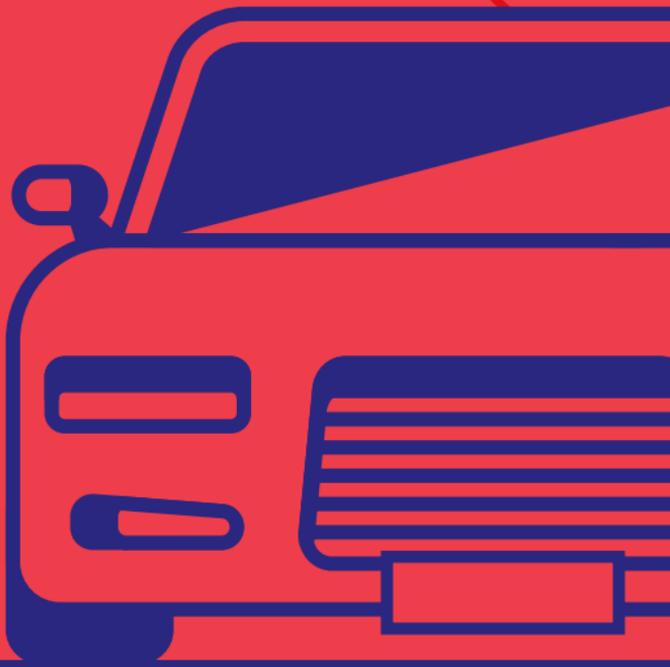


Driver's Guide

Your Novated Lease



easi.

Oh, hi there!



Welcome to your
Novated Lease Driver's Guide.



This guide contains all the information you need for hassle-free vehicle ownership, so please take the time to read it thoroughly.

If you have any further questions regarding your vehicle and its usage, contact Easi on 1300 266 828 or visit easi.group

Easi Login Details

Username

Password

Vehicle EA number

*Your EA number is your unique Easi lease reference number. You can use either the EA number, the vehicle or the vehicle registration number when contracting Easi regarding your lease. Registration is looked after by Easi.



Important stuff to remember

You must notify a service centre that the car is an Easi Novated Lease prior to any work being carried out to ensure they can be issued an authorisation number.

Tyres must be replaced by a recognised tyre centre and be issued an Easi authorisation number.

Armada Insurance
1300 479 186

Roadside assistance
1800 819 09





Service and Maintenance



Scheduled manufacturer services and maintenance can be carried out at your preferred service centre, including your local mechanic or any Kmart Tyre and Auto Service.

Prior to the service or repair, you must advise the service centre that the vehicle is an Easi vehicle. Easi must be contacted by the service centre to issue authority number prior to any servicing and maintenance being carried out. Failure to do this may result in the cost being charged at retail prices instead of discounted fleet prices.

To ensure that the vehicle is maintained in a safe and roadworthy condition, it must be serviced in accordance with the manufacturer's recommended scheduled intervals. These are outlined in the vehicle's service book which must be presented and stamped at each service.

YOU WILL NEED TO REGULARLY CARRY OUT VISUAL INSPECTIONS TO ENSURE THAT:

01.

Tyres have the correct pressure and have no visual signs of damage.

02.

Coolant and all oil levels maintained in accordance with the vehicle owner's manual.

03.

All repairs must be attended to as soon as possible. Under no circumstance is a vehicle to be driven with a defect which would render it unsafe for driving.



Fuel Card

Your Easi WEX Motorpass provides further discounts and benefits when you fill up, including Woolworths Rewards and FlyBuys Rewards. It is accepted at over 90% of fuel stations across Australia.

The Easi WEX Motorpass can be used for a carwash at any of the WEX Motorpass fuel stations which will also come from your fuel budget.

You will be required to activate your Easi WEX Motorpass and set a PIN. It is important that you sign the back of the card in the signature panel immediately.

If a card is rejected, ensure that the fuel outlet contacts WEX Motorpass via the numbers on the back of the card. This is the only way that your card can be reactivated on the spot.

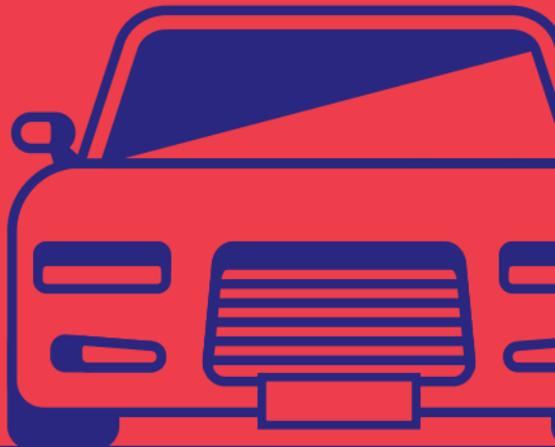
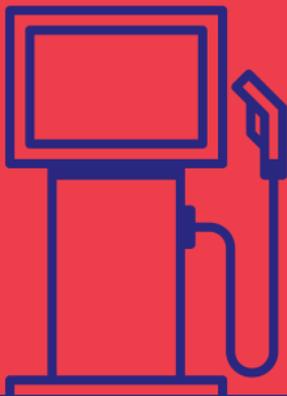
Failing reactivation, please forward your receipt for reimbursement.

It is the driver's responsibility to keep cards in a secure place. In the event of a lost stolen card, please notify your fuel card administrator at fuel@easifleet.com.au

Alternatively, you can contact WEX Motorpass for after-hours assistance.



1300 366 109





Insurance and Accident Claims



If you are involved in an accident (not causing injury) your first port of call should be your insurance provider.

If your vehicle is insured by Armada, Easi's preferred insurance provider, you can contact them directly and quote your policy number to get your claim underway. If your car is written off, you can apply for a new lease. The new lease process will be exactly the same when you applied for your original lease.



Registration

Easi will manage the re-registration of your vehicle. Your vehicle should be registered with our postal address, if you do receive a registration notice, please scan and forward to registration@easifleet.com.au or send via post to:

Registrations Easi Novated Lease PO BOX 192, Victoria Park, WA 6100



Online Services

<https://members.easifleet.com.au/>

Access your monthly report via our secure website. Your username and password can be found at the start of this guide. Reports are updated continuously and allow you to track your fuel and service history, just like online banking. For any questions or concerns, please contact 1300 266 828.



Windscreens

Get special fleet discounts with several windscreen suppliers. Should you be unfortunate enough to require a replacement, priority should be given to one of the windscreen replacement companies listed on Page 6.



Tyres

Only original manufacturer supplied tyres or their equivalent are to be provided unless prior arrangements have been agreed to. Consult your Easi consultant if in doubt. When replacing your tyres, your vehicle is to be taken to one of the recognised tyre centres (not a vehicle dealership). When you advise the tyre centre that the car is an Easi vehicle, they will contact Easi for authority but this will ensure that you benefit from competitive pricing as negotiated by Easi.



Infringements

Traffic and parking infringements will be sent directly to Easi (as your vehicle is registered to our postal address) and we will immediately forward the infringement to the registered lease holder for processing. Easi will keep a record of the infringement for reporting purposes.



A reminder that many services must be made aware the vehicle is under an Easi lease in order to be issued an authorisation number and discount. For full details, review the guide or contact Easi.



Roadside Assistance

1800 819 093

Repairs

Kmart Tyre & Auto
1300 770 693
www.ktas.com.au

Insurance

Armada Insurance
1300 479 186
armada@au.innovation-group.com

Windscreen Replacement

Novus 13 22 34
Windscreens O'Brien 1800 815 444
Instant Windscreens 13 24 44

Fuel Card

Wex Contact
1300 366 109

Tyre Centres

Kmart Tyre and Auto 1300 770 693
Bridgestone 13 12 29
Bob Jane T-Marts 1800 000 364
Tyrepower 13 21 91
Beaurepaires 13 23 81



Feel free to contact
Easi with your questions
1300 266 828

easi.