

Online Portal User Guide for Novated Lease Drivers

Welcome to the Leaseexpress Driver Portal! This convenient online tool streamlines access and management of your novated lease information.

Please note that the driver information contained within the screenshots is for illustrative purposes and is data generated as an example only.

Your Leaseexpress Driver Portal Explained

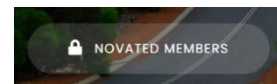
This portal is your one-stop shop for everything related to your novated lease, allowing you to view details about your lease(s), and keep your personal information and odometer readings current to ensure smooth operation of your lease.

Accessing the Portal:

To get started, head over to our website: www.leaseexpress.com.au. Once there, simply click on the "Members" button located in the top right corner of the homepage.

A small rectangular button with a lock icon and the text "MEMBERS".

This will take you to the "Important Information & Numbers" webpage within our website. Here, you will find a button labelled "Novated Members." Click on that button to proceed to the login screen.

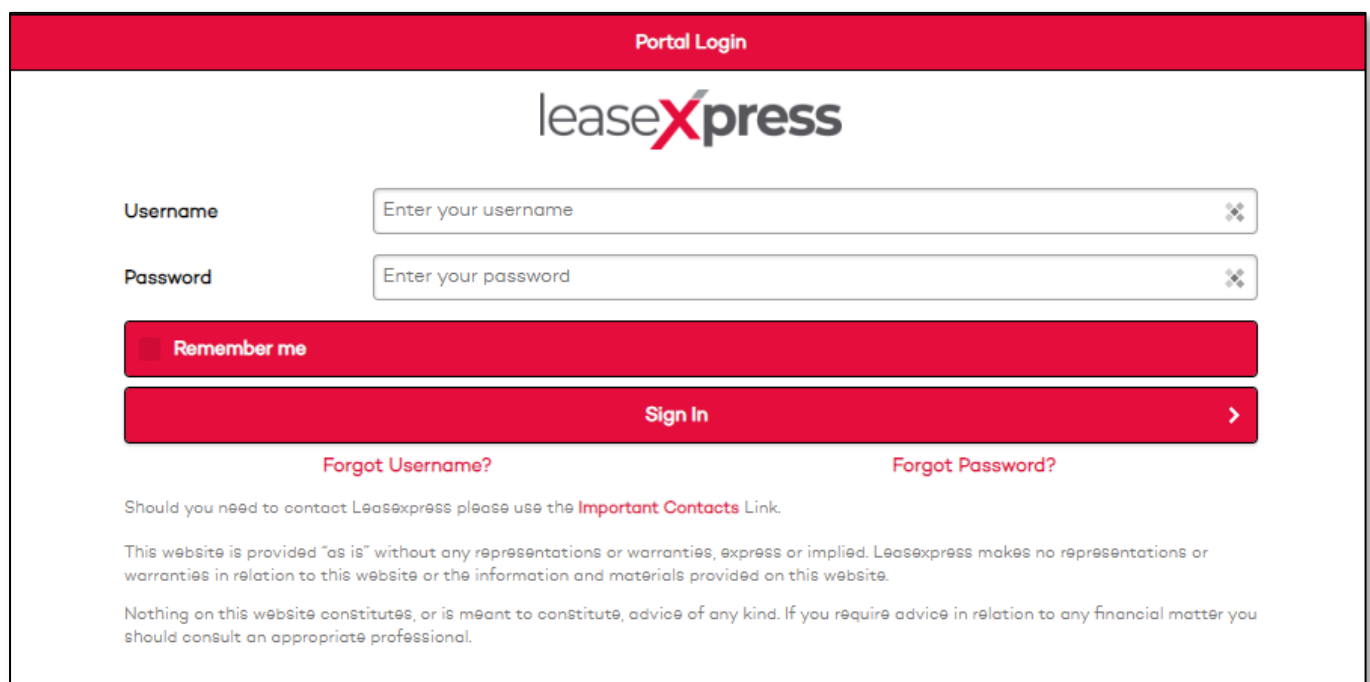


Logging In:

You will arrive at the Portal Login screen to enter your Username and Password. Your password is initially set as your vehicle's registration number (in capitals with no spaces). You can opt to tick the 'Remember me' check box so that your Username is pre-populated on subsequent visits to the Online Portal.

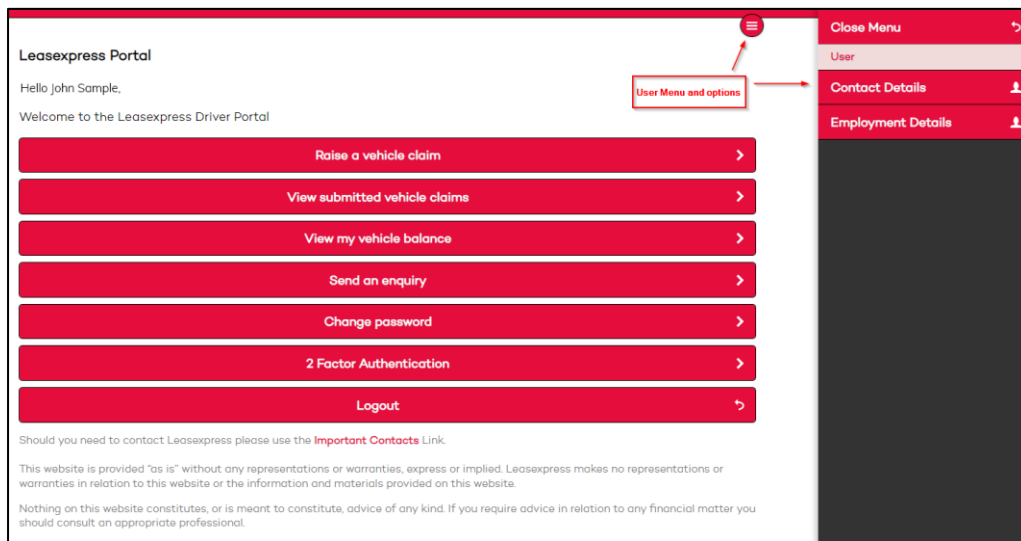
Technical Notes:

The Leaseexpress Driver Portal is optimised for use with current versions of popular web browsers like Microsoft Edge, Firefox, Safari, and Google Chrome. Additionally, the information you see displayed within the portal is always up to date, as it is retrieved directly from our secure database.

A screenshot of the "Portal Login" screen. The header is red with the text "Portal Login". Below the header is the leaseXpress logo. The login form has two input fields: "Username" with a placeholder "Enter your username" and "Password" with a placeholder "Enter your password". Below the password field is a red bar with a checkbox and the text "Remember me". Below that is a red bar with the text "Sign In" and a right arrow. At the bottom, there are two links: "Forgot Username?" and "Forgot Password?". At the very bottom, there is a disclaimer: "Should you need to contact Leaseexpress please use the Important Contacts Link. This website is provided 'as is' without any representations or warranties, express or implied. Leaseexpress makes no representations or warranties in relation to this website or the information and materials provided on this website. Nothing on this website constitutes, or is meant to constitute, advice of any kind. If you require advice in relation to any financial matter you should consult an appropriate professional."

Update Your Details

Need to change your contact info or address? Click the menu button at the top right of the main screen. Then, choose "Update Details" to edit your personal information.



Contact Details

Email Address

john.sample@anydomain.com.au

Given Name

John

Middle Name

James

Surname

Sample

Mobile

03 5555 5555

Home Phone

03 5555 5556

Work Phone

03 5555 5557

Home Address

123 Any Street, Any City, VIC, Australia

Postal Address

123 Any Street, Any City, VIC, Australia

Update

Driver Welcome Screen

The image below shows the main menu.

Leasexpress Portal

Hello John Sample,

Welcome to the Leasexpress Driver Portal

Raise a vehicle claim

View submitted vehicle claims

View my vehicle balance

Send an enquiry

Change password

2 Factor Authentication

Logout

Should you need to contact Leasexpress please use the **Important Contacts** Link.

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Raising a reimbursement claim

Use this function to claim back money you have already spent on your car.

If you need to pay a supplier directly (like for registration or insurance), please email us at customerservice@leasexpress.com.au

To start a claim, click "Raise a claim" in the main menu. Fill out the form with the date, cost, and reason for the expense. Attach a copy of your receipt and submit your claim.

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View my vehicle balance

See your account balance and how you are tracking against your budget. You will see your car details, lease term, and registration number. It also shows if you are over or under budget for each spending category.

Any extra costs or payments not in your budget will show up under "Other."

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Vehicle Balance

Generate report for ABC123

Your Lease

Vehicle

ALFA ROMEO GIULIA VELOCE 4D SEDAN

Registration

ABC123

Term (months)

24

Lease Start

17/05/2024

Lease End

16/05/2026

Life to Date Totals

Actual spend vs Budget	Budget	Actual	Variance
Finance	552.00	0.00	552.00
Maintenance	264.00	0.00	264.00
Tyres	165.00	0.00	165.00
Registration / CTP	118.68	0.00	118.68
Insurance	304.62	0.00	304.62
Fees	4113	61.60	(2047)
Fuel	330.00	312.62	17.38
Other	-0.03	0.00	(0.03)
Totals	1,775.40	374.22 B	1,401.18

Funds Summary

Funds received	1183.60 A
Less actual spend	374.22 B
Current funds balance incl GST	809.38 C

Notes:

Current funds balance includes all expenses incurred to date, as well as all scheduled obligations to be paid out of your account in the current month (monthly finance payment, insurance premium and management fees).

Submitted claims yet to be approved are not included in the current balance.

Funds received (A) – this is the amount we have invoiced to your employer so far. Please note that, most of the time, there will be a delay between us invoicing your employer and them remitting the funds to us.

Less actual spend (B) – this is total amount of expenses incurred on your account to date.

Current funds balance incl GST (C) – this is the current available balance in your account.

Viewing Transactions

You can click on each budget amount to view the costs that make up that total.

View Transactions			
			Columns...
Date	Type	Description	Amount
01/05/2024	Fees	Management Fee May 2024	(30.80)
04/05/2024	Fuel	Premium ULP Malvern Vic @ 09:00	(110.49)
18/05/2024	Fuel	Premium ULP Tootgarook Vic @ 18:52	(106.85)
01/06/2024	Fees	Management Fee June 2024	(30.80)
05/06/2024	Fuel	FUEL Malvern Vic @ 21:45	(95.28)
Total			(374.22)

Send an enquiry

Here you can send us a message about your lease. Choose the topic and we will direct your question to the right team.

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The enquiry categories available to you are as follows:

- Claim-related issue
- Question about my lease
- Looking for a new car
- Other (such as requesting new fuel cards)
- Feedback

Send an enquiry

Please fill out the form below to get in contact with us. Please provide as much information as possible for us to help you with your enquiry.

Enquiry

Select an enquiry reason

Cancel

Send

Select an enquiry reason

Claim related issue

Question about my lease

Looking for a new car

Other

Feedback

Send an enquiry

Please fill out the form below to get in contact with us. Please provide as much information as possible for us to help you with your enquiry.

Enquiry

Select an enquiry reason

Cancel

Send

Change password

Update your login password here. Your current password is your car's registration number. Make sure your new password uses uppercase and lowercase letters and has no spaces.

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>

Change Password

Change Password

Items marked with * are mandatory.

Existing password *

Enter existing password

New password *

Enter new password

Re-type new password *

Re-type new password

Change password

2 Factor Authentication

Want more protection? Turn on 2-factor authentication (2FA) to add an extra security step using an authenticator smartphone app (please note no SMS or email authentication is available). You can turn 2FA on or off whenever you need.

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2 Factor Authentication

Enrolment

You are current unenrolled for 2-factor authentication. To enrol, please select a method from the drop-down list below.

Method

Select method

2 Factor Authentication

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Method

Select method

Auth App

An authenticator app lets you generate security codes on your phone without needing to receive text messages.

Please set up 2-factor authentication in an app such as Google Authenticator by **scanning the barcode or entering the key below it.**

Once you have successfully scanned the barcode or entered the key, please provide two 6 digit authenticator codes in sequence and click **Enrol** to complete your enrolment.



FIDU7NAIZ3XY4N6UENYKNF43Z00J50
XNKNER7IZLK2ITX6NDG4UNUBT03WZO
KQPFNGMIJTJ06U06C

Code 1

Enter code

Code 2

Enter code

Enrol

Need Help?

If you have any questions about this guide or the Driver Portal, feel free to contact us!

- Email: customerservice@leasexpress.com.au
- Phone: 03 9670 4840