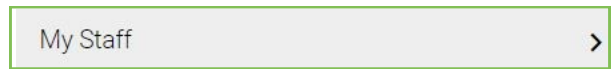
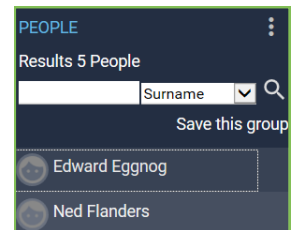


How do I... ...Confirm Business Car Insurance?

STEP ONE: Log onto **PiP For My Team** and either click on the 'Confirm Business Car Insurance' task in your **To Do List** or you can access your team members vehicle details via your **My Staff** menu:



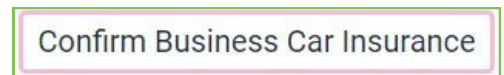
STEP TWO: From the menu on the left hand side either click on the name of your team member you want to confirm the business car insurance for or type their surname in the search field and click on the magnifying glass:



STEP THREE: Click on **Time & Expenses**



STEP FOUR: Click on **Confirm Business Car Insurance**



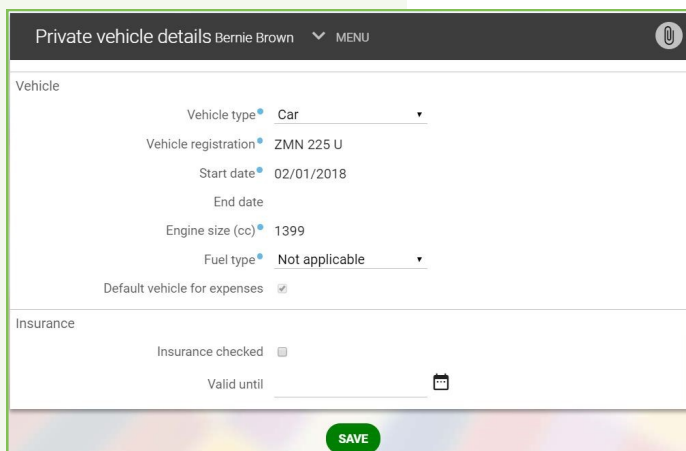
STEP FIVE: You should now see the registration numbers of all the vehicles your team member has saved on **PiP For Me:**

STEP SIX: Click on the registration number for the relevant vehicle



STEP SEVEN: Check the your team members insurance policy they have provided to you to ensure it includes **business use** in the cover

STEP EIGHT: Next tick the **Insurance checked** box, complete the **Valid until** date and click **Save**

A screenshot of a web form titled "Private vehicle details Bernie Brown". The form is divided into two sections: "Vehicle" and "Insurance".
Under "Vehicle", there are several fields:
- "Vehicle type" with a dropdown menu set to "Car".
- "Vehicle registration" with the value "ZMN 225 U".
- "Start date" with the value "02/01/2018".
- "End date" (empty).
- "Engine size (cc)" with the value "1399".
- "Fuel type" with a dropdown menu set to "Not applicable".
- "Default vehicle for expenses" with a checked checkbox.
Under "Insurance", there are two fields:
- "Insurance checked" with an unchecked checkbox.
- "Valid until" with a date picker icon.
At the bottom of the form, there is a green "SAVE" button.

Note: Please remember to return to your To Do list on your Home Screen and authorise the Confirm Business Insurance task to remove it from your list of tasks.

Require Support?
Email: Payroll@gov.im
Tel: 685595