Please review these important set-up details about updating your account info in the new reservation system.
Engage is our new software provider

Note: your password has not changed

If you have an Individual account, login using the same Username and Password you used on our previous system.

If you have a Household or Business Account, each person now has a Driver number as well, enter your Username like this: “1234:01” for 1st Driver, “1234:02” for 2nd Driver, etc.

If you can’t get logged in using your Member ID #, try using your e-mail address instead (in conjunction with your usual password). If you still can’t get in:
1. Try using the Reset link to the left, or
2. Call our office at (303) 720-1185 or e-mail us at info@carshare.org. We’re here to help!
If your license has expired, it must be updated before you can book a vehicle reservation.

If your license is going to expire in the next 2 months, be sure to update that new expiration date here once you receive the replacement license.

Start by clicking “My Account” then click on the tab for “Driver’s License”.

According to our records, your driver’s licence expired on Sep 19, 2015. Please update your expiry date after you renew.

Expiry Date: Sep 19, 2015
Update
Verifying payment info

If “Automatic Payments” is shown as “Not Enrolled” please enter your current payment information, then call our office to confirm your account is active:

303-720-1185

Be sure to click “Add New Credit Card” after updating your card number.

In “My Account” click on the tab for “Invoicing”
Confirming payment info

Your status changes to “Enrolled” after adding your new payment card #

You may make single payments to reduce account balances by clicking the “here” link (after your status is listed as Enrolled)

Please note: Payments for car usage is now collected within 3 days after each booking, rather than on a monthly invoice.
Estimated cost for upcoming Bookings

Click on “My Bookings” then choose “List View”

Estimated costs are shown for each future booking, but estimates do not include the cost of mileage or fees.
Verifying contact info

Click “Settings” under “My Account” then choose the Contact tab

Verify your address information is correct.
Please enter any updates

Once these steps are complete you should be all set to make bookings
Add “Starting Points” (optional)

Click “My Starting Points” under “My Account” to bring up this map.

Click anywhere on the map to enter a Starting Point, then type a label for it.

Be sure to click “save location” to finish.

You may add multiple “Starting Points” such as work, home, etc.

Click + or - to zoom in or out.
Booking with “Starting Points”

Click “New Booking” then choose the 2nd option “Search All Cars”

The drop-down list allows selection from your “Starting Points”

Be sure to choose your preferred day & times for car pick up & return

<table>
<thead>
<tr>
<th>Location</th>
<th>Type</th>
<th>Features</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anywhere</td>
<td>(select)</td>
<td>(select)</td>
</tr>
<tr>
<td>My Starting Points</td>
<td>Denver, CO, United States</td>
<td></td>
</tr>
<tr>
<td>Longmont, CO, United States</td>
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<td>Work</td>
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<td>Longmont</td>
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</table>
Filtering car type & features

Clicking the “select” button below vehicle types opens a new window with multiple selection options.

If you choose any of these options be sure to click “Apply Filters”
Booking a specific Vehicle Type

“AWD” was selected as the All Wheel Drive vehicle type filter, so only the Outback is shown.

Note: You must remove this filter to see all vehicle types on future bookings.

Click “Book it” to proceed.

If you use this car often, click the yellow star to make it a “Favorite”.
Booking Confirmation

If you need to make adjustments, use the drop-down options below.

Success messages are listed in the green box
Error messages are listed in the orange box

If you make adjustments, be sure to click “Save Changes” to confirm.
Reviewing upcoming Bookings: List view

Clicking on “My Bookings” allows 2 options for viewing upcoming Bookings

This is the “List View”
Reviewing upcoming Bookings: Calendar view

Clicking on “My Bookings” allows 2 options for viewing upcoming Bookings

This is the “Calendar View”

To modify or cancel either booking, click on it and follow the steps provided
We are here to help!

Our small but dedicated staff is here for you during this transition.

Email info@carshare.org or call 303-720-1185 x 3