

FREENOW FOR BUSINESS MAKES LIFE EASIER

A STEP-BY-STEP GUIDE
FOR THE REGISTRATION



1. REGISTRATION

Register in the PwC registration portal
by **FREENOW**.

Have you already received an invitation email by FREENOW? Please go ahead to step 3 on page 4.

Please register [here](#) with your name, business email address and Workday-ID. Subsequently (usually within the next 24 hours) you will receive a welcome email by FREENOW (step 3).

Important note: This initial registration has to be made regardless of the fact that you may already have a FREENOW account or not.

In case you would like to create a new account, you may also register [here](#).



Sign up for the FREENOW for Business account of PwC

Sign up with your business email address. The FREENOW for Business team will invite you to activate your account.

 Nicht freigegeben 

* Gibt eine erforderliche Frage an

First name *

Last name *

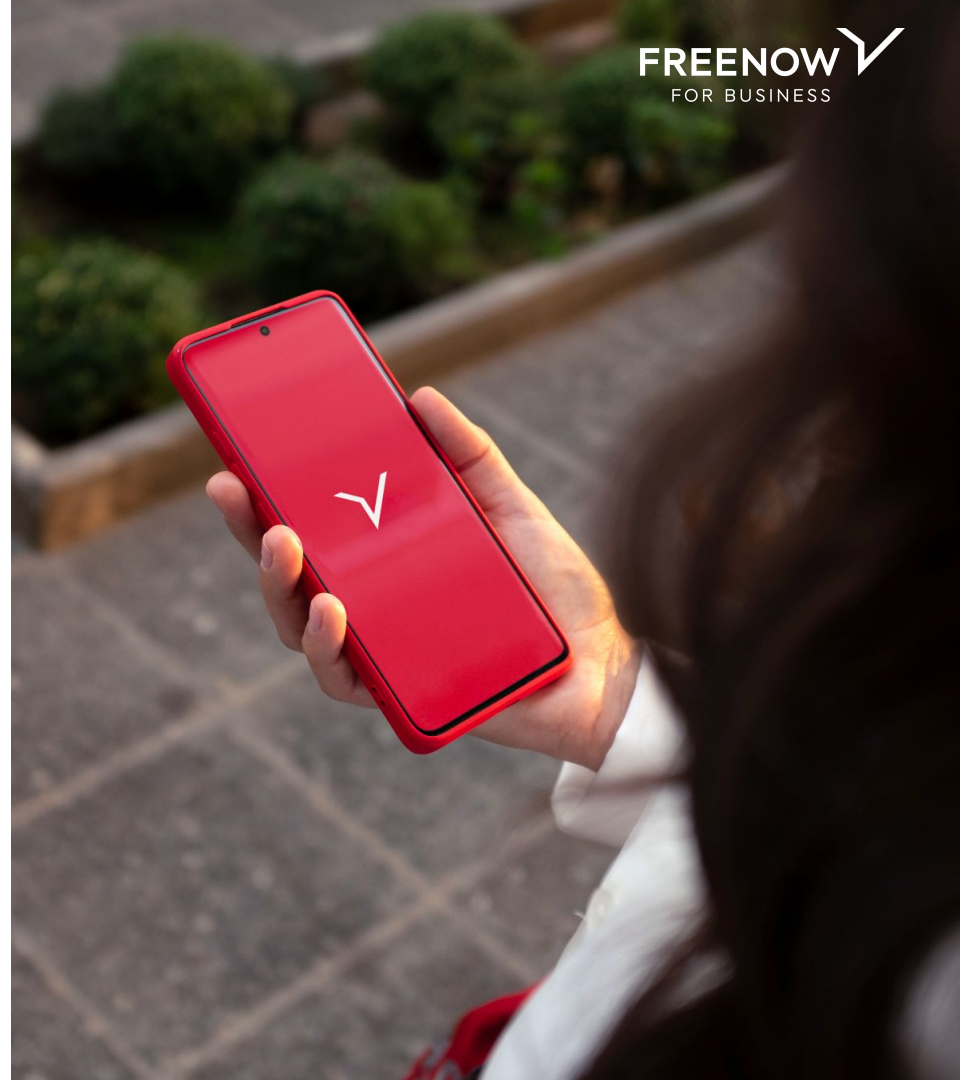
Business email address *

Workday-ID (9 digits, starting with 1) *

2. FREENOW APP

Install the FREENOW App on your smartphone.

In case you have not done it yet,
download the FREENOW app (Android or
iOS) on your smartphone.



3. WELCOME EMAIL

Open the welcome email by FREENOW preferably through your smartphone and choose the respective link.

a You do not have a FREENOW account yet: ***“Create an account”***

Open the welcome email by FREENOW in your inbox preferably through your smartphone and click on “create an account”. Follow the link and complete the general information.

The first smartphone screen displays a welcome email from FREENOW. It features a red header with a white checkmark icon and the text 'WELCOME TO FREEDOM'. Below this, it says 'Hi there,' and 'Say hello to business travel you'll love! Accept Business: FREE NOW UK's invitation to join their FREENOW business account, and unlock a whole new world of freedom with FREENOW. Book business trips easily and smartly: everything - all with one app!'. It also mentions 'Your invitation link will expire in 30 days. Set up now so you're ready for your next trip - it only takes a few minutes!'. There are two buttons: 'Already have a FREENOW account? Connect your existing account to your Business: FREE NOW UK account to activate.' and 'New to FREENOW? Register and activate your Business: FREE NOW UK business account.' with a 'Create new account' button at the bottom.

The second smartphone screen shows the 'Create an account' form. It has the FREENOW logo at the top. The form includes fields for 'Email address', 'First name', 'Last name', a country dropdown (currently showing '+49'), 'Mobile phone number', and 'Password'. Below the password field, it says 'You need to have a strong password with at least 8 characters'. There is a checkbox for 'I'm not a robot' and a 'Sign up' button. At the bottom, it says 'By clicking "Sign up", you are signing up for the FREENOW service and you agree to the FREENOW Terms and Conditions. For information on processing your personal data, please see our Privacy Policy.' and 'You already have an account? Sign in'.

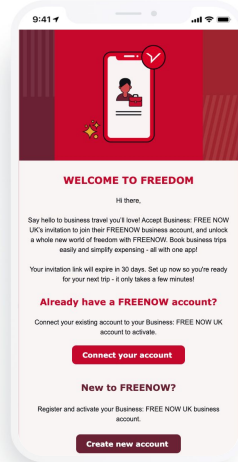
The third smartphone screen displays a confirmation page. It has a blue header with a red tag icon and a car icon. The text reads 'Personalised offers, news and surveys'. Below this, it says 'I agree to the receipt of personalised information about products (e.g. vouchers), functions (e.g. features) and for studies and surveys by app or text message, push or email from Intelligent Apps GmbH (hereinafter FREENOW) and in this respect to the processing of my personal data, as listed in sections 3.6 and 3.7. of the Passenger Privacy Policy.' There are two buttons: 'I agree' and 'Skip for now'.

Please note: In case you want to connect the business account to your private account, no private information will be visible to your employer.

3. WELCOME EMAIL

b You already have a FREENOW account: **“Connect account”**

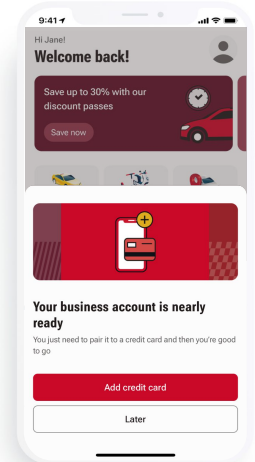
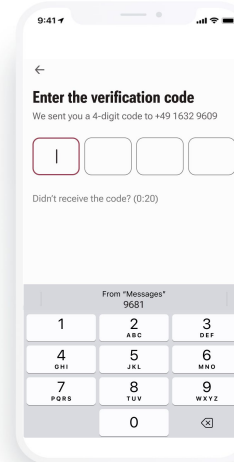
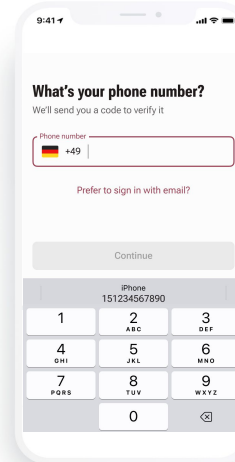
Open the welcome email by FREENOW in your inbox preferably through your smartphone and click on “connect account”.



Follow the link, log in with your credentials, and subsequently enter the security code you receive through SMS.

Note that if your application is already opened and logged in, we will automatically connect your Business Account.

You should then see the overlay and be able to add your credit card details.

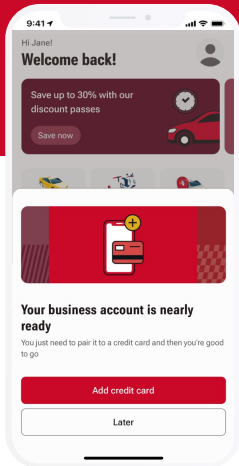


Please note: In case you want to connect the business account to your private account, no private information will be visible to your employer.

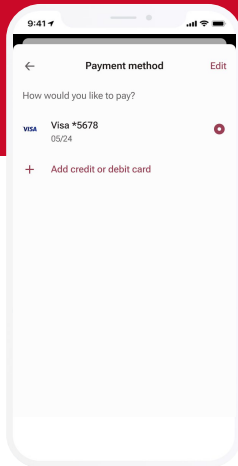
4. PAYMENT INFORMATION

Immediately after successfully creating or connecting your account you will be asked to add your credit card in order to expense your business trips. Do so to get started right away!

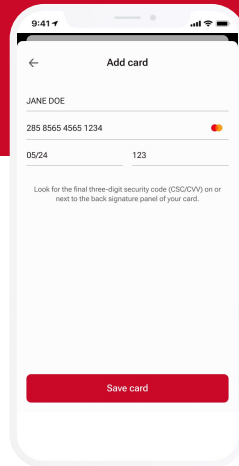
In case you did not see the overlay or clicked on “later”, follow the steps on the next slide.



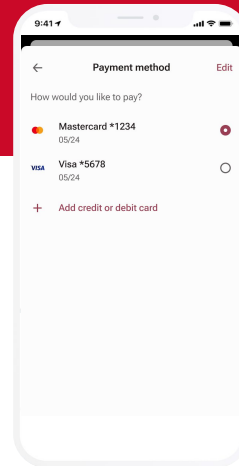
Immediately after starting the app for the first time since finishing step 3 you will see this overlay. Click on **“Add credit card”**.



Click on **“Add credit or debit card”** or select an existing credit card.

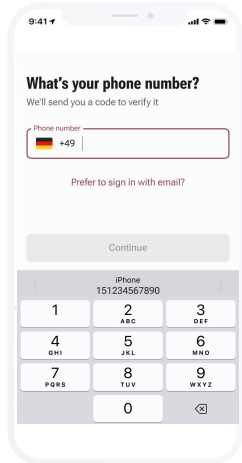


Enter your credit card information and click on **“Save card”**.

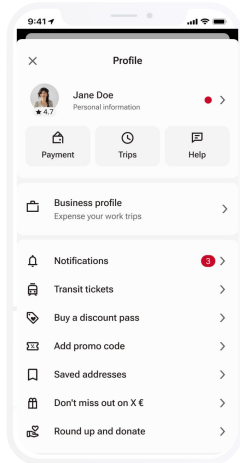


In the list of payment methods, your credit card is now present and selectable.

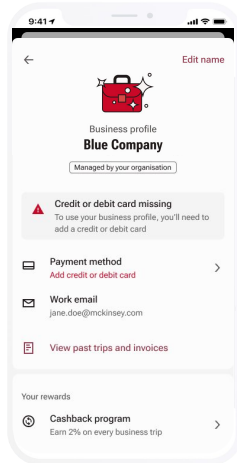
In case you did not see the overlay or clicked on “later”, follow the steps to add your credit card in order to be able to expense your business trips.



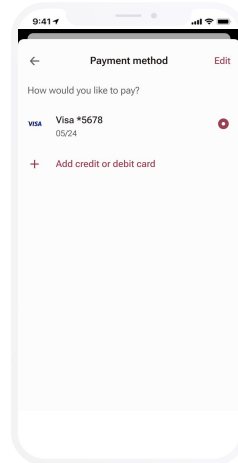
Log in with your phone number or by clicking on “**sign in with email**” and entering your credentials.



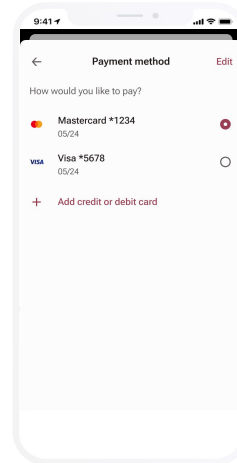
On the start screen, click on your “**profile**” at the top right corner and then on “**Business Profile**”.



Click on “**Payment Method**”.



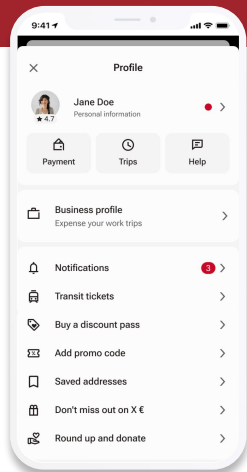
Click on the “**Add credit or debit card**”. Enter your credit card information and click on “**Save card**”.



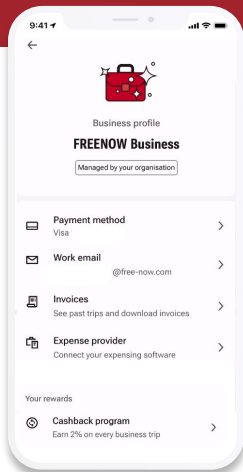
In the list of payment methods, your credit card is now present and selectable.

5. CONNECT WITH CONCUR

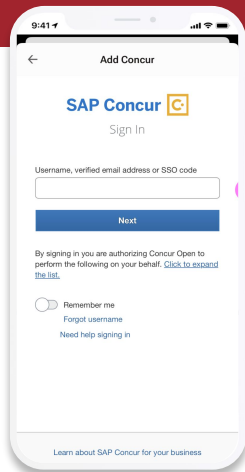
Connect the FREE NOW app with your SAP Concur account and your digital travel receipts will be automatically available for travel expense reporting in the future.



On the start screen, click on your **“profile”** at the top right corner and then on **“Business profile”**.

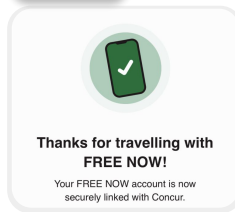
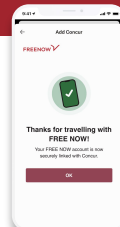


Click on **“Expense provider”** and then on **“SAP Concur”**.

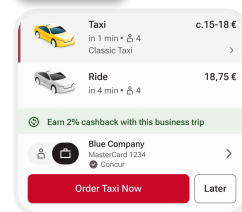
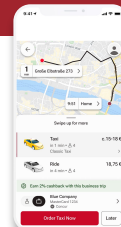


Enter your Concur email address. Then click on **“Continue”**.

You will receive an email from Concur in your inbox. Approve access to the FREE NOW app by clicking on **“Sign in With SAP Concur”**.

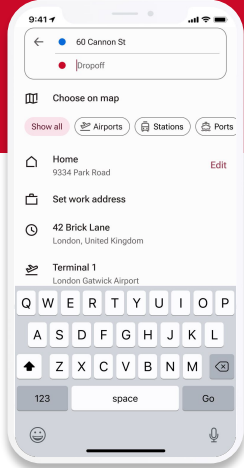


When the green success symbol appears, your SAP Concur account is connected. If not, repeat step 5.

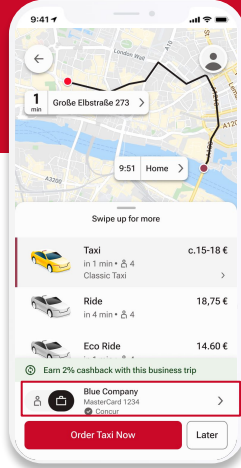


When booking a business trip, you will see a Concur symbol below the payment method. If you cannot see it right away, close and restart the app. Also note the steps under point 6.

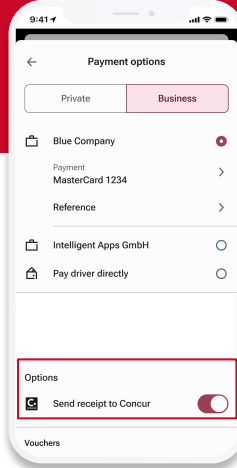
6. BOOK A TRIP WITH FREENOW



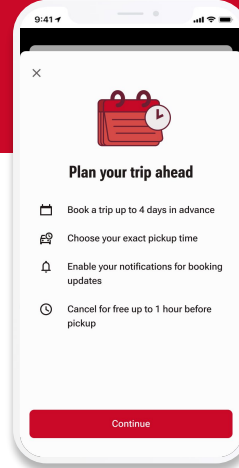
Now that all settings have been made, your start screen will look like this. Enter a **destination** (and potentially a **pickup address** different from your current location) to start the process.



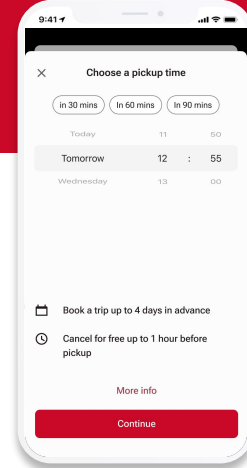
Select a fleet type that suits you. Before you click on "**Order now**", make sure the toggle shows the **briefcase** icon (business travel), the **PwC Business account** is selected as payment method and **Concur** is activated.



Click on the payment method to make adjustments. Choose the **PwC Business account** and activate the **Concur toggle** in **Options**.



You want to book a ride in advance? Click on "**later**" in the overview.



Select the time that suits you **within the next 4 days** and click on "save". You will be informed as soon as a driver has accepted the ride and when he/she is on his/her way to you.

IT HAS TO BE QUICK? TRY HOP-ON TRIP.

What is hop-on trip?

You are at the airport or the central station with a lot of taxis, have to leave quickly, and still want to use the FREENOW app?

No problem! Just enter a FREENOW Taxi, start the trip, and pay at the end of the trip through the business account. Here you learn how it works:



TRY HOP-ON TRIP

Ask the taxi driver whether or not he/she uses FREENOW. If so, ask him/her to start a “hop-on trip”

(“Einsteiger-Tour”) through his/her app.

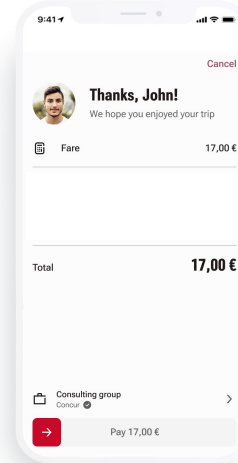
In order for the driver to be able to identify you in their app, you must have the FREENOW app open and the GPS location enabled.

At this point, there is nothing else to do from your side.

You can start the trip immediately. Just state your destination to your driver. Have a nice trip!

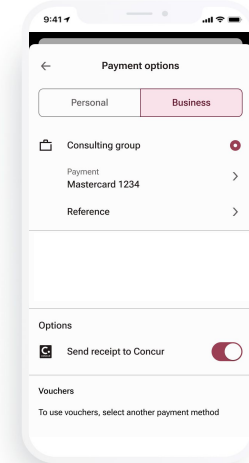
As soon as you have arrived at your destination, the driver will identify you in order for you to pay conveniently through the app. There are 2 options:

1. A vicinity search through location.
2. Should this not work (e.g. due to too many people in the vicinity), state your phone number to the driver that is connected your FREENOW account.



Now the app shows this screen.

Important: Make sure PwC business account is selected. Otherwise no receipt can be transferred to Concur and fees may apply.



By clicking on the payment method, you can make adjustments just as usual.



HAVE A NICE TRIP.



For further questions please
refer to the PwC Business Travel
Management:
de_travel@pwc.com