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.

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.

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

Step 4: Activation Complete, Ride Away

That's It!

Your Account is Activated

All done!
You have successfully activated your Ola Corporate account for OlaEmpTestNew1!

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?

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 fire up your Ola App and proceed to the next step.

Step 2: Create Corporate Profile in a few clicks..
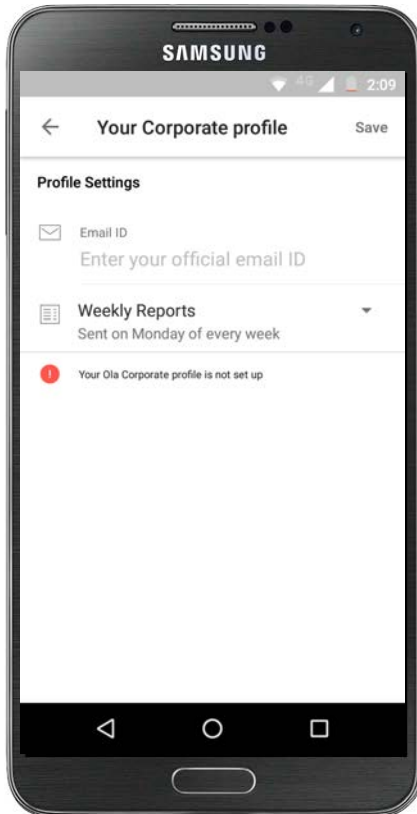
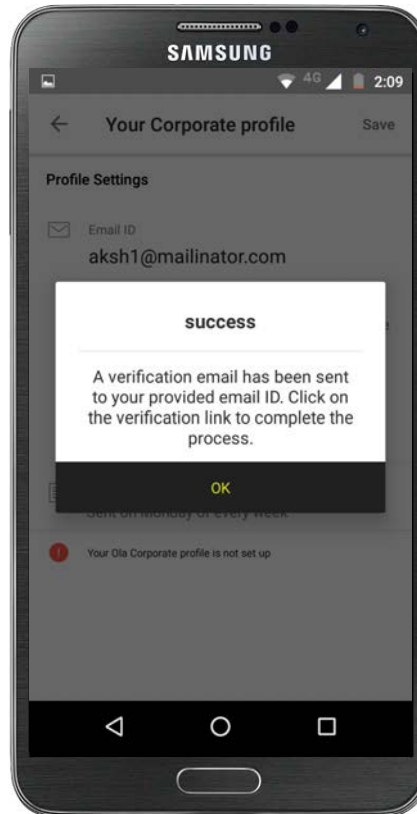**1** Setup Ola Corporate Profile
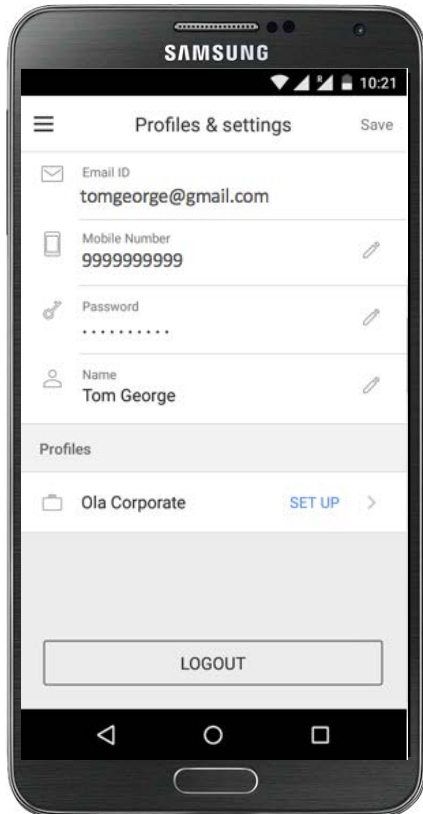
2 Enter your Official Email ID and report frequency
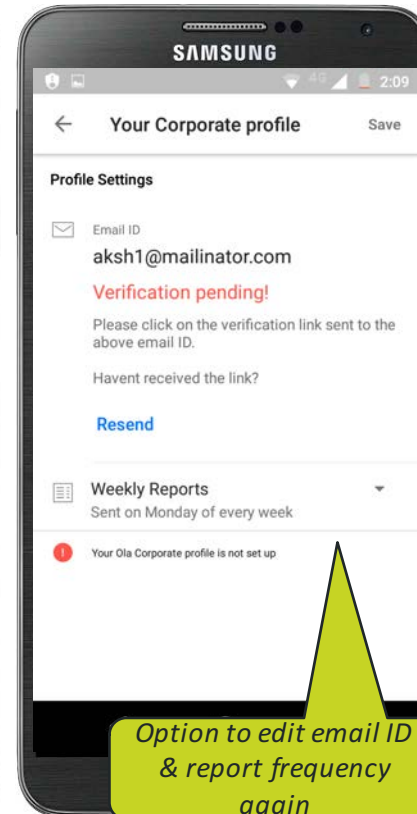
3 Verify email ID to create corporate profile

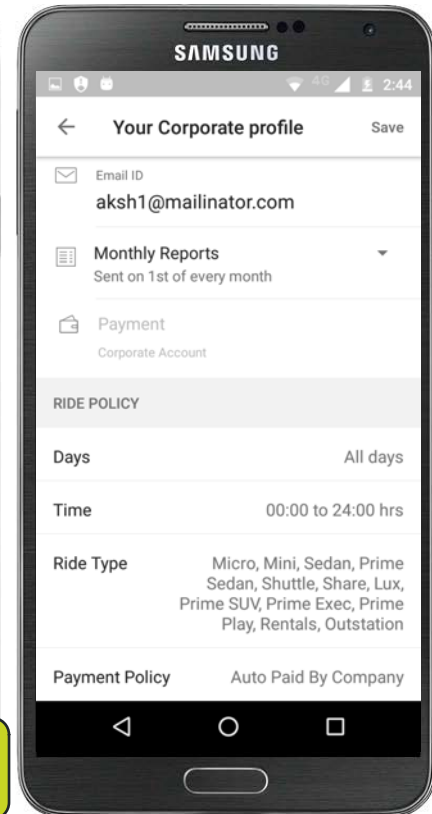**4** Option to resend verification email

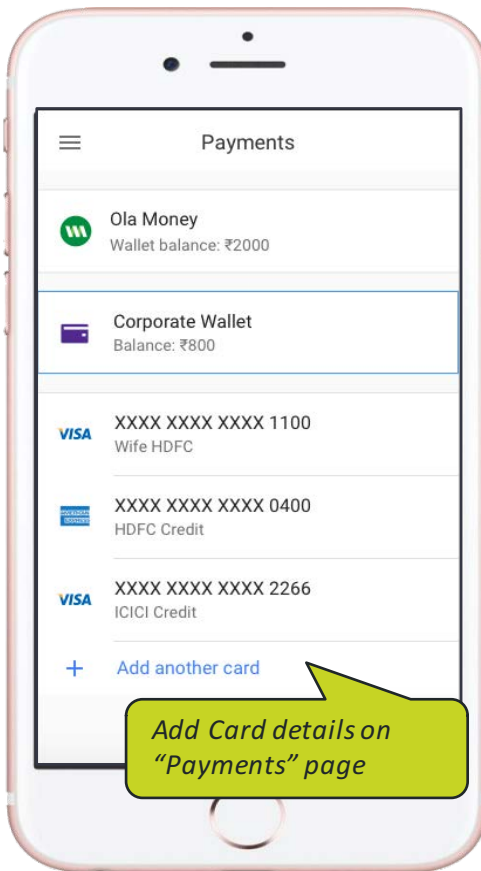**5** On verification of email - Your corporate profile is created

Option to edit email ID & report frequency again

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

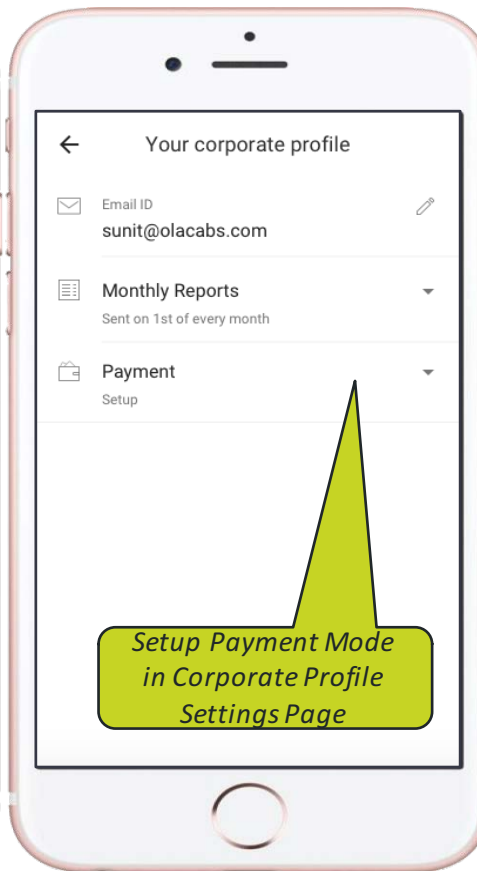# Setup payment through card (Corporate Credit/Debit Cards)
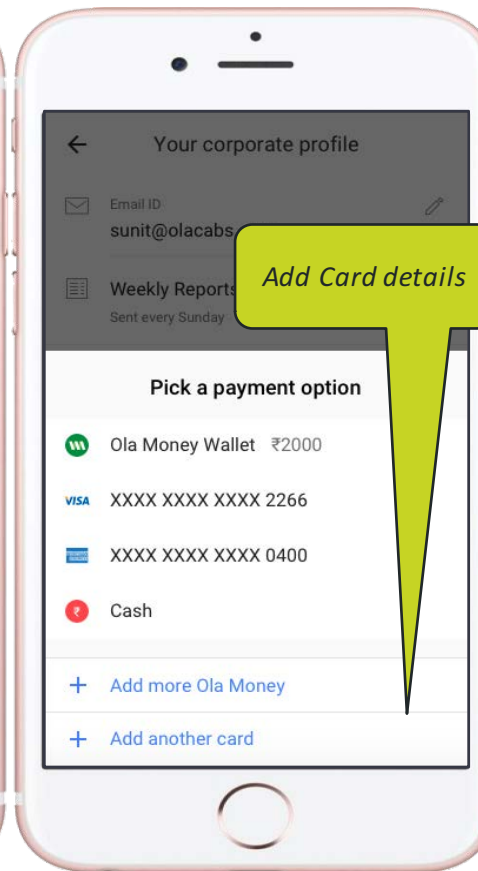
1 Navigate to "Payments" and add Card details

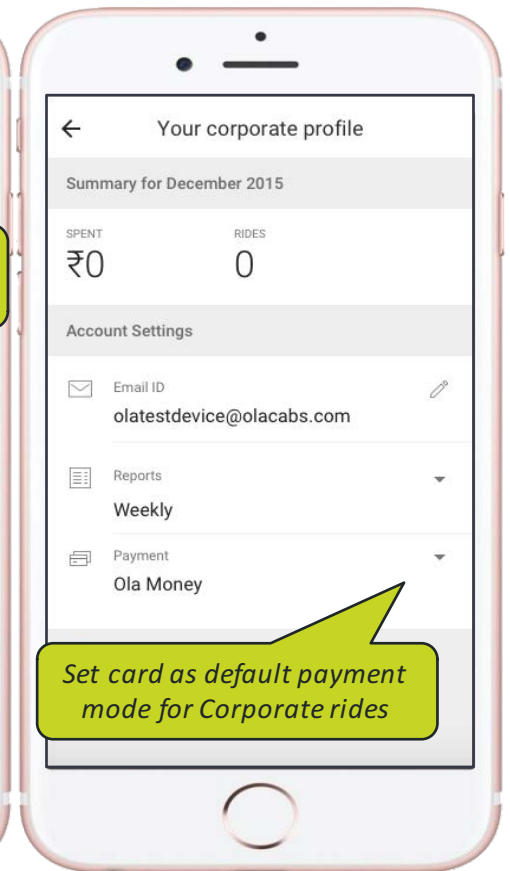**2** Setup Payment Mode in Corporate Profile

3 Select Card for Payment or Add New Card Details

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

Add Card details on "Payments" page

Setup Payment Mode in Corporate Profile Settings Page

Add Card details

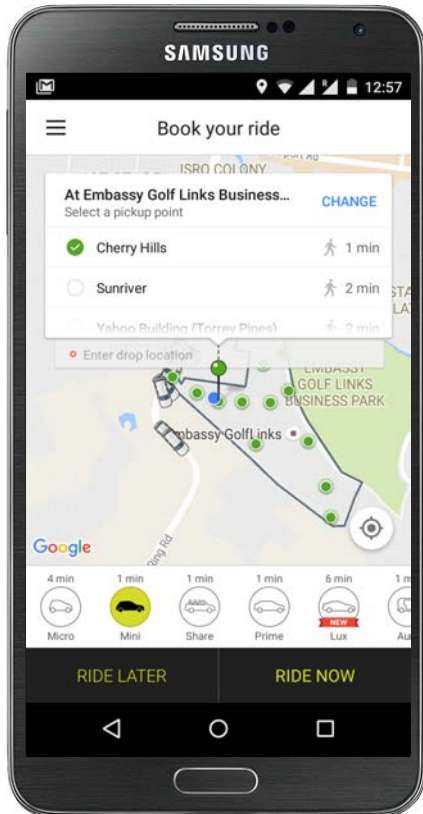Set card as default payment mode for Corporate rides

How to take a Corporate ride on Ola?

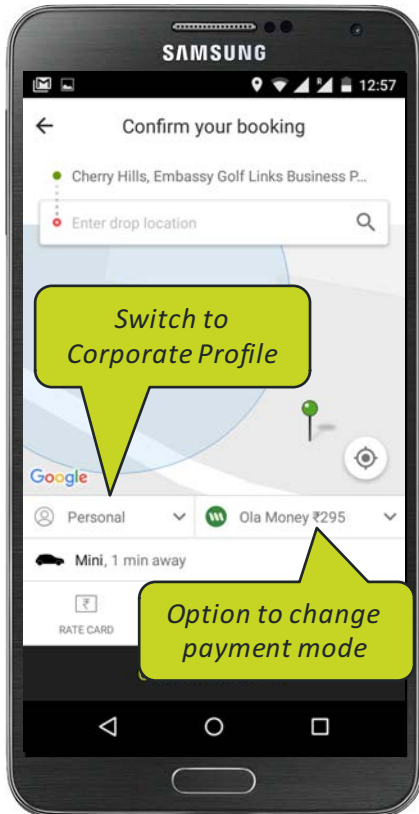# Book your Corporate Ride right from you mobile phone..
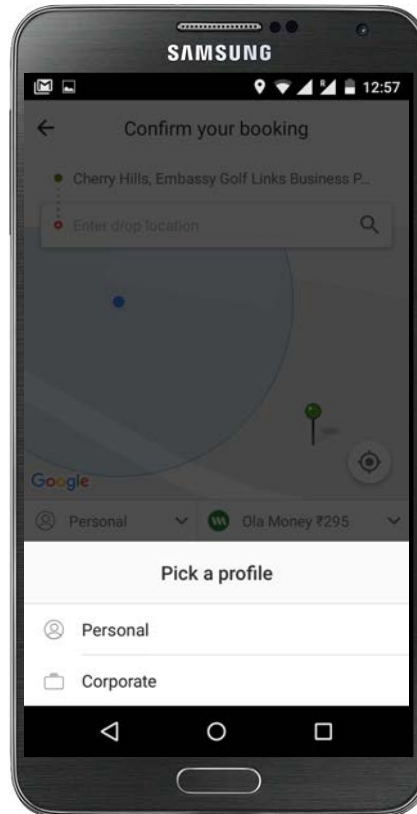
1 Select Ride
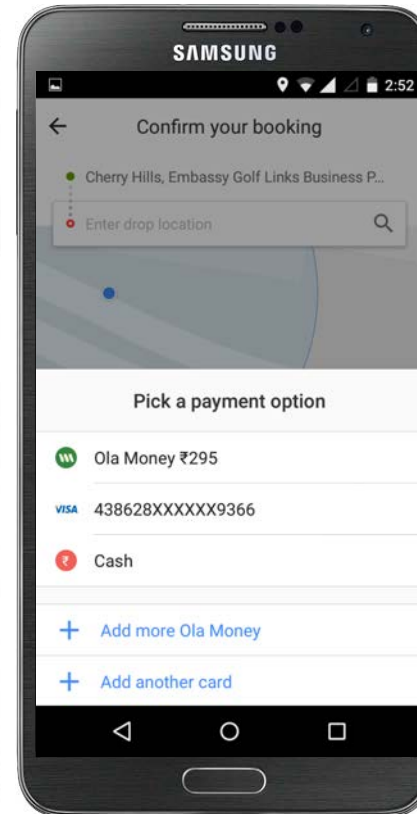
2 View default profile and payment option

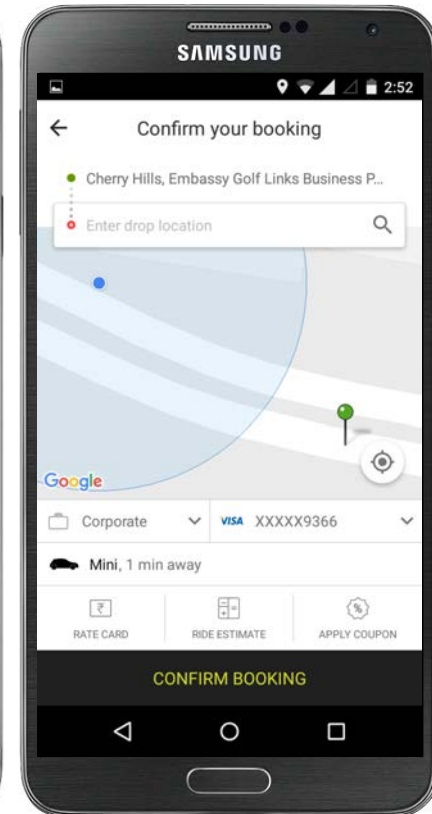**3** Select Corporate Profile

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

Cancel Rides

Track Ride on a Map

View Driver/Cab details

Enter Ride Reasons (Customer Specific)

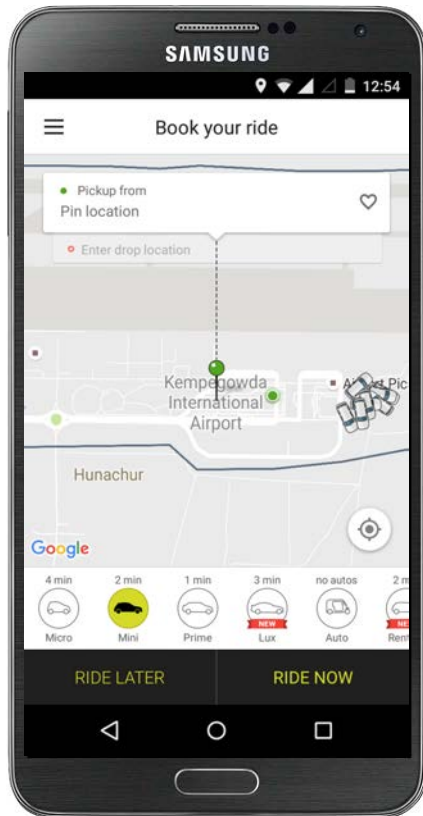**Contact Driver**

Share Ride details with dear ones
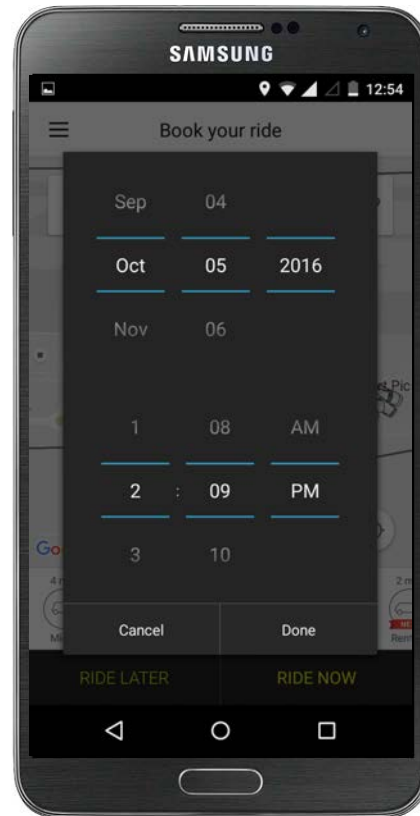
How to book a ride in advance?
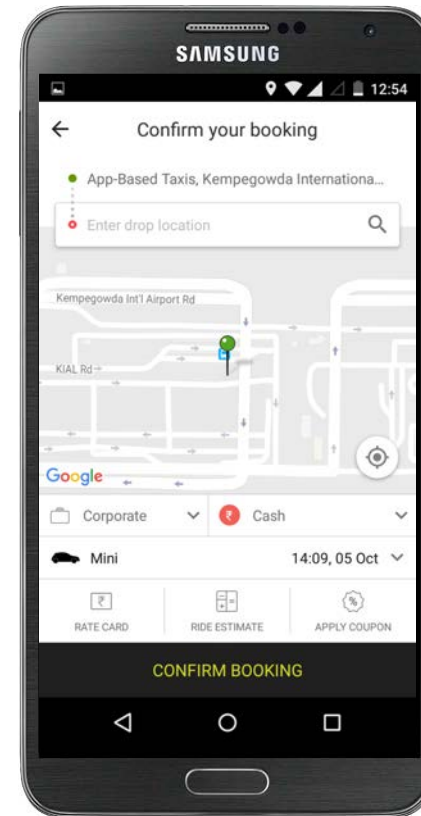
Plan your bookings in advance

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*
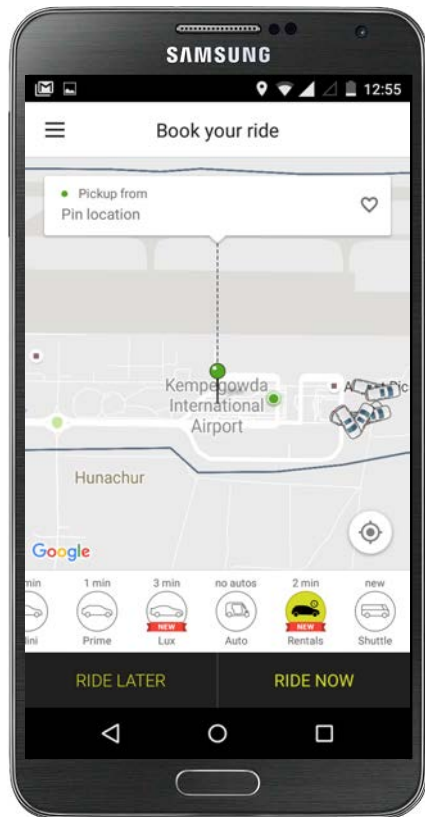- *Only select categories or cabs are available for advanced bookings*

How to rent a cab for corporate travel on Ola?
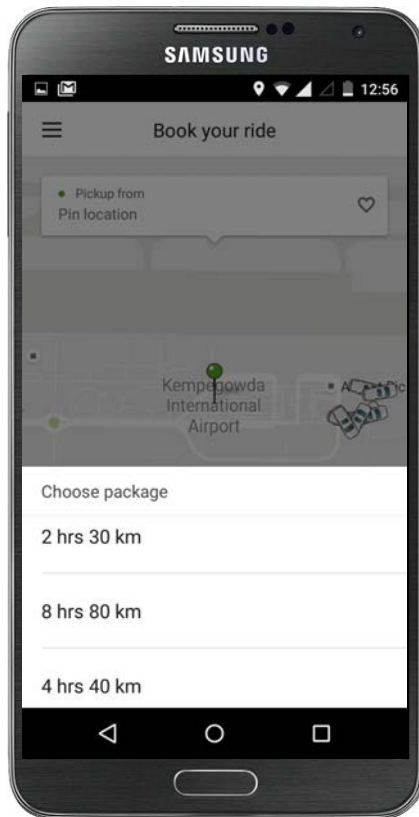
Get a cab at your disposal with Ola Corporate..
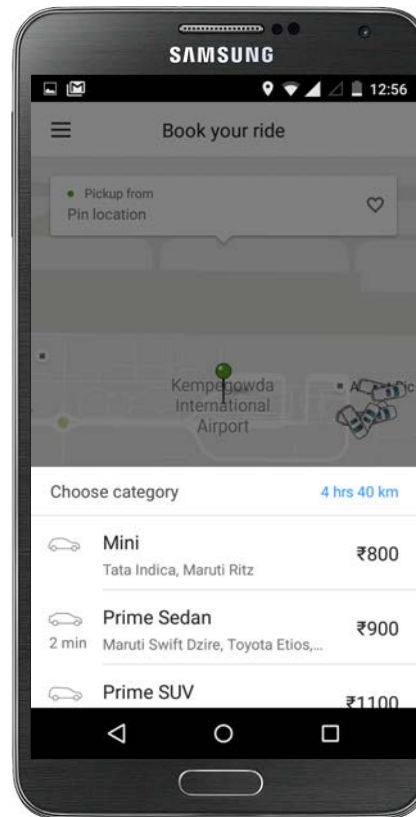
1 Select Rentals Category while booking ride

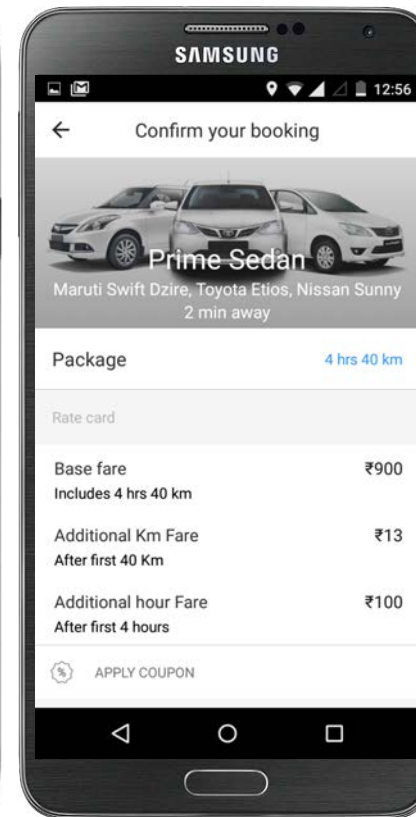**2** Choose the Rental Package as per your need

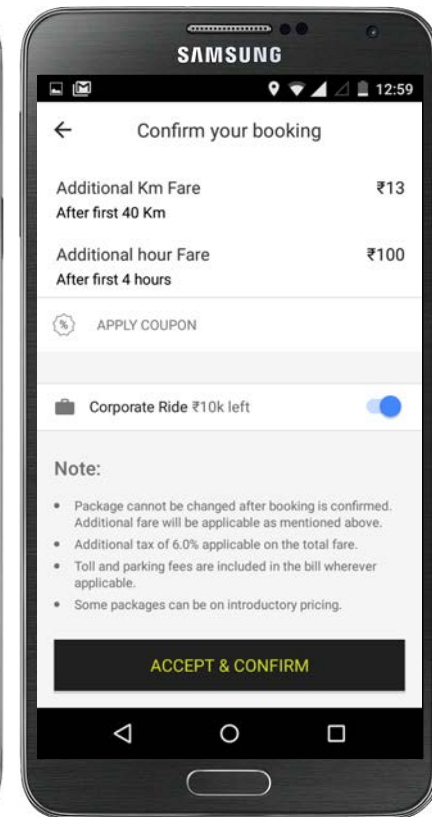**3** Choose the cab type you would like to rent

4 View the pricing options

5 Toggle ride as Corporate & Confirm Booking

Thank You!