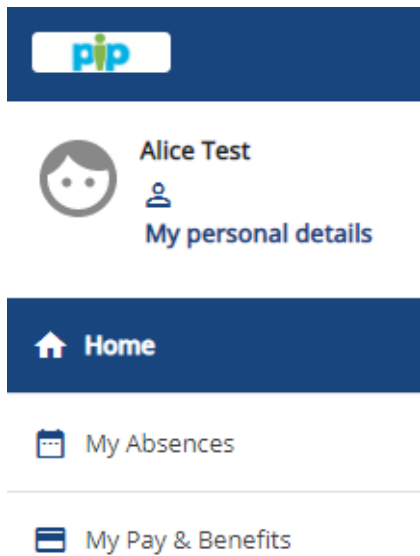
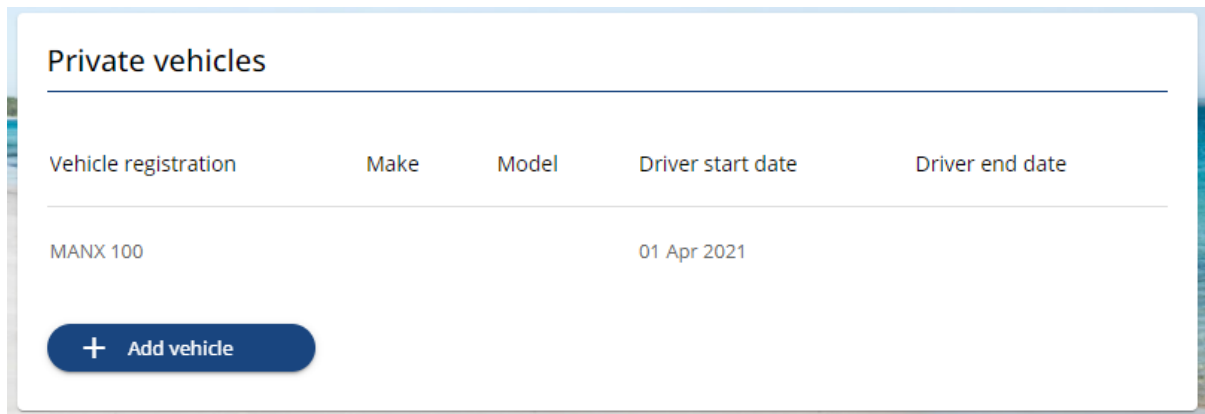


How do I add a vehicle in PiP?

Step 1. Log in to **PiP For Me** and you will be taken to your home screen dashboard. From your main menu on the left hand side of your screen, click on **My personal details**.



Step 2. Within your **Private vehicles** section click on **+Add vehicle**



Step 3. Complete the details of your vehicle in the pop-up window:

The screenshot shows a 'Vehicle details' form with the following fields and annotations:

- Vehicle type (required):** A dropdown menu with 'Car' selected. An arrow points to it with the text: 'Choose **car** or **motorbike** for the **Vehicle type**'.
- Vehicle registration (required):** A text input field containing 'MANX 200'. An arrow points to it with the text: 'Enter your **vehicle registration**'.
- Start date (dd/mm/yyyy) (required):** A date picker showing '01/04/2021'. An arrow points to it with the text: 'Enter the **start date** you will be using your vehicle for claiming mileage'.
- End date (dd/mm/yyyy):** An empty date picker.
- Engine size (cc) (required):** A text input field containing '2000'. An arrow points to it with the text: 'Enter your **engine size** if you know what this is, if not please enter any number. This won't affect your payment'.
- Fuel type (required):** A dropdown menu with 'Not applicable' selected. An arrow points to it with the text: 'Please select **Not applicable** from the **fuel type** drop down option'.
- Default vehicle for expenses:** A checked checkbox. An arrow points to it with the text: 'Make sure you tick the **Default vehicle for expenses check box**'.
- Insurance checked:** A text input field containing 'No'.
- Buttons at the bottom: 'Submit' (green), 'Cancel' (grey), and '+ Add another Vehicle' (blue).

Choose **car** or **motorbike** for the **Vehicle type**

Enter your **vehicle registration**

Enter the **start date** you will be using your vehicle for claiming mileage

Note: this start date but be before the start date of your first journey you are claiming payment for in your mileage claim

Enter your **engine size** if you know what this is, if not please enter any number. This won't affect your payment

Please select **Not applicable** from the **fuel type** drop down option

Make sure you tick the **Default vehicle for expenses check box**

Step 4. Click **Submit** to complete your request.

Note: You should also provide your manager with a copy of your current vehicle insurance policy to show that you are covered for using your vehicle for business purposes.

Step 5. Log off **PiP For Me** now if you are finished with the system

Warning: Be aware of keeping your information confidential, especially if you are using **PiP For Me** in an open or public place.

Require further assistance?

Please contact the Payroll Team on Tel: 685595 or email: payroll@gov.im