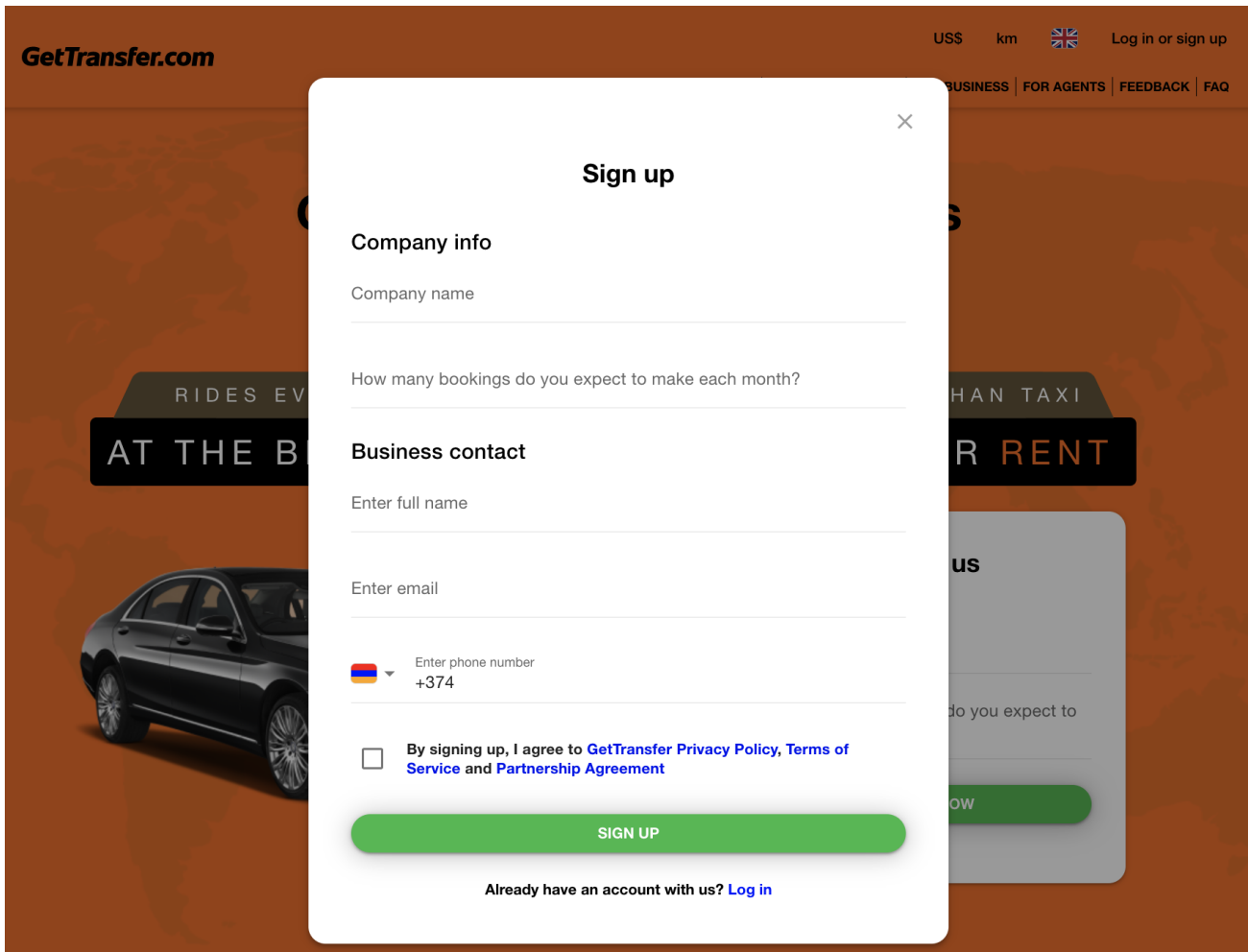


# 1. Signing up

To create an account, go to <https://gettransfer.com/en/partner/new>

Click "Join now". Then in a registration window please specify:

- Company name
- Estimated number of transfers per month
- Full name, email and phone number, primary contact of the account owner

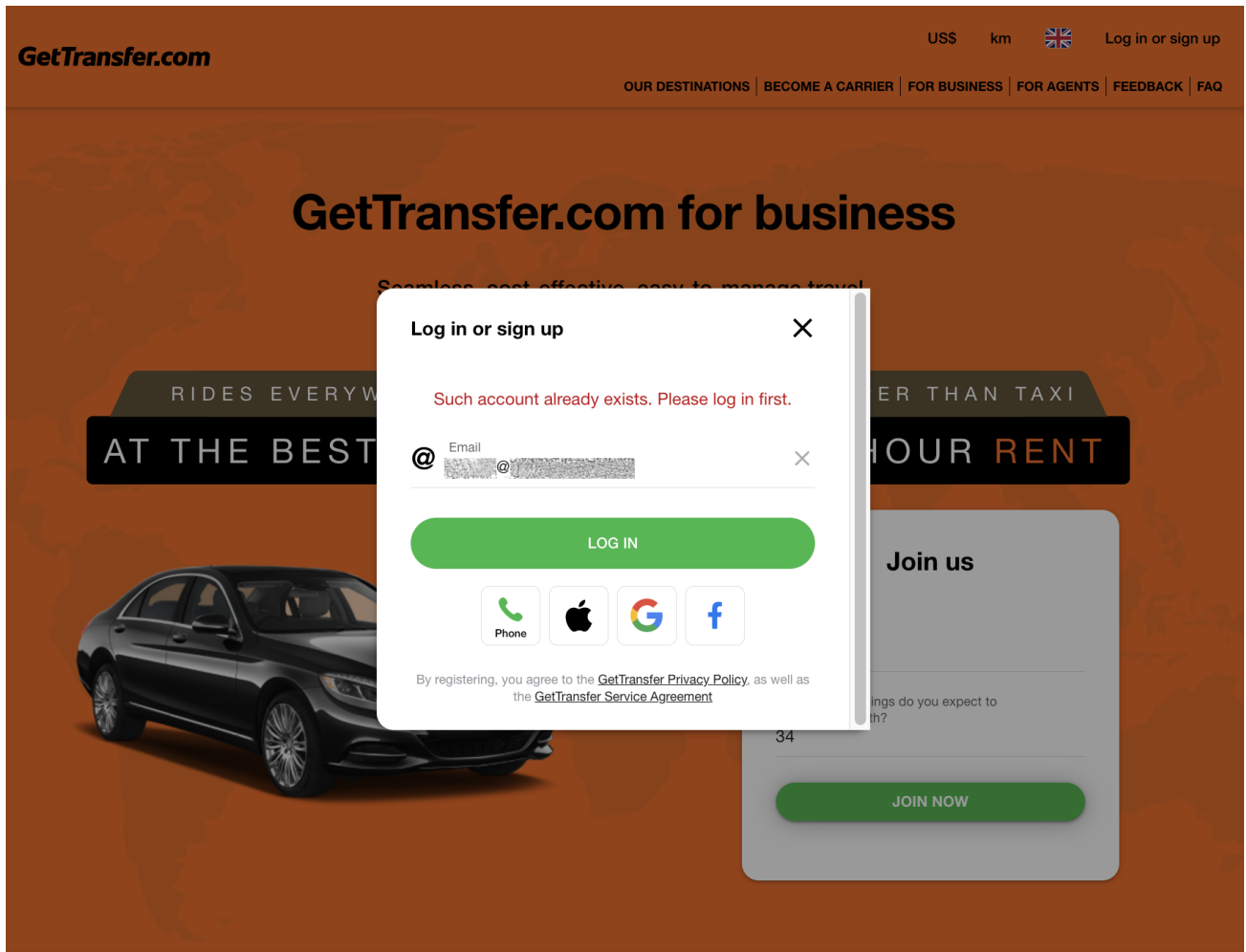


The image shows a screenshot of the GetTransfer.com website with a sign-up modal window open. The modal is titled "Sign up" and contains the following fields and options:

- Company info**
  - Company name: [text input field]
  - How many bookings do you expect to make each month?: [text input field]
- Business contact**
  - Enter full name: [text input field]
  - Enter email: [text input field]
  - Enter phone number: [dropdown menu with flag icon] +374 [text input field]
- By signing up, I agree to [GetTransfer Privacy Policy](#), [Terms of Service](#) and [Partnership Agreement](#)
- SIGN UP** (green button)
- Already have an account with us? [Log in](#)

To complete the registration, accept the Privacy Policy, Terms of Service, GetTransfer Partnership Agreement and click "SIGN UP".

If a user with such credentials has already been registered, you will see a notification:

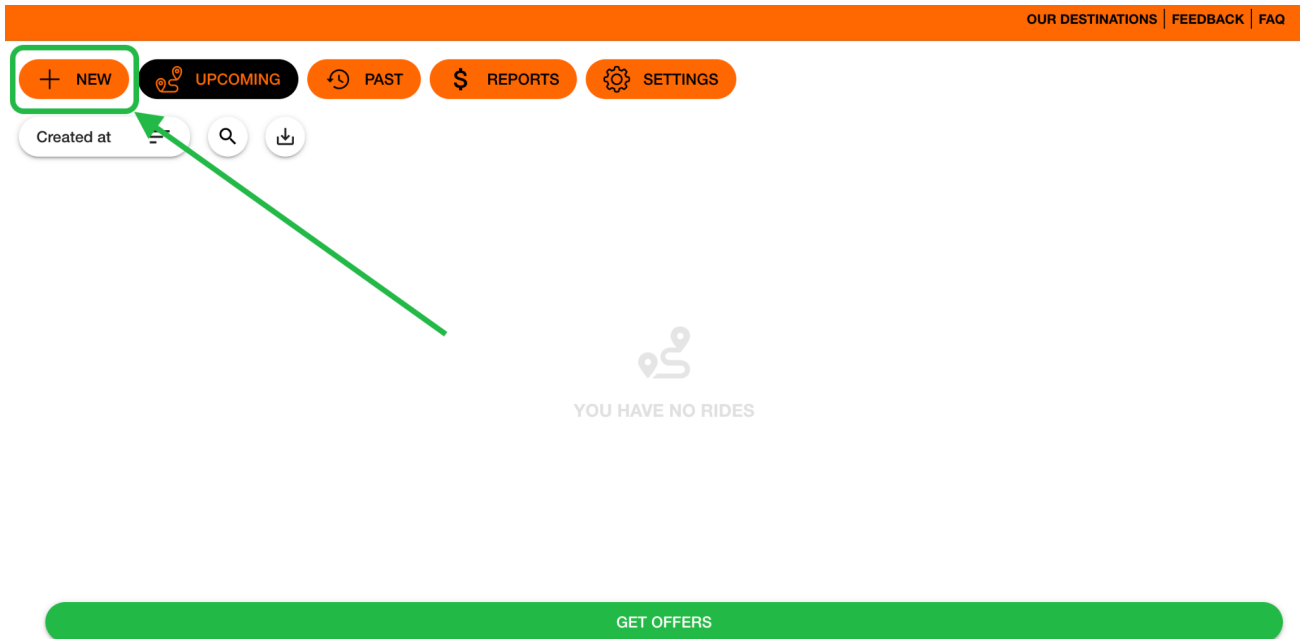


If the user's passenger or carrier account already exists, please enter the user's personal account and then follow the link

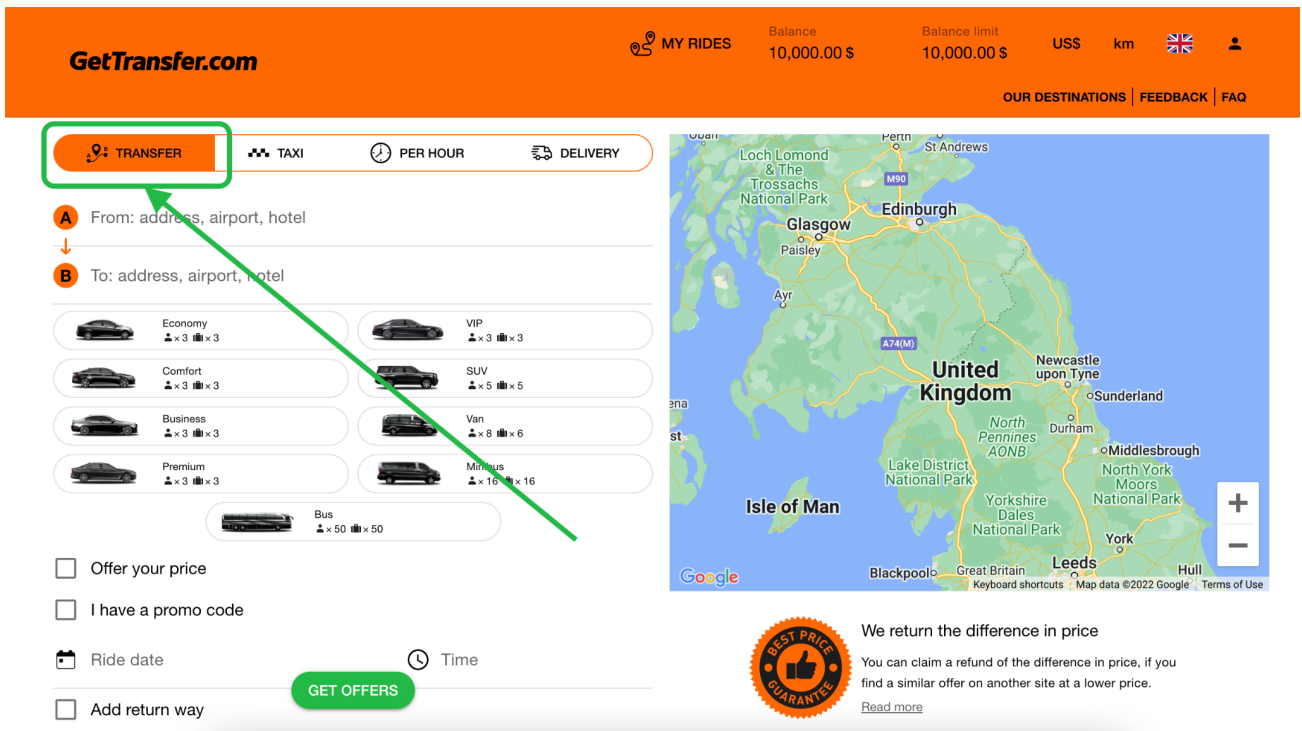
<https://gettransfer.com/en/partner/new>.

## 2. Creating a Request

To create a request, click "NEW"



On the page for creating a request select "Transfer" — for a transfer service, "Taxi" – for urgent rides, "Per Hour" — to rent a car with driver on hourly basis, "Delivery" – for small deliveries)



Specify the start (A) and end (B) points of the route (From and To, respectively). For example, from Heathrow Airport (LHR) to Paddington Station.

After specifying the route, the approximate minimum prices for all types of transport will appear on the screen, and the selected route will be indicated next to it on the map.

**GetTransfer.com** MY RIDES US\$ km

OUR DESTINATIONS | FOR BUSINESS | FOR AGENTS | FEEDBACK | FAQ

TRANSFER TAXI PER HOUR DELIVERY

From: address, airport, hotel  
**A** Heathrow Airport London (LHR), Longford, UK

To: address, airport, hotel  
**B** Paddington Station, Praed Street, London, UK

Economy 3x3x3 from US\$86	VIP 3x3x3 from US\$178
Comfort 3x3x3 from US\$86	SUV 5x5x5 from US\$88
Business 3x3x3 from US\$104	Van 8x8x6 from US\$108
Premium 3x3x3 from US\$110	Minibus 16x16x16 from US\$210
Bus 50x50x50 from US\$417	

Offer your price  
 I have a promo code  
% Promo code  
Ride date **GET OFFERS** Time

**BEST PRICE GUARANTEE**  
We return the difference in price  
You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price.  
[Read more](#)

Select the type of transport. It is also possible to select several transport types or none

**GetTransfer.com** MY RIDES US\$ km

OUR DESTINATIONS | FOR BUSINESS | FOR AGENTS | FEEDBACK | FAQ

TRANSFER TAXI PER HOUR DELIVERY

From: address, airport, hotel  
**A** Heathrow Airport London (LHR), Longford, UK

To: address, airport, hotel  
**B** Paddington Station, Praed Street, London, UK

Economy 3x3x3 from US\$50	VIP 3x3x3 from US\$178
Comfort 3x3x3 from US\$86	SUV 5x5x5 from US\$88
Business 3x3x3 from US\$104	Van 8x8x6 from US\$108
Premium 3x3x3 from US\$110	Minibus 16x16x16 from US\$210
Bus 50x50x50 from US\$417	

Offer your price  
 I have a promo code  
% Promo code  
Ride date **GET OFFERS** Time

**BEST PRICE GUARANTEE**  
We return the difference in price  
You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price.  
[Read more](#)

To suggest your own transfer price, check the "Offer your price" box.  
You can select any currency from the drop-down list.



From: address, airport, hotel  
**A** Heathrow Airport London (LHR), Longford, UK

To: address, airport, hotel  
**B** Paddington Station, Praed Street, London, UK

Economy 3 seats, 3 luggage from US\$50	VIP 3 seats, 3 luggage from US\$178
Comfort 3 seats, 3 luggage from US\$86	SUV 5 seats, 5 luggage from US\$88
Business 3 seats, 3 luggage from US\$104	Van 8 seats, 6 luggage from US\$108
Premium 3 seats, 3 luggage from US\$110	Minibus 16 seats, 16 luggage from US\$210
Bus 50 seats, 50 luggage from US\$417	

Offer your price  
 US\$ Offer your price 80

I have a promo code

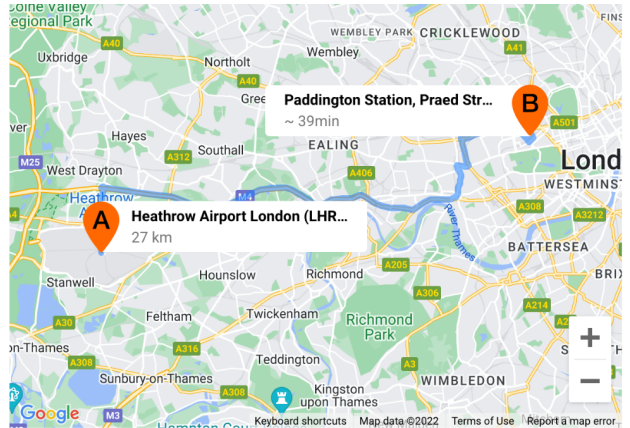
Ride date  Time

Flight number

Add return way

Adults  2

**GET OFFERS**



**We return the difference in price**  
 You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price.  
[Read more](#)

Specify the date and time of the trip by filling in the appropriate fields: "Travel date" and "Time".

Offer your price  
 US\$ Offer your price 80

I have a promo code

Ride date  09/10/2022 Time  07:30

Flight number

Add return way

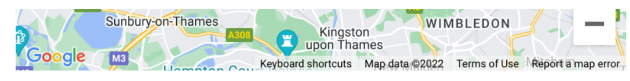
Adults  2

Child seats

Name on a sign the driver holds

Comment  
 Luggage information, special needs or tasks for the driver  
 I need Wi-Fi  I need an English-speaking driver

**GET OFFERS**



**We return the difference in price**  
 You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price.  
[Read more](#)

If you are booking an airport transfer, please provide your flight number. This information will be useful to the carrier if the flight is delayed.

Offer your price

US\$  Offer your price

I have a promo code

Ride date: 09/10/2022 Time: 07:30

Add return way

Adults:  2  Child seats: Name on a sign the driver holds: Comment: Luggage information, special needs or tasks for the driver:

We return the difference in price. You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price. [Read more](#)

To order a return transfer, check the "Add return way" box, and specify the date, time and return flight number (if applicable).

US\$  Offer your price

I have a promo code

Ride date: 09/10/2022 Time: 07:30

Flight number: BA 2273

Add return way

Return ride date: 09/23/2022 Time: 20:15

Return flight number: BA 2272

Adults:  2  Child seats: Name on a sign the driver holds: Comment: Luggage information, special needs or tasks for the driver:

We return the difference in price. You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price. [Read more](#)

Fill in the fields with additional information:

- In the "Adults" field, add the required number of adult passengers with the "+" and "-" buttons.

US\$ Offer your price  
80

I have a promo code

Ride date  
09/10/2022

Time  
07:30

Flight number  
BA 2273

Add return way

Return ride date  
09/23/2022

Time  
20:15

Return flight number  
BA 2272

Adults - 2 +

Child seats

Name on a sign the driver holds

Comment  
Luggage information, special needs or tasks for the driver

I need Wi-Fi  I need an English-speaking driver

[GET OFFERS](#)



We return the difference in price

You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price.

[Read more](#)

- If you travel with children, select the number of required child seats in the "Child seats" field.

Offer your price

**Choose child seats**

**Infant carrier**  
up to 10 kg, 6 months - 0 +

**Convertible seat**  
9–25 kg, 0–7 years - 1 +

**Booster seat**  
22–36 kg, 6–12 years - 0 +

x 1

Name on a sign the driver holds

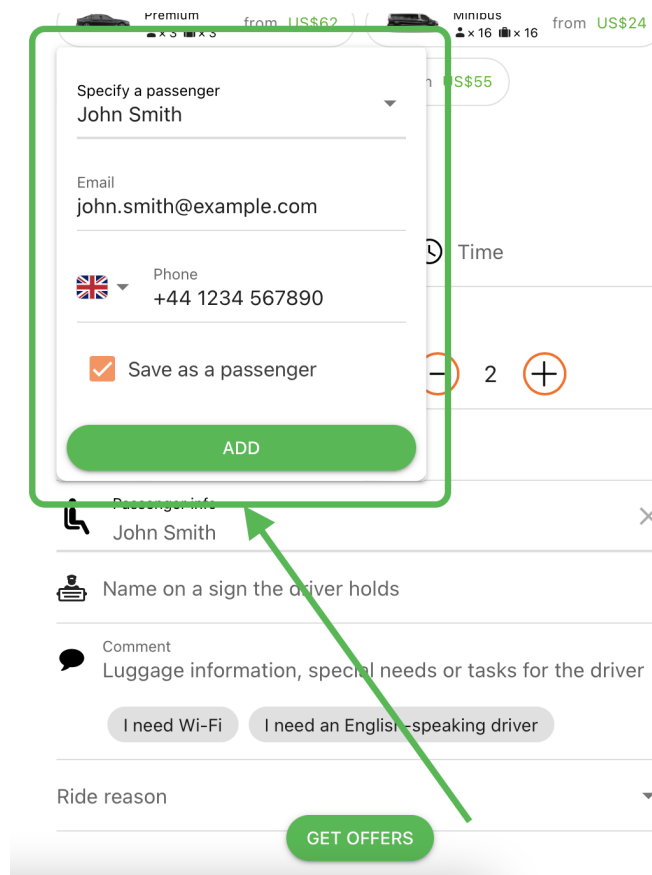
Comment  
Luggage information, special needs or tasks for the driver

I need Wi-Fi  I need an English-speaking driver

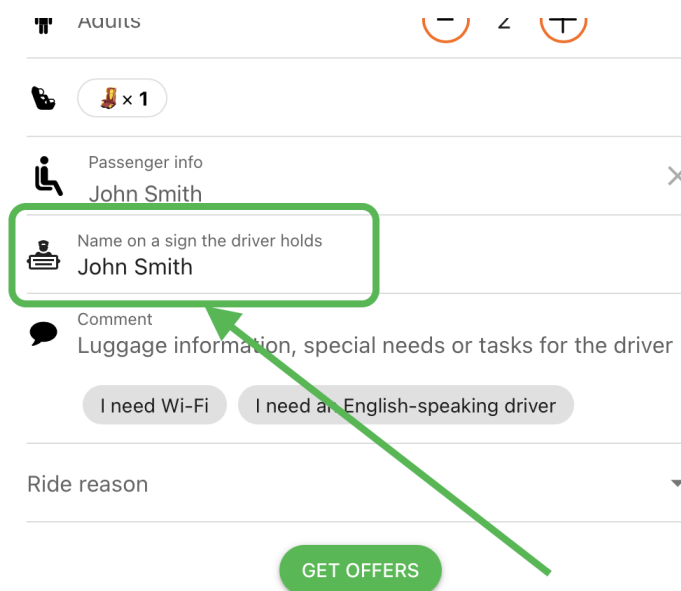
[GET OFFERS](#)

If a child seat is not required for a passenger, the passenger is listed as an adult.

- If you place an order for another person, click the "Passenger info" field, enter the passenger's name and contact details, then click "Add".



- In the "Name on a sign the driver holds" field you can add the passenger's name for the nameplate the driver will hold while waiting, if necessary.



- In the "Comment" field you can select comments ("I need Wi-Fi", "I need an English-speaking driver"), specify luggage information, special requirements or tasks for the

driver, including, for example, assistance for passengers with disabilities or reduced mobility, travelling with animals, etc.

Adults 2

Passenger info John Smith

Name on a sign the driver holds John Smith

Comment I need an English-speaking driver.

I need Wi-Fi

Ride reason

GET OFFERS

- If you have Cost Centers in your profile (see point 7 of the instructions), then you can also indicate the ride reason. To do this, click the “Reason for trip” field and select the desired cost center.

Passenger info John Smith

Name on a sign the driver holds John Smith

Comment I need an English-speaking driver.

I need Wi-Fi

Ride reason

cost-center 1

cost-center 2

Airport transfer Our destinations

Check that all the data is correct and click "Get Offers"

GetTransfer.com MY RIDES Balance US\$-3,144.75 Balance limit US\$10,000.00 US\$ km

OUR DESTINATIONS | BECOME A CARRIER | FEEDBACK | FAQ

TRANSFER TAXI PER HOUR DELIVERY

From: address, airport, hotel  
A Heathrow Airport London (LHR), Longford, UK

To: address, airport, hotel  
B Paddington Station, Praed Street, London, UK

Economy x 3 x 3 from US\$7

VIP x 3 x 3 from US\$21

Comfort x 3 x 3 from US\$9

SUV x 5 x 5 from US\$9

Business x 3 x 3 from US\$9

Van x 8 x 6 from US\$10

Premium x 3 x 3 from US\$11

Minibus x 16 x 16 from US\$13

Bus x 50 x 50 from US\$30

Offer your price

Offer your price  
US\$ 80

I have a promo code

Promo code  
% PROMOCODE

Discount is 11%

Ride date 09/10/2022 Time 07:30

Flight number  
BA 2273

Add return way

Return ride date 09/23/2022 Time 08:30

Return flight number  
BA 2272

Adults 2

x 1

Passenger info  
John Smith

Name on a sign the driver holds  
John Smith

Comment  
I need an English-speaking driver.

Ride reason  
cost-center 2

**GET OFFERS**

Services Sitemap Contacts

**BEST PRICE GUARANTEE**

We return the difference in price  
You can claim a refund of the difference in price, if you find a similar offer on another site at a lower price.  
[Read more](#)

Please note that clicking "Get Offers" makes most of the entered data uneditable, except for "Passenger information", "Name sign", "Flight number", "Return flight number", "Promo code". For further changes, please contact support.

### 3. Editing a request

To edit a request, click "Upcoming" and then "Details" next to the corresponding request.



OUR DESTINATIONS | FEEDBACK | FAQ

+ NEW **UPCOMING** PAST \$ REPORTS SETTINGS

Created at [Menu] [Search] [Download]

<b>109110</b> Created: Sep 2, 2022 1:32 PM Please wait for offers	Dec 16, 2022 6:45 AM	From: JFK Airport (JFK), Queens, NY, USA To: New York, NY, USA	👤 × 2	VIP	<b>DETAILS</b>
<b>109109</b> Created: Sep 2, 2022 1:31 PM Please wait for offers	Oct 14, 2022 9:15 AM	From: Orly Airport (ORY), Orly, France To: Paris, France	👤 × 2	Economy Comfort	<b>DETAILS</b>
<b>109108</b> Created: Sep 2, 2022 1:29 PM Please wait for offers	Sep 10, 2022 7:30 AM	From: Heathrow Airport London (LHR), Longford, UK To: Paddington Station, Praed Street, London, UK	👤 × 1 👤 × 2	Comfort Economy Business	<b>DETAILS</b>

On the order page, click "Details" to see all the details of the order.

OUR DESTINATIONS | FEEDBACK | FAQ

+ NEW **UPCOMING** PAST \$ REPORTS SETTINGS

Sep 10, 2022 7:30 AM  
Ride request #109108

**A** Heathrow Airport London (LHR), Longford, UK  
↓ 📏 26 km ⌚ ~ 41min  
**B** Paddington Station, Praed Street, London, UK

🔄 Repeat  
🚫 Cancel  
**📄 Details** ▾  
PROMO CODE (+)

🕒 Connecting to 171 nearby carriers

🕒 ————— 🚗

A short wait to receive best offers      Select and pay

Here you can update the fields:

- "Passenger Information",
- "Name sign"
- "Flight number",
- "Return flight number".

- + NEW
- UPCOMING
- PAST
- REPORTS
- SETTINGS

Sep 10, 2022 7:30 AM  
 Return: Sep 24, 2022 8:15 AM  
 Ride request #109119

- Repeat
- Cancel
- Details ^

- A** JFK Airport (JFK), Queens, NY, USA  
 ~ 33 km x 2 ~ 42min x 2
- B** New York, NY, USA

Ride date  
 September 10, 2022 7:30 AM

Return ride date  
 September 24, 2022 8:15 AM

Transport types  
 Any

Adults  
 2

Passenger info  
 John Smith

Child seats

Name sign  
 John Smith

The price offered by you  
 US\$80.00

Flight number (September 10, 2022)  
 BA 2273

Return flight number (September 24, 2022)  
 BA 2272

Promo code  
 NEWPROMOCODE

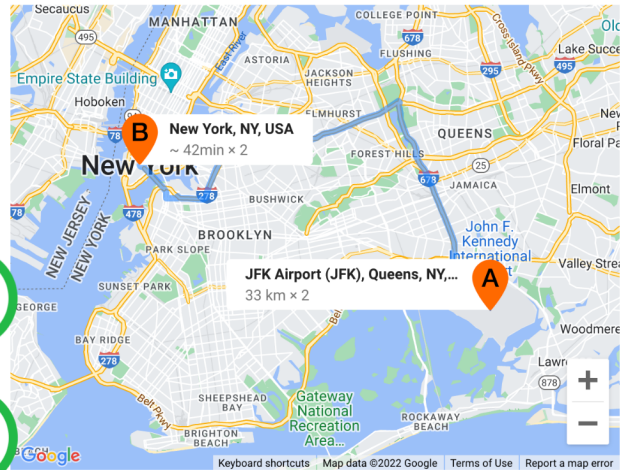
Discount is 11%

Comment  
 I need an English-speaking driver

Note

This note will be visible only to you and other booking managers

SAVE



Also here you can leave a comment on the order in the "Note" field. This comment will only be visible to you.

Discount is 11%

Comment  
 I need an English-speaking driver

Note  
 A comment to the booking

This note will be visible only to you and other booking managers

SAVE

To save changes, click "Save".

OUR DESTINATIONS | FEEDBACK | FAQ

**Name sign**  
John Smith

---

**The price offered by you**  
US\$80.00

---

**Flight number (September 10, 2022)**  
BA 2273

---

**Return flight number (September 24, 2022)**  
BA 2272

---

**Promo code**  
PROMOCODE

Discount is 11%

**Comment**  
I need an English-speaking driver

---

**Note**  
A comment to the booking

This note will be visible only to you and other booking managers

SAVE

Keyboard shortcuts | Map data ©2022 Google | Terms of Use | Report a map error

To cancel a request, click "Cancel". Please note that on this page you can cancel the request at least 48 hours in advance.

OUR DESTINATIONS | FEEDBACK | FAQ

+ NEW
👤 UPCOMING
🕒 PAST
💰 REPORTS
⚙️ SETTINGS

Sep 10, 2022 7:30 AM  
Return: Sep 24, 2022 8:15 AM  
Ride request #109119

**A** JFK Airport (JFK), Queens, NY, USA  
↕️ 33 km x 2 ⌚ ~ 42min x 2

**B** New York, NY, USA

**Ride date**  
September 10, 2022 7:30 AM

**Return ride date**  
September 24, 2022 8:15 AM

**Transport types**  
Any

**Adults**  
2

**Passenger info**  
John Smith

🔄 Repeat

❌ Cancel

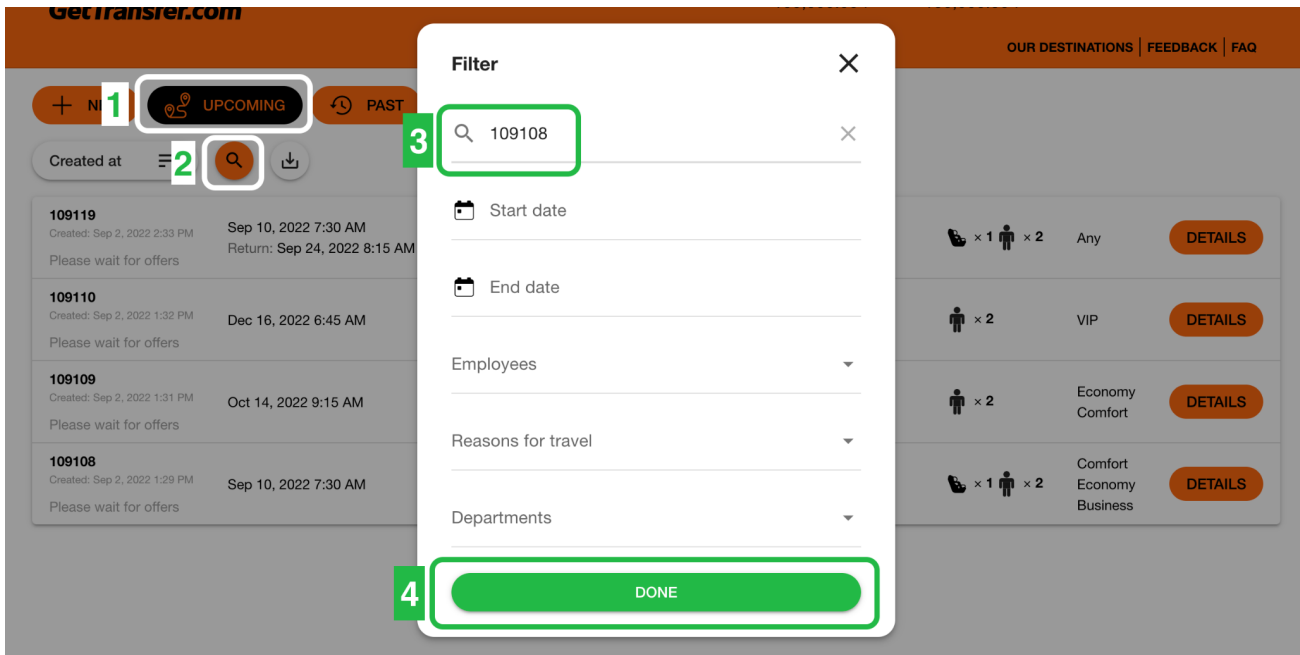
📄 Details ^

## 4. Search for requests and search filters. XLSX and PDF reports

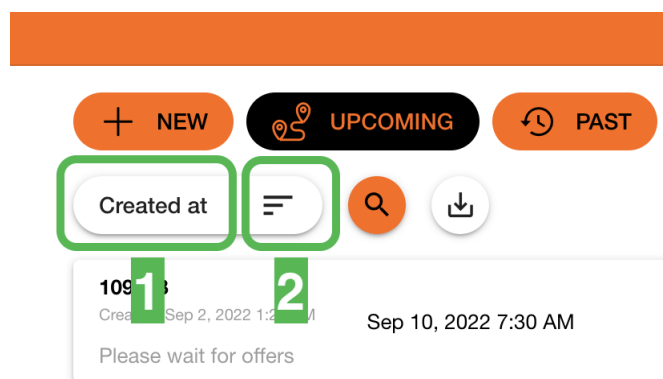
Requests can be searched by request number, transfer start or end date, employees, cost centers and departments.

Search options:

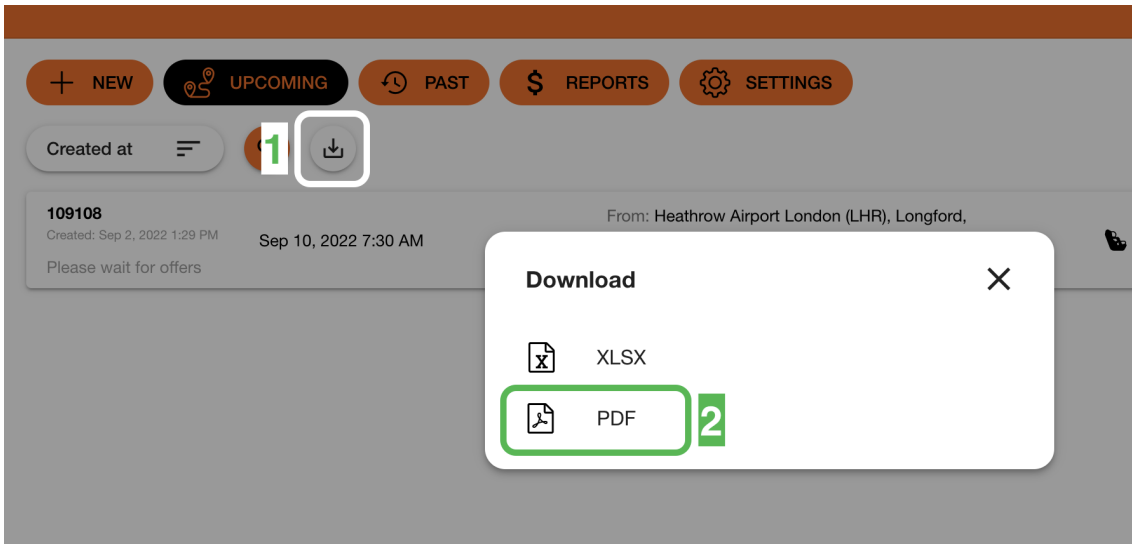
- for active requests click "Upcoming", for archived requests click "Past",
- click the search icon,
- enter search details,
- click "Done".



Requests can be sorted by date of creation or travel, in descending or ascending order by selecting the desired option (1) and clicking the filter button (2)



To receive a report on all requests with the specified criteria in XLSX or PDF format, click the download button (1) and select the desired format (2).



XLSX report contains the following data:

- request number
- dates of request creation, transfer start/end, return trip (if applicable)
- departure and arrival points
- route distance
- request status
- payment information (transfer cost, amount paid, payment type)
- payment date
- email, phone number and passenger name
- internal comment
- name of the employee who created the request
- department name

#	Created at	Date start	Date end	Date return	From	To	Distance	Status	Price (USD)	Paid sum	Payment ty	Match date	Passenger e	Passenger f	Passenger r	Internal co	Employee	Branch
109108	02-09-2022	10-09-2022	09:30		Heathrow	Paddington	26 km	new		US\$0.00							John Smith	Tom Smith

PDF report contains the following data:

- request number
- travel dates
- departure and arrival points
- request status
- transfer fee paid
- name of the person who created the request.

## Rides

#	Ride start	Ride end	From, To	Status	Price	Employee
109108	2022-09-10 07:30	—	<b>From:</b> Heathrow Airport London (LHR), Longford, UK <b>To:</b> Paddington Station, Praed Street, London, UK	new	US\$0.00	Tom Smith





## 5.Choosing an offer. Payment

To avoid missing offers from carriers, make sure to enable notifications of new offers in Settings.

The screenshot shows the GetTransfer.com app interface. At the top, there is a navigation bar with the logo, 'MY RIDES', balance information (US\$-3,144.75), balance limit (US\$10,000.00), currency (US\$), unit (km), and a user profile icon. Below the navigation bar, there are buttons for 'NEW', 'UPCOMING', 'PAST', and 'SETTINGS'. A dropdown menu is open from the 'SETTINGS' button, showing options: 'For business', 'Account settings' (highlighted with a green box), and 'Log out john.smith@example.com'. Below the menu, there is a list of ride offers. The first offer is '108955' with a 'DETAILS' button. The second offer is '108953' with a 'VIEW ALL OFFERS' button (indicated by a red '3' badge). A green arrow points from the 'Account settings' option in the dropdown menu to the 'VIEW ALL OFFERS' button.




The screenshot shows the 'Profile' settings page. It includes fields for 'Full name' (John Smith), 'Email' (john.smith@example.com), and 'Phone' (Not specified). Below these fields is a section titled 'Passenger notifications' with two checked options: 'Receive notifications about new offers' and 'Receive news and special offers'. At the bottom, there is a checked option 'I accept the terms of GetTransfer Service Agreement' and a 'SAVE' button. A green arrow points from the 'Account settings' option in the previous screenshot to the 'Passenger notifications' section.





To select an offer, click the corresponding "View all offers".

**GetTransfer.com** MY RIDES Balance US\$-3,144.75 Balance limit US\$10,000.00 US\$ km  

OUR DESTINATIONS | BECOME A CARRIER | FEEDBACK | FAQ

+ NEW UPCOMING PAST SETTINGS

Created at   





<b>108955</b> Created: Sep 1, 2022 10:19 The ride starts in 13 days	Sep 15, 2022 10:56	From: Heathrow Airport To: London, UK	 x 2	Economy	<a href="#">DETAILS</a>
<b>108953</b> Created: Sep 1, 2022 10:16 Please choose offer and book	Sep 23, 2022 21:35	From: Heathrow Airport To: London, UK	 x 2	Economy Comfort Business Premium	<a href="#">VIEW ALL OFFERS</a> <sup>3</sup>
<b>108951</b> Created: Sep 1, 2022 10:08 Please choose offer and book	Sep 16, 2022 20:34	From: Orly Airport To: Paris, France	 x 2	Economy Comfort Business VIP SUV Premium Van Minibus Bus	<a href="#">VIEW ALL OFFERS</a> <sup>3</sup>
<b>108849</b> Created: Aug 31, 2022 17:25 The ride starts in 8 days	Sep 10, 2022 07:29	From: JFK Airport To: New York, USA	 x 2	Economy Comfort Business Premium VIP SUV Van	<a href="#">DETAILS</a> <a href="#">CHAT</a>



Each offer has price and car details, carrier rating and languages specified, including available options (for example Wi-Fi, water, a charger or name sign).  
To select an offer, click "Book".


OUR DESTINATIONS | BECOME A CARRIER | FEEDBACK | FAQ


+ NEW UPCOMING PAST SETTINGS


Sep 23, 2022 21:35  
Ride request #108953









 Repeat  
 Cancel  
 Details 

**A** Москва, Russia  
↓  703 km  ~ 7h 14min  
**B** Санкт-Петербург, Russia

Sort by: Price 

PROMO CODE 

 Connecting to 1130 nearby carriers

 5d 4.5   	Hyundai Solaris, Volkswagen Polo or similar Economy  x 3  x 3 	US\$856.80 	<a href="#">BOOK</a>
--	--	--	----------------------

Clicking "Book" opens the payment window with vehicle, service and price details.  
If the partner has a post-payment scheme and the credit limit is still available, click "Debit account".

**Payment** [Close]

Hyundai Solaris, Volkswagen Polo or similar  
Economy [Icons]

5d [Car Image] **US\$856.80**

4.5 [Stars]

Offer price	<b>US\$816.00</b>
Service fee	<b>US\$40.80</b>
Debit from balance	<b>-US\$856.80</b>
<b>Total</b>	<b>0 US\$856.80</b>

Balance **US\$6,855.25** Debit US\$856.80

**Cancellation policy**  
Free cancellation of the booking until Sep 21, 2022 9:35 PM local time (UTC+03:00)



**DEBIT ACCOUNT**

By pressing the button you accept that US\$856.80 will be debited from your account

To pay with a credit card, disable debits from the account in the "Balance" field.

Payment

Hyundai Solaris, Volkswagen Polo or similar  
Economy x 3 x 3

5d   **US\$856.80**

4.5 ★

Offer price	<b>US\$816.00</b>
Service fee	<b>US\$40.80</b>
Debit from balance	<b>-US\$856.80</b>
<b>Total</b>	<b>0 US\$856.80</b>

Balance **US\$6,855.25** Debit US\$856.80

**Cancellation policy**  
Free cancellation of the booking until Sep 21, 2022 9:35 PM local time (UTC+03:00)



**DEBIT ACCOUNT**

By pressing the button you accept that US\$856.80 will be debited from your account

Then click "Pay".

Payment


Hyundai Solaris, Volkswagen Polo or similar  
Economy x 3 x 3

5d   **US\$856.80**

4.5 ★

Offer price	<b>US\$816.00</b>
Service fee	<b>US\$40.80</b>
<b>Total</b>	<b>US\$856.80</b>

Balance **US\$6,855.25** Debit US\$856.80

 New card

**Cancellation policy**  
Free cancellation of the booking until Sep 21, 2022 9:35 PM local time (UTC+03:00)

**PAY US\$856.80**

By pressing the button you accept the terms of [GetTransfer Service Agreement](#)

Enter your bank card details: card number (1), month and year of validity (2), CVC (3).

Check the bank card details and click “Pay” (4). You can save the card for convenience (option availability depends on the country).

The screenshot shows a payment modal with the following elements:

- Payment Summary:**

Offer price	US\$816.00
Service fee	US\$40.80
<b>Total</b>	<b>US\$856.80</b>
- Payment details:** A section with a card icon and three input fields:
  - 1** Card number (input field)
  - 2** MM/YY (month and year of validity)
  - 3** CVV (security code)
- 4** PAY US\$856.80 (green button)
- By pressing the button you accept the terms of [GetTransfer Service Agreement](#)
- Cancellation policy:** Free cancellation of the booking until 21st of September, 2022 21:35 local time (UTC+03:00)
- We accept:** Logos for VISA, AMEX, DISCOVER, and a toggle switch.
- Secured:** Logos for PCI DSS, Verified by VISA, and Mastercard SecureCode.
- The amount may be debited from your account in different currency upon the request of the acquirer bank

## 6. Adding users

To add/edit the employees list, click "Settings" (1), then "Employees" (2).

To add a new employee, click "Add" (3). To change employee data, click "Edit" (4).

The screenshot shows the GetTransfer.com dashboard. At the top, there's a navigation bar with "MY RIDES", "Balance -100,000.00 ₺", "Balance limit 100,000.00 ₺", "US\$ km", and a user profile icon. Below this is a secondary navigation bar with "OUR DESTINATIONS | FEEDBACK | FAQ". The main navigation area includes buttons for "+ NEW", "UPCOMING", "PAST", "REPORTS", "SETTINGS" (highlighted with a green box and '1'), "EMPLOYEES" (highlighted with a green box and '2'), "REASONS FOR TRAVEL", "DEPARTMENTS", "PASSENGERS", and "COMPANY PROFILE". Below the navigation is a search bar labeled "Email, phone, name" with a magnifying glass icon. The main content area is a table with columns: "Email", "Phone", "Full name", "Roles", and "Status". The table contains two rows of employee data. The first row is for "john.smith@example.com" with phone "+44 12 345-678" and full name "Tom Smith". His roles are "Main manager", "Marketing manager", "Booking manager", and "Employee". An "EDIT" button (highlighted with a green box and '4') is next to his name. The second row is for "peter.parker@example.com" with full name "Peter Parker" and role "Employee". It has "EDIT" and "DELETE" buttons.

In the form for adding a new employee, specify the employee's email (1) and role (2). Then click "Send invite" (3).

The screenshot shows the "Add Employee" form. At the top, there's a navigation bar with "OUR DESTINATIONS | FEEDBACK | FAQ". Below this is a secondary navigation bar with "+ NEW", "UPCOMING", "PAST", "REPORTS", "SETTINGS", "EMPLOYEES" (highlighted with a green box), "REASONS FOR TRAVEL", "DEPARTMENTS", "PASSENGERS", and "COMPANY PROFILE". The form has a text input field for "Email" with the value "samuel.clemens@example.com" (highlighted with a green box and '1'). Below this is a "Roles" section with three radio button options: "Marketing manager" (unchecked), "Booking manager" (checked, highlighted with a green box and '2'), and "Employee" (unchecked). At the bottom, there is a green "SEND INVITE" button (highlighted with a green box and '3').

You can also create the role "Employee" (can book trips and see only own bookings).

Click "Invite". The employee receives the invitation to the email address specified. The invited employee then clicks "Join" and proceeds to the site.



**GetTransfer.com**

You have been invited

You have been invited to SMITHS account by  
[john.smith@example.com](mailto:john.smith@example.com)

To join the account press **Join** button.

If you believe this invitation has been sent to you by mistake, do not proceed. Ignore this invitation.

JOIN

For any questions you can contact us by phone

**+44 20 3885 3970**

or by email

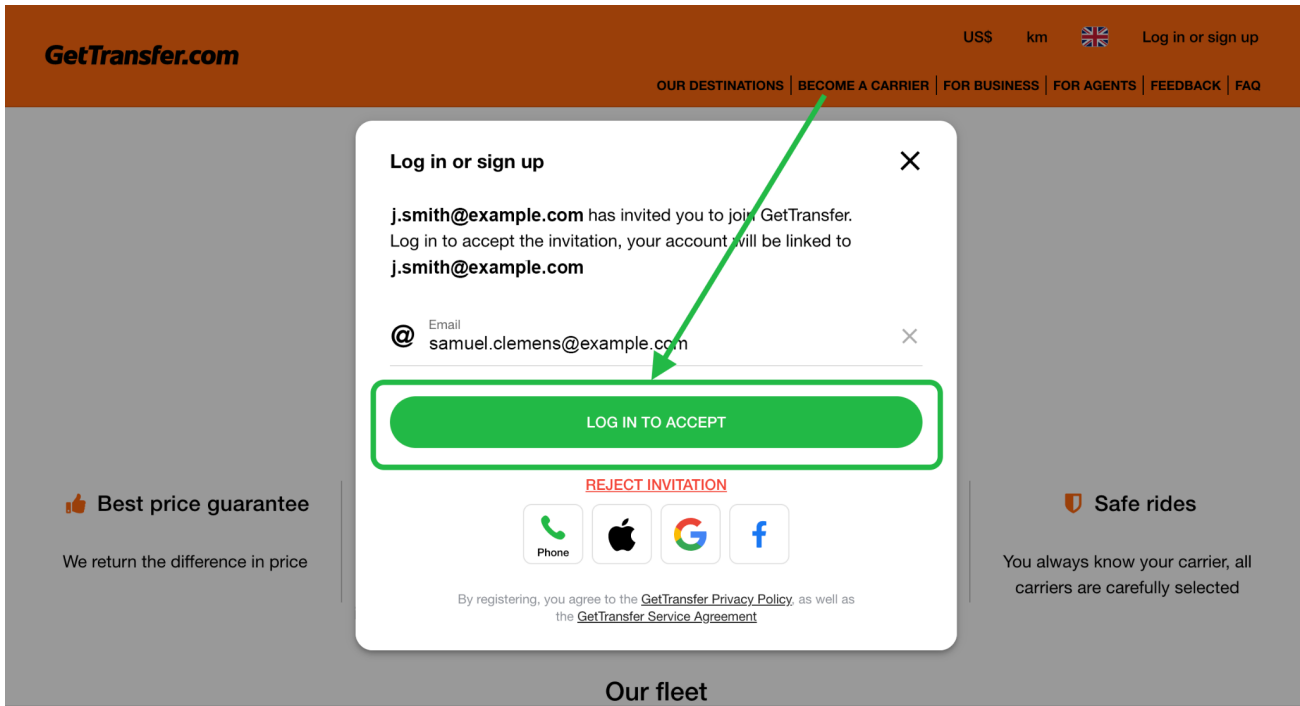
**info@gettransfer.com**

or by messenger

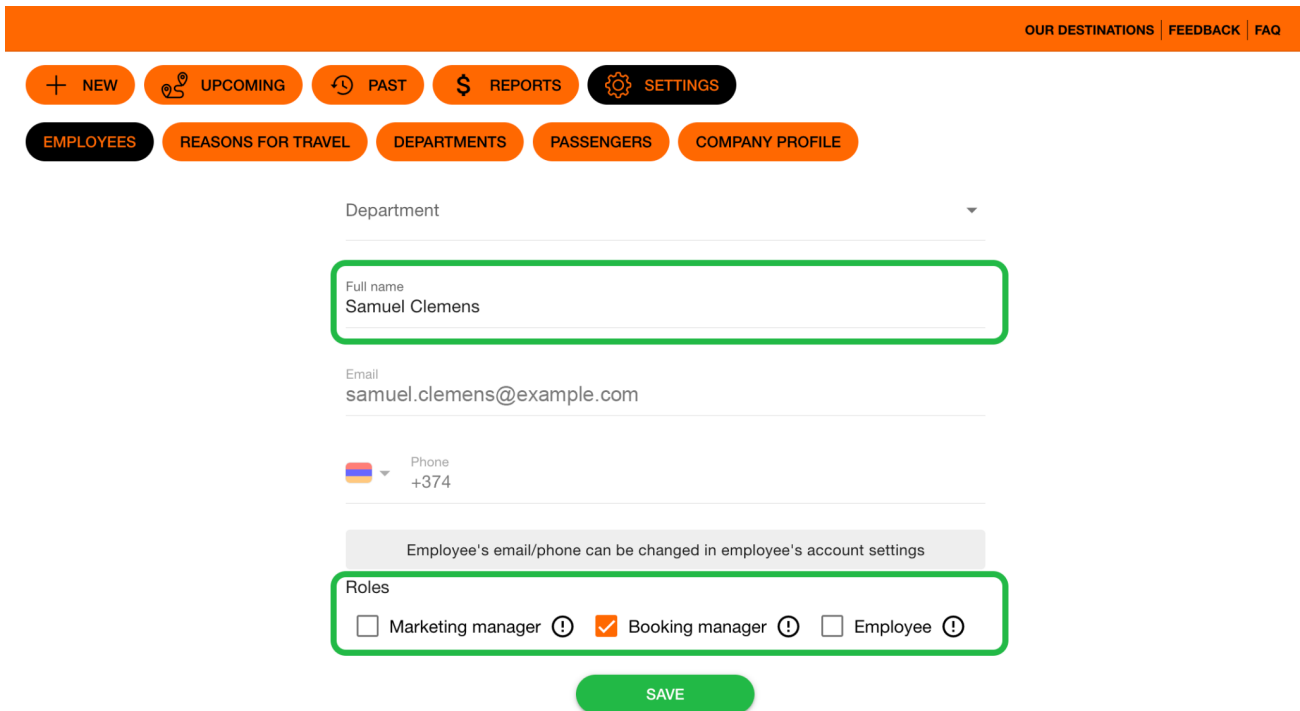


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On the site, the invited user logs in by clicking "Log in to accept".



You can edit the employee's name, department and role. The employee can change the email or phone number in Settings (<https://gettransfer.com/account>).



## 7. Adding cost centers, departments, passengers

You can add a cost center, department or passenger as follows:

- click "Settings" (1),
- click "Reasons for travel"/"Departments"/"Passengers" (can be selected on the request creation page)" (2),
- click "Add" (3),
- in the pop-up window enter a travel reason/department/passenger name (4)
- click "Add" (5).

The screenshot shows the GetTransfer.com interface. At the top, there's a navigation bar with 'MY RIDES', 'Balance -100,000.00 P', 'Balance limit 100,000.00 P', 'USS', 'km', and a flag icon. Below this, there are several buttons: '+ NEW', 'UPCOMING', 'PAST', 'REPORTS', 'SETTINGS' (highlighted with a green box and '1'), 'EMPLOYEES', 'REASONS FOR TRAVEL' (highlighted with a green box and '2'), 'DEPARTMENTS', 'PASSENGERS', and 'COMPANY PROFILE'. Below these buttons, there's a table with rows for 'conference' and 'meeting with a partner', each with a 'DELETE' button. A pop-up window is open over the table, with a text input field containing 'Enter title' (highlighted with a green box and '4') and an 'ADD' button (highlighted with a green box and '5').

You can delete a travel reason, department or passenger with the corresponding red "Delete" button.

The screenshot shows the GetTransfer.com interface. At the top, there's a navigation bar with 'OUR DESTINATIONS | FEEDBACK | FAQ'. Below this, there are several buttons: '+ NEW', 'UPCOMING', 'PAST', 'REPORTS', 'SETTINGS', 'EMPLOYEES', 'REASONS FOR TRAVEL', 'DEPARTMENTS' (highlighted with a green box), 'PASSENGERS', and 'COMPANY PROFILE'. Below these buttons, there's a table with columns: 'Name', 'Number of employees', 'Rides count', 'Rides cost', and 'DELETE'. The table has two rows: 'Marketing' and 'Sales'. The 'DELETE' button for the Marketing department is highlighted with a green box and a green arrow points to it.

Name	Number of employees	Rides count	Rides cost	DELETE
Marketing	0	0	0	DELETE
Sales	0	0	0	DELETE