



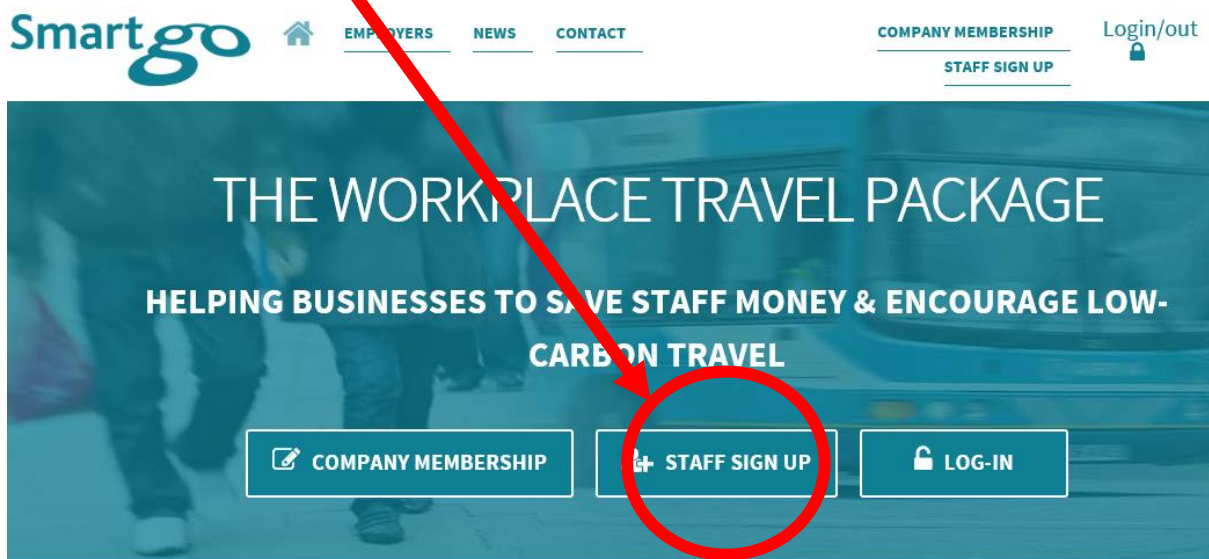
STAFF REGISTRATION GUIDE

Having trouble registering for Smartgo? Follow these simple steps to set up your account and begin accessing the great transport discounts!

1. Obtain your employer's 'Verification Email Address'. If you do not know it, you can speak to your HR department or call The Smartgo Team on 0330 024 5665.

2. Visit www.smartgo.co.uk

3. Click 'Staff Sign Up':



4. In the Staff Sign Up form, shown below, **choose the network** your employer is a member of, **select your employer** and **enter 'Verification Email Address'**:

Staff Sign Up

1. Please ensure your company has joined Smartgo before completing this form.
2. Upon completion, please check your email (including junk) for an auto generated password.
3. You will need to change this password upon first log in.

Step 1:

Company Information:

Select network *

- Leicester
- Stevenage
- Milton Keynes
- Loughborough
- NWLeicestershire
- Hinckley
- North East (Go Smarter)
- Standard
- Gloucestershire (Thinktravel)

Employer *

Verification email address provided by your employer *

5. Complete section 2 with your details, including your personal/work email address, and **click submit**:

Step 2:

Your details:

First name *

Surname *

Home postcode *

**Postcodes are used for mapping purposes. This will help Smartgo to be developed, with the aim of adding more member benefits.*

Contact number

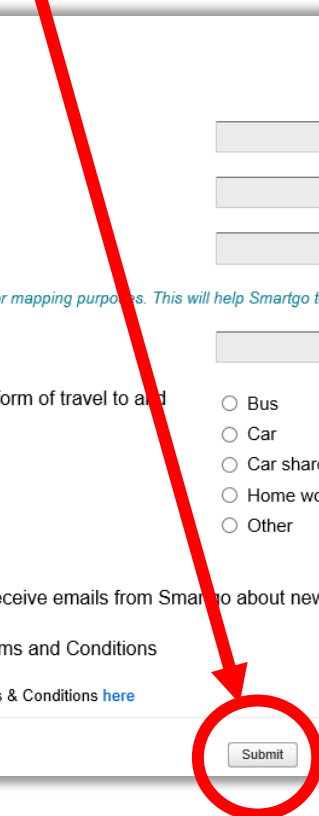
What is your main form of travel to and from work?

Bus Cycle
 Car Rail
 Car share Walk
 Home worker Motor cycle / Scooter
 Other



I would like to receive emails from Smartgo about new offers and updates

I accept the Terms and Conditions

Review Smartgo Terms & Conditions [here](#)



6. If successful, you will see this message:

Smartgo  [EMPLOYERS](#) [NEWS](#) [CONTACT](#) [COMPANY MEMBERSHIP](#) [STAFF SIGN UP](#) [Login/out](#) 


Thank you


Thank you for creating an account with Smartgo.

To activate your account, paste the auto generated password provided. You will be asked to reset your password at first log in.

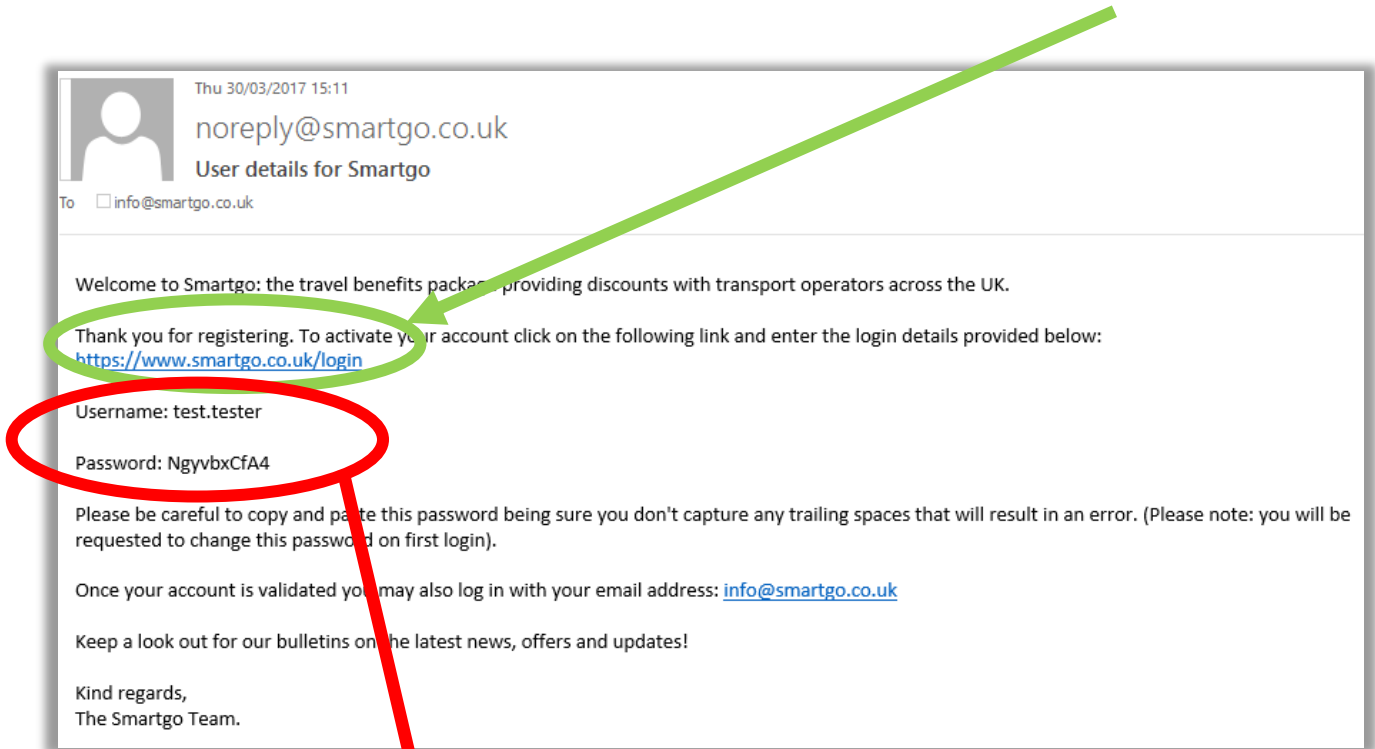
⚠ If you haven't received the registration email within 5 minutes please check your email **SPAM folders**

Once you are logged in you can access your benefits via the main menu. After the first login you will be redirected to your benefits automatically.

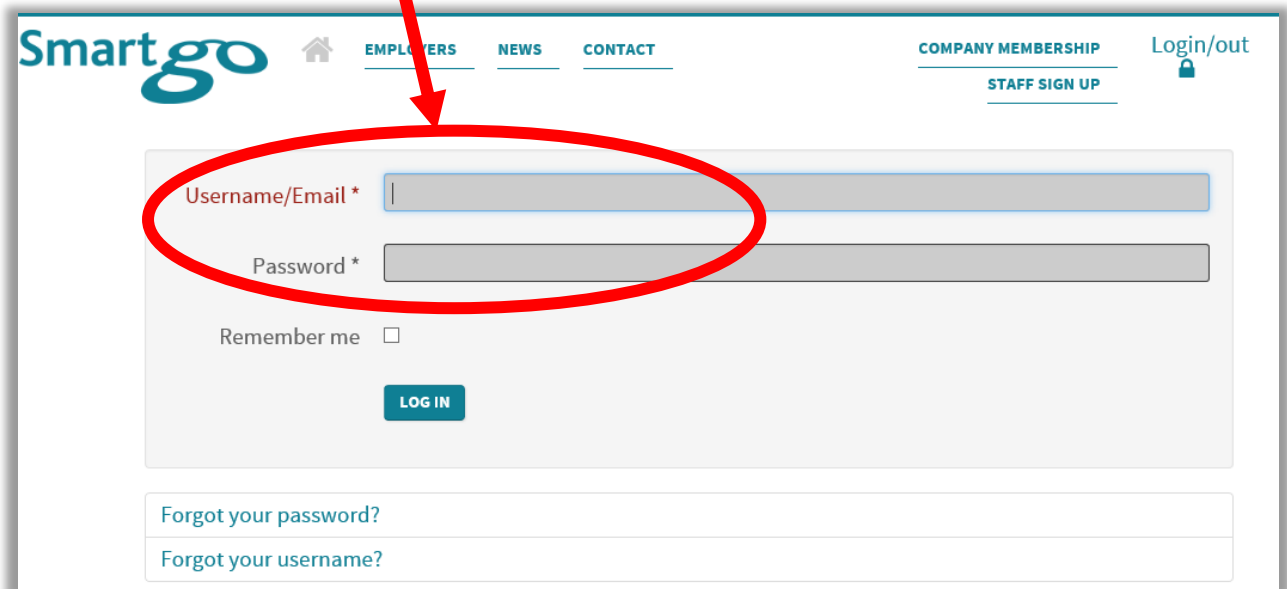
 **MY BENEFITS** [EMPLOYERS](#) [NEWS](#) [CONTACT](#) [FAQS](#) [USEFUL LINKS](#)



7. Check your emails for a message from Smartgo and click the link:



8. Enter the username and password from the email into the boxes provided:



9. If successful, you will be asked to set a new password of your choice. Use something memorable as you will need it to log in to Smartgo in the future:

Notice
You are required to reset your password before proceeding.

Smartgo
MY BENEFITS EMPLOYERS NEWS CONTACT FAQs
USEFUL LINKS
Login/out

Edit Your Profile

Name *

Username (optional)

Password *

Confirm Password *

Email Address *

Confirm email Address *

SUBMIT Cancel

10. Once logged-in, discounts can be accessed by clicking on the offers boxes:

Smartgo Leicester
MY BENEFITS EMPLOYERS NEWS CONTACT FAQs USEFUL LINKS

Smartgo Leicester Benefits
RETURN TO BENEFITS

Click the boxes below to explore the benefits.

All Bus Car Cycle Employer Rail

ARRIVA a DB company
ebike | ELECTRIC CYCLE CENTRES
BILLY'S BESPOKE BIKE CO.
SIXT rent a car
Europcar
Eversure INSURANCE

What if I get stuck or have further questions?

If you have any issues with registering or using Smartgo, please give The Smartgo Team a call on 0330 024 5665 or email info@smartgo.co.uk.

A large, stylized logo for Smartgo. The word "Smart" is in a bold, sans-serif font, and "go" is in a larger, rounded, lowercase font with a slight shadow effect.