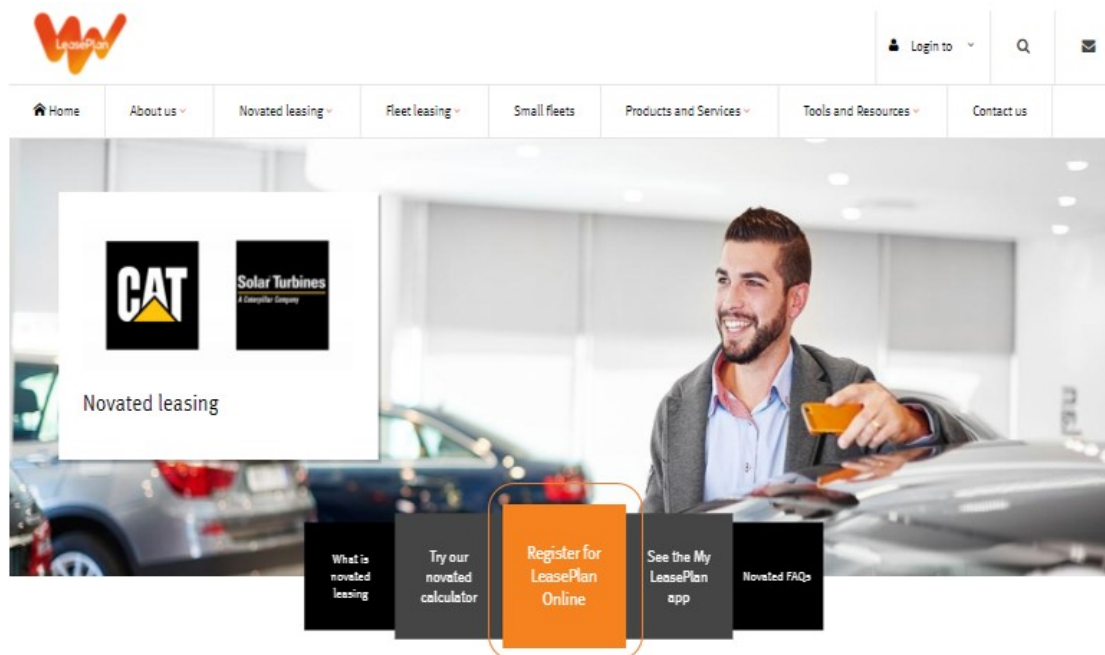


## LeasePlan Employee Corporate Novated Lease Vehicle Request Procedure

- Register with your Caterpillar email domain for instant access
- If required, the Caterpillar of Australia Customer Number is: 1000003137
- Employee Number: Use PeopleSoft ID number

1. To register for LeasePlan online, go to [www.leaseplan.com.au/novated/caterpillar](http://www.leaseplan.com.au/novated/caterpillar). This site contains bulk information on Novated leasing including special deals and an easy to use form to contact LeasePlan.

2. Click **Register for LeasePlan Online**. This will take you to the registration page:



3. Complete the form as requested:

**Novated driver registration**

\*First Name:

\*Last Name:

\*Email:

\*Password:

\*Confirm Password:

Re entered Password does not match.

Save time by using your work email

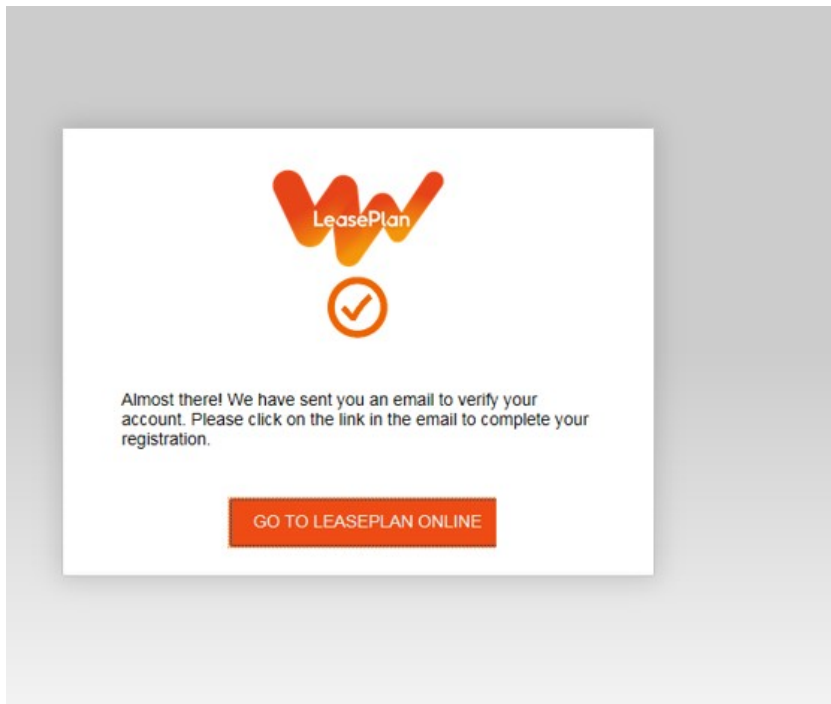
Using a work email is the fastest way for us to verify your employer. If you choose to use a personal email address, we will need to verify your employer at a later stage.

**Conditions of Use**

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

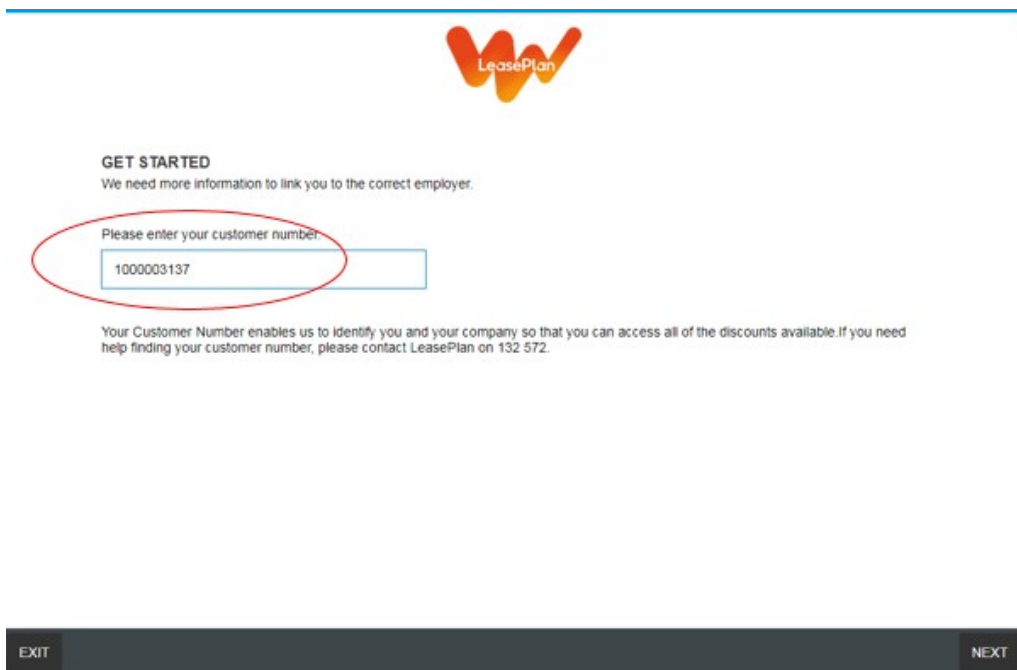
ALREADY REGISTERED? NEXT

4. You'll then be asked to verify your email address:



5. After you complete the registration process, you'll be required to add your personal details. When requested, your customer number and Employment number are as follows:

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



**After completing personal information, LeasePlan will seek the approval of Caterpillar to approve your registration request:**



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

6. Registration approval sent 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