

FREENOW for Business Makes life easier

A step-by-step guide

FREENOW ✓
FOR BUSINESS



FREENOW: Europe's #1 Mobility Provider



Reliable

A trustworthy multi-mobility service focused on our passengers, drivers and their safety.



Multi-service

We get our passengers from A to B in the most efficient, flexible and pleasant way, with plenty of mobility options.



Responsible

We care about our cities and local communities – we encourage our passengers to move in the most ethical way.



European coverage



Ireland

Dublin, Cork, Galway, Limerick, Waterford, Wicklow,
Sligo, Kilkenny, Athlone, Navan, Drogheda, Naas



United Kingdom

London, Nottingham, Edinburgh, Brighton, Manchester, Oxford, Reading, Derby, Leicester



Germany

Aachen, Berlin, Bielefeld, Böblingen, Bochum, Bonn, Bottrop, Braunschweig, Bremen,
Cologne, Dachau, Dahme-Spreewald, Darmstadt, Dortmund, Dresden, Duisburg, Düsseldorf,
Erding-Freising, Essen, Esslingen, Frankfurt, Freiburg, Gelsenkirchen, Hamburg, Hanau,
Hannover, Heidelberg, Heilbronn, Ingolstadt, Karlsruhe, Kassel, Kiel, Koblenz, Krefeld,
Leipzig, Leverkusen, Lübeck, Ludwigsburg, Ludwigshafen, Mainz, Mannheim, Mettmann,
Mönchengladbach, Munich, Münster, Neu Isenburg, Neuss, Oberhausen, Offenbach,
Osnabrück, Potsdam, Ratingen, Reutlingen, Rostock, Ruhrgebiet, Saarbrücken, Solingen,
Stuttgart, Ulm, Wiesbaden, Wuppertal



Spain

Barcelona, Madrid, Malaga, Seville, Valencia



Poland

Kraków, Gdańsk, Gdynia, Sopot, Warsaw, Katowice, Poznań, Wrocław, Tarnów, Gorzów,
Bielsko-Biała, Zielona Góra, Koszalin, Elbląg



Italy

Milan, Rome, Turin, Neapel, Palermo, Catania, Cagliari



Austria

Linz, Vienna, Salzburg



France

Paris, Lyon, Nice, Cannes, Lille, Bordeaux

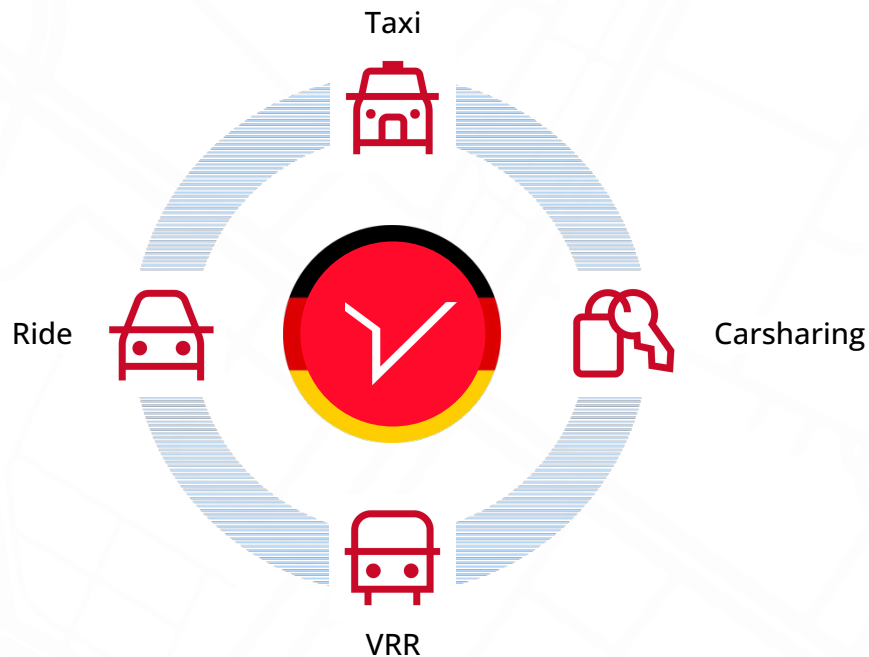


Greece (available from Q2 2023)

Athens, Thessaloniki



And strong local coverage in 45 German cities

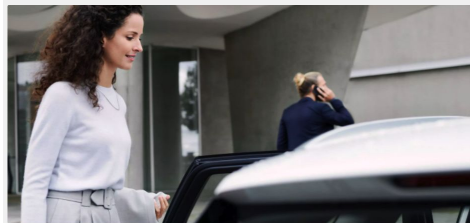


Register in the **registration portal** by FREENOW.

Please note: You have already received a welcome email by FREENOW? Please go ahead to step 3 on page 4!

Welcome to the registration portal!

by FREE NOW for Business

**FREENOW**
FOR BUSINESS

Please register [here](#) with your name and [business](#) email address.

Subsequently (usually within the next 24 hours) you will receive a welcome email by FREENOW (s. 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](#).

Come on board!



Take advantage of the possibility to expense your business trips digitally and save the time that you previously spent on manual expensing.

FREENOW for Business wishes you a pleasant journey!

Sign up for your FREE NOW for Business account

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

* Erforderlich

First name *

Meine Antwort

Last name *

Meine Antwort

Business email address *

Meine Antwort

Install the **FREENOW app** on your smartphone.



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



Open the **welcome email** by FREENOW in your inbox preferably through your smartphone and choose the respective link:

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

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

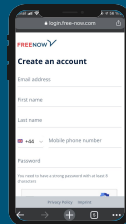


Please find the English version of this email below.

Willkommen bei FREE NOW for Business

You've just been invited to book trips via your Free Now for Business business account. Set up your account to get started!

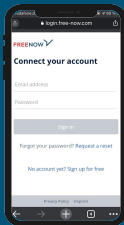
Open the welcome email by FREENOW in your inbox preferably through your smartphone and click on **"create an account"**.



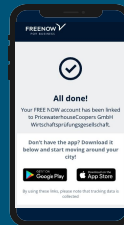
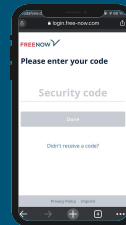
Follow the link and complete the general information.

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"**.



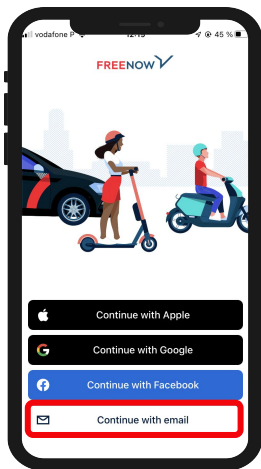
Follow the link, log in with your credentials, and subsequently enter the security code you receive through SMS.



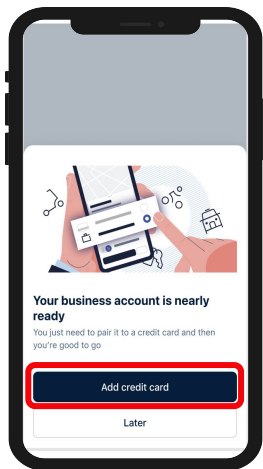
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Immediately after successfully creating or connecting your account you will be asked to **add your credit card** in order to **expense** your business trips. Do so to get started right away!

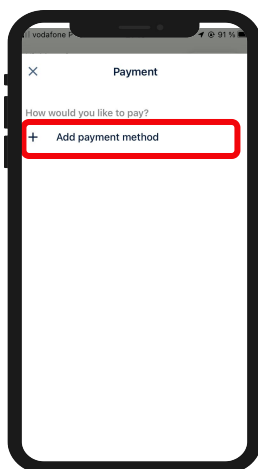
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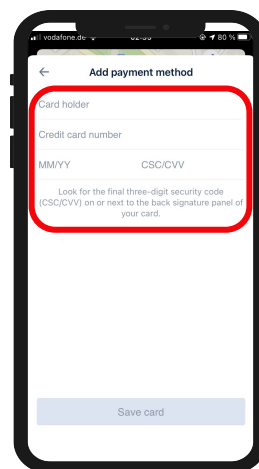
Log in by clicking on **“continue with email”** and entering your credentials.



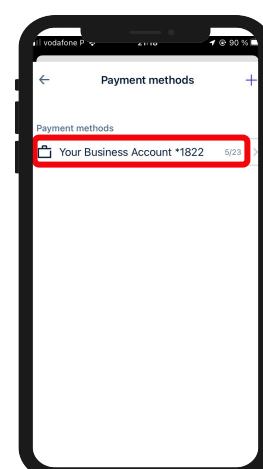
Immediately after starting the app for the first time since finishing step 3 you will see this overlay. Click on **“Add credit card”**.



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



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



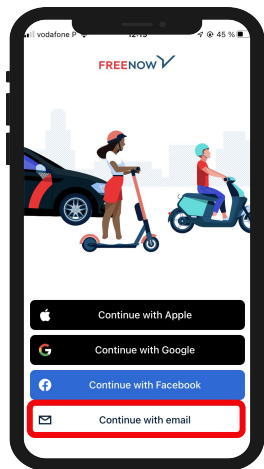
In the list of payment methods, your credit card is now marked with a briefcase icon.

Please note: The business account can exclusively be used with the payment method “credit card”.

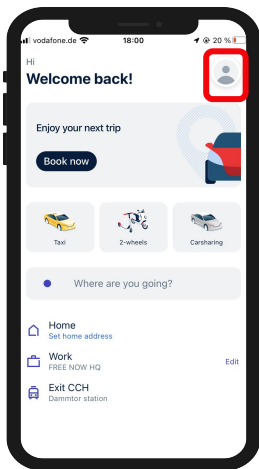
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In case you did not see the overlay or clicked on "later", follow the steps to **add your credit card** in order to be able to expense your business trips.

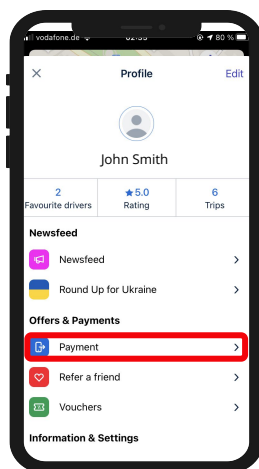
Please note: In case you have have followed the steps on the previous slide, you can skip this slide.



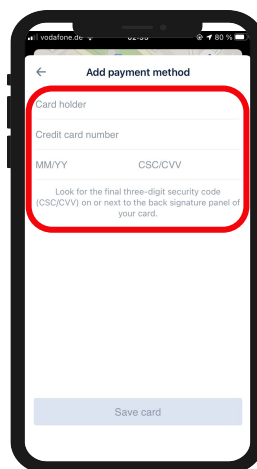
Log in by clicking on **"continue with email"** and entering your credentials.



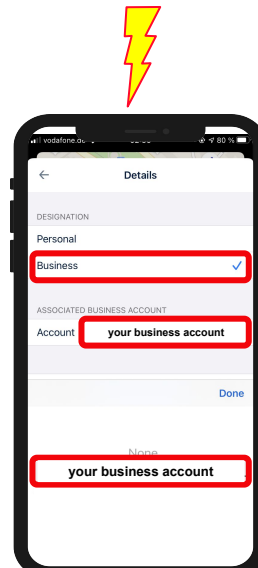
On the start screen, click on your **"profile"** at the top right corner.



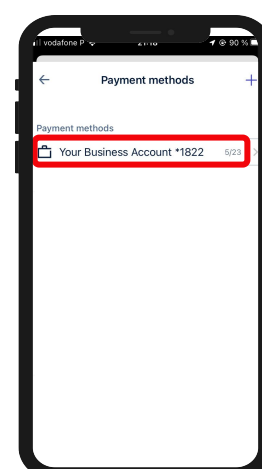
Click on **"payment"**.



Click on the **"+"**-icon on the top right corner and then on **"credit card"**. Enter your credit card information and click on **"Save card"**.



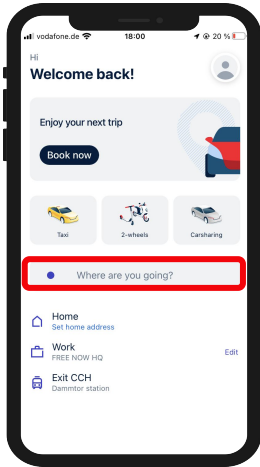
Mark the credit card as **"Business"**, click on **"none"** next to **"Account"** and choose your business account.



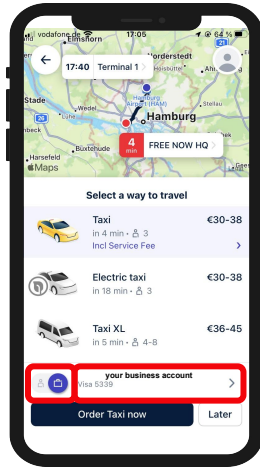
In the list of payment methods, your credit card is now marked with a briefcase icon.

Please note: The business account can exclusively be used with the payment method "credit card".

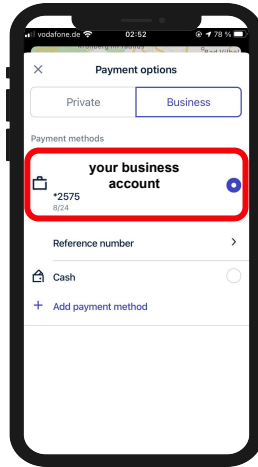
Book a tour through the FREENOW app!



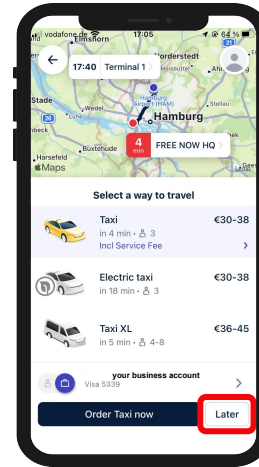
Now that all settings have been made, your start screen will look like this. Enter a **destination** (and potentially a **pickup address** different from your current location) to start the process.



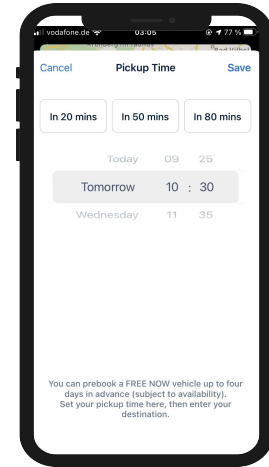
Select a fleet type that suits you. Before you click on **"Order now"**, make sure the toggle shows the **briefcase** icon (business travel) and your **business account** is selected as payment method.



Click on the payment method to make adjustments. Then choose your **business account**.



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.

Please note: For business trips the option "2-wheels" (eScooter, eMoped, bicycles) is currently deactivated.

Practical tip!

It has to be quick? Try the hop-on tour!

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What is a hop-on tour? 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 tour, and pay at the end of the trip through the business account. Here you learn how it works:

1

Ask the taxi driver whether or not he/she uses FREENOW. If so, ask him/her to start a **"hop-on tour"** ("Einsteiger-Tour") through his/her app. At this point, there is nothing else to do from your side!

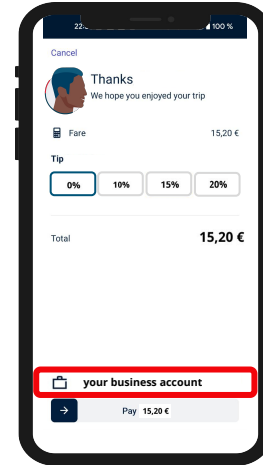
2

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

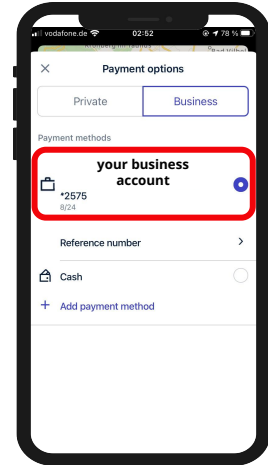
3

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 to your FREENOW account.

4



5



Now the app shows this screen.

IMPORTANT: Make sure the payment method *business account* is selected. Otherwise 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
business.de@free-now.com or
visit support.free-now.com.