

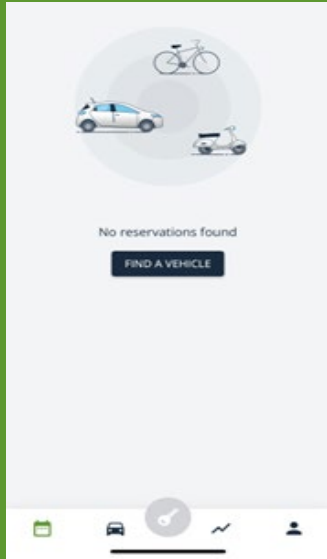


# Green Car Share Project

## Quick-start guide

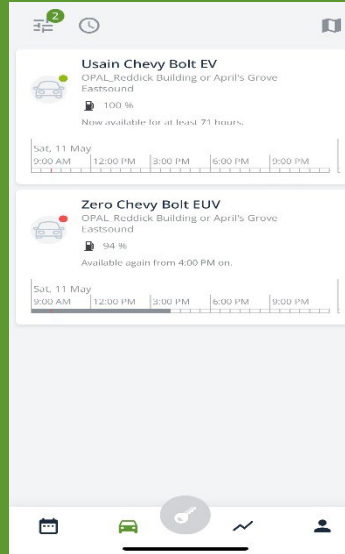
Follow these instructions to reserve  
and access a car that you have  
reserved

## Step 1: Make a Reservation.



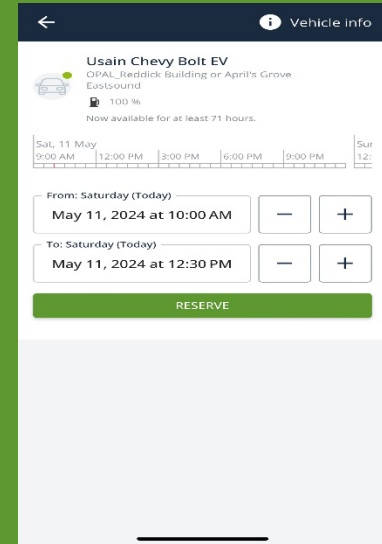
Open the app to the home page.  
Click on Find a Vehicle

## Step 2: Select a Car.



Click on the car you want to reserve.

## Step 3: Set the duration of the reservation – max 5 hours.



Press on the Green "Reserve" button to schedule the reservation

You can now close the app. Your reservation is all set.

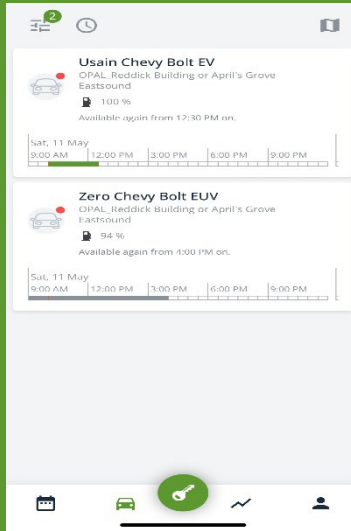
Step 4: Locate the car you have reserved.



Open the app

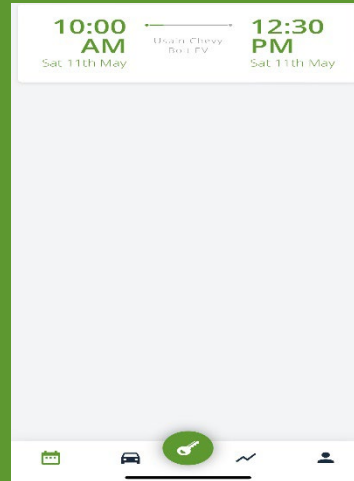


**Step 5: Next Screen will show Green Key at the bottom.**



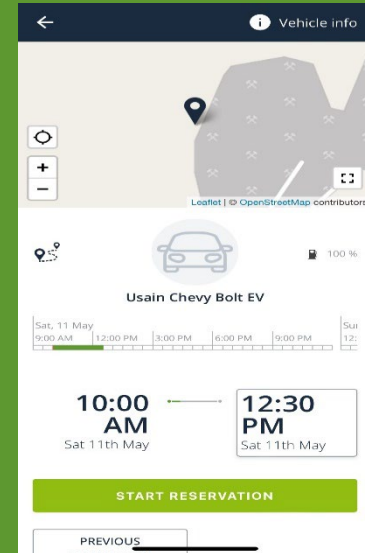
**Press on the Green Key Icon**

**Step 6: If instead you tap the car you reserved, this screen will appear.**



**Press on the Green Key Icon**

**Step 7: Use the app to unlock the car.**



**Press and hold "Start Reservation"**

**Step 8: Retrieve the car key.**



Open the glove compartment and retrieve the key.

**Step 9: Push Start.**



Locate the Start Button to the right of the steering wheel

**Step 10: Off you go! Start up the car and proceed to your destination.**



While stopped at your destination, or along the way, take the car key with you to lock and unlock the car. Do not Stop your reservation!

Don't be late! There is a fee of \$1 /minute plus.

**Step 11: Return the car back to its home base before the end of your reservation and return the car key to the glove box.**



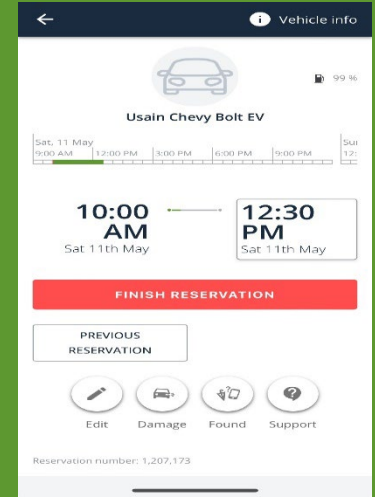
If you are running behind schedule, you can try to extend your reservation using the app.

**Step 12: Push Stop.**



Press the Stop button before stopping your reservation and

**Step 13: Lock the car and complete your reservation.**



Select your reservation, and press & hold "Finish Reservation to lock the car and end the reservation.

## Step 14: Success!

Your reservation was finished successfully. Forgot something in the car?

UNLOCK LOCK

Your trip data

0 mi

10:00 AM Sat 11th May	10:30 AM Sat 11th May
Personal	No. 1,207,173

Usain Chevy Bolt EV

No stops available

Hint: Trips are being computed regularly. If the trips are not yet being displayed, please wait a while.

Hope everything went well and you are ready to make a new reservation.

There is a \$25 fee for failing to end your trip successfully. Please call before leaving the car if you are having trouble.

**Run into problems?** Give us a call at 360-469-5260. For questions about billing or membership, please reach us at [greencashare-support@gmail.org](mailto:greencashare-support@gmail.org) or 360-469-5260.

Read on for an explanation of our cancellation policy.



## Guidelines for cancelling and shortening reservations.

Plans change, and sometimes that means shortening or cancelling your carshare reservation. We ask that these changes be made a certain amount of time in advance. Members are responsible for the cost of reserved time that was cancelled without adequate advance notice.

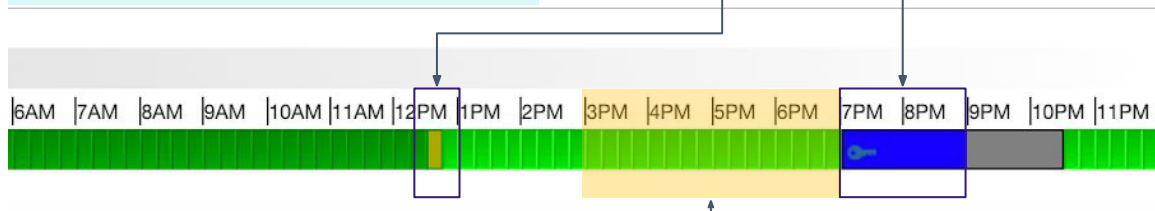
Please cancel or shorten your reservation 4 hours before the period affected.

If you cancel with less than 4 hours' notice, you will be charged \$25.00.

### Example:

This two-hour reservation was created at 12:30 PM, but is not scheduled to start until 7:00 PM.

The yellow bar indicates the current time.



This is the 4 hours of advance notice required when cancelling. In order to avoid paying the \$25 fee, one would need to cancel before 3:00 PM.

Still have questions about cancelled time, or anything else? Feel free to send us an email [greenarshare-support@gmail.org](mailto:greenarshare-support@gmail.org) or call 360-469-5260.