

Motor Pool Dispatch WeGo App Instructions

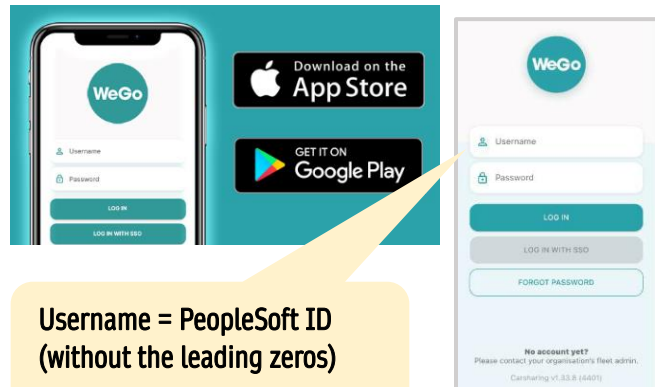
Don't have an account? First complete the WeGo Online Registration Form using Link: <https://forms.office.com/g/dHiZ2avaP6> or Scan QR Code on Phone/Device



01

***Before Booking** – Have your WeGo Carsharing App downloaded to your phone. You will Need:

- Your PeopleSoft ID (without the leading zeros) & Password (From your WeGo Welcome Email)
- Bluetooth/WiFi ON

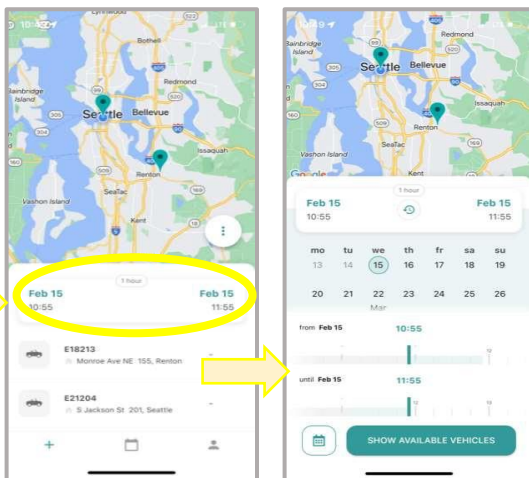


Username = PeopleSoft ID
(without the leading zeros)

02

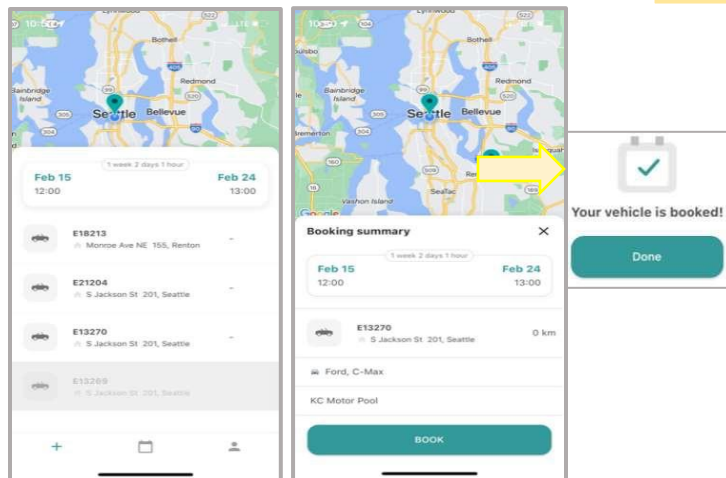
Create a Booking

- ✓ After Logging into the App, select the + sign on the bottom left of the screen
- ✓ Tap the Date/Time Bar to open calendar and select desired date
- ✓ Once selected, use the two moving bars to adjust for start & end time. Adjust to your booking needs
- ✓ Once dates and times are set, tap **Show Available Vehicles**



Select Your Vehicle

- ✓ This screen will show all vehicles that are available for the times you selected
- ✓ Please reference the table 3.1 below with the Available Pick Up Locations/Addresses Listed
- ✓ The screen will then show the Booking Summary. You can review and confirm your booking. Once everything looks correct, tap **BOOK**
- ✓ You have completed your booking

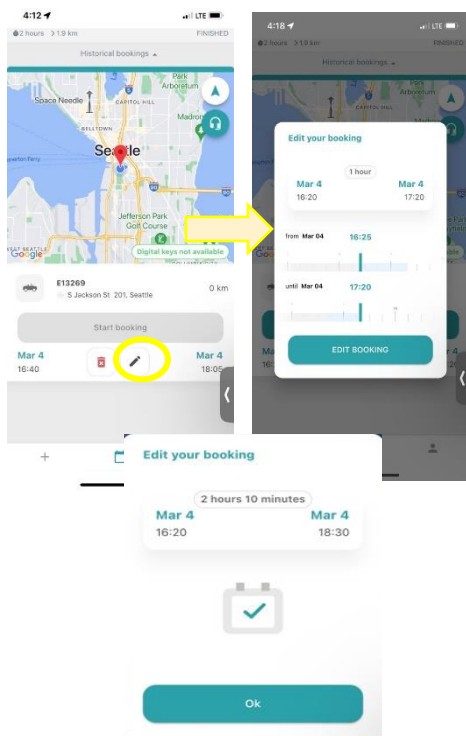


Note: If your booking dates/times are showing none available, adjust and try again. Be sure to select your preferences on the left of the Vehicle Overview screen.

King County Motor Pool Dispatch Pick Up Locations	
Location	Address
King Street Center	201 S Jackson St. Seattle WA
Goat Hill Garage	415 6TH Ave. Seattle WA
Renton Shop	155 Monroe Ave NE Renton WA

Edit Your Booking

Important: You can only edit date/time of your booking before it begins. If you need to change vehicles, cancel current booking and create new.

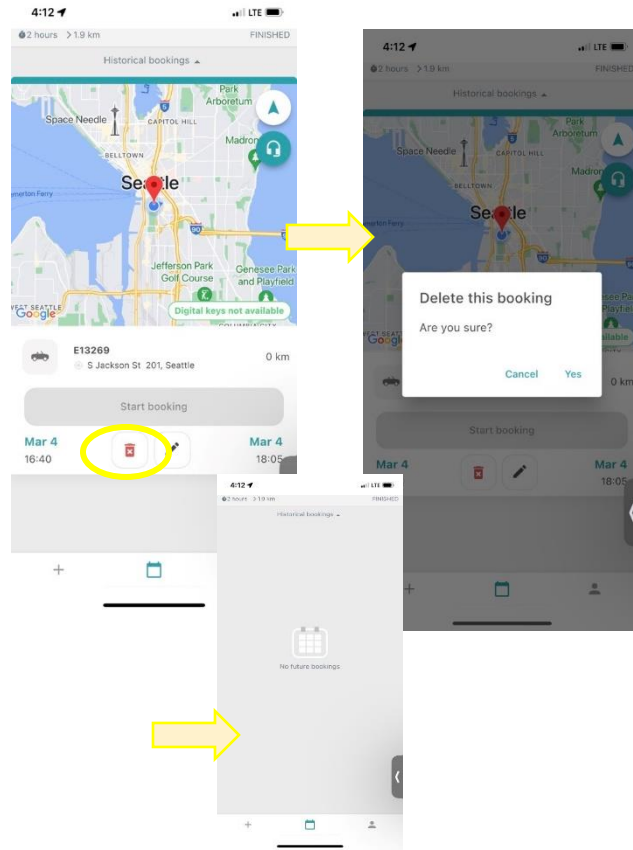


- ✓ To edit your booking, tap the pencil icon
- ✓ Tap the top bar to change the date and then scroll left and right with the slider bars to edit start and end times
- ✓ Once you have your new desired edit, Tap EDIT BOOKING
- ✓ **You've successfully edited your Booking**

Cancel Your Booking

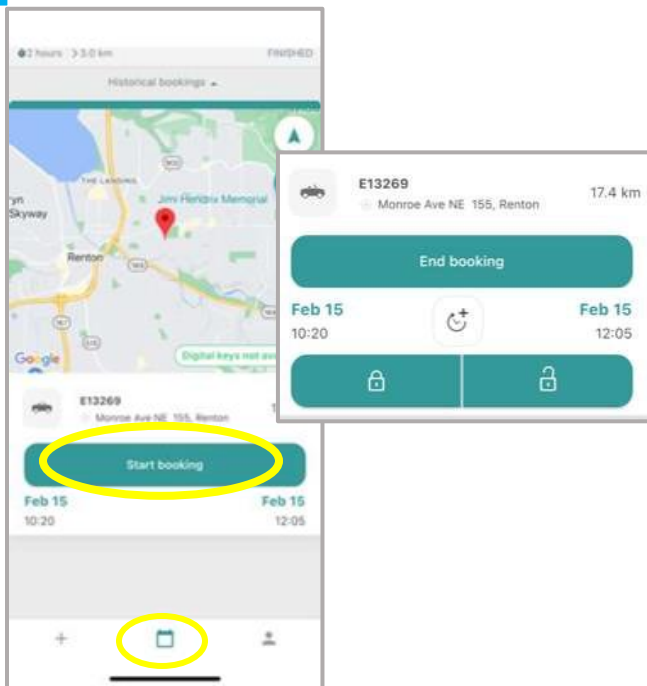
Important: You can only cancel before your booking begins. If you need to cancel after your booking has started please call fleet services.

- ✓ In Booking Overview click on the red X icon
- ✓ Pop up window will come up to confirm you wish to cancel. Please input reason and date and click **YES**
- ✓ It will take you back to the calendar screen that is grayed out
- ✓ **Your Booking was successfully cancelled**



Start Your Booking

- ✓ At the time of your booking tap the calendar icon in the App. There you can review & start your booking by tapping **Start Booking**
- ✓ **Note:** You can start your booking within 15 min. of the reservation time
- ✓ Be sure to start your booking in a location where you have a data connection on your device, that your Bluetooth is turned on
- ✓ Once your Booking has started you will see the screen listing: the vehicle, End Booking option and Lock & Unlock Buttons.
- ✓ This means your booking has started and is **LIVE**.



Let's Drive

Your booking has started, you can head to the vehicle.

- ✓ Once you are ready to get into the car, tap **UNLOCK** icon on your booking screen.
- ✓ Reminder to have your Bluetooth turned on and that you are within 5 meters of the vehicle to unlock/lock
- ✓ You will hear the vehicle unlock
- ✓ Once in the car, retrieve the keys from the glove box

PLEASE NOTE: The black key FOB is pushed into the reader, be sure this is returned when you finish the reservation

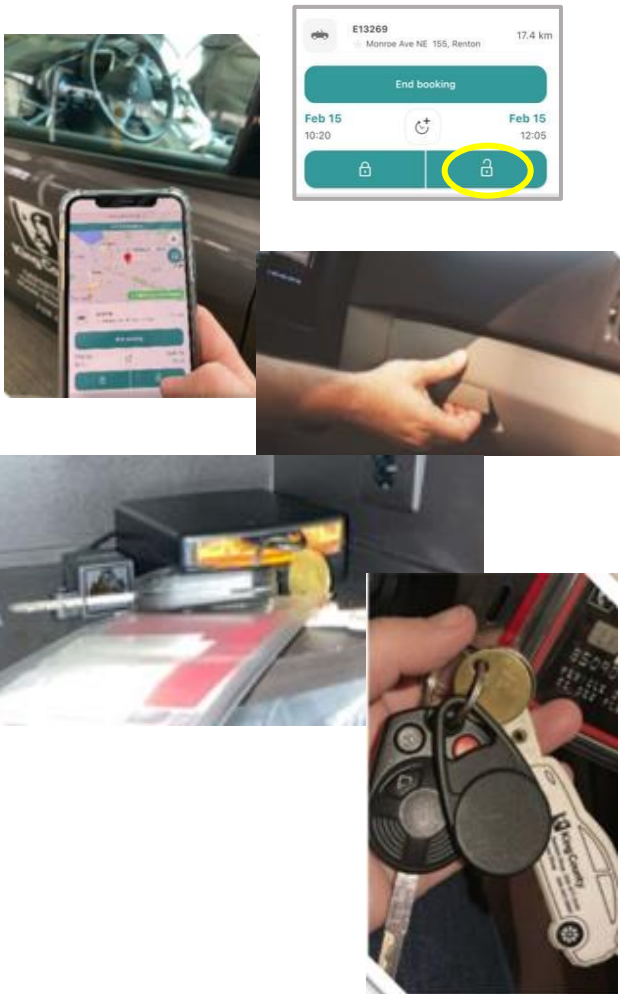
You can now start the vehicle and you are ready to go!

Friendly Reminders:

You can lock and unlock the vehicle using the App or the RFID Badge/FOB, just be sure to be consistent:

- ✓ Lock with App → Unlock with App
- ✓ Lock with RFID/FOB → Unlock with RFID/FOB

If you have any issues locking/unlocking please call Fleet Services at 206-477-3880

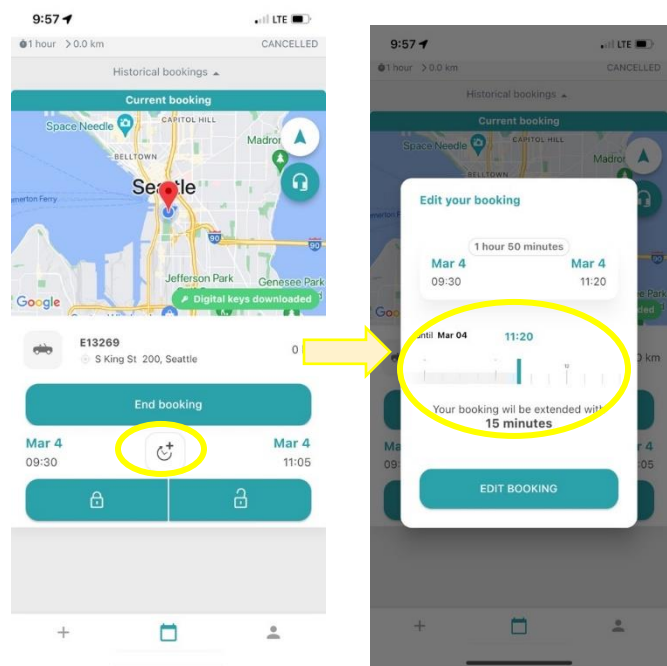


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Extend a Booking

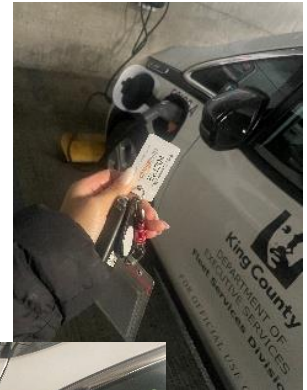
Need more time or running late?

- ✓ You can extend your booking as long as no one has booked the vehicle immediately after you.
- ✓ To extend your booking, in the app, tap the clock with the plus sign
- ✓ Move slider to the right to increase extension time and select edit booking
- ✓ If the slider for the end time turns red, it means the vehicle is reserved at that time.



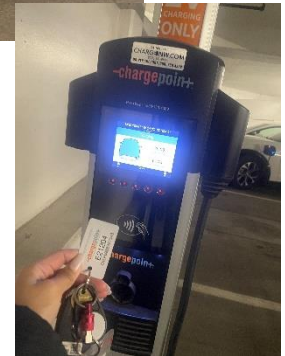
Driving an Electric Vehicle?

- ✓ Before driving be sure to take the charging cable out of the plug
- ✓ To start the vehicle, put the shifter in “P-MODE”, use the brake pedal, press Start/Stop button
- ✓ Put shifter in “D-MODE” or “R-MODE” (to reverse) and release brake pedal
- ✓ You can now begin to drive by gently pressing down the “gas” pedal
- ✓ **Attention:** An electric car does not make a sound after starting



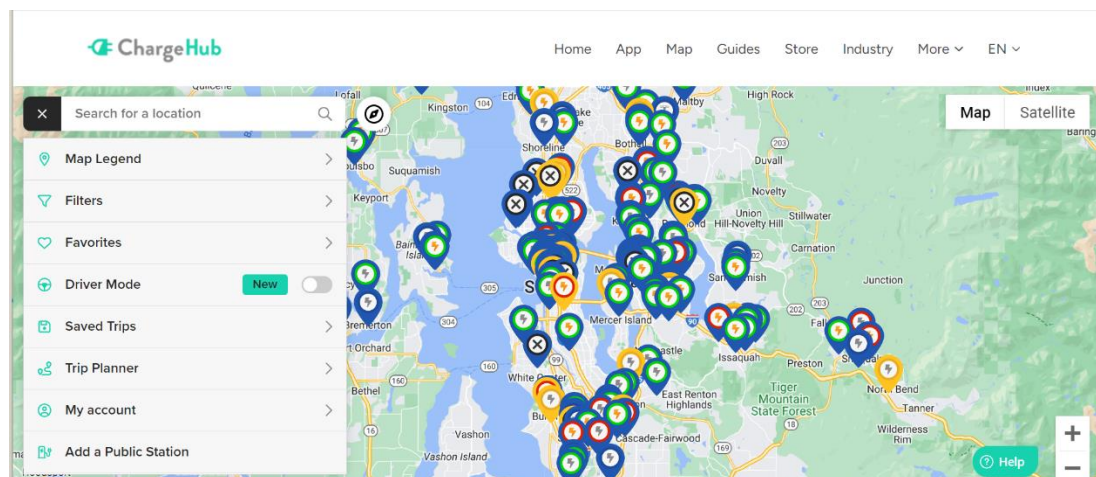
How to Charge

- ✓ Use the ChargePoint Card on the Key Fob and scan on the charging station. Then you can plug the charging cable into the car
- ✓ The sensor on the front of the vehicle will turn green
- ✓ The Charging Station will indicate on the screen that it is CHARGING



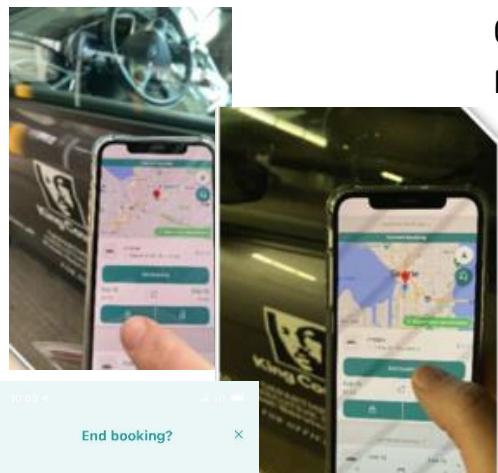
Need to Find Charging Stations?

- ✓ Visit [ChargeHub.com](https://www.chargehub.com) and check the map to pull up Public Charging that is available.
- ✓ Type in an address or search for a location near you to find available charging stations in real time

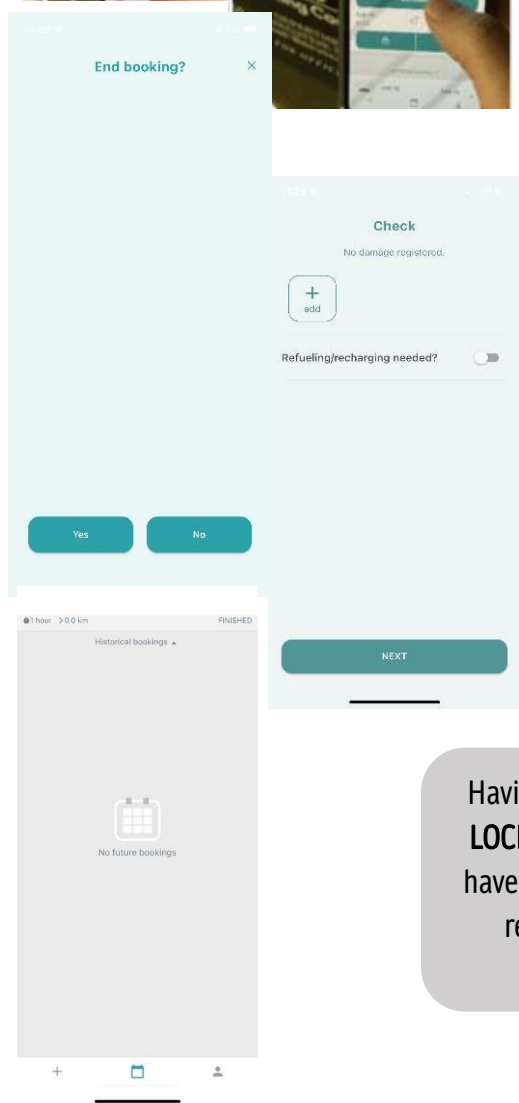


Ending the Booking

Once you have returned the vehicle to the King County Site, and parked in a designated stall, you can tap **End Booking** in app.



- ✓ Park vehicle & turn the vehicle off
- ✓ **Note:** If you are in an electrical vehicle press of the brake pedal, put shifter in “P-MODE”, press the start/stop button, release brake pedal to turn off
- ✓ Place the keys into the glovebox with the black fob fully inserted into the receiver.
- ✓ **Note:** If you are in an electrical vehicle: **BEFORE** placing the keys into the glovebox, use the ChargePoint KeyTag to scan charging station then plug into vehicle. Then you can place the keys into the glovebox afterwards
- ✓ Exit the Vehicle
- ✓ Standing within 5 meters to the vehicle, Open the App
 - On your Booking Screen Tap the **Lock Icon** and listen for the vehicle to lock. Test the doors to be sure
 - Once the vehicle is locked, go back to the App and Tap **End Booking** and tap **YES**
- ✓ The app gives you the option to report damage or low fuel.
- ✓ The Ended Booking Screen shows the calendar for future bookings grayed-out and your Booking is complete.



Having issues Locking and/or Ending your Booking? Be sure to **LOCK** the vehicle with the app, then go to a location where you have signal/Wifi to End the booking. Still having trouble, please reach out to Fleet Services for assistance (206)477-3880