



# **OLA CORPORATE**

*Employee Quick Guide*



# Agenda

▶ How to get onboard Ola Corporate using the Email Invite sent to you?

▶ How to get onboard Ola Corporate right from your Ola App?

▶ How to setup 'Card Payment Option' on Ola Corporate?

▶ How to take a Corporate ride on Ola?

▶ How to book a Corporate ride in advance on Ola?

▶ How to rent a cab for Corporate travel on Ola?



**How to get onboard  
Ola Corporate by using  
the invite sent by your  
Admin?  
*(Option 1)***



# Step 1: Download the Ola App & Create an Account

## New User to Ola?

Follow the below steps to get an account created in no time:

1. Download the Ola app on your mobile phone from the Apple App store or Google Play store
2. Sign up for a new account on the Ola app using your personal email ID and mobile number
3. Enter a password of your choice
4. Activate your account by validating your mobile number using the OTP sent to you

## Existing Ola User?

If you are an existing Ola user then you simply remember your existing Ola registered mobile number & password, and proceed to the next step.

The screenshot shows the Google Play Store page for the Ola app. At the top, there is a promotional banner for 'Ride everyday at just ₹ 6/km\*' featuring a white Ola car. Below the banner is the app's icon and title 'Ola cabs - Book taxi in India' with the developer name 'olacabs' and a '3+' age rating. A prominent green 'INSTALL' button is visible. Below the button, there are four circular icons representing app statistics: '10 MILLION Downloads', '4.0 549,642' user rating, 'Maps & Navigation', and 'Similar'. A 'READ MORE' link is positioned below these icons. At the bottom, there are three small preview cards: 'Check cab availability and book at your convenience.', 'Save on fares by sharing rides. Go eco-friendly with Ola Share.', and 'Track your ride in. Know how far you...'. The top status bar shows signal strength, Wi-Fi, battery at 52%, and time at 3:25 pm.



## Step 2: Click the Activation link in the email invite sent

### **Look out for the Ola Corporate Invite sent by your Admin**

Follow the below steps once you get the invite mail on your official email ID:

1. Click the "Activate My Account" button
2. If the activation button does not work, you can copy the provided link to a browser
3. Proceed with the remaining steps to activate account

Just in case you don't receive the invite mail inform the admin, inform the admin about the same and request to resend the invite.

The screenshot shows the Ola Corporate account activation page. At the top, the Ola Corporate logo is displayed. Below it, a greeting "Hello mrirani!" is shown. A message states: "Congratulations! ola cabs has signed up with Ola Corporate. You can now start using Olacabs app to take official rides after activating your account." A link is provided: "Please click on the following link." Below this is a prominent "Activate My Account" button. A note follows: "If the activation button does not work, please copy the following link on chrome/firefox/internet explorer browsers." with the URL <https://goo.gl/RUFC6J>.

Below the activation section, it says "Here is what ola cabs has signed up for you" and lists several details:

- Your monthly budget:** Not defined
- Days of Travel:** Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday
- Mode of Payment:** Auto-paid by Company
- Time of Travel:** 0:00 to 24:00

Under "Permitted ride types", there are icons for Micro, Mini, Sedan, Prime, SUV, Lux, Shuttle, Share, and Rentals.

A note at the bottom states: "Please note: Your travel allowance will be renewed on the 1st of every month. Contact your company's travel administrator for more details." Below this is a link to "Click here to download the Olacabs app." and the text "Team Ola".



## Step 3: Activate your Corporate Account with Mobile number

### ***Proceed to activate your Corporate Account***

- 1. Provide your Ola registered mobile number*
- 2. Hit "Get OTP"*
- 3. Validate mobile number with OTP*

OLA CORPORATE

OLA

Hi Mrirani p, Let's get started

Enter 10 digit mobile no.

An OTP will be sent to this no. for verification

I'm not a robot

reCAPTCHA  
Privacy - Terms

Get OTP



## Step 4: Activation Complete, Ride Away

***That's It!***

***Your Account is Activated***



### All done!

You have successfully activated your Ola Corporate account for OlaEmpTestNew!

Now start taking Official Rides in three quick steps:



#### Download Olacabs App

[Click here](#) to get the Olacabs app & log in to your account.



#### Select a ride category

Only permitted ride categories would be allowed for official rides.



#### Select Corporate Profile

You can also switch between profiles on the confirmation screen, [here is how?](#)



**How to get onboard  
Ola Corporate right  
from your Ola App?  
*(Option 2)***





# Step 1: Download the Ola App & Create an Account

## New User to Ola?

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2. Sign up for a new account on the Ola app using your personal email ID and mobile number
3. Enter a password of your choice
4. Activate your account by validating your mobile number using the OTP sent to you

## Existing Ola User?

If you are an existing Ola user then you simply fire up your Ola App and proceed to the next step.

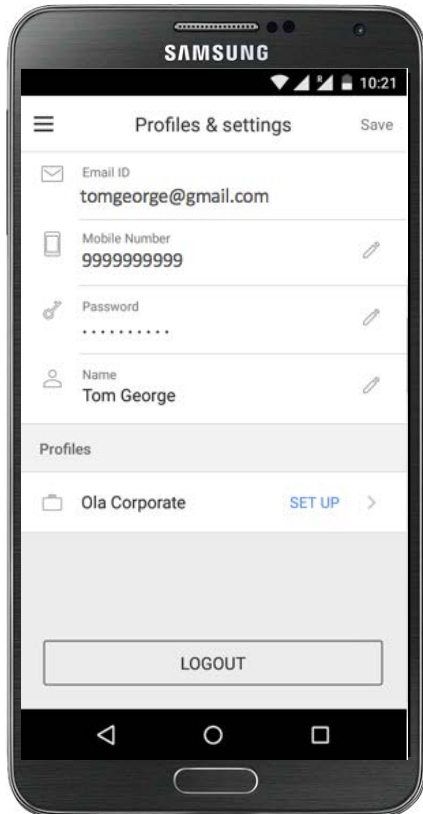
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## Step 2: Create Corporate Profile in a few clicks..

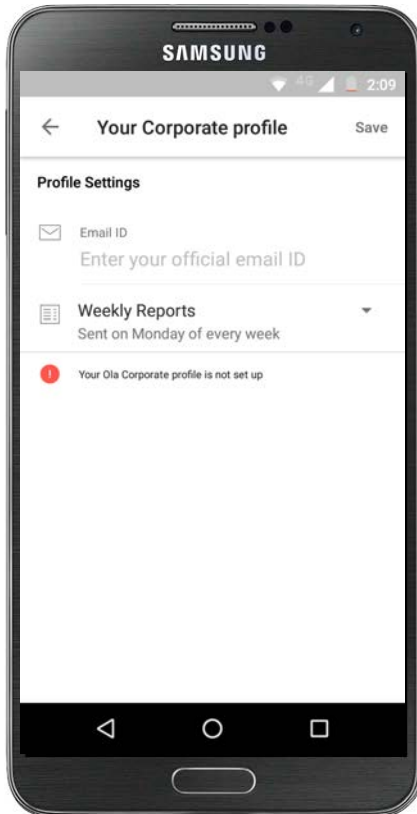
1

Setup Ola Corporate Profile



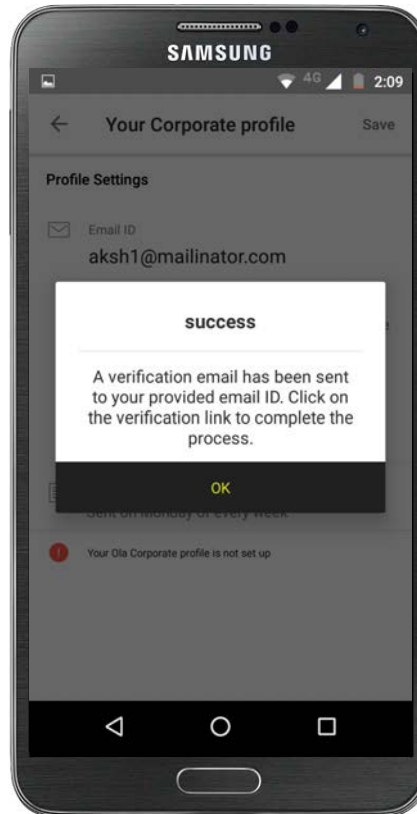
2

Enter your Official Email ID and report frequency



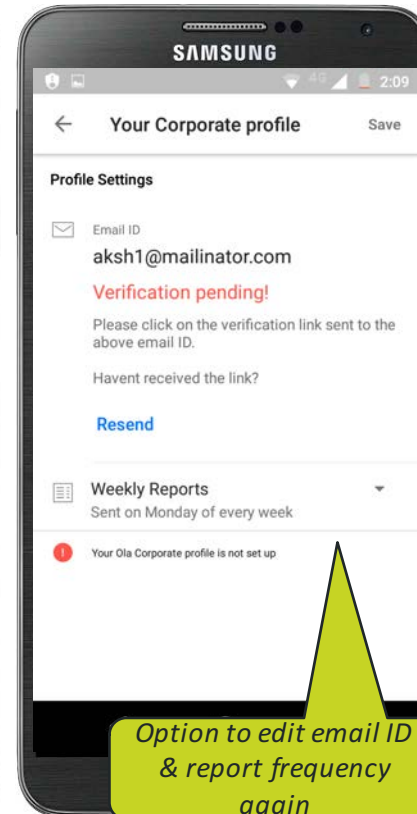
3

Verify email ID to create corporate profile



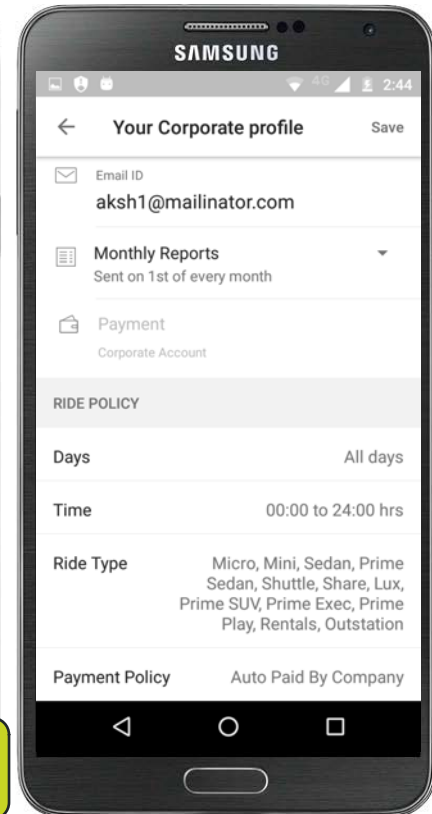
4

Option to resend verification email



5

On verification of email - Your corporate profile is created





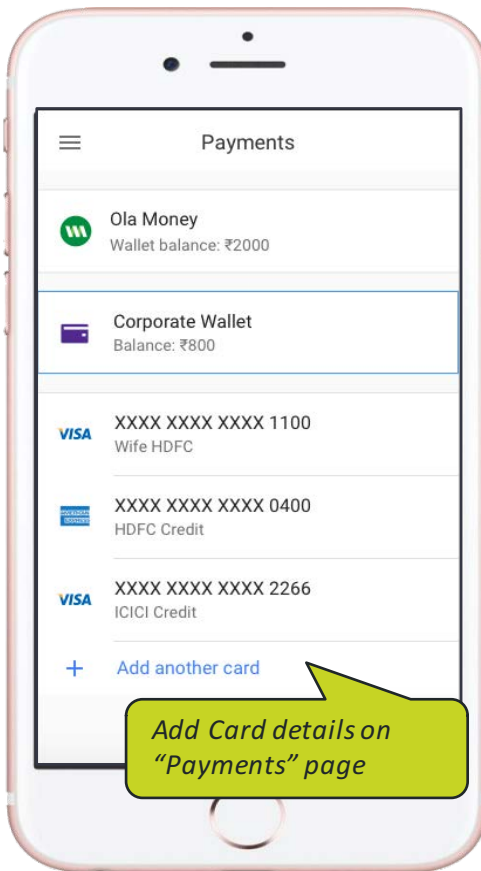
## **How to setup 'Card Payment Option' on Ola Corporate?**



# Setup payment through card (Corporate Credit/Debit Cards)

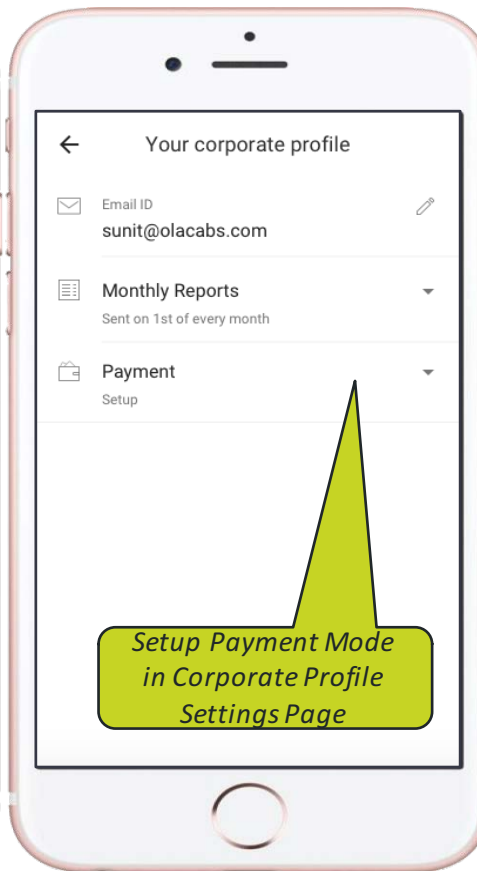
1

Navigate to "Payments" and add Card details



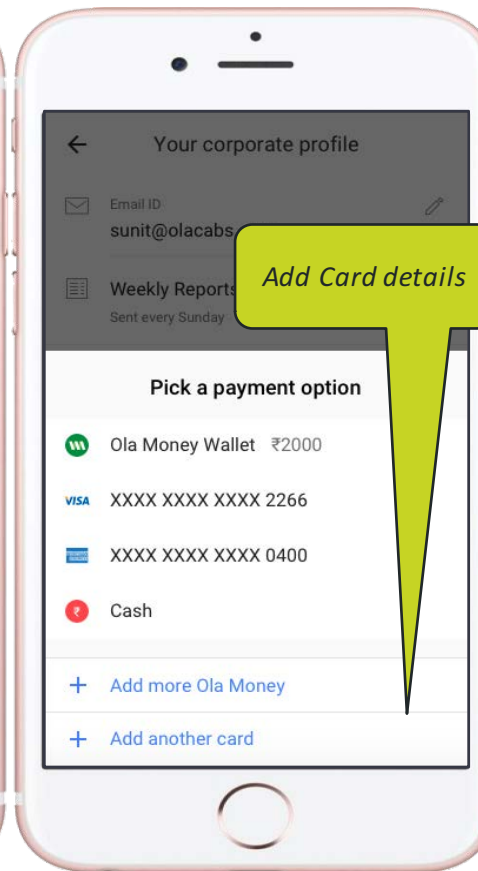
2

Setup Payment Mode in Corporate Profile



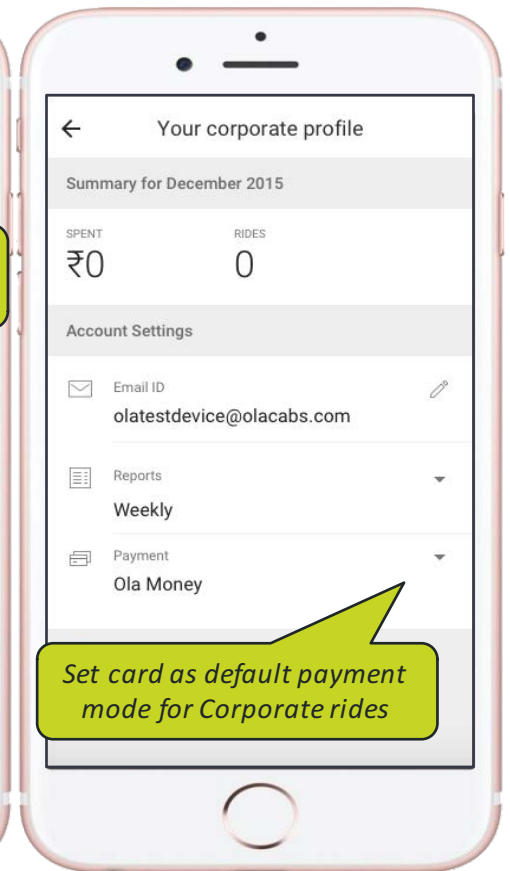
3

Select Card for Payment or Add New Card Details



4

Select default Payment mode for rides in To-Be-Reimbursed mode





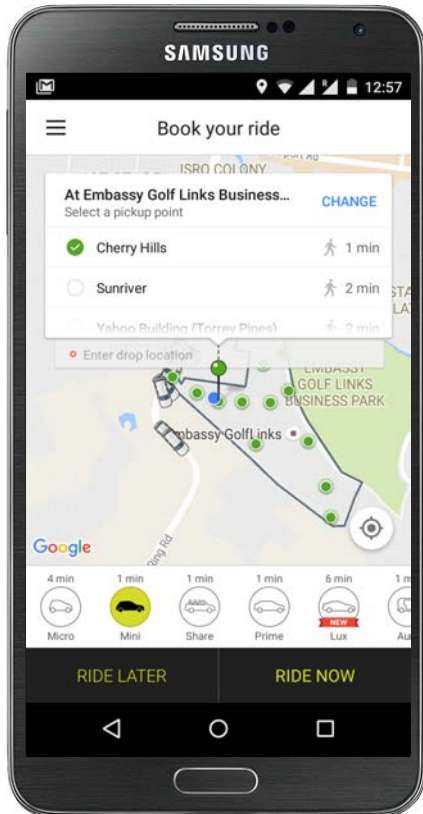
**How to take a  
Corporate ride on Ola?**



# Book your Corporate Ride right from you mobile phone..

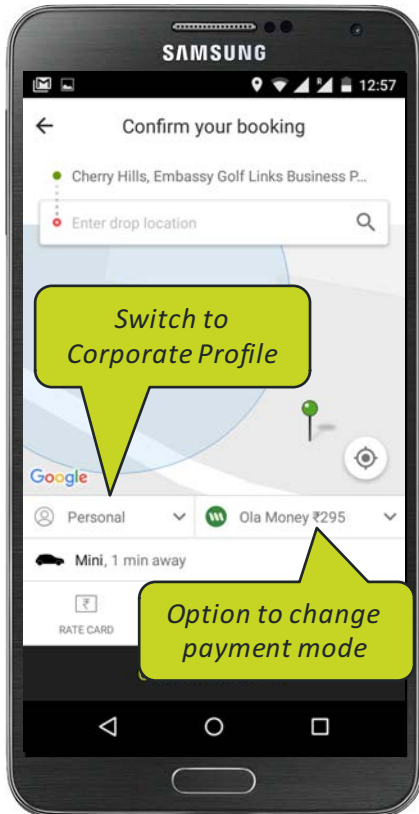
1

Select Ride



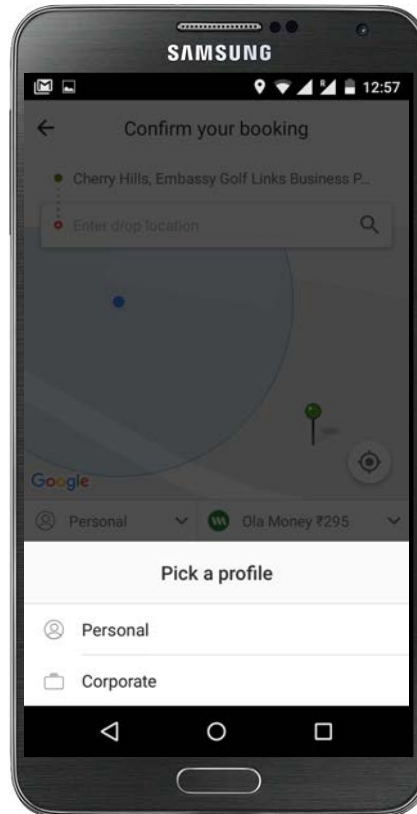
2

View default profile and payment option



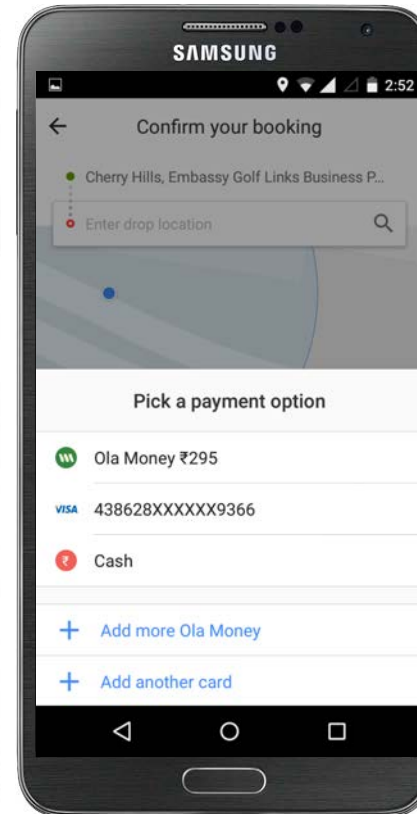
3

Select Corporate Profile



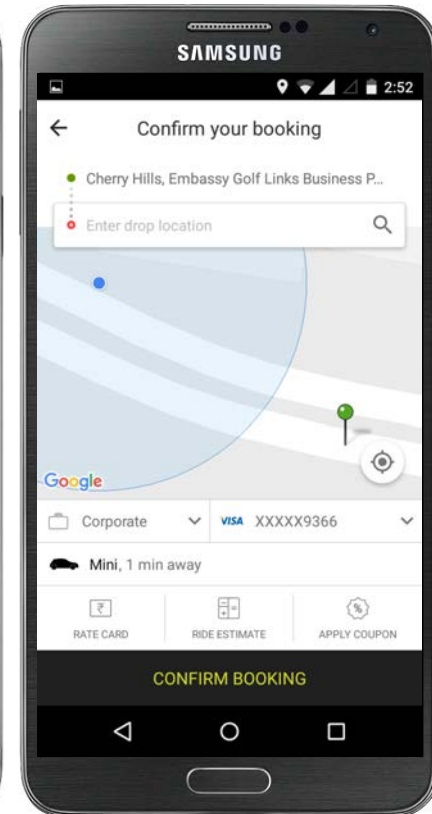
4

Optionally select Payment option (if in to-be-reimbursed mode)



5

Confirm Booking & Ride Away





# Track your ride with ease ..

View Booking Confirmation  
on your App

The image shows a Samsung smartphone displaying a ride tracking application. The screen is divided into several sections:

- Top Bar:** Shows the time (11:38 AM), signal strength, and battery level (94%).
- Navigation:** A back arrow, "Pickup arriving", and "Cancel Ride" button.
- Location:** "MG Road Metro Station, Shanthala Nagar Be..." with a search bar for "Enter drop location".
- Map:** A Google Map showing a route with a car icon and a "1 min" timer.
- Driver Profile:** "Office Event" title, driver name "Venkatesh Kt", vehicle "White Indica", rating "4.6", and ID "KA51B3498 / CRN: 451977220".
- Bottom Bar:** "CALL DRIVER", "SHARE DIRECTIONS", "SHARE DETAILS", and "MORE" buttons.

Callouts highlight the following features:

- Cancel Rides:** Located at the top right of the screen.
- Track Ride on a Map:** Points to the map area.
- View Driver/Cab details:** Points to the driver profile section.
- Contact Driver:** Points to the "CALL DRIVER" button.
- Enter Ride Reasons (Customer Specific):** Points to the "Office Event" text.
- Share Ride details with dear ones:** Points to the "SHARE DETAILS" button.



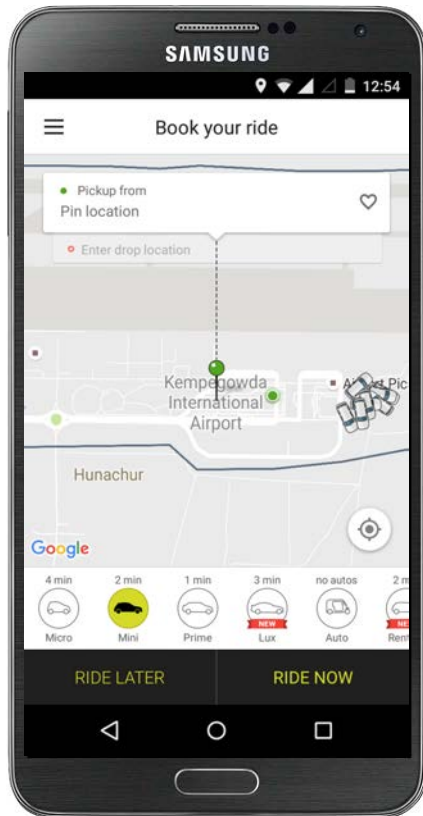
**How to book a ride in  
advance?**



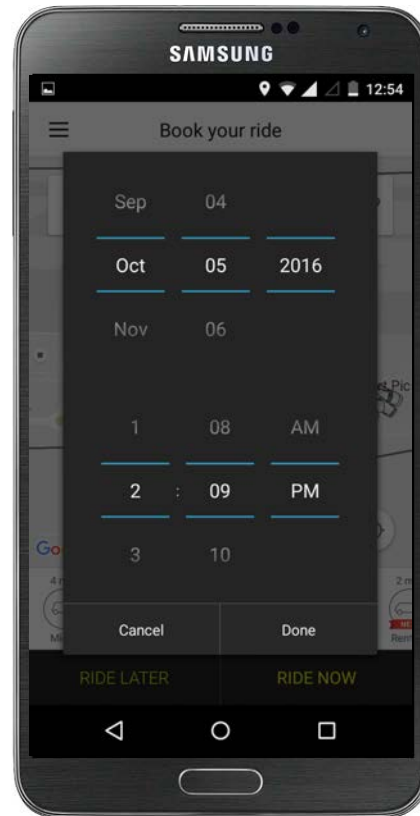


# Plan your bookings in advance

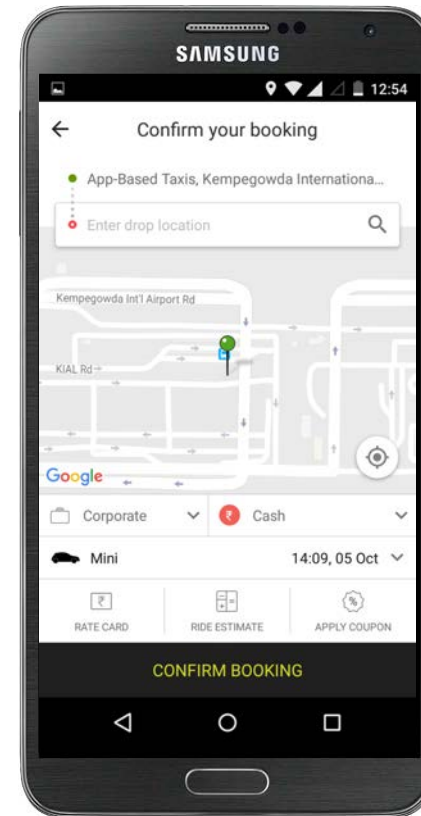
Select cab category and hit "Ride Later"



Choose the timings of ride for booking



Choose Corporate Profile for business travel & Confirm Booking



## Note

- Advance Bookings can only be made with pickup time being at least an hour from current time and a maximum of 1 month in advance
- Cab details will be made available through SMS 30 minutes before the pickup time
- Only select categories or cabs are available for advanced bookings



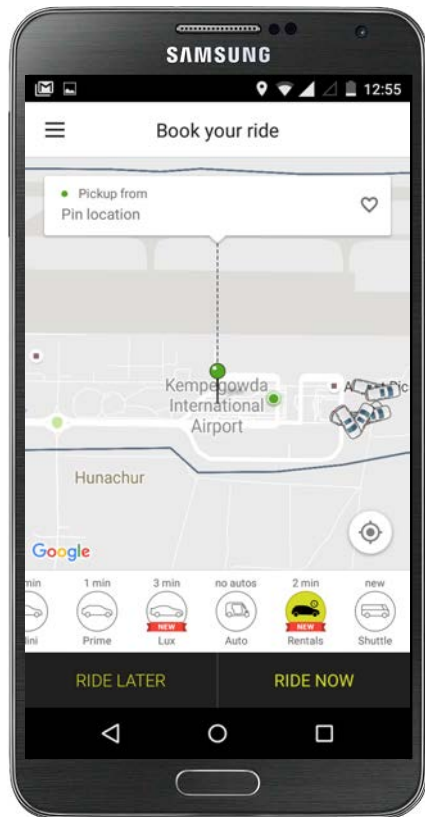
**How to rent a cab for  
corporate travel on  
Ola?**



# Get a cab at your disposal with Ola Corporate..

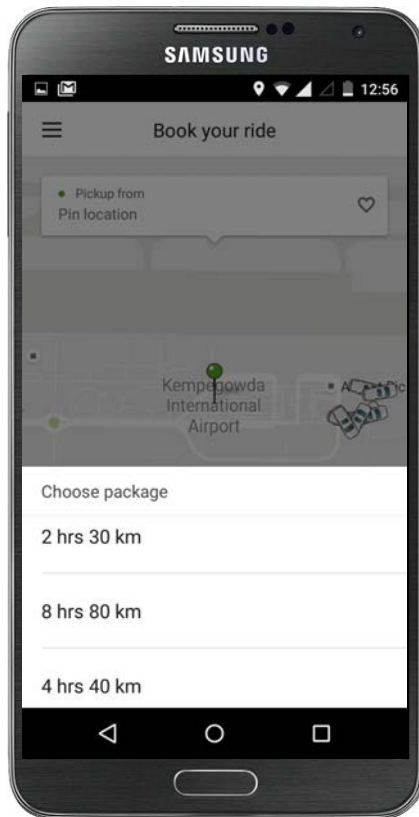
1

Select Rentals Category while booking ride



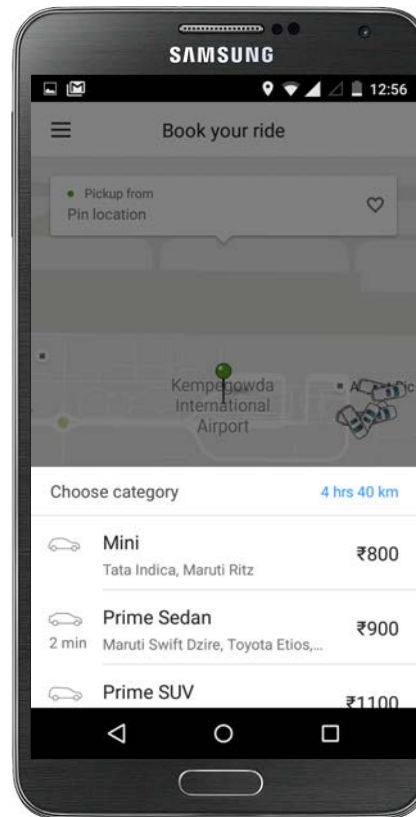
2

Choose the Rental Package as per your need



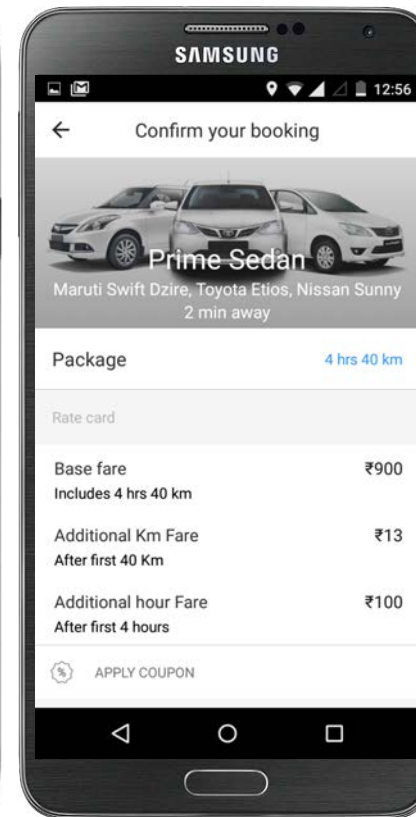
3

Choose the cab type you would like to rent



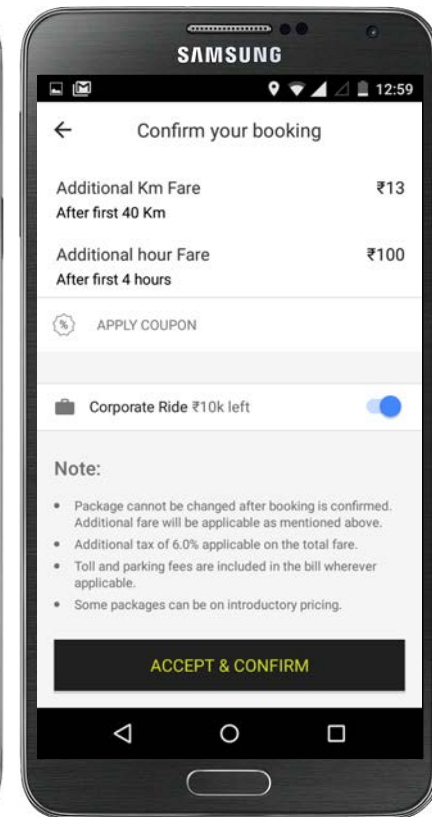
4

View the pricing options



5

Toggle ride as Corporate & Confirm Booking





**Thank You!**