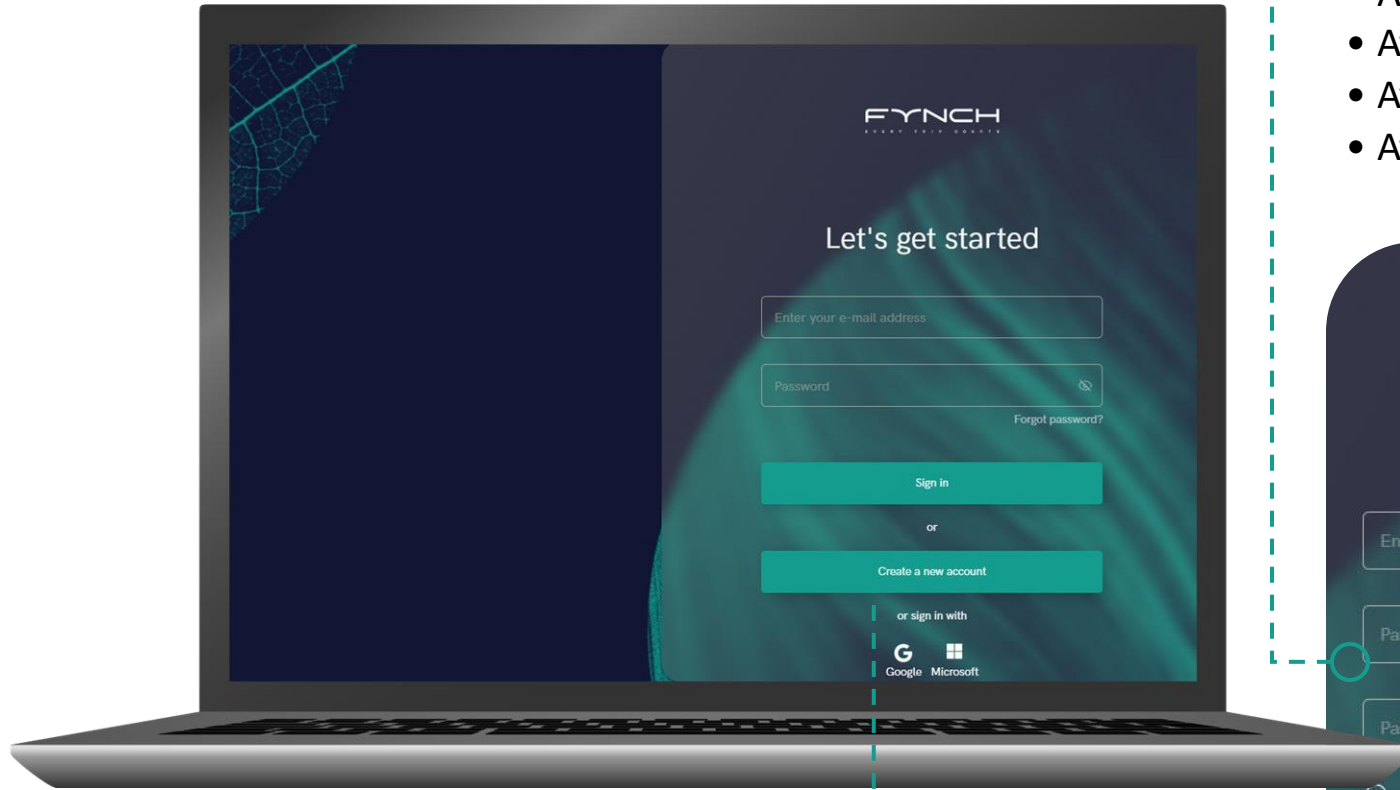


# User manual Fynch Web App

**FYNCH**  
EVERY TRIP COUNTS



# Create account



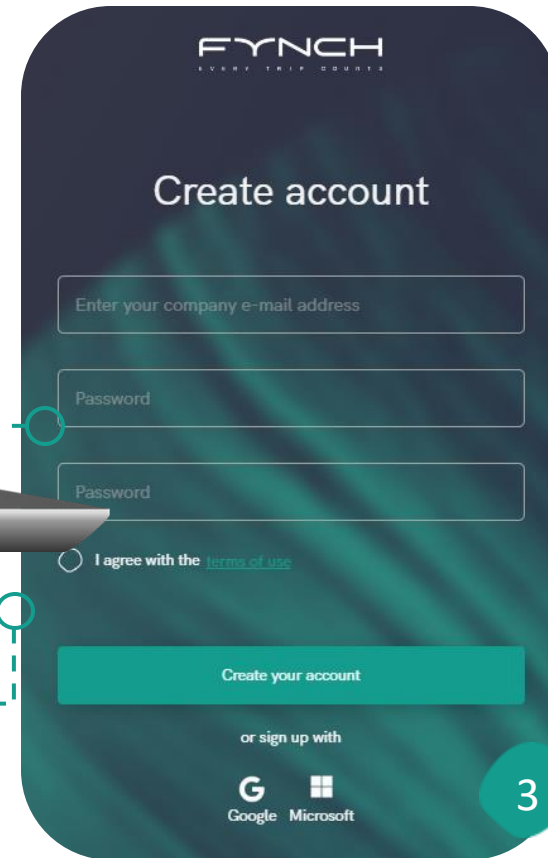
Stay on this page to sign in or select *Create a new account* to create your account.

1

2

Enter your company e-mail address and create a password. Make sure the password meets the following requirements:

- At least 8 characters
- At least 1 upper case letter
- At least 1 lower case letter
- At least 1 number
- At least 1 special character

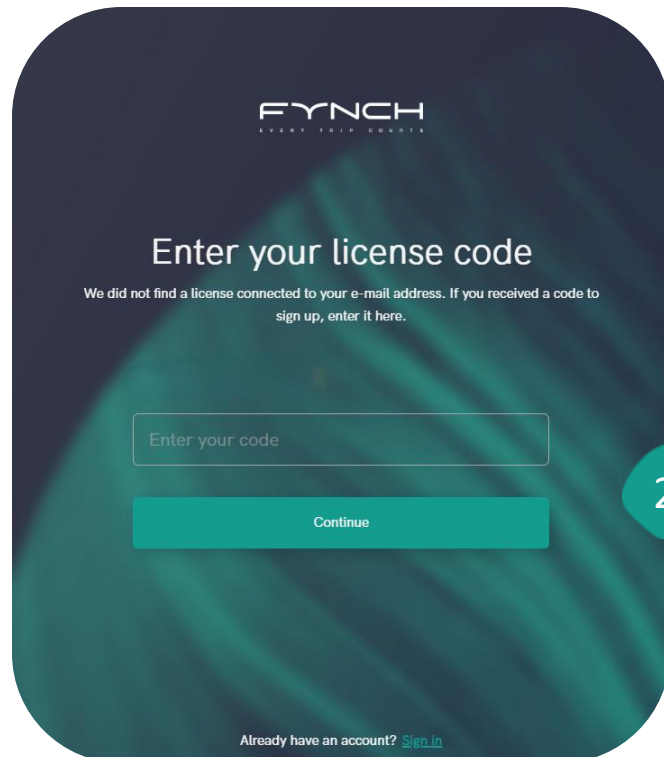
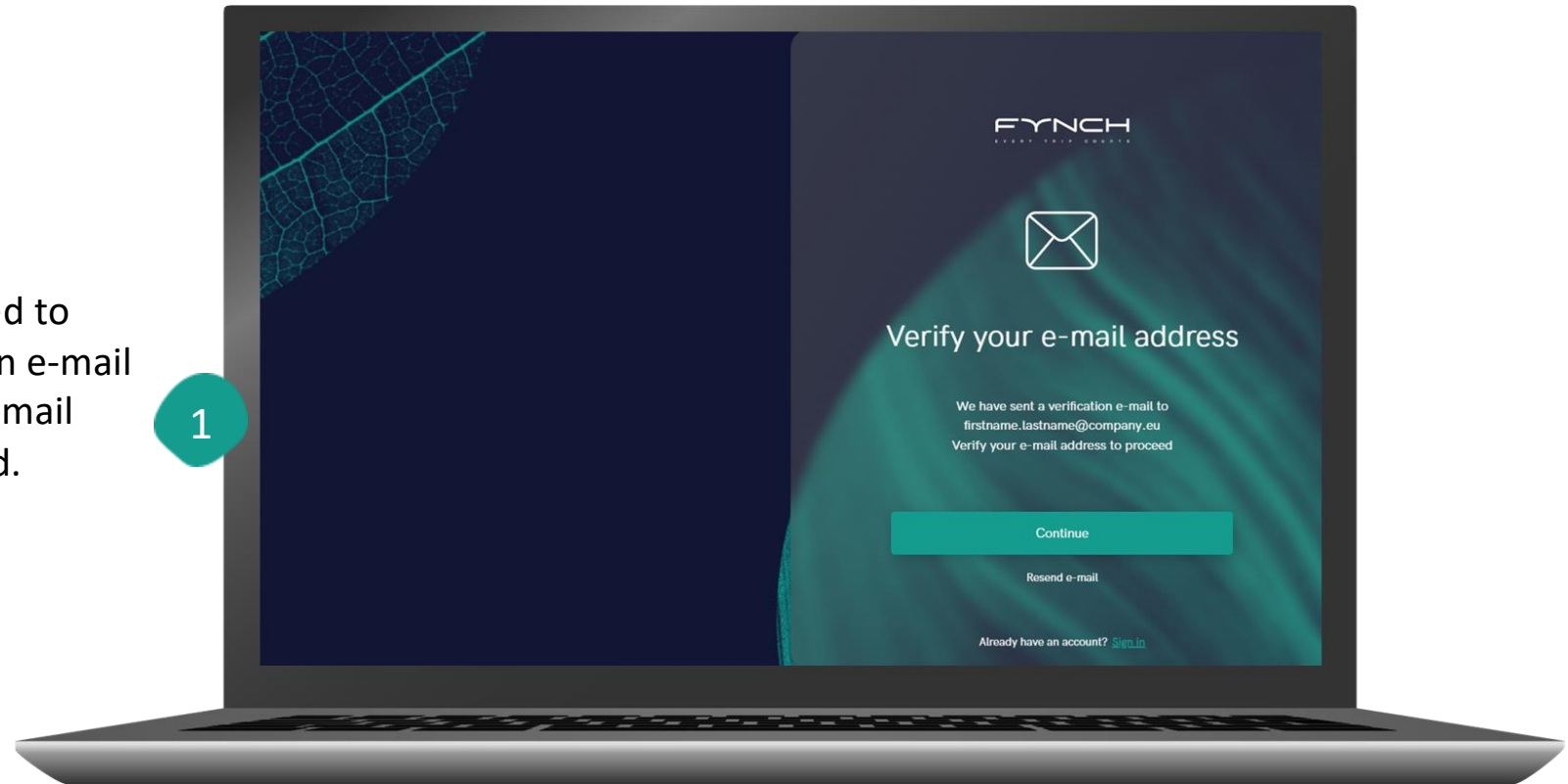


3

It is also possible to use the buttons to directly sign up using your (company) Google or Microsoft account. If this doesn't work, your employer has most likely not allowed this functionality, and you should use the e-mail address and password fields to create your account.


# Create account

If you did not use sign up with Google, you need to verify your e-mail address. We have sent you an e-mail on the provided address. Click the link in the e-mail and then Continue on the web page to proceed.



Depending on the license set up, either your e-mail domain is recognized or we ask you to enter a license code. In the latter situation, you should have received a code in your invite. If you did not receive a code, please go back to the sign up page and make sure you create an account using your company e-mail address.

# My profile



2

3

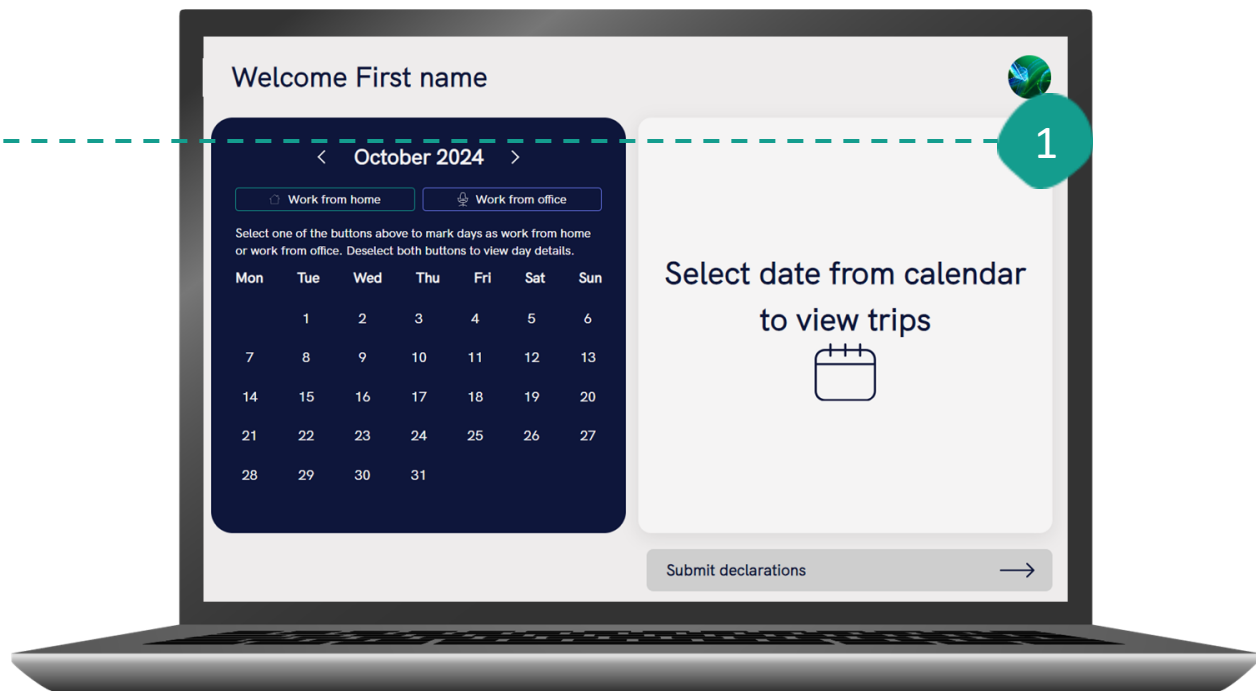
Terms and conditions

Support

4

Sign out

Update

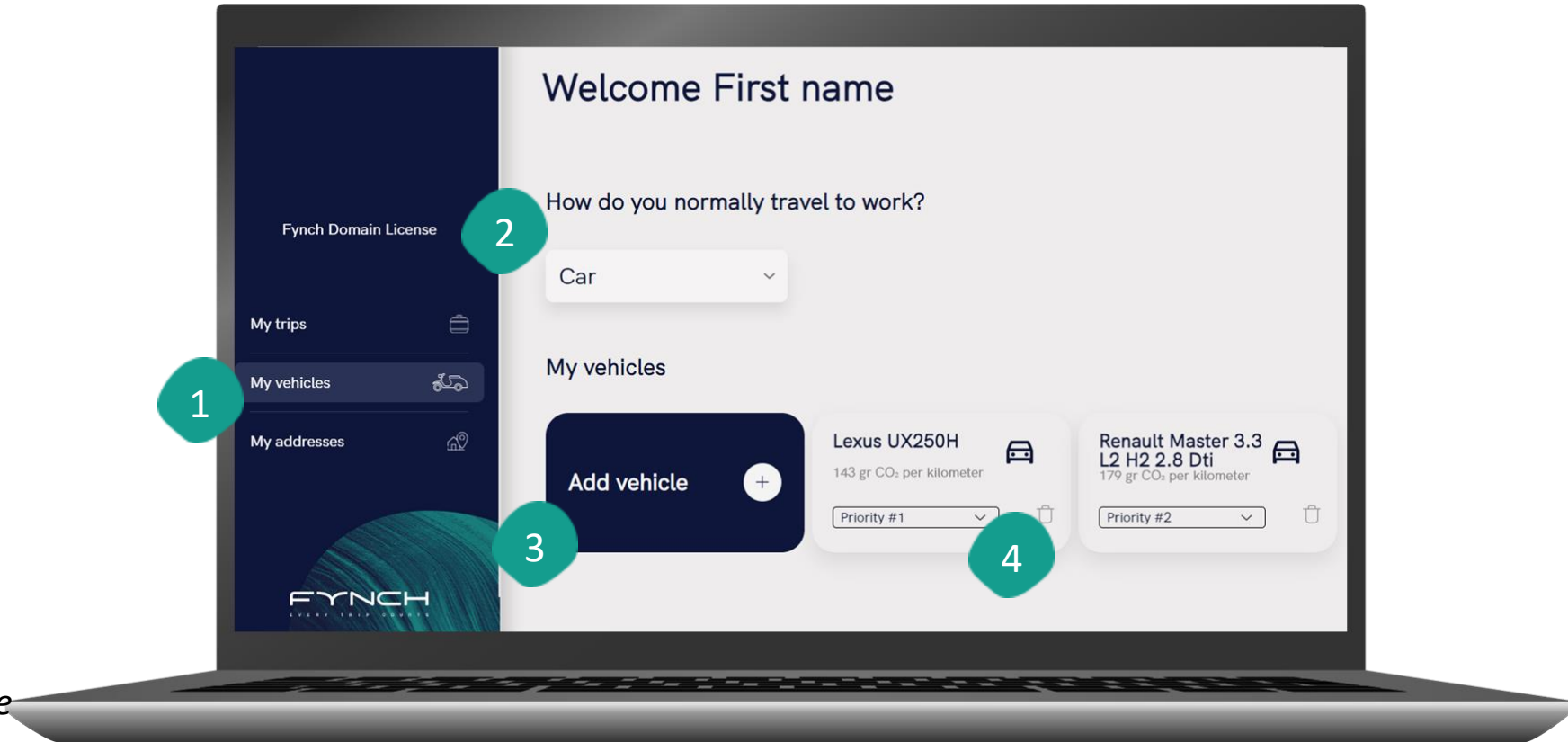


- 1 Click here to manage your profile
- 2 Here you can add your profile picture and name
- 3 Read our terms and conditions and acces support channels
- 4 Click here to sign out



# My vehicles

- 1 Use the button in the menu to navigate to *My vehicles*.
- 2 Select the mode of transport you normally use to travel to work. We need this information to enable *Office day* on the *My trips* page.
- 3 Do you normally use a car, bicycle, motorbike or moped to travel to work? If so, we ask you to also add your personal vehicle. With this information, we know which fuel type is connected to your trip. If you are adding a car, you can also add your license plate, and we will automatically collect your car details.



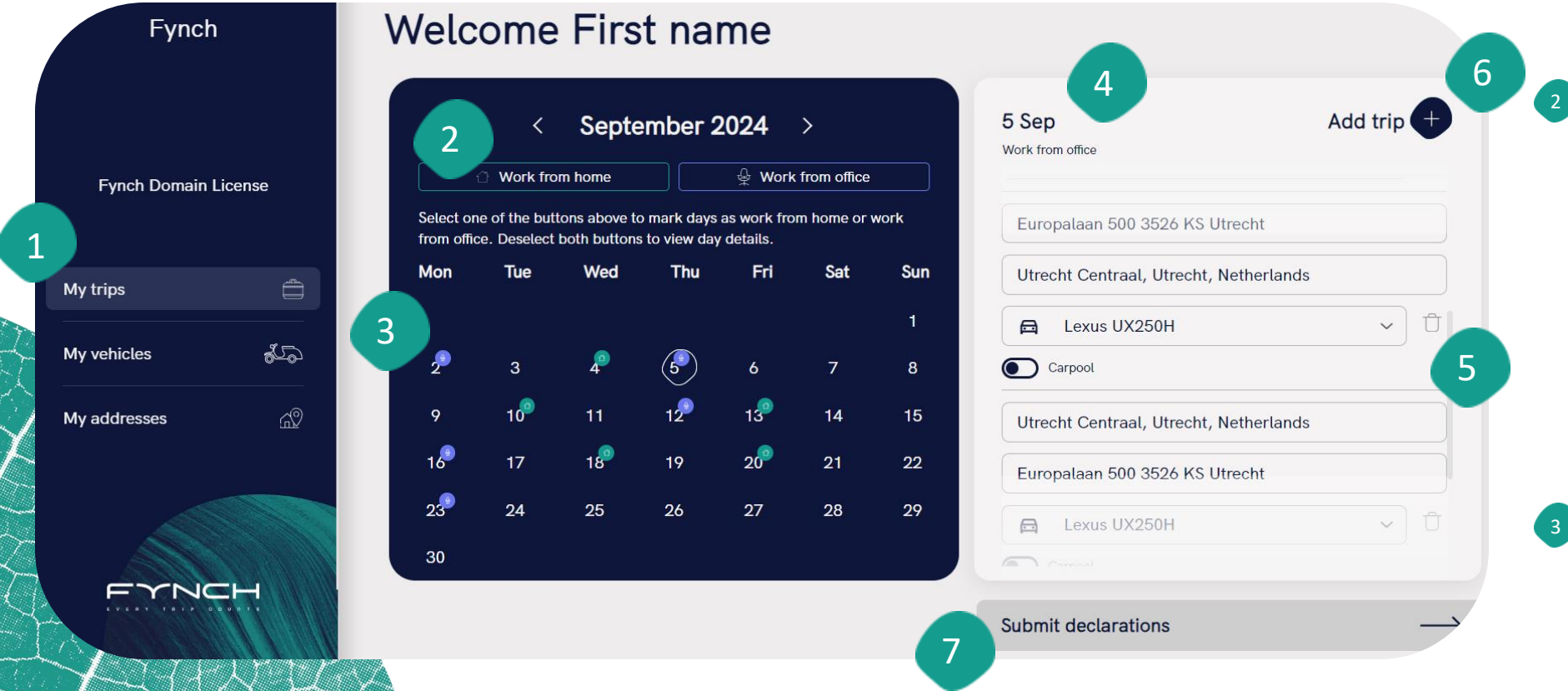
- 4 If you have multiple vehicles of the same type, you can add them all. Use the *Priority* selection to set the vehicle you normally use for commutes as *Priority #1*.

# My addresses

The screenshot shows the 'My addresses' page in the Fynch app. On the left is a dark blue sidebar with a menu containing 'Fynch Domain License', 'My trips' (with a calendar icon), 'My vehicles' (with a scooter icon), and 'My addresses' (with a location pin icon, highlighted by a green circle with the number 1). The main content area is light gray and titled 'Welcome First name'. It contains three sections: 'Home address' with a text input field containing 'Dam Square 1, Amsterdam, Netherlands' (highlighted by a green circle with the number 2); 'Train station' with the question 'Which train station do you usually travel from when going to work?', a text input field containing 'Amsterdam Centraal, Stationsplein, Amsterdam, Netherla...' (highlighted by a green circle with the number 3), and a toggle switch labeled 'I never take the train to work' which is currently turned off; and 'Office address' with a dropdown menu showing 'Europalaan 500 3526 KS Utrecht' (highlighted by a green circle with the number 4). The Fynch logo 'FYNCH EVERY TRIP COUNTS' is at the bottom left of the sidebar.

- 1 Click the button in the menu to navigate to *My addresses*. The information on this page is required to use the *Office day* button on the *My trips* page.
- 2 Use the search functionality to add your home address here.
- 3 Do you (sometimes) travel to work by train? If so, enter the train station that you usually get on the train here. If you never use the train, you can use the toggle to indicate this.
- 4 Select your normal office address or work location from the list. All commutes that are generated with the *Office day* functionality are between your home address and the selected work location.

# My trips



1 After signing in, you are directed to the *My trips* page. Here, you can manage your trips and work from home days

2 Click the *Work from home* button and then select all days you worked from home this month. You can do the same thing with the *Work from office* button, which automatically creates 2 commute trips on the selected day.

3 In the calendar, you can view which days you have already marked as work from home or work from office.

4 Click on any day in the calendar to view the day details.

5 View all trips that have been registered on this day and edit the mode of transport if necessary.

6 Click here to manually add a business trip.

7 Did you complete your registration for this month? If so, click here to submit your expenses. Please note: after submitting, you cannot edit your registration anymore!



# My Transactions

Fynch Mobility

Fynch Domain License

My trips

My transactions

My vehicles

My addresses

Welcome

My transactions

juli 2025

Timeline

New

Total Transaction Cost €25.67

Business Commute €25.67 Private €0

Date	Type	Description	Cost	Status	
18/07/2025	Public Transport Transaction	Dal abonnement - 2e klas - juli 2025	€5.95	Closed	<div>Business</div> <div>Commute</div> <div>Personal</div>
14/07/2025	Public Transport Transaction	14-07-25 08:15 Eendrachtlaan, Utrecht - 14-07-25 11:34 (g907pf)	€14.36	Closed	<div>Business</div> <div>Commute</div> <div>Personal</div>
14/07/2025	Public Transport Transaction	14-07-25 08:15 Eendrachtlaan, Utrecht - 14-07-25 11:34 (g907pf)	€0.25	Closed	<div>Business</div> <div>Commute</div> <div>Personal</div>

1 Has your employer activated the NSBC integration? Then here you'll find an overview of all your NSBC transactions

2 Choose the month for which you want to see your transactions

3 Get an overview of all new transactions. These have not yet been labelled by you.

4 Status open: You can still change the label of the transaction  
Status Closed: Editing the label of transaction is not possible.

5 Label your transaction to business, commute or private.





FYNCH

EVERY TRIP COUNTS