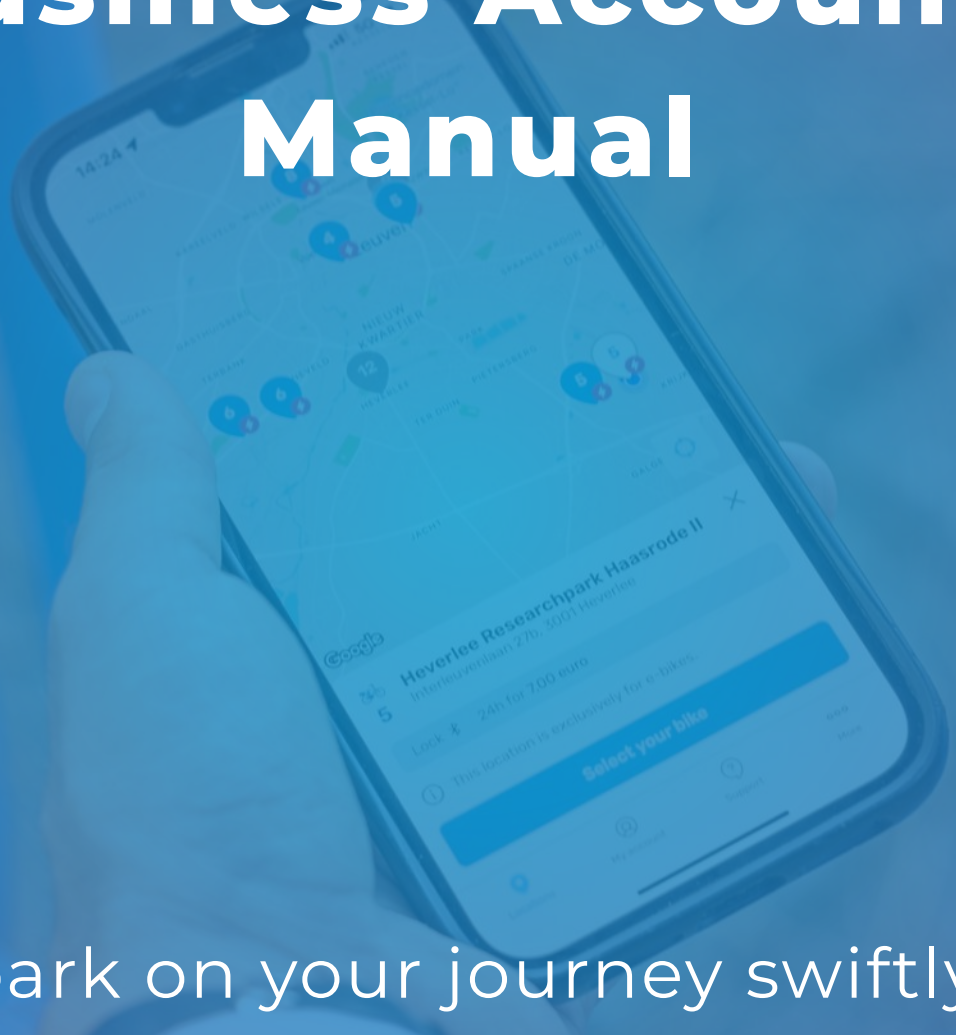
Blue-bike

Business Accounts Manual



Embark on your journey swiftly with the Blue-bike app and the My Blue-bike platform.

www.blue-bike.be

info@blue-bike.be

Blue-bike

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1

REGISTER YOUR BUSINESS ACCOUNT

Is your company prepared to fully embrace sustainable travel? We are pleased to outline the steps to initiate your business account.

- Download the Blue-bike application for Android or iOS.
- Register for a business account and verify your email address.
- Please specify your preferred payment method.
- Additional employees can be added through the My Blue-bike platform.

Android

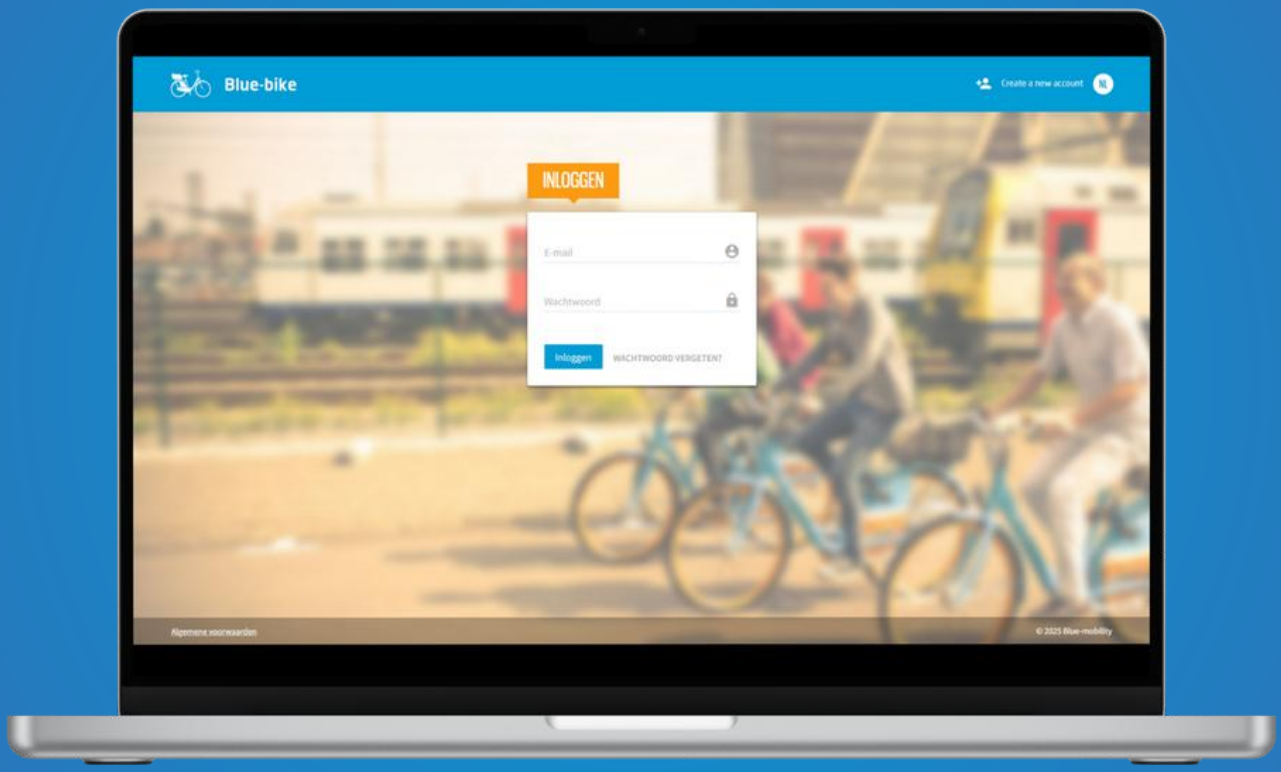
iOS

If you opt to pay via direct debit or invoice as a business user, our customer service team will first verify all the details. This process may take several days before your business account is activated. Once your account has been approved, you will receive a confirmation email from us, allowing you to borrow bicycles. If you choose to pay by debit card, you may proceed immediately. You can monitor the status in your My Blue-bike account.

LOG IN TO MY BLUE-BIKE ACCOUNT.

Once your primary account has been established in the Blue-bike app and you have clicked on the confirmation link in your email, you may log in to My Blue-bike using your selected email address and password.

Login



In the My Blue-bike environment, you are able to:

- View and modify your profile and company information.
- Create subaccounts for your employees.
- Administer devices and acquire vouchers.
- Review the journey overview for all your employees.

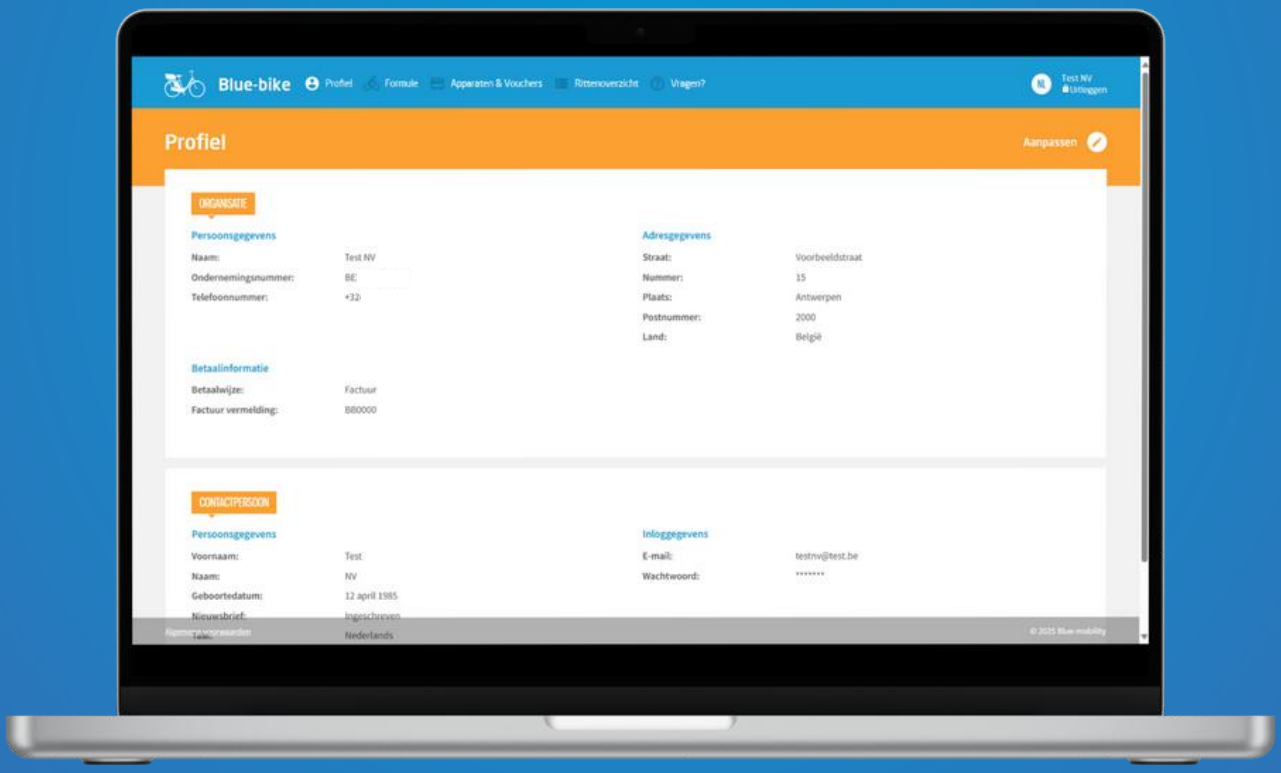
In the subsequent pages, we will elucidate the various components of My Blue-bike in a step-by-step manner.

2

PROFILE

On the Profile page, you will find a convenient summary of all company information:

- Organizational personal data
- Payment details
- Contact person's personal data



Update your company information?

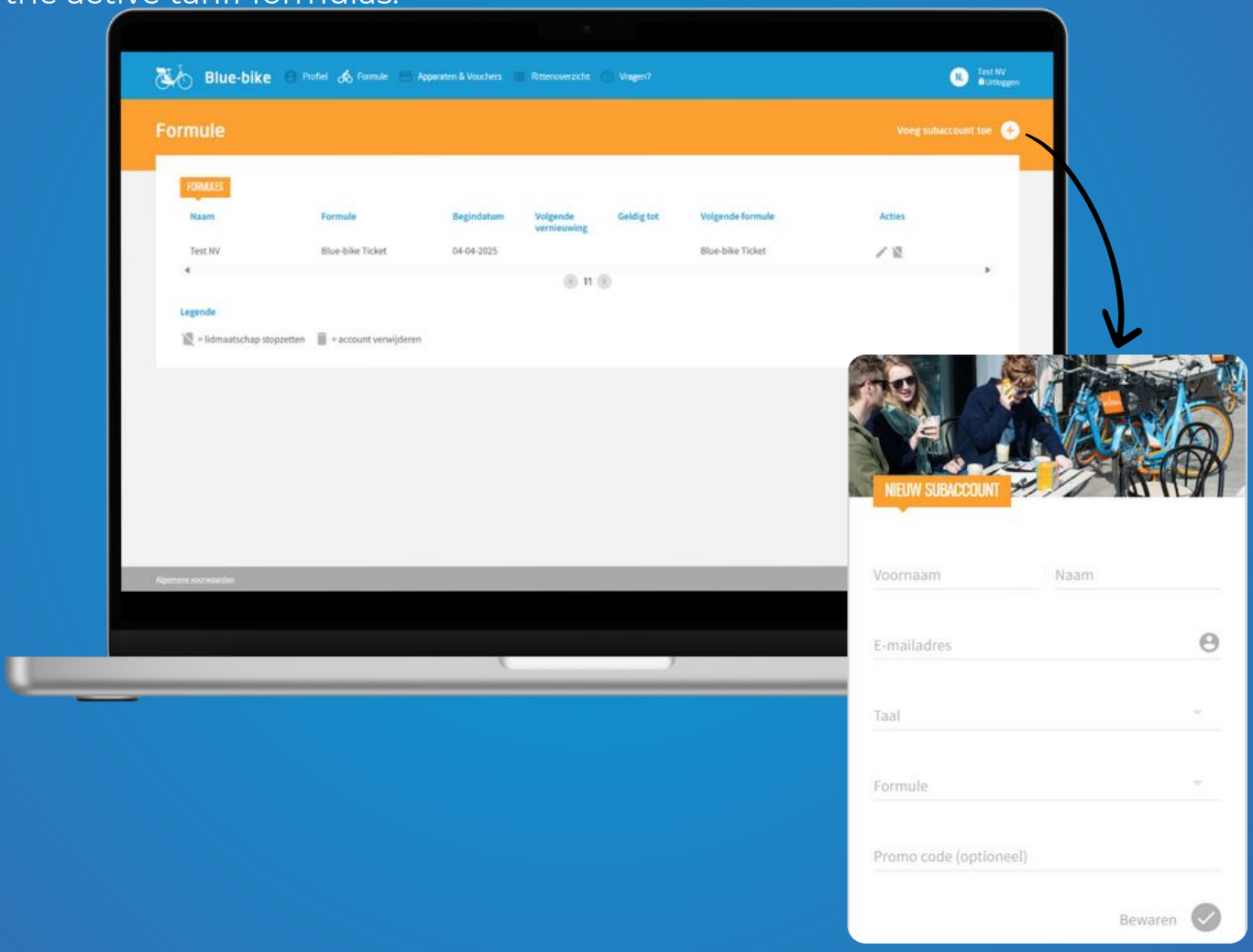
Click on ‘Adjust’ in the upper right corner. Modify the necessary information and click on ‘Save’. This allows you to also update your billing address and email address. If you wish to change the VAT number, please contact us at info@blue-bike.be.

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FORMULA

On the Formula page, you can select a tariff formula for each subaccount. Additionally, you have the option to modify or discontinue the active tariff formulas.



Add subaccounts?

Click on ‘add subaccount’ located in the upper right corner. Choose the preferred rate formula and payment frequency. Your employee will receive an email to confirm their email address automatically. Subsequently, your employee can borrow a bike immediately.

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OVERVIEW OF THE BLUE-BIKE FORMULAS

Blue Bike Ticket



- No admission fee
- Fare per journey
- Optimal for evaluating Blue-bike

Blue-Bike Member



- Annual entry fee of €12 or a monthly fee of €2.
- Price per trip for up to 24 hours at a reduced rate compared to the Ticket formula.
- Perfect for regular Blue-bike users

Blue-Bike Member Plus



- Monthly entry fee of €35
- Unlimited trips lasting less than 12 hours with a city bike.
- Most economical formula for 10 trips per month

Blue-bike Member Plus E-bike



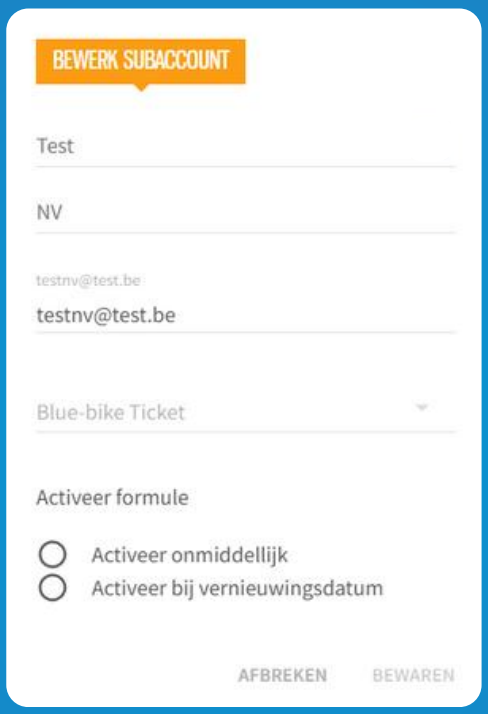
- Monthly entry fee of €70
- Unlimited trips under 12 hours with city bikes and e-bikes.
- Most economical formula for 10 trips per month

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REVISE EXISTING FORMULA

Would you like to modify the existing tariff formula, or would you prefer to select a new tariff formula for when the current one concludes?

- Click the pencil icon adjacent to the formula you wish to modify.
- Choose the new rate formula and preferred payment frequency.
- Both the primary and secondary accounts will receive a confirmation email indicating that the rate formula has been modified.



CEASE EXISTING FORMULAS

You may cancel a Blue-bike subscription at any time.

- In the overview of the formulas, click the gray rectangle with a slash next to the name of the membership you wish to cancel. The icon associated with the formula is now red.
- Ticket formulas conclude immediately. Other formulas remain active until the original renewal date. You may continue to borrow a Blue-bike until that date.
- Upon ceasing a formula, you may also opt to delete the account entirely.

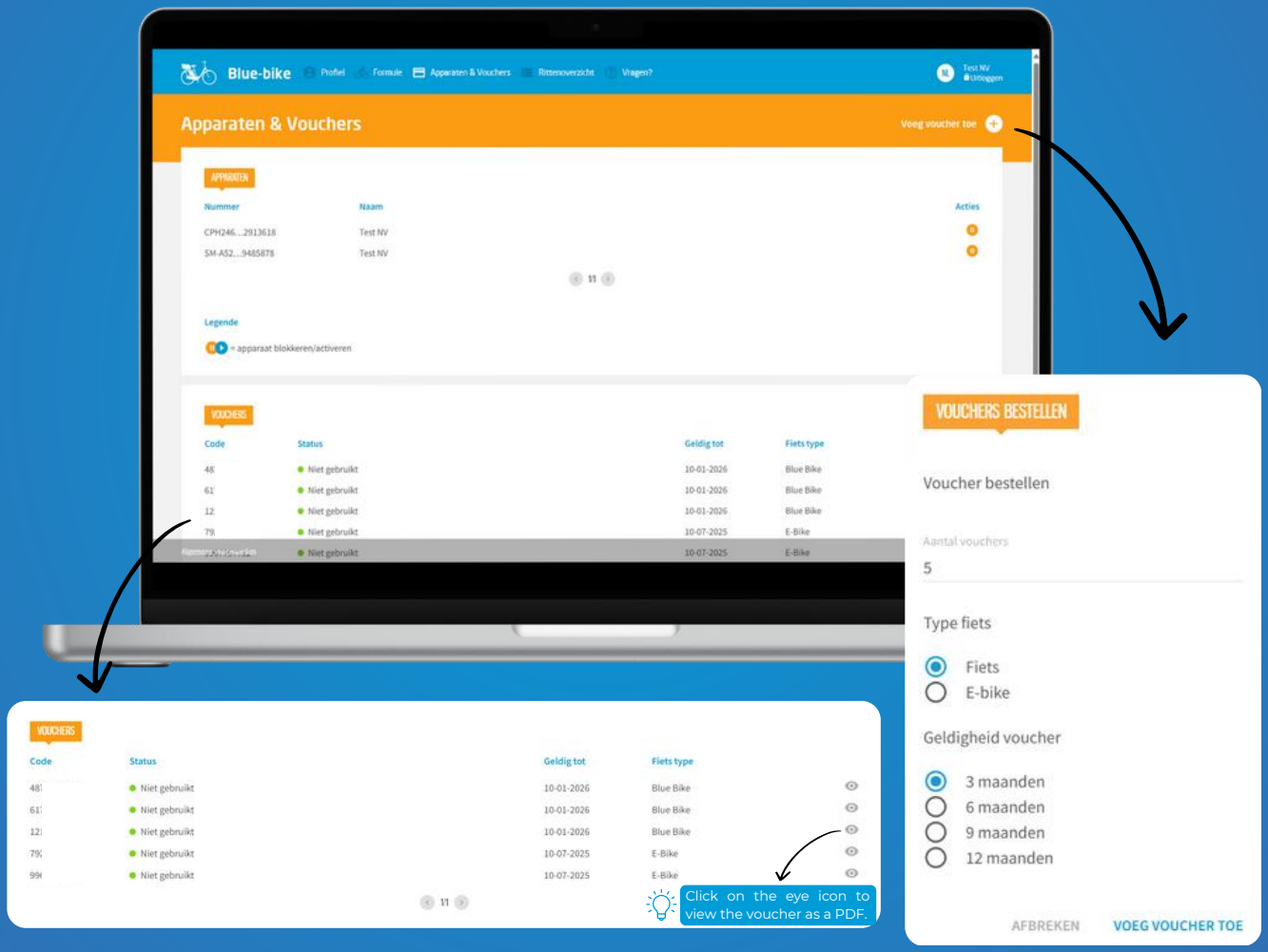
Please be advised that a formula that has been halted cannot be reactivated.

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DEVICES AND VOUCHERS

On this page, you can block or reactivate devices and add vouchers. By "device," we refer to the smartphone on which a user is logged in and can rent bikes.



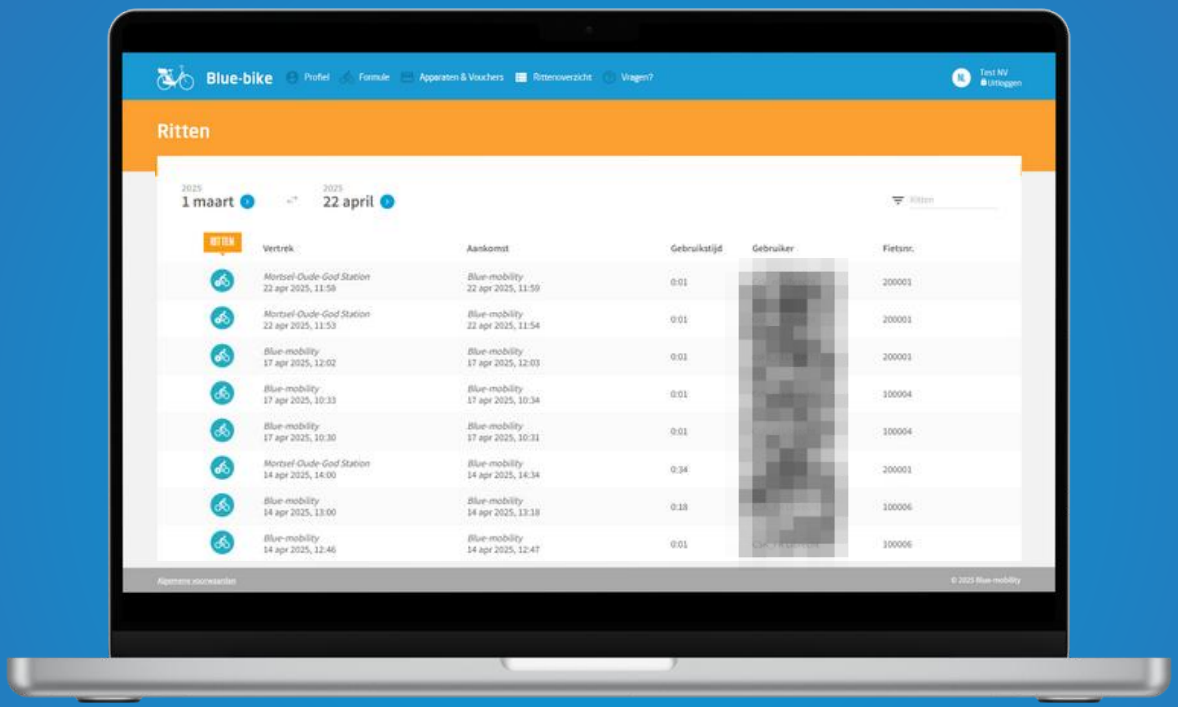
Include vouchers?

Click on 'add voucher' located in the top right corner. Choose the preferred amount, bike type (e-bike or city bike), and validity period. Additional information regarding vouchers and rates is available here. In the overview, you may review the status and validity.

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TRIP SUMMARY

This page provides an overview of all journeys undertaken by employees within your organization.



Something not clear?

Blue-bike is prepared for you. Please visit our FAQ, company page, or reach out to us at info@blue-bike.be. We will respond to your inquiry promptly, ensuring that you and your employees can enjoy Blue-bike without delay.