage rate vs. minimum rate entered*), to ensure you get paid at least the base rate at the minimum.
- Most companies charge **\$3.50/mile**, but this is at your discretion to make higher or lower.



ADDISON LEE

Loading Mileage-Based Rates (by Vehicle Type – cont'd)

This is what the screen looks like **before** any information is entered.



Enter information on the following:

- Description** – Description of all vehicle types supported. You choose which ones your fleet includes.
- Supported** – Is this vehicle type in your fleet? If “NO” – do not fill in any of the other columns in the row.
- Pax** – This is the capacity of the vehicle described.
- Distance Type** – Miles or Kilometers, depending on what your country uses. Please see below for more info.
- Price/Mile** – **U.S. Affiliates** – Please Enter Price per Mile. | **Int’l Affiliates** – Please Disregard
- Price/Kilometer** – **Int’l Affiliates** - Please enter Price per Kilometer. | **U.S. Affiliates** – Please Disregard
- Min Mileage Charge** – This is the absolute minimum that will always be charged, plus tax, tolls, & gratuity. No charge for a ride will ever be less than this amount.
- Hourly Base Rate** –Enter the Base Rate (*minimum amount charged on any ride*) charged per-hour for hourly trips, NOT including Tax, Tolls, Gratuity.
- Min Hours** – The minimum amount of required hours that will be billable per trip, regardless if the trip is under that amount of hours. (i.e., *Min hours is 3, trip is only 1.5 hours, will still bill pax for 3 hours.*)
- Cancellation Hours** – The minimum number of hours prior to the pickup time to cancel without ride being considered a billable charge. Minimum is 2 for all vehicles, some larger vehicles may be more time prior.
- Bonus** – This is used to add a set amount per vehicle, on top of the base rate of a sedan, to allow you to avoid having to enter rates for every vehicle type. (i.e., *sedan base is \$65, SUV is \$85. In Bonus section, add \$20 to account for the price difference between two vehicles, so you don’t have to load separate SUV rates.*)



ADDISON LEE

Loading Mileage-Based Rates (by Vehicle Type – cont'd)

This is what the screen looks like **after** information is entered.

Description	Supported	PAX	Distance Type	Price/Mile	Price/Kilometer	Min Mileage Chg	Hourly Base Rate	Min Hours	Cancellation Hours	Bonus
3PSEDAN	YES	3	MILEAGE	\$3.50	\$0.00	\$65.00	\$59.00	3.00	2.00	X \$0.00
13PVAN	YES	13	MILEAGE	\$3.50	\$0.00	\$150.00	\$110.00	4.00	3.00	\$85.00
27PMINIBUS	YES	27	MILEAGE	\$3.50	\$0.00	\$225.00	\$125.00	4.00	3.00	\$160.00
31PBUS	YES	31	MILEAGE	\$3.50	\$0.00	\$275.00	\$135.00	4.00	3.00	\$210.00
49PBUS	YES	49	MILEAGE	\$3.50	\$0.00	\$350.00	\$135.00	4.00	3.00	\$285.00
56PBUS	NO	56	--SELECT--	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00
7PSUV	YES	7	MILEAGE	\$3.50	\$0.00	\$85.00	\$75.00	3.00	2.00	\$20.00
HYBRID	NO	4	--SELECT--	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00
MERCEDES	NO	3	--SELECT--	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00
39PBUS	YES	39	MILEAGE	\$3.50	\$0.00	\$175.00	\$75.00	3.00	2.00	\$110.00
SPRINTER	YES	11	MILEAGE	\$3.50	\$0.00	\$125.00	\$125.00	4.00	2.00	\$60.00

Note: Flyte Tyme uses Enterprise Google Maps to determine mileage and drivetime. Entering mileage rates is strongly encouraged. When no published rate is available, our rate engine will always favor the affiliate who provides mileage rates.

Buttons: Close (2), Save (1), <--Manage Airport Rate Defaults, Manage Taxable Rate Element Defaults-->

For example, this company doesn't have a 56 pax bus, Hybrid, or Mercedes, so it's excluded in the above.

You would ONLY exclude vehicles your fleet does NOT support!

- Ensure that all applicable fields for vehicles that your company supports are completed correctly.
- Any vehicle types you do not support do not need to have any information filled in for them, as shown above. (56-pax bus, Hybrid, and Mercedes are not supported, so no info is entered.)

Once you've entered all Applicable Rates:

You Must Click **"Save"** 1. first, then **"Close"** 2. when finished.

This will bring you back to the home screen, where you can start over.



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Guide 5

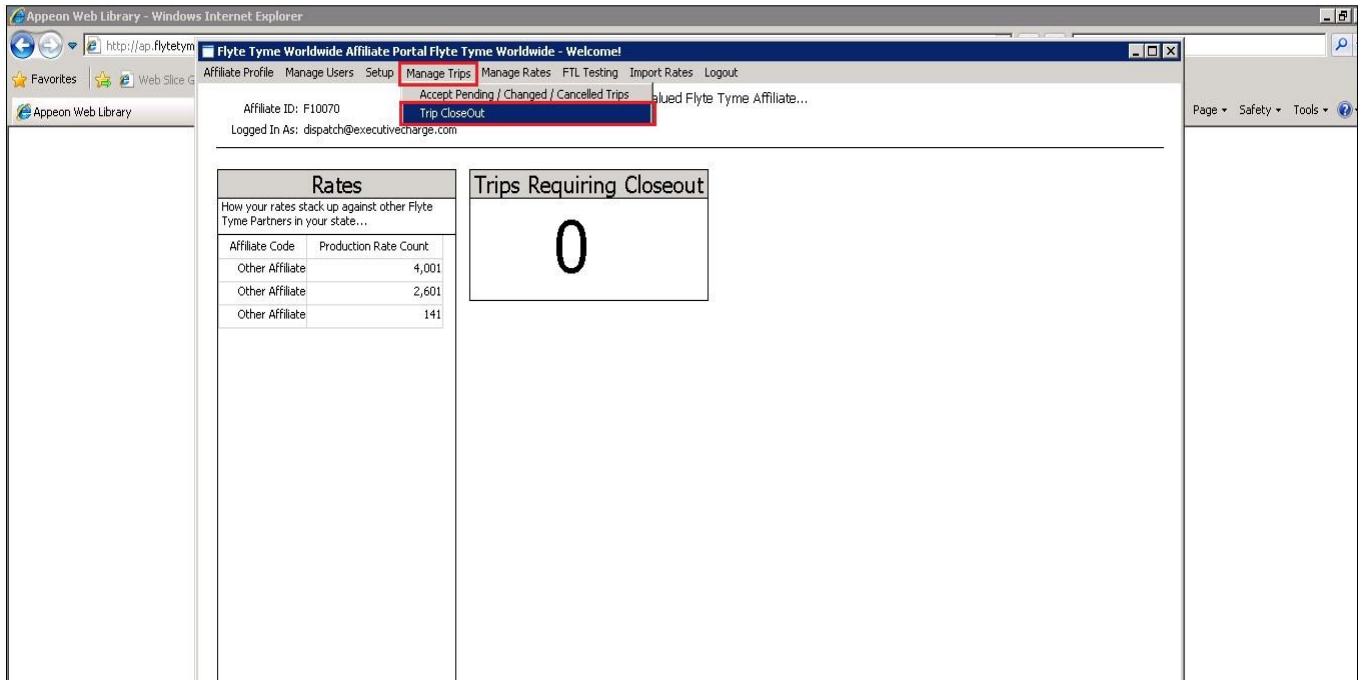
Affiliate Trip Closeout



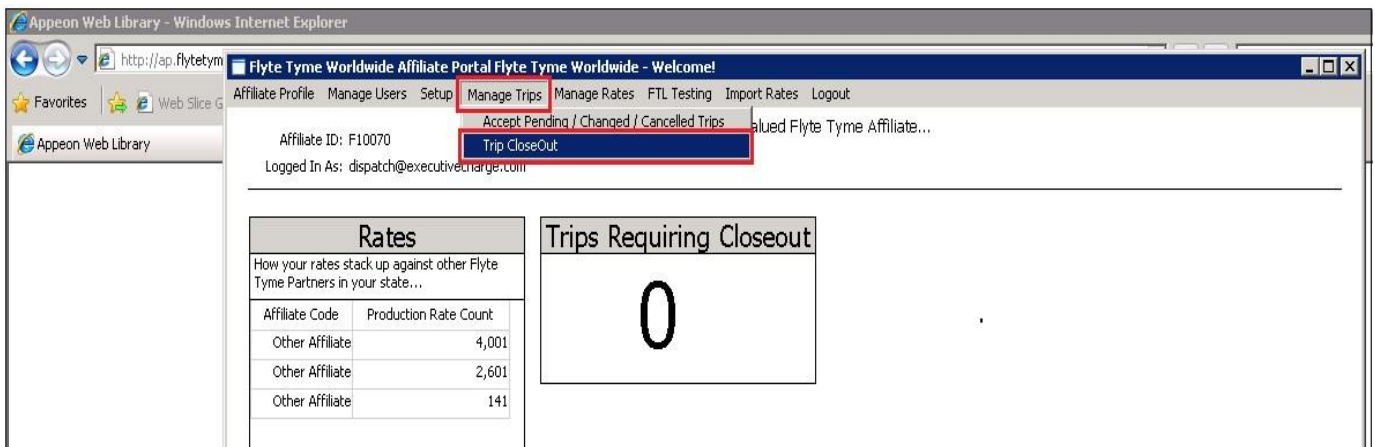
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Affiliate Trip Closeout

Accessing the “Trip Closeout” Screen



(Close-up view of above screen)



- To access the Affiliate Trip Closeout Portal:

Go to: Manage Trips > Trip Closeout

- This will bring you to the “Trips Requiring Closeout” Screen.



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Affiliate Trip Closeout

“Trips Requiring Closeout” Screen

Trips Requiring Close Out

Sort By Affilate Provider Conf Sort By PU Date/Time

Close	Affilate Confo	FT Confo	Pu Date Time	Last Name	First Name	PU State/Airport	PU City/Airline	Dest State/Airport	Dest City/Airline	PAX	Base Rate	NET	Affiliate Charges Entered
Close	1508054543	1500511448	12/09/15 13:00	BATES	LORISA	NY	BROOKLYN	NY	MANHATTAN	1	\$0.00	\$0.00	
Close	1600014011	16000077450	01/11/16 17:45	WILSON	SHARON	JFK	VIRGIN ATLANTIC	NY	MANHATTAN	2	\$0.00	\$0.00	
Close	1600016205	1600007743	01/12/16 17:45	CUSSONS	WILLIAM	JFK	VIRGIN ATLANTIC	NY	MANHATTAN	1	\$0.00	\$0.00	
Close	1600018499	1600010132	01/13/16 18:45	MIERS	CHARLES RICHARD	NY	MANHATTAN	JFK	VIRGIN ATLANTIC	1	\$0.00	\$0.00	
Close	1600027698	1600017803	01/18/16 14:50	CARR	GRAHAM	JFK	VIRGIN ATLANTIC	NY	MANHATTAN	1	\$0.00	\$0.00	
Close	1600027741	1600017816	01/18/16 19:05	SIMMONS	MELINDA	JFK	VIRGIN ATLANTIC	NY	MANHATTAN	1	\$0.00	\$0.00	
Close	1600027739	1600017833	01/18/16 19:05	WHITEHEAD	JONATHAN	JFK	VIRGIN ATLANTIC	NY	MANHATTAN	1	\$0.00	\$0.00	
Close	1600031152	1600018412	01/20/16 15:46	HALL	JOHN	NY	MANHATTAN	JFK	VIRGIN ATLANTIC	2	\$0.00	\$0.00	
Close	1600034309	1600019280	01/21/16 16:30	BANCE	JONATHAN	NY	MANHATTAN	JFK	VIRGIN ATLANTIC	2	\$0.00	\$0.00	
Close	1600034327	1600019259	01/21/16 18:30	COONAN	DANIEL	NY	MANHATTAN	JFK	VIRGIN ATLANTIC	1	\$0.00	\$0.00	
Close	1600036159	1600019286	01/21/16 18:30	ROWLESDAVIES	JOHN	NY	MANHATTAN	JFK	VIRGIN ATLANTIC	1	\$0.00	\$0.00	
Close	1600036171	1600019285	01/21/16 18:40	DELVALLE	GEORGE CHRISTIAN	NY	MANHATTAN	EWB	VIRGIN ATLANTIC	1	\$0.00	\$0.00	
Close	1600034334	1600019843	01/21/16 23:05	LEPAGE	CAROLYN WYNN	JFK	VIRGIN ATLANTIC	NY	BROOKLYN	1	\$0.00	\$0.00	
Close	1600037326	1600005649	01/22/16 14:05	BASAVIAIAH	SAVITRI	LGA	UNITED	NY	MANHATTAN	1	\$0.00	\$0.00	
Close	1600037335	1600024895	01/22/16 14:59	Sells	Michael	JFK	AMERICAN	NY	MANHATTAN	1	\$0.00	\$0.00	
Close	1600037254	1600021320	01/22/16 15:00	BENNETT	JOHN	NY	MANHATTAN	JFK	VIRGIN ATLANTIC	1	\$0.00	\$0.00	
Close	1600039619	1600021335	01/22/16 16:45	REID	CHRISTOPHER	NY	MANHATTAN	JFK	VIRGIN ATLANTIC	1	\$0.00	\$0.00	
Close	1600037294	1600021369	01/22/16 18:00	ALAM	FAISAL	NY	MANHATTAN	EWB	VIRGIN ATLANTIC	1	\$0.00	\$0.00	
Close	1600039828	1600030110	01/24/16 11:15	Taylor	Bill	NY	Brooklyn	JFK	DL	1	\$0.00	\$0.00	
Close	1600042595	1600031276	01/25/16 14:20	ROTHFIELD	PHILIP WARD	JFK	VIRGIN ATLANTIC	NY	MANHATTAN	1	\$0.00	\$0.00	
Close	1600042884	1600031297	01/25/16 14:20	FRENCH	STEVEN	JFK	VIRGIN ATLANTIC	NY	MANHATTAN	1	\$0.00	\$0.00	
Close	1600042620	1600031287	01/25/16 19:05	BRAHAM	MOHAMED	JFK	VIRGIN ATLANTIC	NY	MANHATTAN	1	\$0.00	\$0.00	

Close

- “Trips Requiring Closeout” Screen is where all trips that require attention before being billed reside.
- All trips will remain in this screen until they are viewed and closed out by Addison Lee’s billing dept.
- To **VIEW/CLOSE** a trip in this list: Double-click on the “Close” button to open a new screen.
 - o This will only close the screen you are looking at. It will not “close out” (bill) the job until Addison Lee’s billing department physically closes it out on their end.
- To **EXIT** this screen and go back to the main menu: Click “Close” at the bottom of the screen.
- Follow directions on next page for closing out a trip properly.



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Affiliate Trip Closeout

How to “Open” a Ride to View Details

	Affiliate Confo	FT Confo	Pu Date Time	Last Name	First Name	PU State/Airport	PU City/Airline	Dest State/Airport	Dest City/Airline	PAX	Base Rate	NET	Affiliate Charges Entered
<input type="button" value="Close"/>	1508054543	1500511448	12/09/15 13:00	BATES	LORISA	NY	BROOKLYN	NY	MANHATTAN	1	\$0.00	\$0.00	
<input type="button" value="Close"/>	1600014011	1600007450	01/11/16 17:45	WILSON	SHARON	NY	VIRGIN ATLANTIC	NY	MANHATTAN	2	\$0.00	\$0.00	
<input type="button" value="Close"/>	1600016205	1600007743	01/12/16 17:45	CUSSONS	WILLIAM	NY	VIRGIN ATLANTIC	NY	MANHATTAN	1	\$0.00	\$0.00	
<input type="button" value="Close"/>	1600019499	1600010132	01/13/16 18:45	MIRS	CHARLES RICHARD	NY	MANHATTAN	NY	VIRGIN ATLANTIC	1	\$0.00	\$0.00	

- **First:** Select ride from “Trips Requiring Close Out” screen (above)

Trips Close Out - Confirm

Exit without saving | Confirm Charges / Close Trip

Original Quote	Amount	Revised Charges	Amount
Base Rate:	\$0.00	Base Rate:	0.00
Gratuity:	\$0.00	Gratuity:	0.00
Tolls:	\$0.00	Tolls:	0.00
Parking:	\$0.00	Parking:	0.00
Stops Charges:	\$0.00	Stops Charges:	0.00
Wait Charges:	\$0.00	Wait Charges:	0.00
Misc. Charges:	\$0.00	Misc. Charges:	0.00
Discount:	\$0.00	Discount:	0.00
NYC Workers Comp:	\$0.00	NYC Workers Comp:	0.00
Tax:	\$0.00	Tax:	0.00
Total:	\$0.00	Total:	0.00

Trip Overview

Affiliate Confo: 1508054543
Flyte Tyme Confo: 1500511448
PAX Name: BATES, LORISA
Car Type Desc: SEDAN
Status: FARMED
Trip Type: FLAT RATE TRIP
Multiple Stops: NO
Quoted Base / Net: 0.00 / 0.00

Pickup Location

Landmark: RESIDENCE
Street No/Street Name: 150 4 AVE
City: BROOKLYN
State/Zip/Country Code NY 11229

Dropoff Location

Landmark:
Street No/Street Name: 416 8 AVE
City: MANHATTAN
State/Zip/Country Code NY 10001

PAX CELL: 917-562-0171

Indicate Actual Post Trip Values

Trip Type: FLAT RATE TRIP
Hourly Rate:
Number of Hours:
Wait Time (M):

Indicate Trip Disposition / Trip Notes

--SELECT TRIP DISPOSITION--

Stops: NO STOPS

Miscellaneous Charge Description:
Multiple Stops Description:
Excess Hours Description:

- **Next:** Trip Closeout Screen opens. (above)
 - o View/edit details, and click “Confirm Changes/Close Trip” button at the top right.



ADDISON LEE

Affiliate Trip Closeout

(Boxes around certain sections are for illustrative purposes only!)

Flyte Tyme Worldwide Affiliate Portal Trip Closeout

Trips Close Out - Confirm

Exit without saving Confirm Charges / Close Trip

Indicate Actual Post Trip Values

Trip Type:

Hourly Rate:

Number of Hours:

Wait Time (M):

Indicate Trip Disposition / Trip Notes

Stops: NO STOPS

Pickup Location

Landmark: InterContinental New York Barday Hotel

Street No/Street Name: 111 E 48 ST

City: MANHATTAN

State/Zip/Country Code NY 10017

Dropoff Location

Dropoff Airport/Airport Dest: JFK JFK

Airport Code: VIRGIN ATLANTIC

Flight Number/Dept Time: 138 20:01

DO Point:

Terminal: 4

| BAGS: 2 | | PAX CELL: 07809444610 |

Original Quote	Amount	Revised Charges	Amount
Base Rate:	\$0.00	Base Rate:	0.00
Gratuity:	\$0.00	Gratuity:	0.00
Tolls:	\$0.00	Tolls:	0.00
Parking:	\$0.00	Parking:	0.00
Stops Charges:	\$0.00	Stops Charges:	0.00
Wait Charges:	\$0.00	Wait Charges:	0.00
Misc. Charges:	\$0.00	Misc. Charges:	0.00
Discount:	\$0.00	Discount:	0.00
NYC Workers Comp:	\$0.00	NYC Workers Comp:	0.00
Tax:	\$0.00	Tax:	0.00
Total:	\$0.00	Total:	0.00

Not Editable Editable

Request Closeout Override

Unplanned Tolls Description:

Unplanned/Excess Parking

Miscellaneous Charge Description:

Multiple Stops Description:

Excess Hours Description:

Trip Type Change Explanation:

- **Here are some of the most important things to note about this screen:**

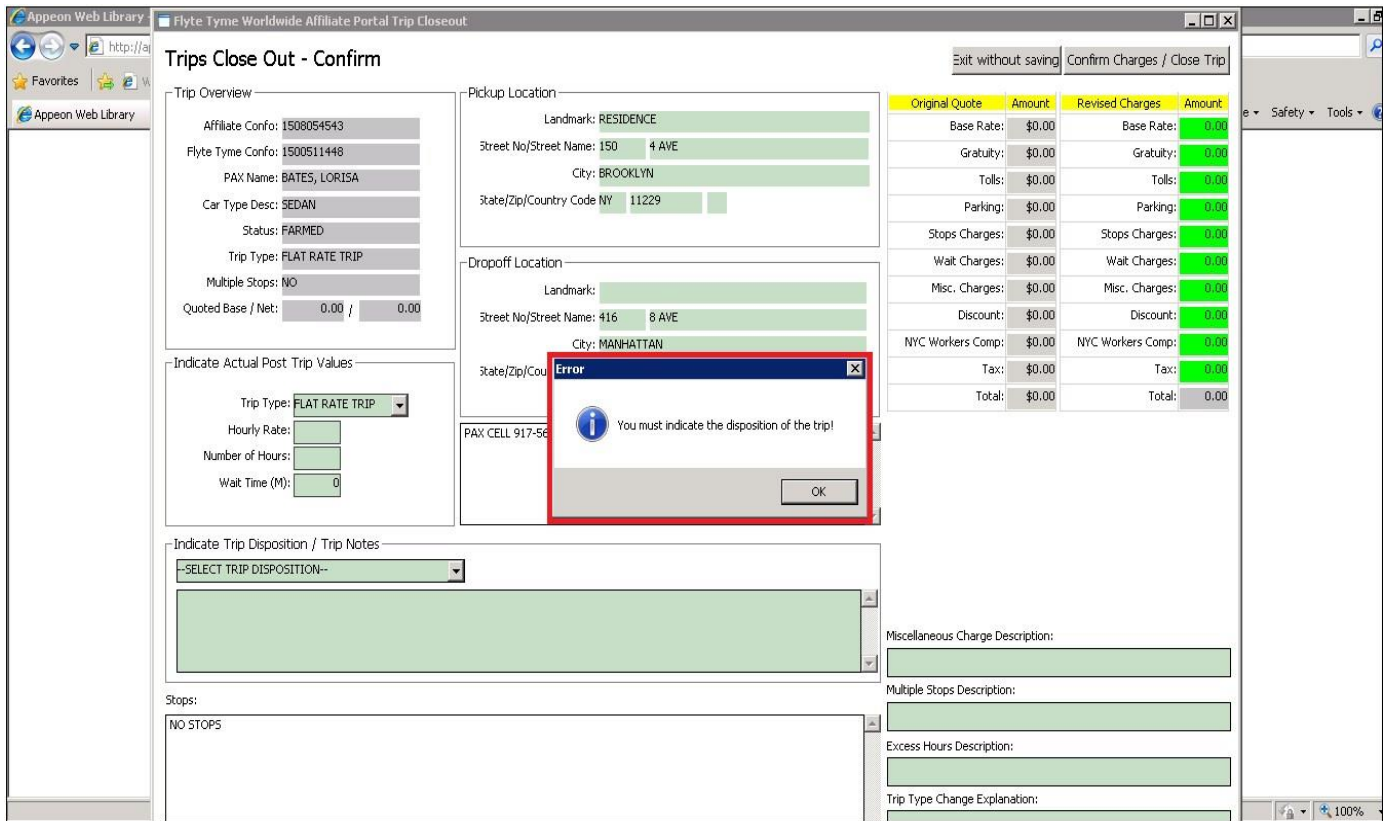
- o You must indicate “FLAT RATE TRIP” or “HOURLY” trip (this will auto-populate if quoted)
- o You must choose a “TRIP DISPOSITION” – the system will not let you continue without entering “Original Quote” and “Revised Charges” reflect the originally quoted trip amount if applicable, and then changes made (if any) beside that. The green columns in “Revised Changes” are the only editable fields in those two columns. If you enter a rate higher than what is entered in the non-editable grey box, you must hit the “Override Request” button!
- o If the trip was billed correctly, hit “Confirm Changes/Close Trip” at the top when done.



ADDISON LEE

Affiliate Trip Closeout

Error Message Displayed on Screen



- If you miss anything in the closeout process, the system will automatically inform you as to what is missing or incorrect (*in this case, no "Trip Disposition" was chosen, so you must choose one and then click "Confirm Changes" again*) and prompt you to fix it before closing it out completely.
- You must fix all inconsistencies with the ride before you're able to close it out, otherwise you will continue to get error messages, and be unable to close out the ride until fixed. This is done as a failsafe for you, so that no information is left out that is important.

Still Have Questions? Please Refer to the Complete Trip Closeout Guide

(The "Complete Trip Closeout Guide" is separate from this Affiliate Portal guide.)

To obtain a copy of the Complete Trip Closeout Guide, please email:

Daniar.Kadyrkulov@Addisonlee.com or Darylann.Wright@Addisonlee.com



ADDISON LEE

Guide 6

Airport Signage

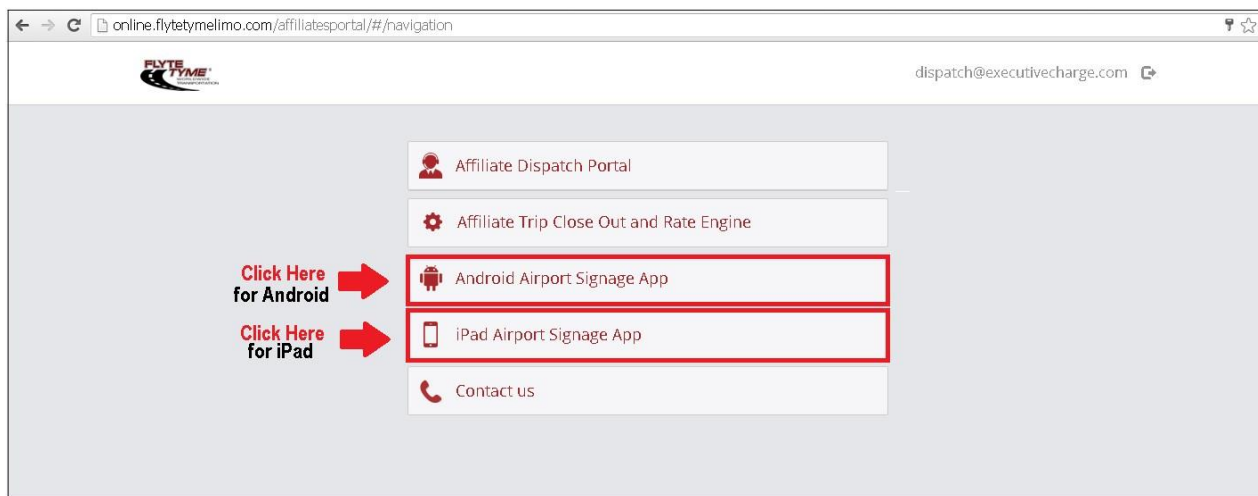
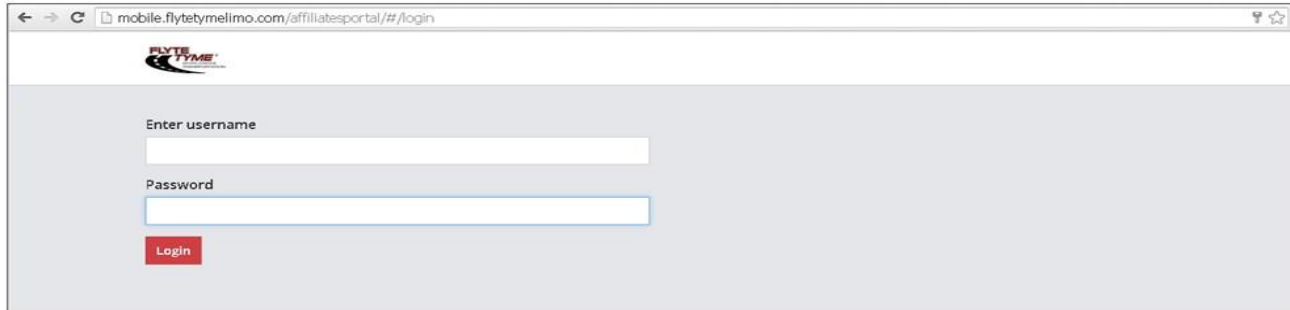
Android & iPad Tablet Versions



ADDISON LEE

Airport Signage

Android & iPad Tablets



Once logged in, click on the correct link, depending on what type of tablet you use on the Portal Home Page.

For Android Tablet Users: Click on the “Android Airport Signage” app link

For iPad Tablet Users: Click on the “iPad Airport Signage” app link

- You will be prompted to download the app onto your device. You must tap “OK” and then it will download to your tablet.
- Once downloaded, click on the Airport Signage App icon on the home screen of your device. This will open up the app, and then the driver can type the passenger’s last name.
- You must download the correct app link for the type of tablet you have. If you do not select the correct one, it will not download properly to your tablet, and won’t work.



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Guide 7

Fixing Error Messages & Changing Internet Options

(Does not apply to Guide 1)

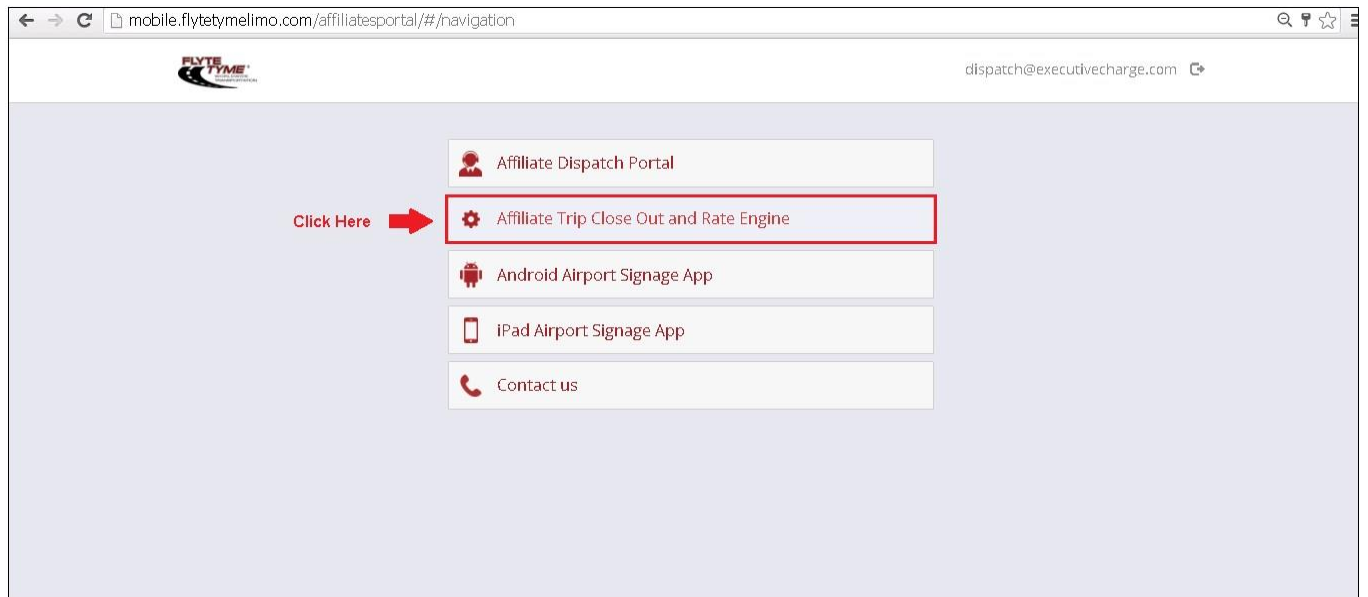
This will only be needed if you cannot access the Trip Closeout or Rate Engine.



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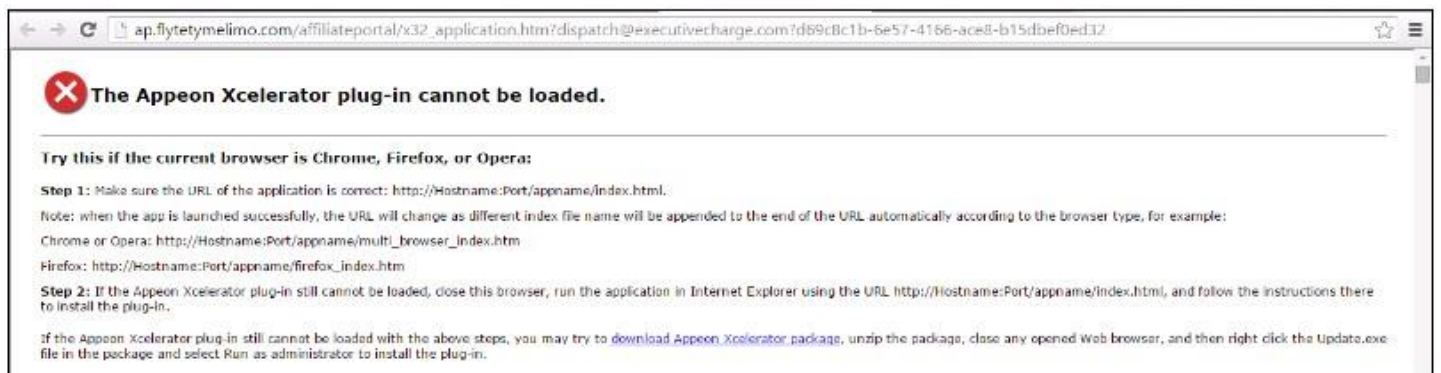
Fixing Error Messages

If an Error Message Screen Appears When Opening Affiliate Trip Close Out (Guide 2) or Rate Engine (Guides 3-4)



- When opening the Affiliate Trip Close Out and Rate Engine screen, if your computer has high internet security, then it may cause you to get an error message the first time you open it.

If you get an error message screen like this:



Please follow the steps below to give access and allow the Apeon Plug-in to be installed.

PLEASE NOTE:

***** You can disregard next steps if Login Screen appears! *****

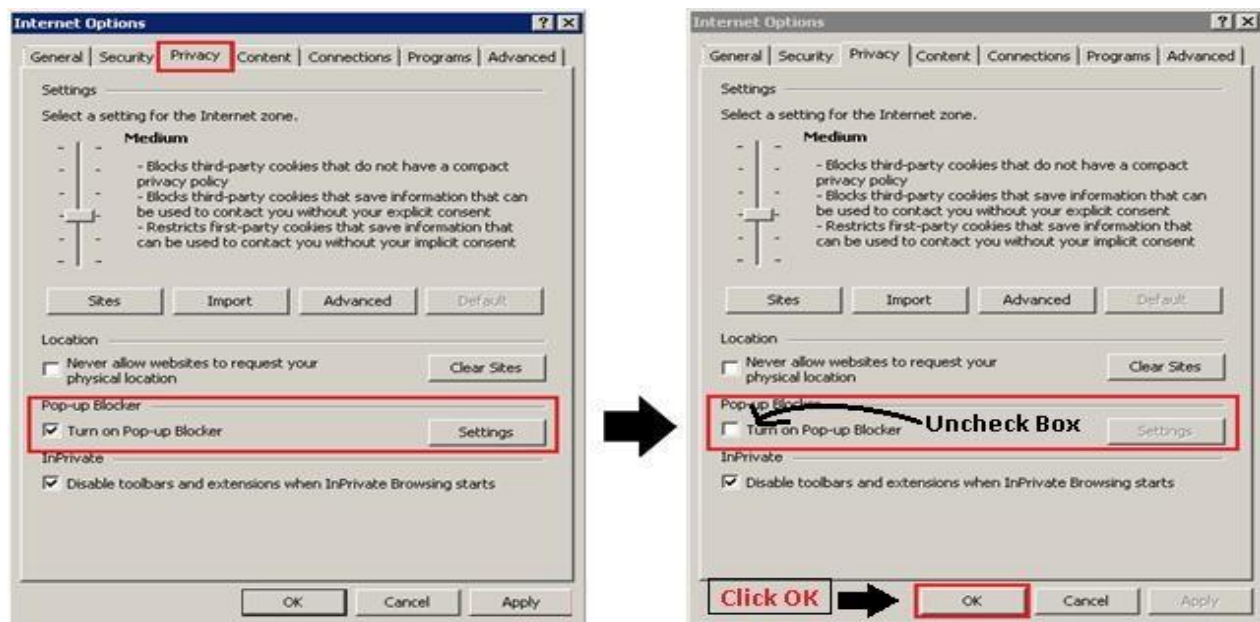
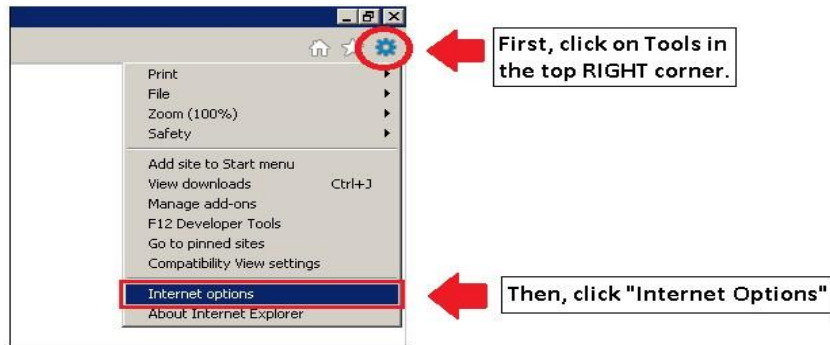


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Fixing Error Messages

Turning off the Pop-up Blocker

Tools > Privacy > Popup Blocker > Uncheck the "Turn on Popup Blocker" Box



- Go to the top of the right corner. **Click on the "gear"** at the top right corner of the internet screen.
- Then, **select "Internet Options"** in the menu list.
- Next, **click on the "Privacy" tab (3rd tab)** at the top of the "Internet Options" screen.
 - o Notice how Image 1 has the Pop-up Blocker box checked off.
- **UNCHECK the Pop-up Blocker box**, and then **click "OK"** at the bottom.



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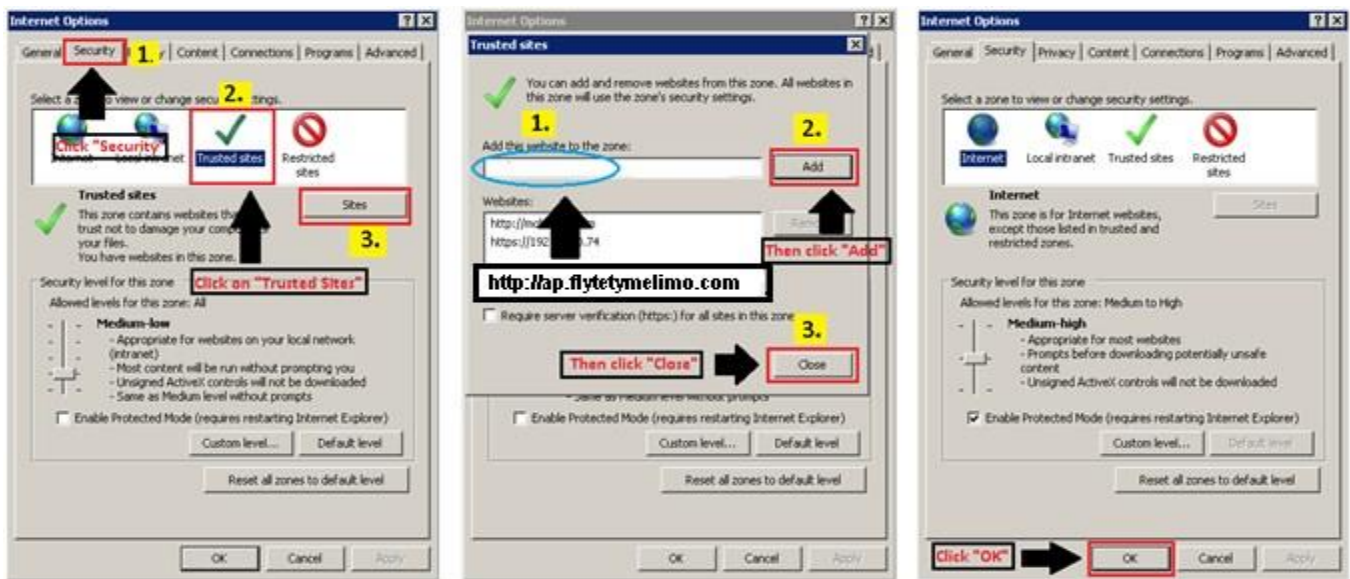
Fixing Error Messages

If You Still Cannot Access the Portal after Turning off Popup Blocker

***** You Can SKIP THIS STEP if unchecking the Pop-up Blocker Resolved your Issue! *****

To access and add a site to the “Trusted Sites,” please go to:

Tools > Internet Options > Security > Trusted Sites > Sites > Add Site > Add URL to the portal > Click “Save”



Once you get to the Internet Options Screen:

Go to: **Security > Trusted Sites > Sites**

A new screen will appear over the first one. From there, you need to:

- Type in <http://ap.flytetylimo.com> in the “Add Website to this Zone” (if it doesn't auto-populate)
 - a. If a popup appears stating you need to use only “https” prefixes, please uncheck the box that says “Require server verification (HTTPS:) for all sites in this zone” under the list of trusted sites.
- Click “Add”, then click “Close”

Then, it'll bring you back to the Security tab.

1) Click “OK” and the screen will close out.

After you have added the URL link to your “Trusted Sites,” **you must CLOSE OUT the Internet screen completely, re-open it, and retype the web address.** That will ensure the settings saved.

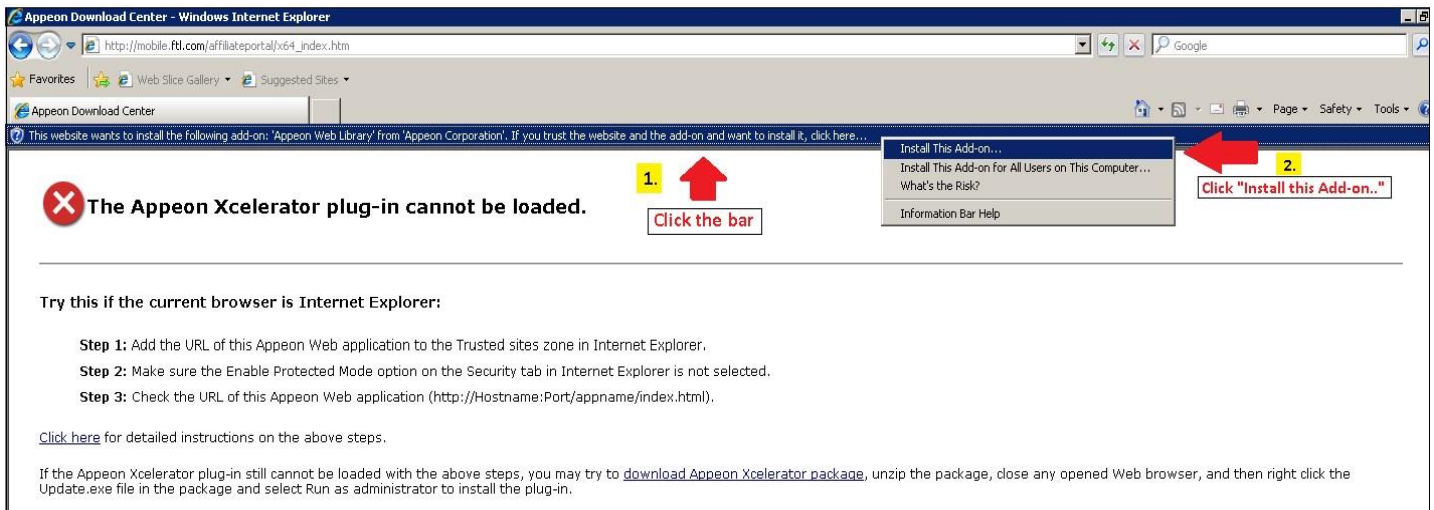


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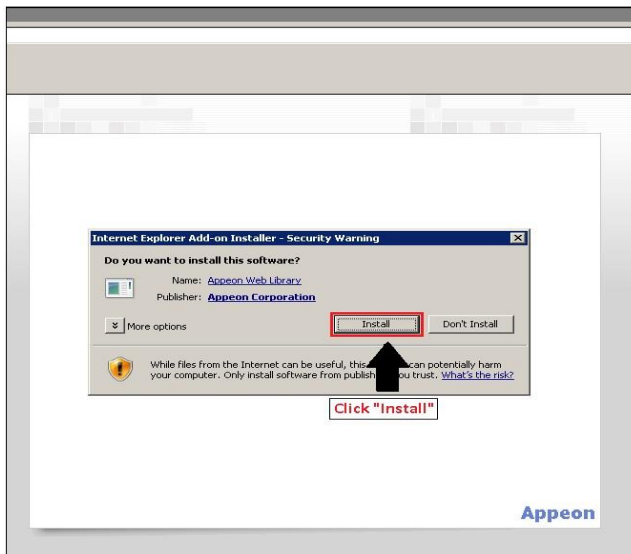
Fixing Error Messages

If you see this Error Screen after Changing BOTH Internet Settings

If you are attempting to log into the portal and you are still getting an error message, ***follow these steps:***



- 1) **Click on the bar at the top of the screen** - it is yellow before you click it. **It turns blue once you click it.**
 - a. Once you click on the bar, **click on “Install this Add-on...”** and follow the next step.
- 2) Or, if the **yellow bar** shows across the **bottom of the screen** – **click “Install”** button and continue.



- Once the popup screen appears, **click on the “Install”** button, and then once loaded, the home screen to log in will appear, as shown in picture 2.