FYNCH

EVERY TRIP COUNTS

USER MANUAL

Create
account

Add your (company) e-mail address and create a password. The passwordt should meet the following requirements:

- At least 8 characters
- At least 1 uppercase letter
- At least 1 lowercase letter
- At least 1 number
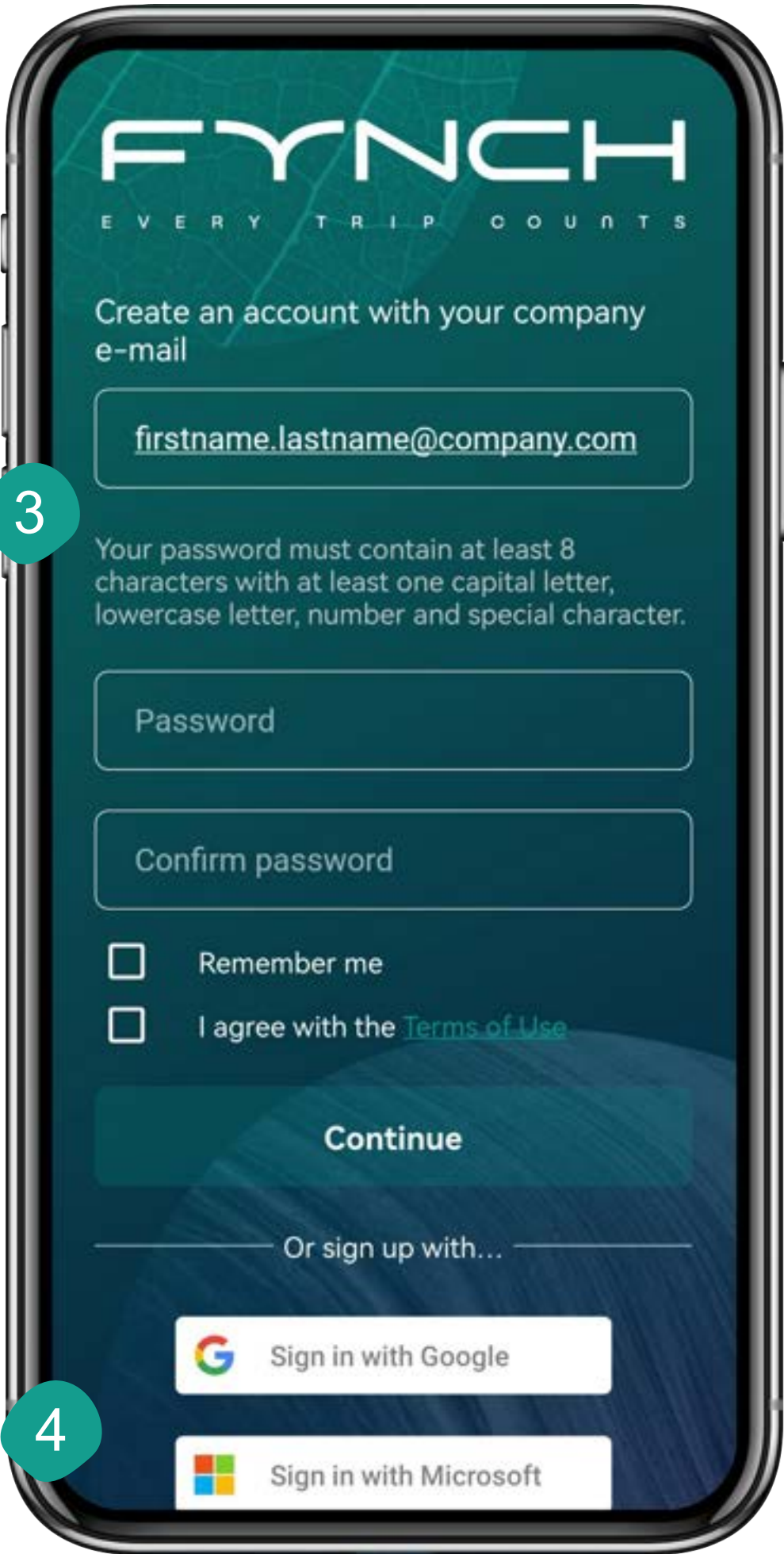- At least 1 special character

Select business or individual account. Has your employer invited you to use Fynch? In that case, select Business account.

It is also possible to sign in directly with your (company) Google or Microsoft account. If this does not work, it has most likely not been enabled by your employer, and you should enter your e-mail address and create a password at the top of the page.
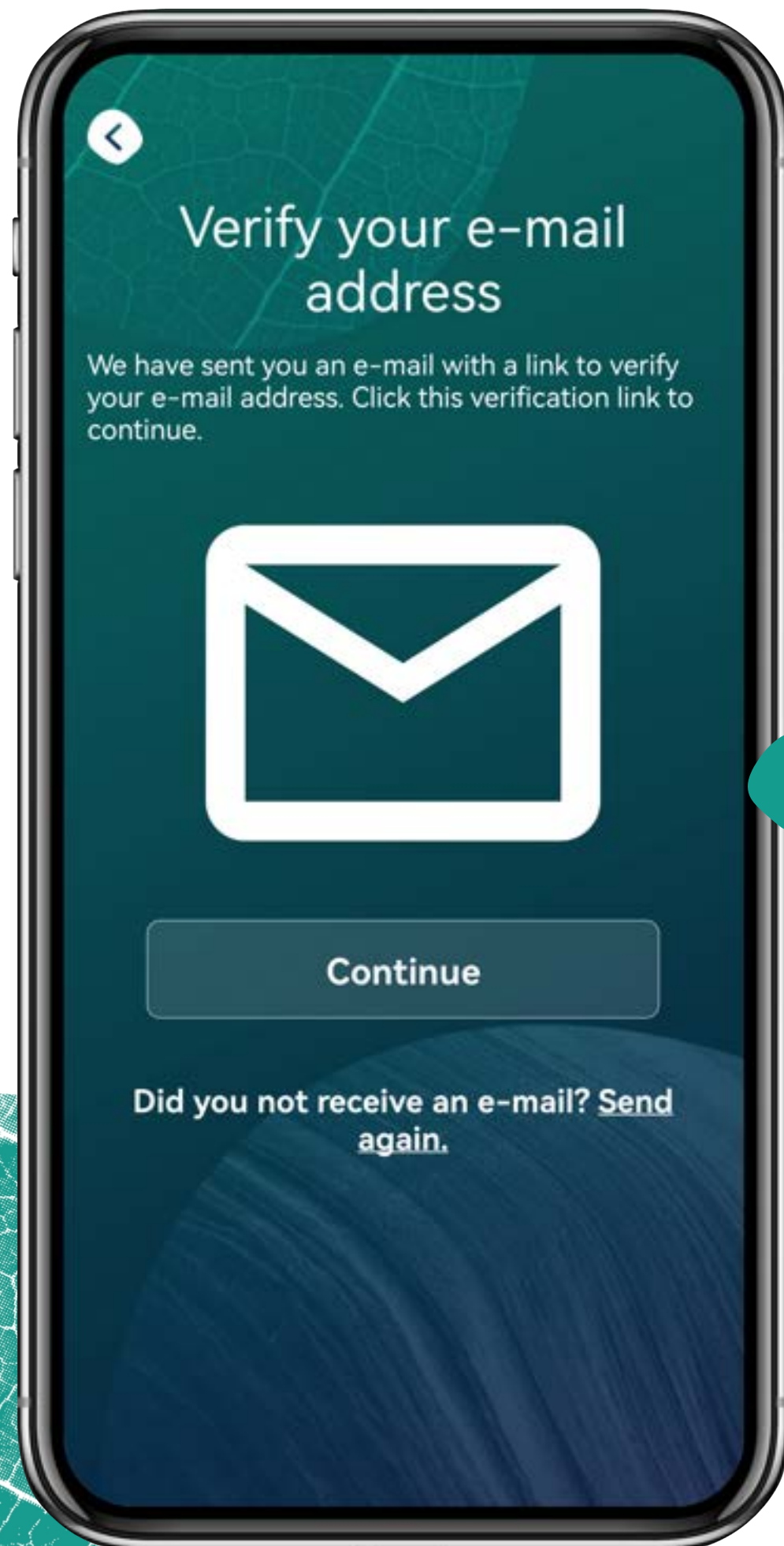
Choose if you want to sign in or create an account

Create a new account

Business account
If your employer has invited you to use Fynch

Individual account
If you want to try Fynch for yourself

Sign in

Create a new account

Sign in

Create a new account

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Create an account with your company e-mail

firstname.lastname@company.com

Your password must contain at least 8 characters with at least one capital letter, lowercase letter, number and special character.

Password

Confirm password

☐ Remember me
☐ I agree with the Terms of Use

Continue

Or sign up with…

G Sign in with Google

Sign in with Microsoft

Create
account

1 If you did not sign in with Google we need to verify your
e-mail address. To do this, we have sent an e-mail to the address you provided with a confirmation link. After clicking this link (on your phone or computer) you can proceed by tapping Continue in the app.
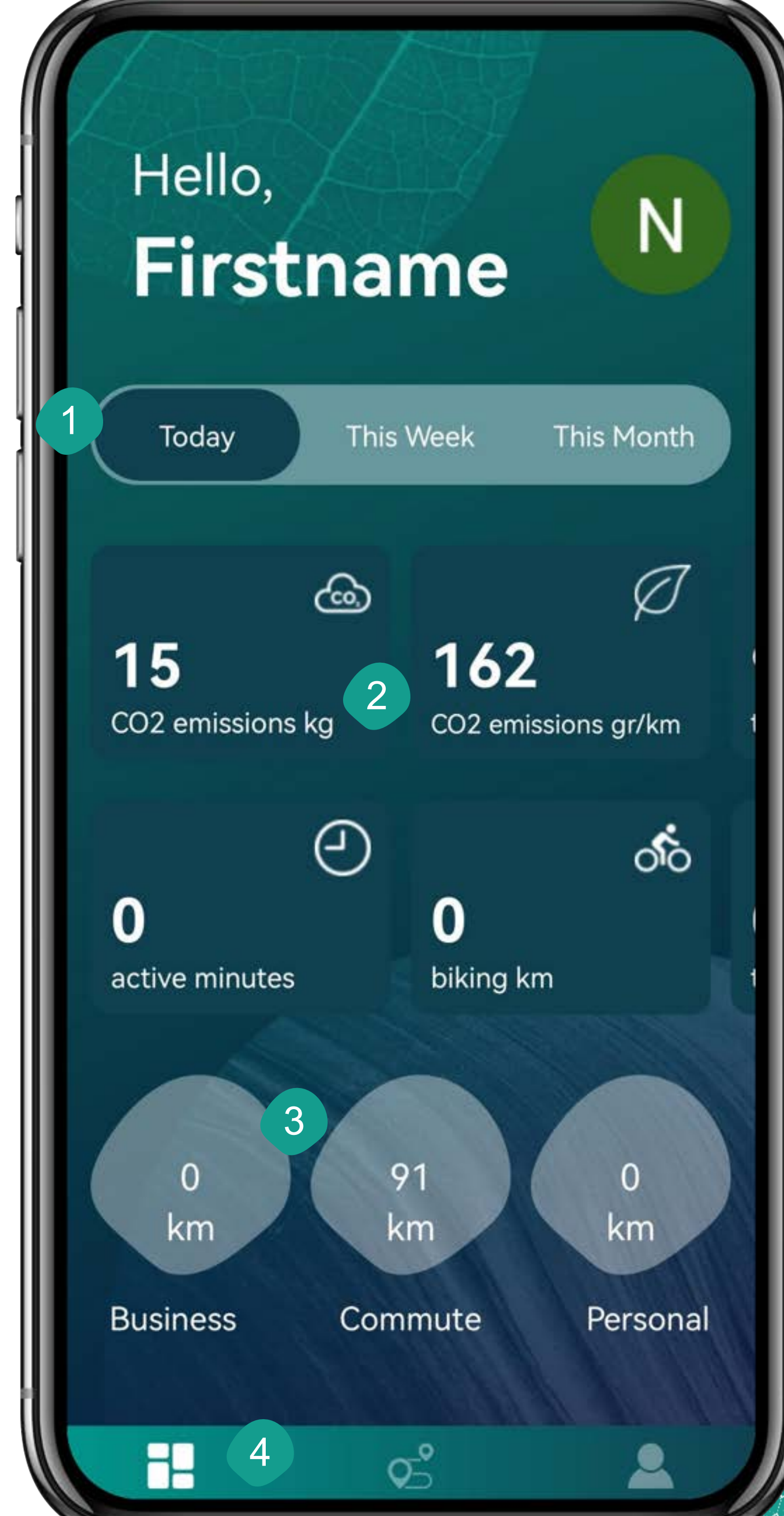
Depending on the type of license you have, we can either recognize your e-mail domain, or we ask you to enter a license code. If the latter is the case, you should have received a license code, which you can enter here. Did you not receive a license code? Go back (tap outside the white box) and sign up using your company e-mail address.

2

FYNCH
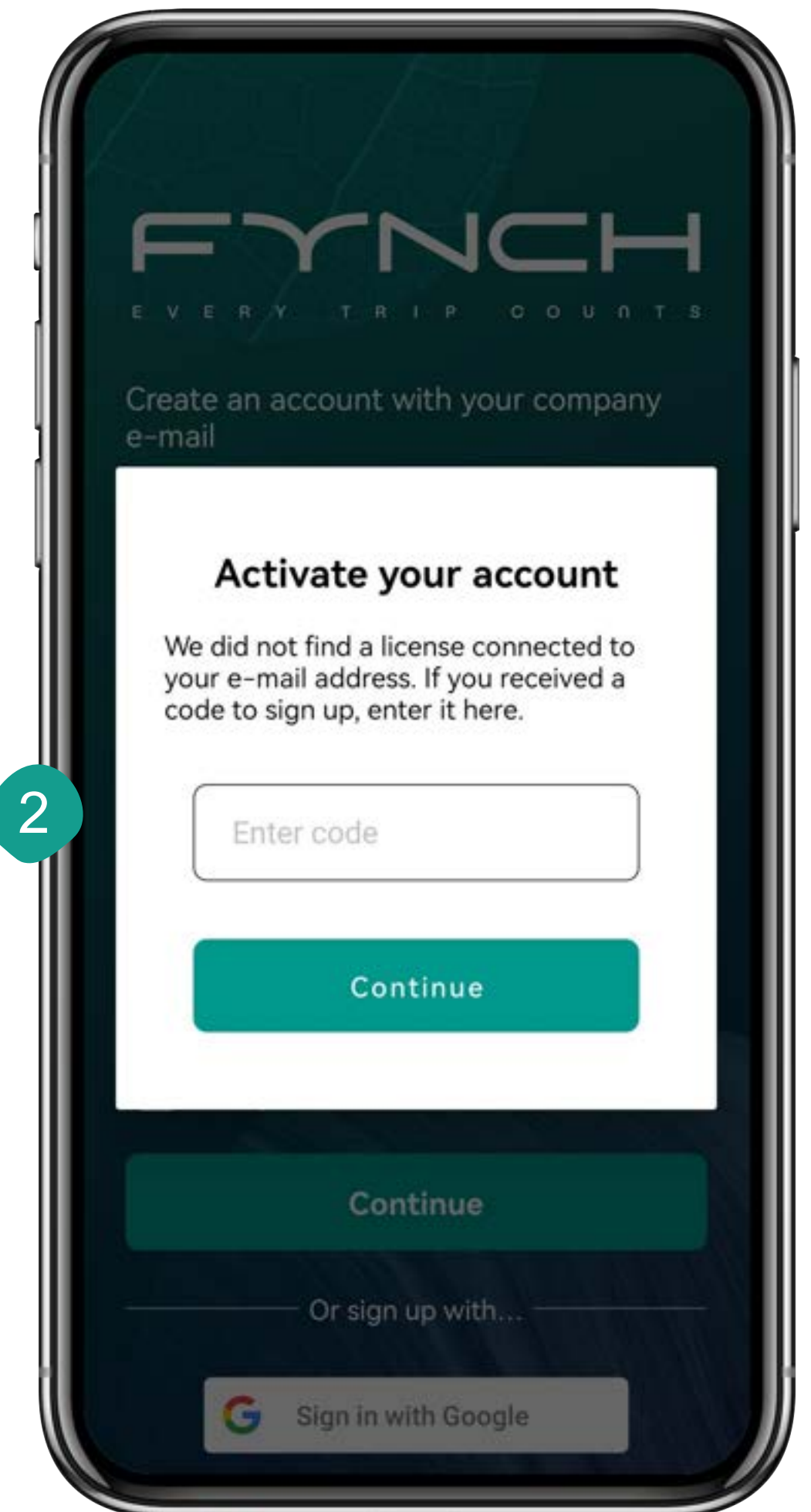
Dash**board**
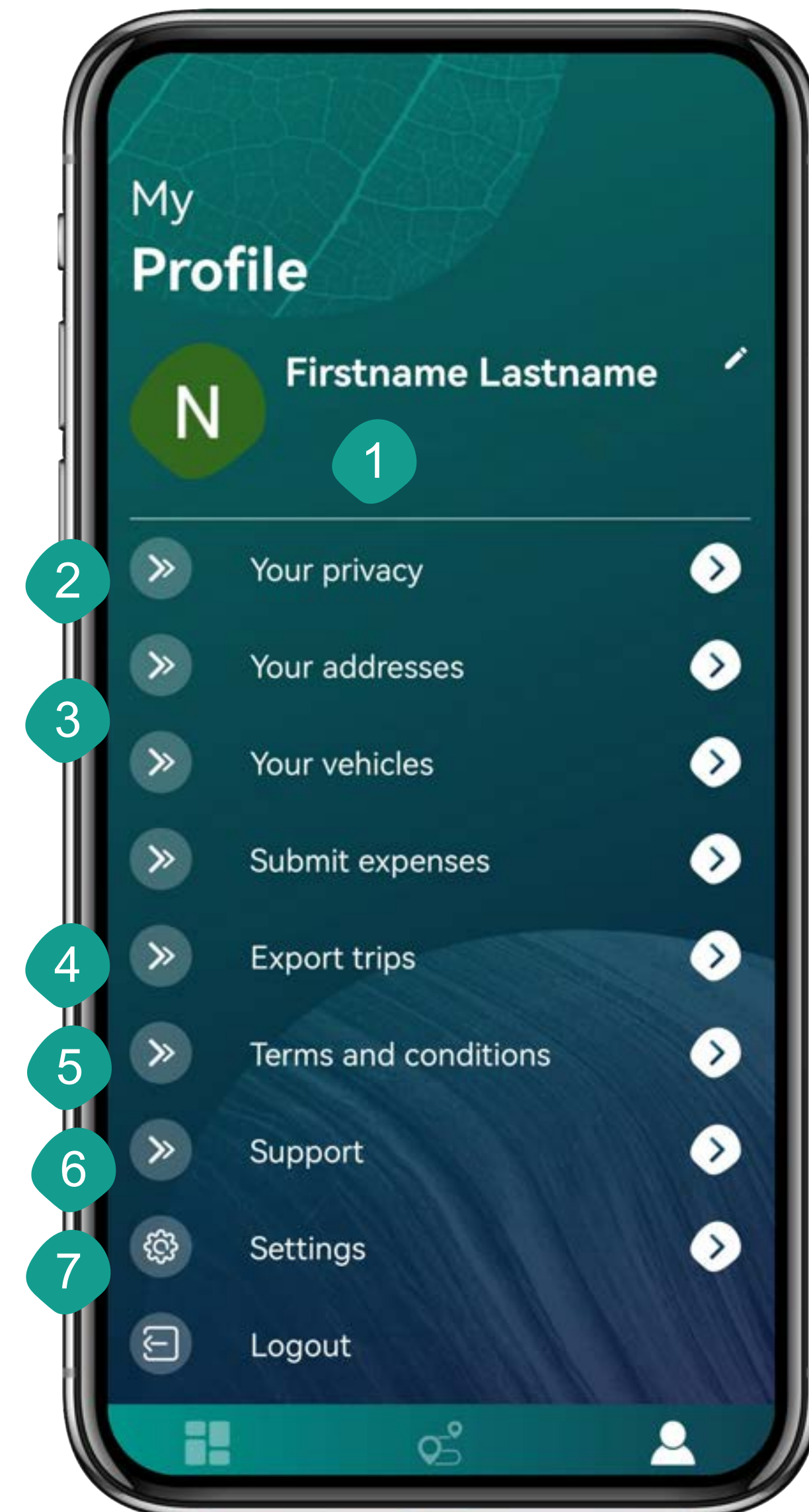
A global overview of your achievements…

1 Select the period for which you want to view your statistics.

2 Swipe in the carrousel to view your statistics on sustainability and travel behavior for the selected period.

3 Overview of the kilometers traveled per objective (business, commute, private).

4 Use the menu at the bottom of the page to navigate to the Trips and Profile pages.

Hello,
Firstname

N

1 Today   This Week   This Month

2 15
CO2 emissions kg

162
CO2 emissions gr/km

0
active minutes

0
biking km

3 0
km
Business

91
km
Commute

0
km
Personal

4

FYNCH

Prof**ile**

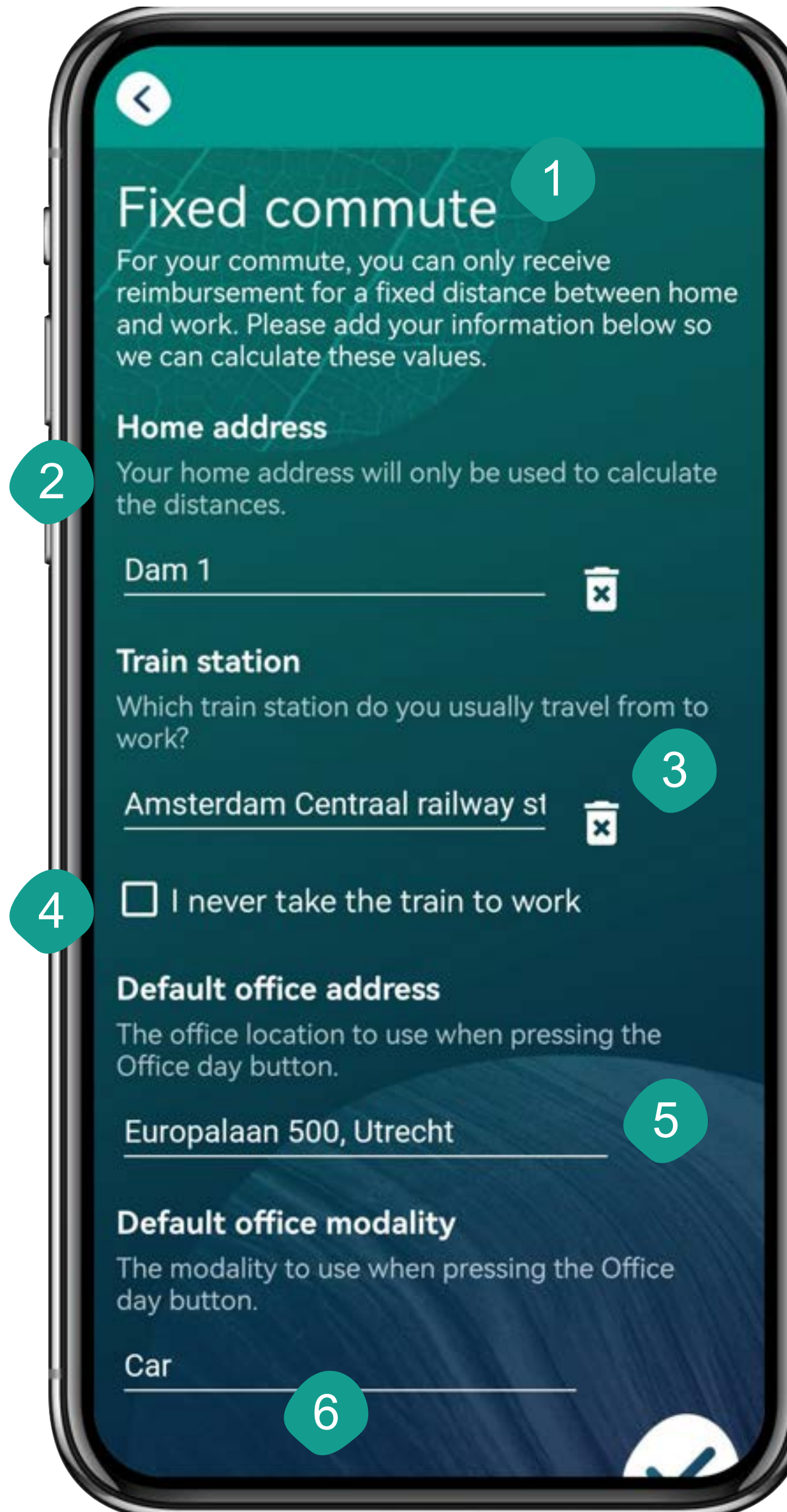Complete control of your information on the
profile page in the app.

1 Add your name here and tap the shape on the left to add a profile picture.

2 Check the privacy statement here, and select the retention period for your trip data.

3 The Your addresses and Your vehicles pages allow you to add additional information to improve trip registration and enable, for example, the office day button.

4 You can use this button to send an overview in Excel of all trips and work from home days in a particular month to your e-mail address.

5 Tap here to view the terms and conditions on our website.

6 Issues with the app? Tap Support for more information and support options.

7 Tap settings for information about the app version, changing app language, and delete your account.

My
Profile

N   **Firstname Lastname**   ✎

1

2 ≫ Your privacy ❯

3 ≫ Your addresses ❯

   ≫ Your vehicles ❯

   ≫ Submit expenses ❯

4 ≫ Export trips ❯

5 ≫ Terms and conditions ❯

6 ≫ Support ❯

7 ⚙ Settings ❯

   ↩ Logout

FYNCH

Office
day

Easy manual registration with the
Office Day toggle

1 You can find the Your addresses page on the Profile page. Here, you can enter the information we need to calculate the travel distance between your home and office or fixed work location. After the information is added, you can use the Office Day toggle on the Trips page.

2 Enter your home address. This address is only used to calculate the distance and create the commute trips.

Fixed commute **1**

For your commute, you can only receive reimbursement for a fixed distance between home and work. Please add your information below so we can calculate these values.

Home address **2**
Your home address will only be used to calculate the distances.

Dam 1

Train station
Which train station do you usually travel from to work?

Amsterdam Centraal railway st **3**

4 ☐ I never take the train to work

Default office address
The office location to use when pressing the Office day button.

Europalaan 500, Utrecht **5**

Default office modality
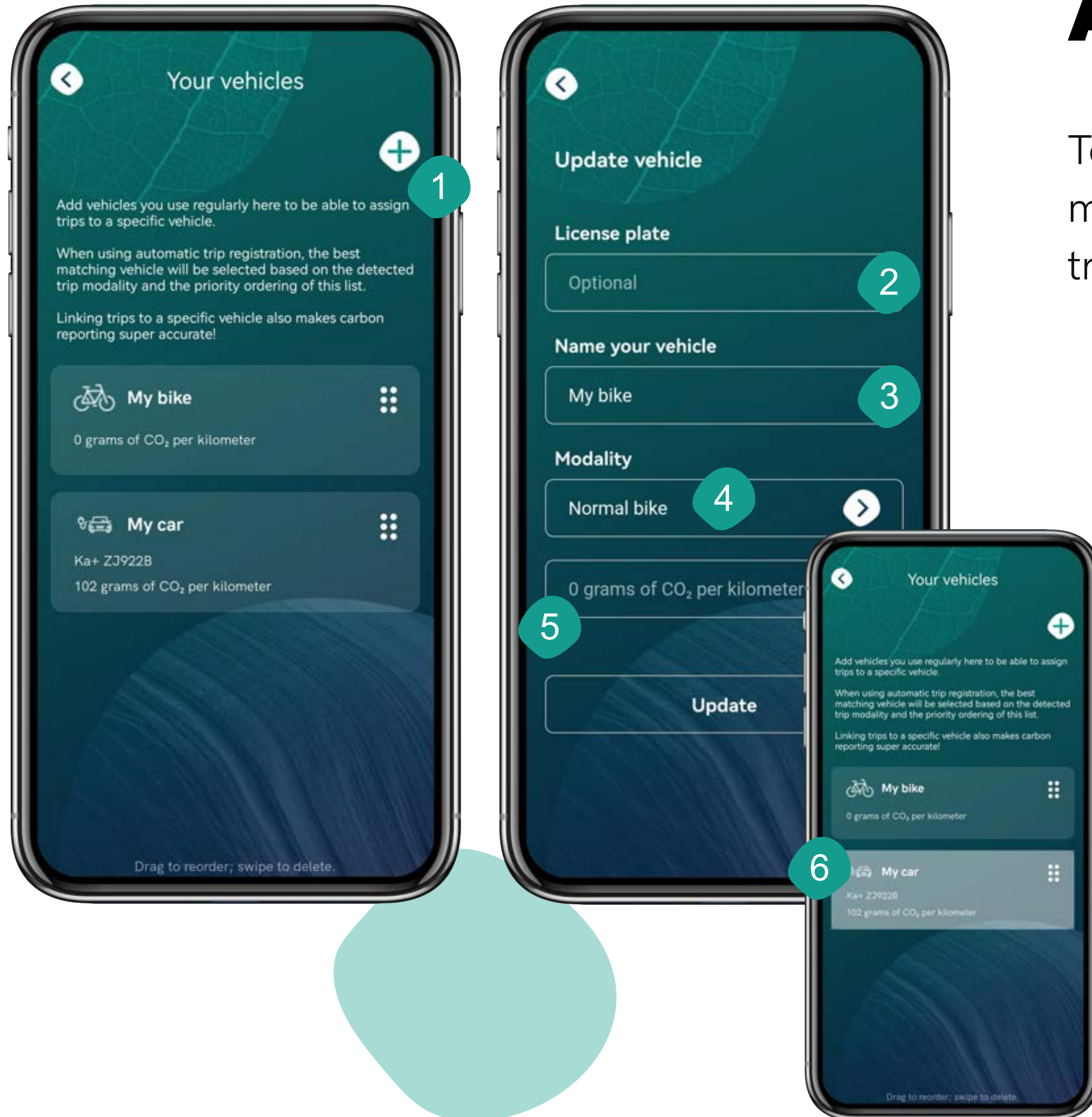The modality to use when pressing the Office day button.

Car
6

3 Do you sometimes travel to work by train? If so, you can add the train station you usually travel from here. We use this to also calculate a fixed home to train station distance.

4 Check this option if you never travel to work by train. You will not have to enter a train station.

5 Select your default office location here. This is the location that will be entered when you use the "Office day" functionality.

6 Select the mode of transport you normally use to travel to and from work here. In some cases, we ask you to also add a personal vehicle (see next page).
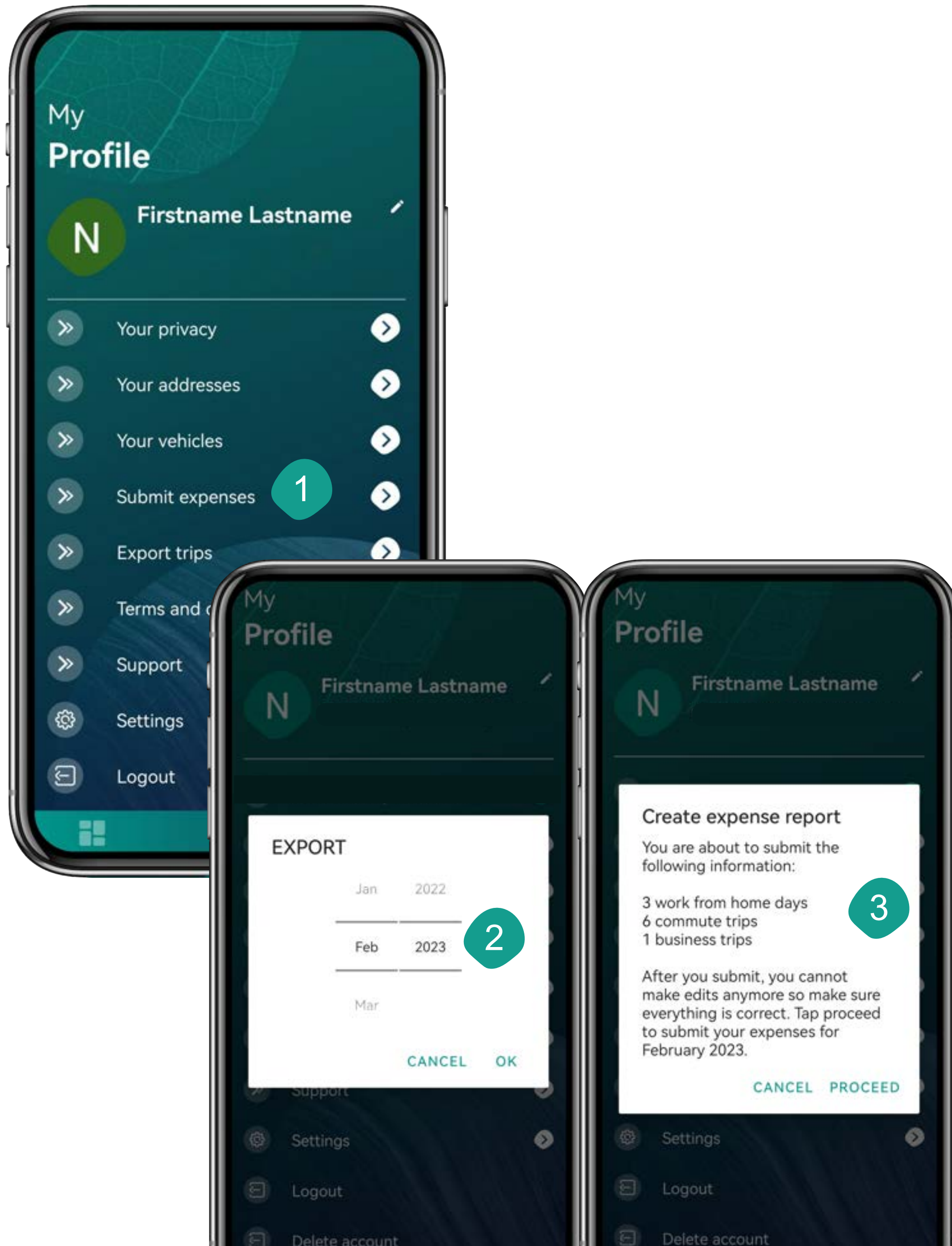
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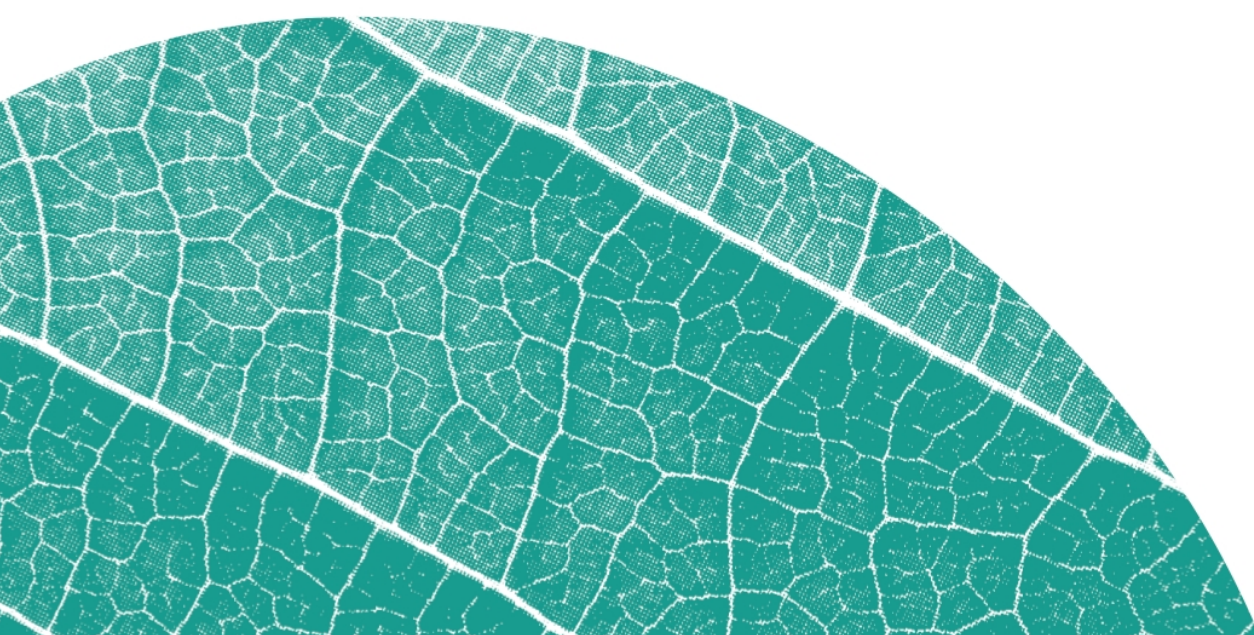
Add a vehicle

To make trip registration easier and faster, you can add one or multiple vehicles in the app. These vehicles are used to refine trip registration and enable the Office Day toggle.

1 Tap the '+'-icon to add a vehicle. The vehicles you add here can also be selected on the Trips page, and are used to better register how you travel.

2 When adding or editing a vehicle, you can add a (Dutch) license plate. Based on that we can collect relevant information about your car, such as the specific CO2 emissions.

3 Name your vehicle.

4 Select the type of vehicle here. If you have added your license plate, this will be auto-filled.

5 Here, you can see the CO2 emissions per kilometer for your vehicle.

6 Do you have multiple vehicles? In that case, you can change the order by pressing down on the block and swiping up or down when it changes color. The vehicle at the top will automatically be selected when using the office day button on the Trips page.

App screens

Your vehicles

Add vehicles you use regularly here to be able to assign trips to a specific vehicle.

When using automatic trip registration, the best matching vehicle will be selected based on the detected trip modality and the priority ordering of this list.

Linking trips to a specific vehicle also makes carbon reporting super accurate!

🚲 **My bike**
0 grams of CO_2 per kilometer

🚗 **My car**
Ka+ ZJ922B
102 grams of CO_2 per kilometer

Drag to reorder; swipe to delete.

Update vehicle

License plate
Optional

Name your vehicle
My bike

Modality
Normal bike

0 grams of CO_2 per kilometer

Update

Submit expenses

The Fynch app supports you in easily tracking and submitting travel costs and work from home days. On top of that, you can easily generate a report with all registered information.

1 If you are required to use Fynch for your travel and work from home expenses you will see either of the following buttons: Create expense report or Submit expenses. In the former situation you can send an expense report to your e-mail that contains all information you need to submit your expenses with your employer. In the latter situation you submit your expenses directly in the app; after submitting them, you don't have to do anything else. You do receive a report as confirmation.
Please note: submitting expenses is final. Please carefully check your information before submitting in the app.

2 Exports and expenses are always created for a full month. For both reports and submitting expenses in the app, you are first asked to choose a month. In case of Submit expenses, you will only see the months for which you can submit expenses at that moment.

3 Are you submitting expenses from the app? In that case, you see this notification. Check if all information is correct before tapping proceed. Submitting the expenses cannot be undone.
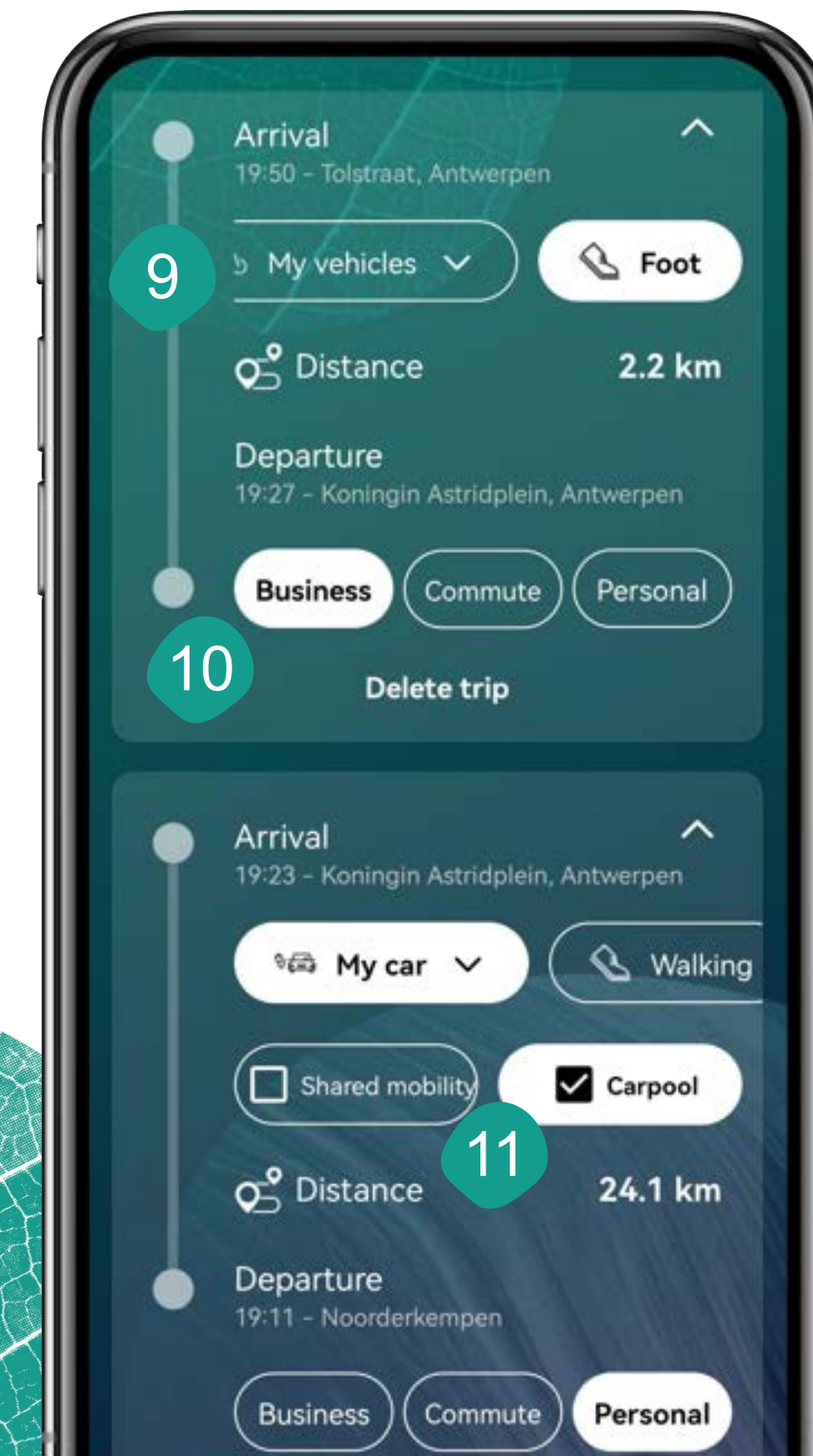
Trips

View and edit trips

1. Tap the '+'-icon to add a trip.

2. Tap the calendar to select a day or tap Today to jump to the current date.

3. Carrousel: swipe left or right to choose a date.

4. You can use Mark complete to keep track of the days on which you have finished editing and therefore do not need to return. Once marked as complete, a checkmark appears in the carrousel.

5. A overview of the total traveled distance, travel time and total CO2 emissions on your travel day.

6. With the Office day toggle, we instantly add 2 commute trips. This toggle can only be used when automatic trip detection is turned off.
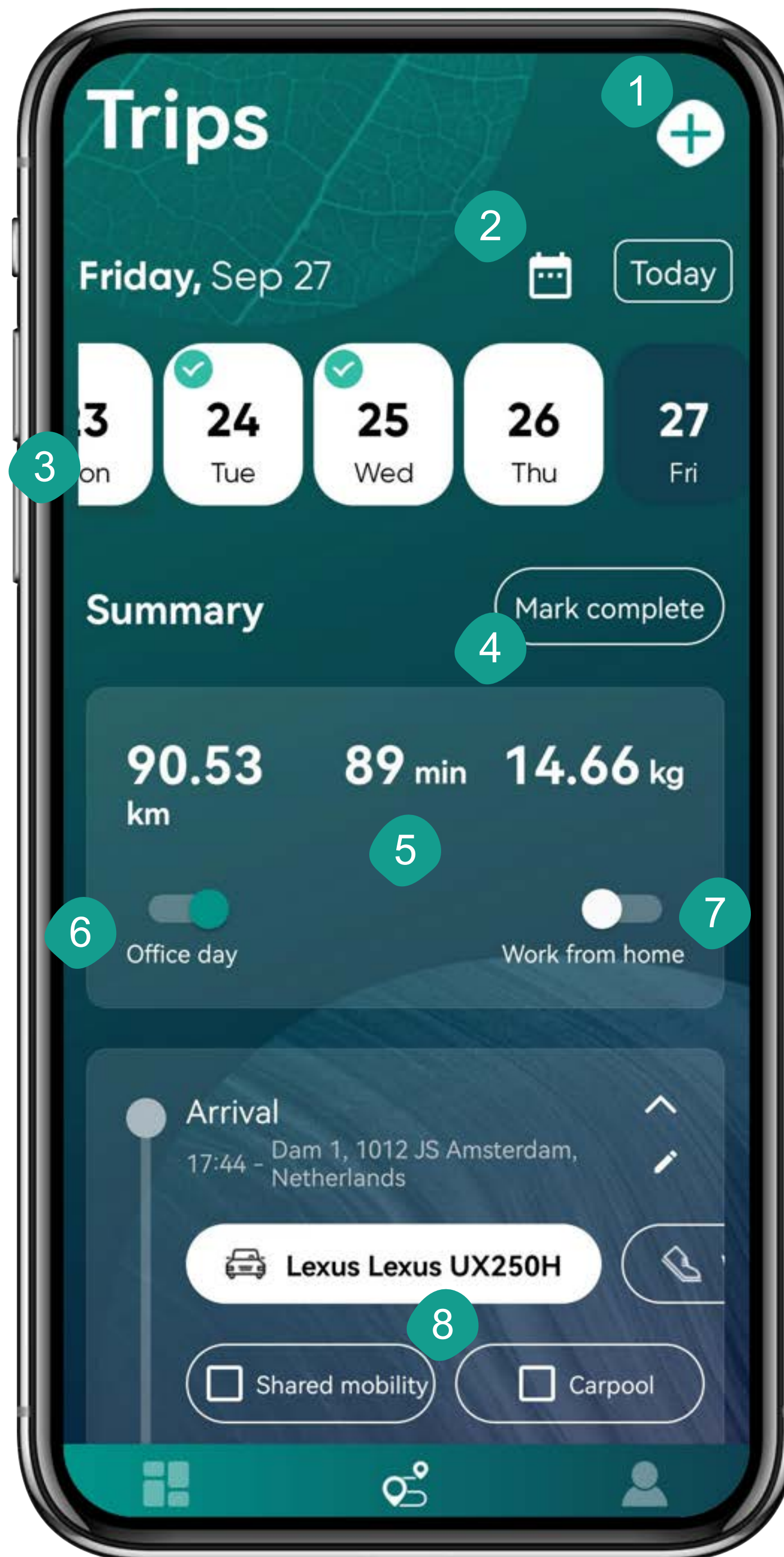
7. Use this toggle to mark a certain day as work from home day.

8. Tap any place of the trip card to open trip details.

9. Use these buttons to change modality of the trip. You can also choose any of the vehicles you added on the Profile page.

10. Select your trip objective: business, commute, or personal.

11. With some modality types, it is possible to select that the trip was a carpool and/or shared modality trip. With Carpool, you can select whether you were driver or passenger and how many people were in the car, so we can calculate your exact CO2 emissions.

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