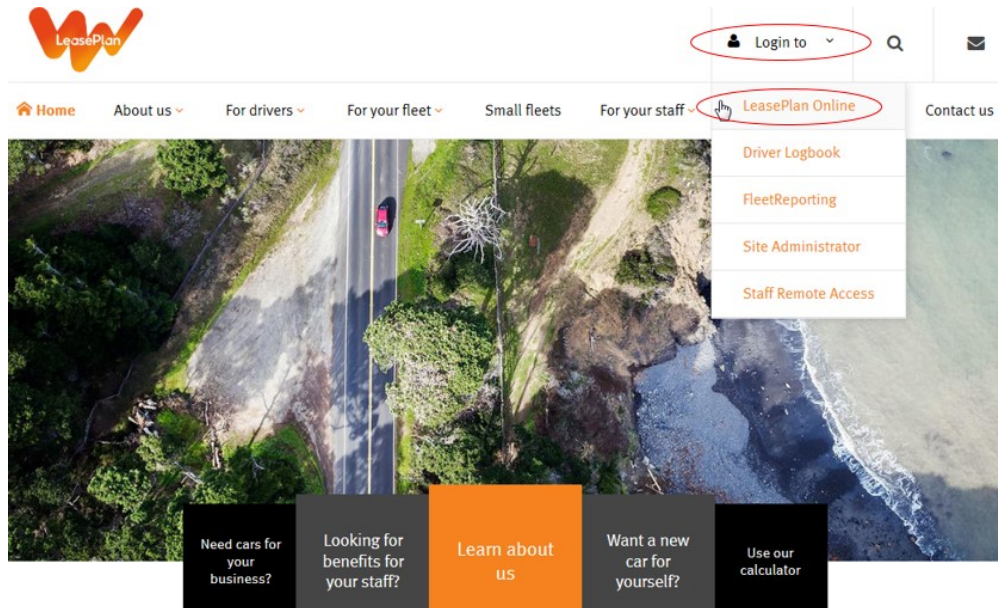


## LeasePlan Employee Corporate Novated Lease Vehicle Request Procedure

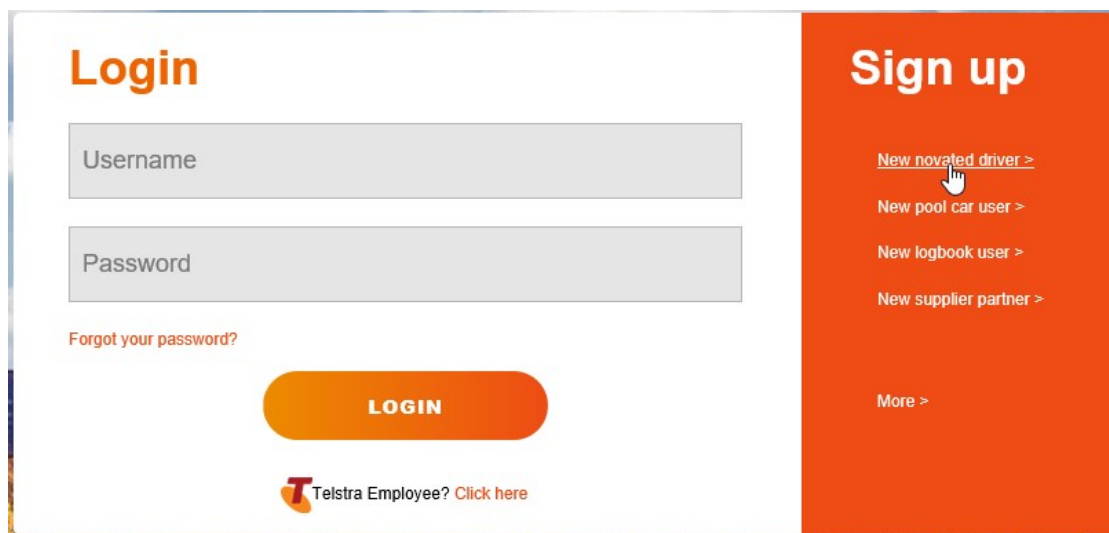
- Caterpillar of Australia Pty Ltd Customer Number: 1000003137
- Employee Number: Use PeopleSoft ID number

1. To begin registration, go to <http://www.leaseplan.com.au/>


2. Click **LeasePlan Online** to begin registration (located on top right hand side of the page) (<https://portal.leaseplan.com.au/irj/portal>)



3. Click "Register"



4. Enter the following information as requested:



\*First Name:

\*Last Name:

\*Email:

\*Password:


\*Confirm Password:

**Save time by using your work email**

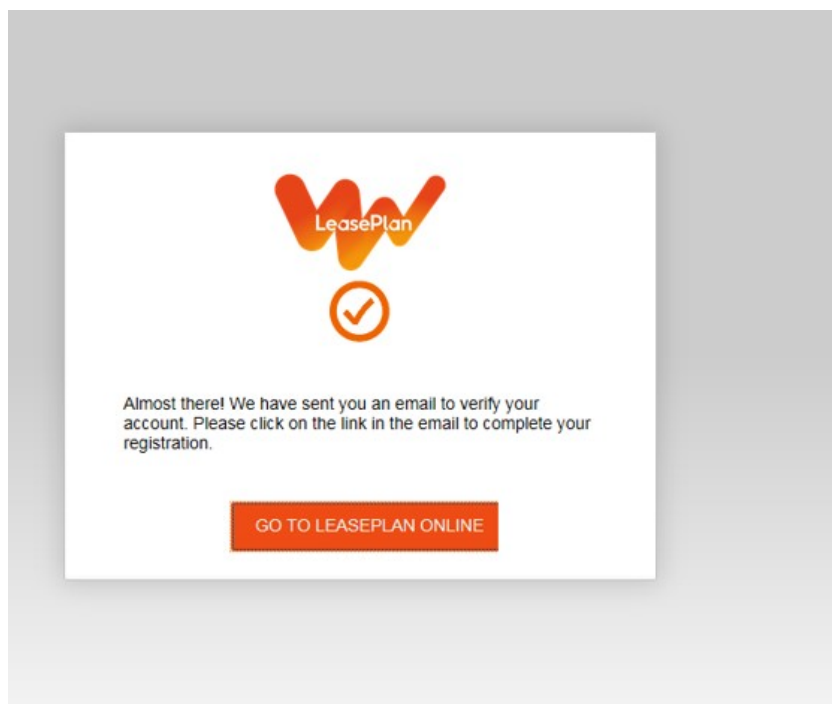
Using a work email is the fastest way for us to verify your employer. If you choose to use a personal email address, we will need to verify your employer at a later stage.

**Conditions of Use**

By clicking Next, you confirm that you read, accept and understood the [User Agreement](#) and LeasePlan's [Privacy Policy](#).



ALREADY REGISTERED?
NEXT




5. Verify email using the link sent to your registered email address. Then complete personal details.

When requested to add your customer number and Employment number:

- **Customer Number:** 1000003137
- **Employment Number:** (Your) PeopleSoft Number

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**GET STARTED**  
We need more information to link you to the correct employer.

Please enter your customer number.

Your Customer Number enables us to identify you and your company so that you can access all of the discounts available. If you need help finding your customer number, please contact LeasePlan on 132 572.

EXIT NEXT

**After completing personal information:**



Approval pending. Your company has received your registration request, you will receive confirmation via email when this has been processed.

6. Authority will be automatically requested as a part of your registration process via an automated email to Caterpillar of Australia Pty Ltd Fleet Manager.
7. You will then receive an automated email confirming your registration is complete and you are ready to use LeasePlan Online to obtain quotes.
8. Once you have finalised a vehicle, a Final Invoice Order will be emailed for your records.
9. Forward the Final Invoice Order to:
  - Mev Imeri – Payroll monthly deductions
  - Toni Dillon – (Accounting) GST & FBT calculations / reconciliations
  - Jodie Justice – Human Resources