

Mini Handbook

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Travel as a Rider

Travel as a Driver

How to Access ATM Parks

How to use the Maps

How to use the Chat

How to manage trips

Modify Iban or Credit Card

Transaction Summary and Travel History

BePo

Click on «sign up».

1. Enter your company email, create a personal password and insert your phone number. Check «I accept the Terms and Conditions of Use» and click «Next»

	ativa privacy policy BePooler
	1 01 0 .
Email	
Passwor	d
+39 IT	▪ mobile (335123123)
Accetto al tratta (identifi la fruizi	le Condizioni Generali e autorizzo mento dei miei dati personali cativi, di contatto e di ubicazione), one del Servizio.*
Autoriz: ali (e-m BePoole	o al trattamento dei miei dati per ail), ai fini dell'invio di Newsletter r, anche mediante Profilazione.**
Autorizz persona di terzi i	to al trattamento dei miei dati li (e-mail), ai fini dell'invio da part partner di BePooler di Newsletter

3. Enter your name and last name. The company code is **bridgetc.** click «Next»

click «Next»

ſ	Name
-	Last name
	Nation
	If your employer is a sponsor, insert your company code:
	company code (optional)
	CONFIRM

2. Wait for the text message with the verification code then enter it and click «Continue»

2.
You will soon receive a text with a security code
insert your code here
your security is important to us
(security code received via text)
Resend code

4. Now, enter you credit card. It's necessary to set your trips. Add:- card number

- expiration date
- CVC code

4.	← Add a Card ✓
	Card number 1234 1234 1234 1234
	Expiration date CVC

1

5. Enter the details pf your private car: brand, model, color, number of seats. If you want to use the App only as a rider, check the option «I don't own a car».

make and model
color
license plate
available seats

7. Send the photo of an identity document (choose between identity card, driving license or passport) PS: the identity verification takes place within 48 hours from the insertion of the identity card. Click «Next»

Documento: Passport V
FROME
F - P
2
Scatta la foto

6. Enter your bank account information now. Remember that the Iban is composed by 27 characters (Italy) or 21 characters (Switzerland). Thanks to this information you can collect the refunds from your riders. Click «Next

	Verifica Identità 🛛 🧕
IBAN	
Name	
Last na	ime
Birth d	ate
Street .	Address
City	
State	
Zip Co	le
I Acc	ept the terms and conditions
	-1

8. Plan your Weekly Trips.

Enter the times you want to arrive at work and the times you plan to leave for each single day. PS: you can repeat your schedules automatically throughout the week. Click «Next»

(indicate at what time you arrive and depart from your destination)				
Monday	-	-		
Tuesday	-	-		
Wednesday	-	-		
Thursday	-	-		
Friday	-	-		
Saturday	-	-		
Sunday	-	-		

9. Enter the address from which you are going to go to work (e.g. your home) by selecting the "home address" item.

If you do not find your address on the street, use the map and select the place of departure by selecting it directly on the map. Click «Next»

10. Enter the address of your workplace so you can share trips with your colleagues. If you have already entered the Sponsor Code this field may have been filled in automatically. Click «Next»

	arrivare?	
O Work a	ddress	×
O Park &	Ride address	× P+
razil	Mali Niger Nigeris Ange South Atlantic Ocean South	Sadol Aade Sudan Ethiopia Kenya Tanzania aa Madagaso s Africa

11. Your registration is now complete!

Click on "BePooler" and start your experience with us!

of the data entered
Test Name
Castel San Pietro, Switzer 🛖
Stabio - Via Prella, 6855 S 🚘
Mon-Fri 07:30-19:00
please specify the car 🛛 🚔

Travel as Rider

Search for a compatible trips with your home-work itinerary

1. Go to «Planner» section to consult the list of trips available and compatible with your itinerary. In each trip option you will find the arrival time and number of cars available.

> 1 6 🚔 >>> 🚔 many cars available -P 07.00 Ê >>> ♠ one car available -6.00 Ð Nednesday, 1 May 201 A >>> 🛱 many cars available -07.00 Ð Ê >>> ♠ No cars available, press to look for a friend 16:00 >>> 💼 many cars available A -07:00 Ð 0 0 0,

3. Click on a user to verify if the trip meets your requirements. The app will show you the repayment to give to the driver.

«Ask for a ride» if the trip meets your requirements

8. <	Trip of 01 May
	Andrea T. Traveled 2 months ago ↑ Mainate
	Your cost is 1.69
1 o	Your trip with Andrea T.
	A bordo
	View on map
	Reject Confirm
PROF	

2. By selecting the ideal trip option, you will switch to the drivers available list that match with the place of departure and arrival.

<	l am Rider			0
		01 May		
Q				
\bigcirc	Ask Fa	brizio G.		Match
3	Ask Ar 🏦 Maln	idrea T. ^{ate} 🚔 S	Stabio	Match
	Ask Ale	essandro	o V.	Match
	Ask Ga	briele C		Match
	Ask Lu	ca C.		Match
PROFILE	PLANNER	O TRIPS	MAPS	CHAT

4. Requests will remain visible in the "Waiting for Ok" status in the Planner tab until accepted by the Driver. Once the request is accepted, you will receive a confirmation notification and you will see the trip in the "Rider" status. NB: The Orange icon identifies standard trips, while the blue identifies Friendly Trips where the rider only pays the platform fee.



Travel as Driver

Ricerca i Rider compatibili col tuo itinerario casa - lavoro - casa per offrire passaggi.

1. Go to «Planner» section to consult the list of trips available and compatible with your itinerary. In each trip option you will find the arrival time and number of riders available.



3. Click on the rider to check out if the travel meets your needs. The app will show you how much you will receive from the rider.

Click "invite today" and wait for the rider's answer.

150	Minim D	-5	
N	II #carpooling		
	Collect	1.35	
	Mirko B.	Mirko B.	-
06:42	ODD km, II ODD km, II ODS:42 Via Martiri Patrioti, SL 2006 Malivate VA, Italy	38 km OG:59 Via Arca 15, 6655 Stable, Switzerland	0 km 06:59
	Optimal	route	
	SEE ON	N MAP	_

2. By clicking on the desired day all avaible passengers will appear with the percentage of match, in addition to the place of departure and arrival.

cerca	un rider			
	Invite this ri Mirko B.	der	talieri	Match
	-	0	0	

4. > Requests will remain visible in the "Waiting for Ok" status in the Planner tab until accepted by the Rider. Once the request is accepted, you will receive a confirmation notification and you will see the trip in the "Driver" status. NB: The Orange icon identifies the standard trips, while the blue identifies the Friendly Trips for which the travel refund is not envisaged.



How to use the maps

1. In the Maps area, click on the indicators to view the Users' Start addresses. Select those in the area closest to your place of departure.



2.Check the Travel Planning of Users and send the Travel request to those who travel with features compatible with yours or contact them via Chat to try to arrange with them.

2.	← I'm rider I'm d	river	
	Pietro A. Varese		Q
	02/05/2019 22:00	ŵ	»»» 🏚
	03/05/2019 14:00	Ħ	
	03/05/2019 22:00	ŝ	🕈
	06/05/2019 14:00	ħ	>>>
	06/05/2019 22:00	â	A
	07/05/2019 14:00	ħ	
	07/05/2019 22:00	â	··· 🕈

Legenda parcheggi

2. From the «Planner» you can monitor the available parking lots.

The dots near the parking areas can be of 3 colors (green - yellow - red).

- BGreen: Parking still available
- PYellow: Hurry up! Parking are running out
- Red: Oops! Parking are all busy.



1.From the «Maps» section (in «parking lots», you can check in real time the reservable parking.

Maps			0
COLI	EAGUES	PARK	
W]	nere do yo	ou need t	o go?
Search	n		9
	Park & Ri	de	Seats
P	Stabio (FFS) Via Prella, 68	(0.0)km 355 Stabio,	6 Total
	Stabio		6 Available
	Park & Ri	de	Seats
P	Marcadello (Via Al Marca	14.8)km dello, 6988	6 Total
4	Ponte Tresa, Ponte Tresa	Svizzera	5 Availabl
	Park & Ri	de	Seats
P	Cornaredo (Via Trevano,	19.3)km 6900	18 Total
	Cornaredo	zera	16 Availabl
	Park & Ri	de	Seats
*	æ C	Map	

How to Access ATM Parks

To access a car park made available by the Municipality of Milan it is necessary to send BePooler the following Documents:

- Vehicle registration document (with evidence of the Euro Class of the vehicle, and the expiry of the revision);
- -Driving license
- Insurance

1.From the "Maps" section in the Parking tab, you can monitor the Reserved Parking in real time



2. From the «Planner» you can monitor the available parking lots.

The dots near the parking areas can be of 3 colors (green - yellow - red).

- B Green: Parking still available
- P Yellow: Hurry up! Parking are running out
- Red: Oops! Parking are all busy.

	Sono	Rider	Sono Dr	river	í
	mart	edì 28 a	igosto 2	2018	
♠ >	>>	un rider	disponibi	le	
:	12:00	posti au	to disponi	bili	R
= >	>> 🕇	molti ric	ler dispon	ibili	*
18:00	:				Ρ

1.You can select an ATM parking as a destination from the Profile section under Where to Arrive - Park & Ride



How to use the chat

1. Go to the Chat area and click on the pencil icon, on the next screen you can search and contact other Users.

Click on «Search» to find a specific User.

1.	Chat 🛛
	Search
	You do not have any recent chat.
	👗 🚔 🖸 💡 😤

2. Swipe left on the name of a user to mark it as a favorite or add it to your black list.

2.	€ Ве	ePooler		
	Search	Favorites	Colleagues	Poolers
	mirko			Q
	edona alieri di Gar	nd	aggiungi mal con me	gglungi gratis preferito
		taaa Mirko		\heartsuit
		mi Mirko C.		\heartsuit
		Mirko C		\bigcirc
		Váraco Mirko G.		\heartsuit
		voooo Mirko G.		\heartsuit

How to Manage trips

1.In the «Trips» section, clicking on «start» you can start your trip. The screen will show you the parking lot that was assigned to you.

PS: For a correct operation it's preferable to keep the app active during the trip.



3. When the trip is over, click on «completed». You will find the list of your trips in the section: «archive».

	<u> Frips</u>				
				ARCHI	Έ
		Frida	ay 3 May	2019	
			07:43	♠ >>	>
(NOT C	OMPLET	ED)	COMPLET	ED
			0	0	

2. The app will remind you time and place of meeting, additionally a push notification, the same day, it will warn you that your trip is about to start.

ATTENTION: the "SOS" key is used to contact Assistance in the event of an EMERGENCY.

Eg: the Driver does not show up at the appointment. Click the SOS button



4. From <code>«archive»</code> you can find your last 30 trips.

. <u>Trips</u>			
TF	RIPS	AR	
	Mon Tue	OOO Wed Thu F	ri Sat Sun
71.2	7 ^{kg} CO2	548	.2 km
26/02/2019	9 - 15:30		
	0.65 ^{kg} _{CO}	2 4.99 km	O.8 EUR
26/02/2019	9 - 13:40		
ب الم	0.73 ^{kg} _{CO}	2 5.58 km	0.0 eur
22/05/2018	8 - 10:00		
() 	0.61 kg CO:	2 4.68 km	0.0 eur
		0	2 .

Modify Iban or Credit Card

1. From the "Profile" area select "Credit Card" to add or change the cards associated with your profile.

The "IBAN" item allows you to update the data of your Current Account

2. Once you have added a credit card, you can always verify the one in use by checking which of the cards inserted in your profile has a check mark

Name Test Last name		Card number 1234 1234 12	234 1234
Name Birth date Tap here to insert birth date Nation Schwaiz (Spiece (Spiece)		Expiration date	CVC
Balance			
Eredit Card			
Where I leave from Home Castel San Pietro, Switzerland Park & Ride Not available			

3.To modify the lban, select the item from the Profile and the icon « \mathscr{N} ». Then proceed with entering the new 27/21 digit code.

ATTENTION: the new Iban replaces the previous one

<		IBAN		
IT*	******	******	******	1
	INC	BANK	N.V.	
	Acco	ount verif	icato	

Transaction Summary and Travel History

1.In the «Profile» area, by selecting the "balance" item, you can access to the summary of your transactions.

2. In the Balance you will be able to see the expense figures and the collected figures.

Your expense: total spent like Rider Your Those: total collected as a Driver Coupons / Tribute: any vouchers accumulated



