

PASSENGER GUIDE



FREENOW ✓
FOR BUSINESS

WHAT IS FREENOW FOR BUSINESS

FREENOW for Business is a smart travel solution that provides your company with numerous benefits.

As a passenger, you will:

- Get access to thousands of drivers across the city
- Bill business trips to your company
- Prebook or book on-demand trips using your FREENOW app
- Skip the paperwork and manual travel expenses
- Switch between personal and business profiles
- Choose from plenty of transport options available in the FREENOW app
- Have all your trips carbon offset

FLEXIBLE TRANSPORT OPTIONS

Now you've got even more transport types to choose from using your FREENOW business account! Choose from different vehicles - eScooters, eBikes, eMopeds, or carsharing (availability varies from country to country), all in the app.

All these travel options are available by default on your business account, unless your administrator has set limitations.



CREATE/CONNECT YOUR ACCOUNT

You'll receive an email invitation to join your company account. Open it and select the option that applies to you:

a) If you don't have a FREENOW account yet, create a new account:

- Open the welcome email from FREENOW on your phone, and tap on **'Create account'**.
- Enter the required information on the account creation page.

b) If you already have a FREENOW account, you can link your existing profile:

- Open the welcome email from FREENOW on your phone and tap on **'Connect account'**.
- Sign in with your credentials, and enter the security code you receive via text.



Welcome to FREE NOW for Business!

You've just been invited to join your Business: FREE NOW UK business account as an admin. Follow the instructions to activate your Business: FREE NOW UK business profile and start booking business trips for your company.

New to FREE NOW?

Register and activate your Business: FREE NOW UK business account.

[Create an account](#)

Already have a FREE NOW account?

Connect your existing account to your Business: FREE NOW UK account to activate.

[Connect account](#)

As an admin, you can:

- Add and remove employees from the business account.
- Access and export trip history and invoices.
- Manage the business account set-up and payment method.
- Book on-demand or in-advance trips on the FREE NOW app.
- Order from the FREE NOW app and WebBooker.
- Manage multiple bookings for guests or employees.
- Bill business trips to your company.
- Skip the paperwork and manual travel expenses.
- Choose between black cab or PHV vehicle options.

If you have any questions, please contact [customer care](#).

We're excited to start working with you!

Your FREE NOW for Business Team

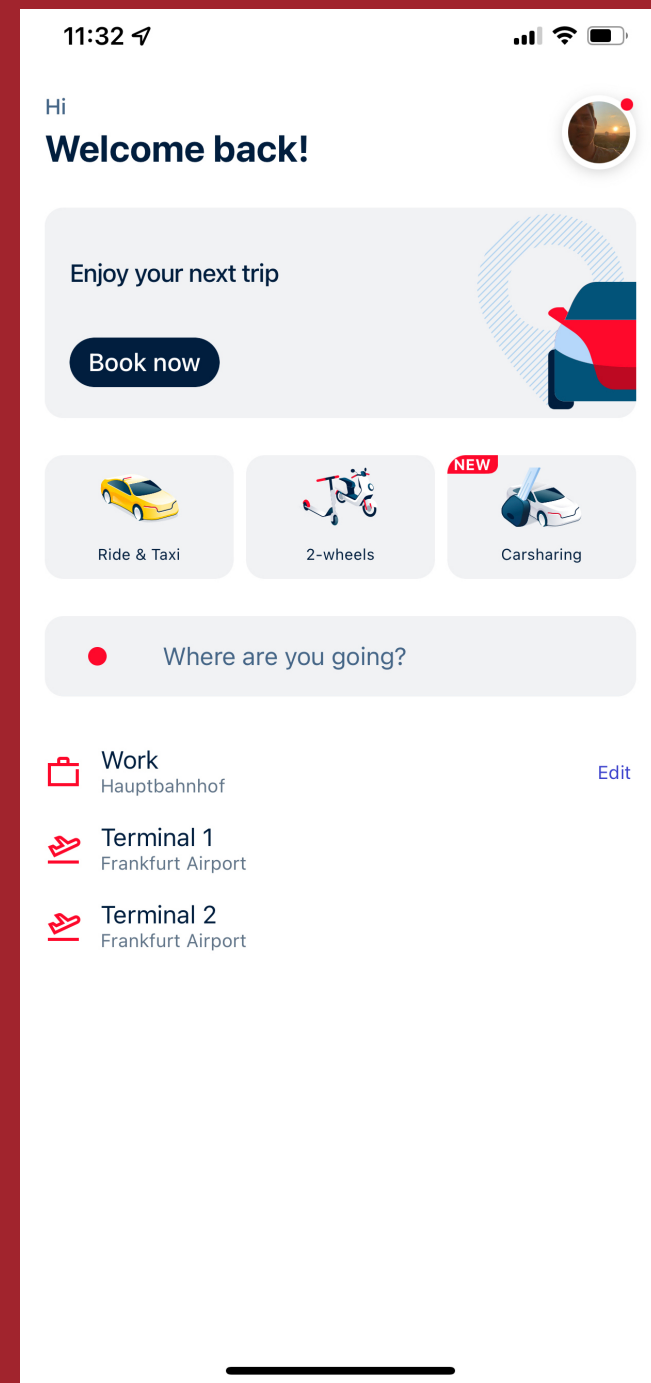


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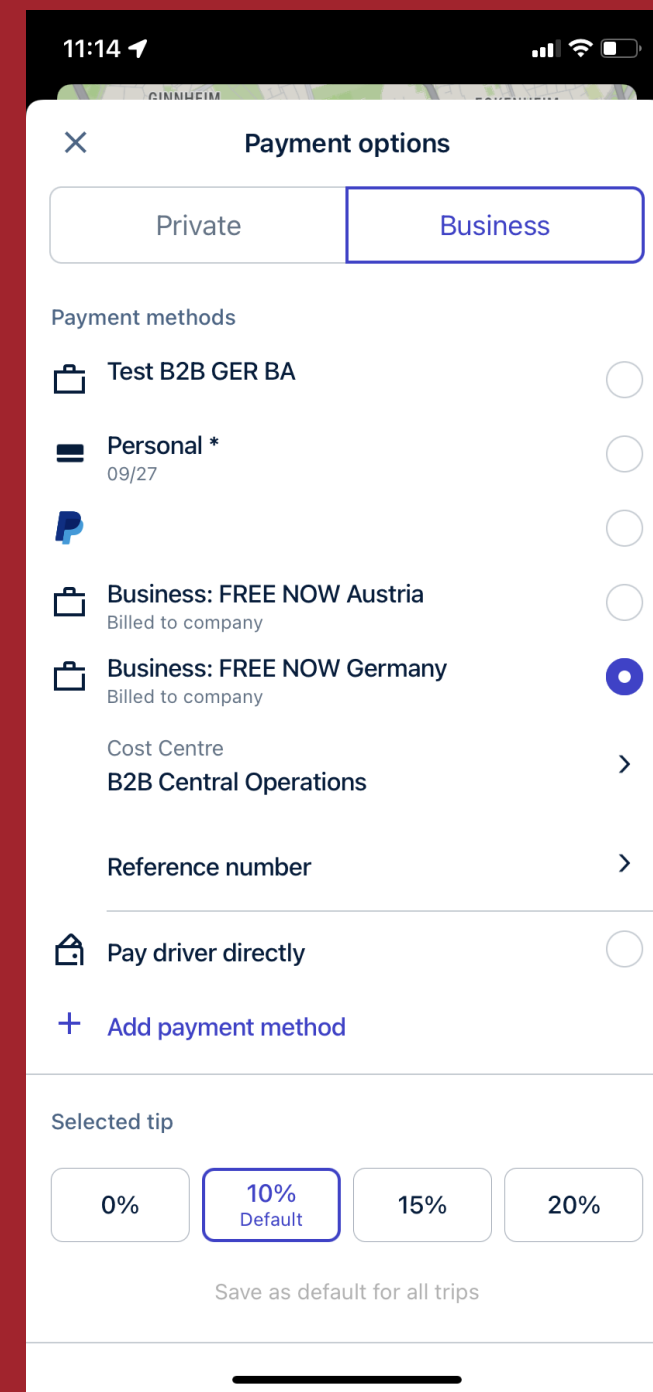
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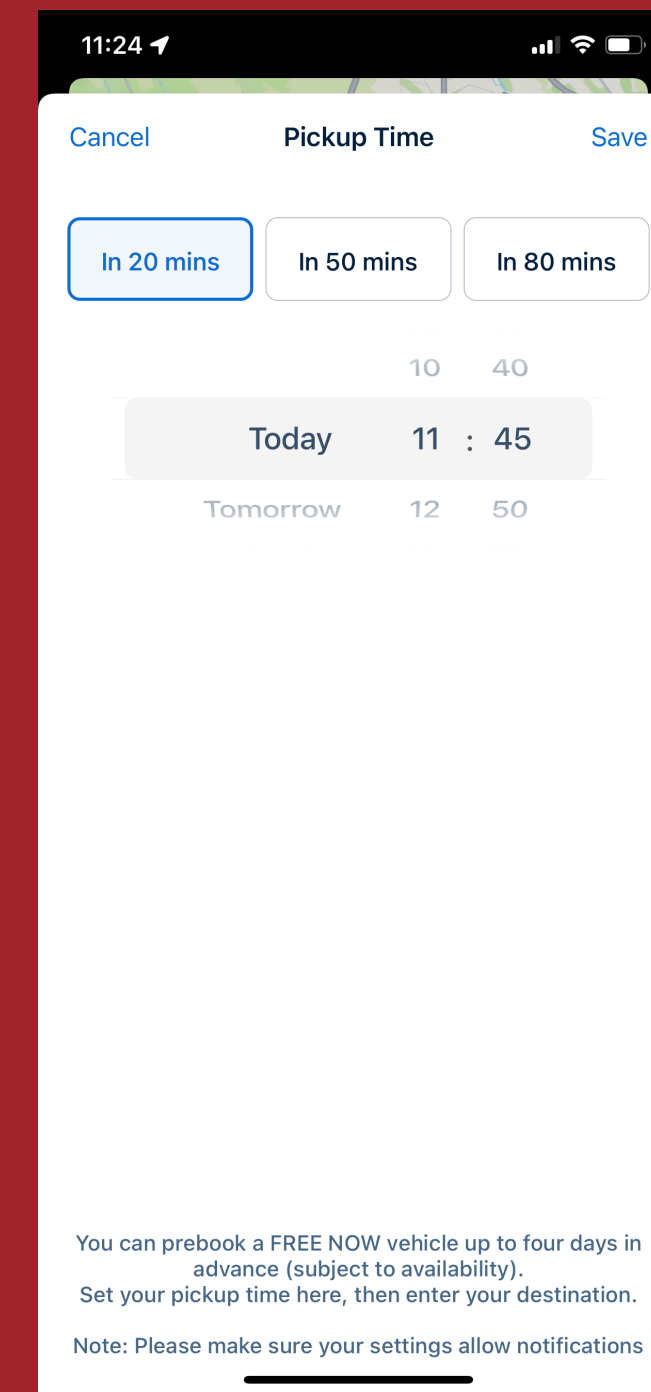
HOW TO SELECT YOUR BUSINESS PAYMENT METHOD AND BOOK A TRIP



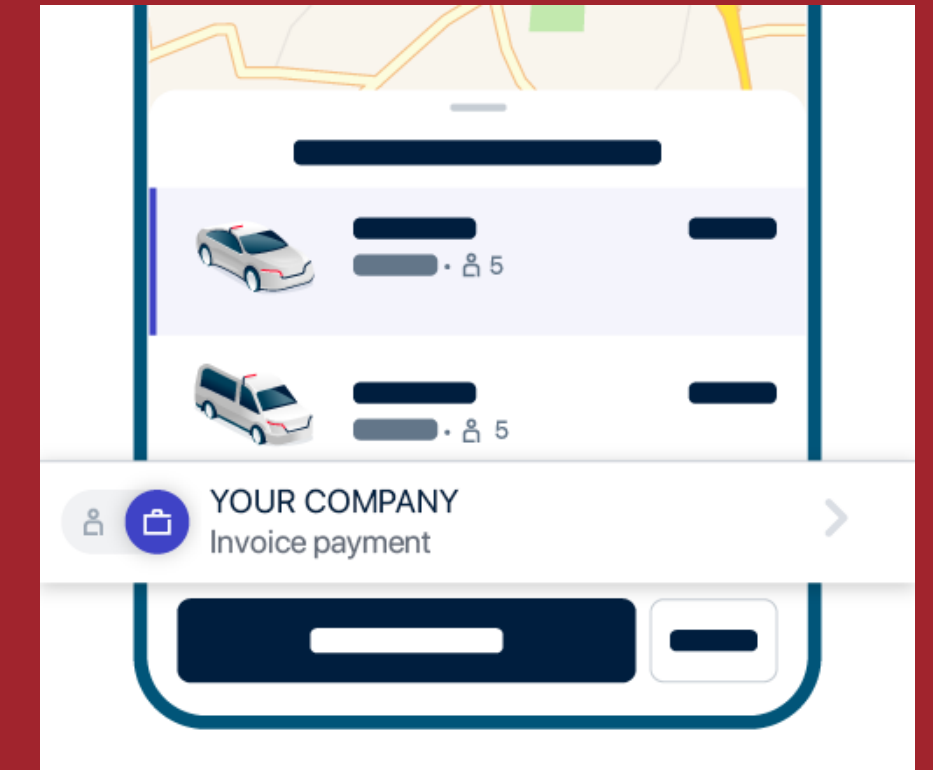
1. Start by entering your destination and pickup address (this may be different from your current location). Select from the available vehicle options. Before you tap on **'Order now'**, make sure you're using your business profile (under payment method, you should see the briefcase symbol next to the toggle).



2. If the business profile is not selected, tap on the payment method below the list of available vehicles and switch the toggle to select it.



3. You're now good to go! You can either choose to order a ride now or schedule it for a later date (advance booking is available up to 4 days before your trip).



You can switch from your private profile to your business account by tapping the toggle button next to your payment method until you see the briefcase symbol.

HOW TO CHECK YOUR COST CENTRE AND/OR ADD A TRIP REASON

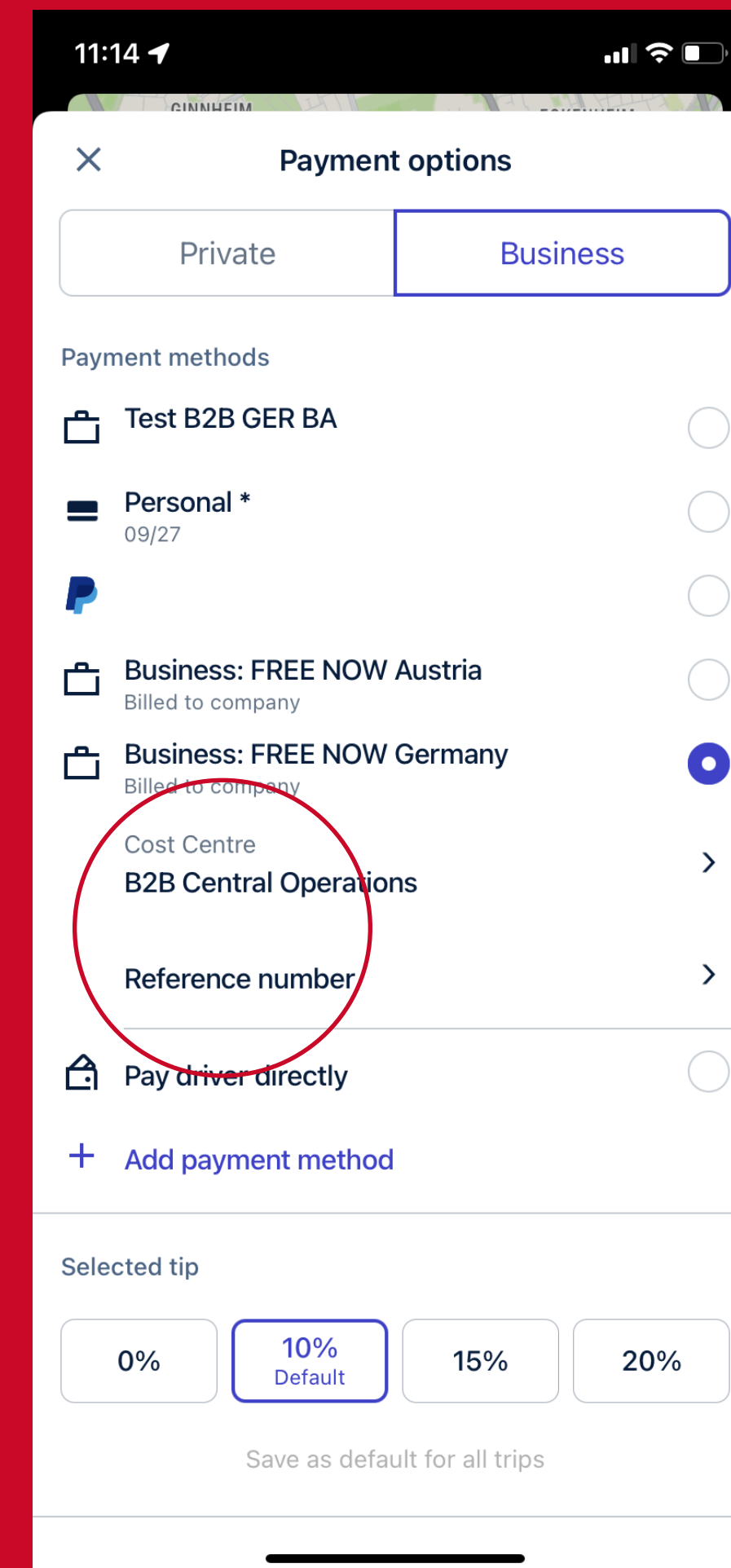
Follow these steps to enter a reference or a cost centre when booking through the app (if they are not defined by default):

1. Open your FREENOW app, enter your departure and arrival addresses and then tap on the payment method (below the transport options) before booking.

2. Once you select the business account, you'll be able to enter the travel reason and select your preferred cost centre.

Important: If your booking was automatically approved, you may still be required to specify a reference or cost centre depending on your company's settings.

Short on time? Try the hop-on trip!



AVAILABLE THROUGHOUT EUROPE

UK | Ireland | Germany | Italy | France | Austria | Spain
Poland | Greece

Questions? Our customer support team is here for you:

UK Email: business.uk@free-now.com

IE Email: business.ie@free-now.com

Help center: <https://support.free-now.com/>

UK Website: <https://www.free-now.com/uk/business/>

IE Website: <https://www.free-now.com/ie/business/>

