



Driver Portal

Combined User Guide

Version 1.1

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Preface

This guide covers both the registration and obtaining of quotes using the GMP Driver Portal. If you already have an account with us, you may skip step 2.

1.0 - Finding Our Website

1. Place the following link into the navigation bar of your browser:

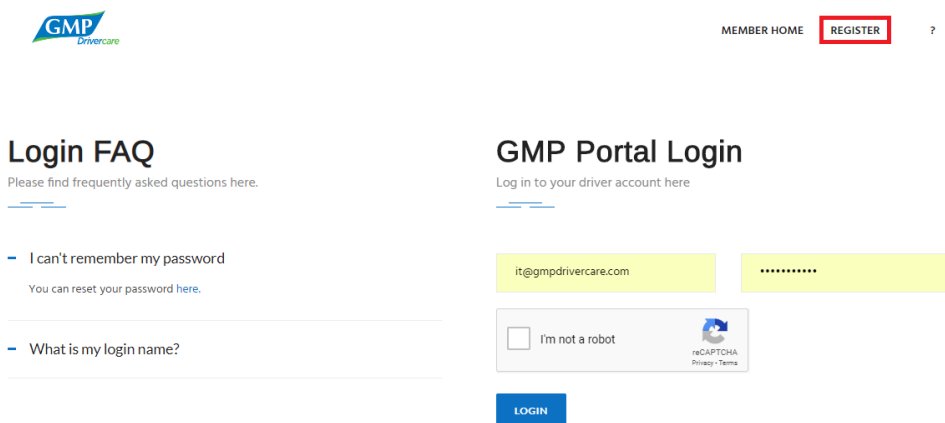
<https://driver.gmpdrivercare.com/>



2. Press the “Submit” button or press the enter key

2.0 - Registration

1. When presented with the website, navigate to the registration page using the highlighted link:



2. Fill in the registration form with your details. These will turn green as the fields are populated.

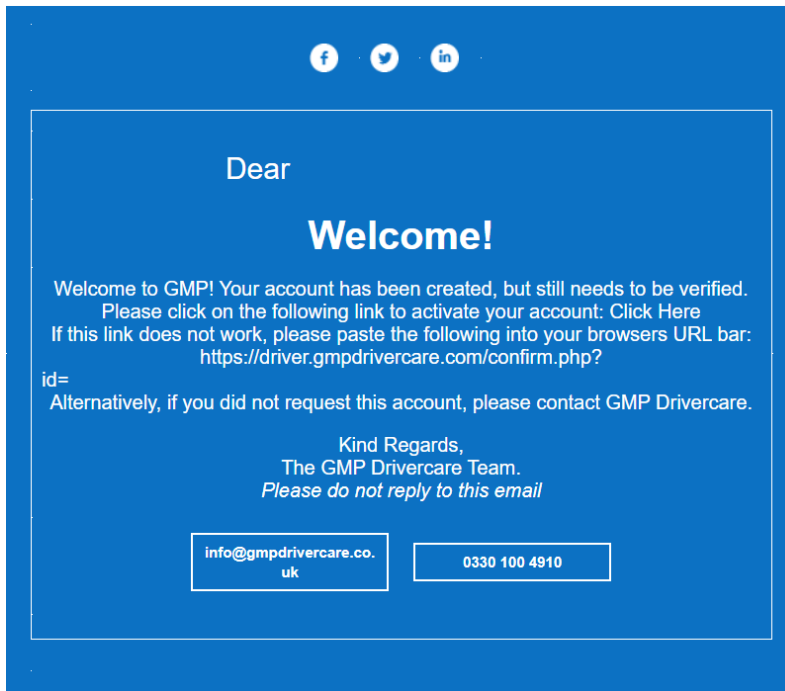
Driver Details

Red boxes indicate required fields.

It is optional whether you supply your Driving Licence Number at this stage and you will have an opportunity to add this number at a later date, however, please note that no orders will be processed without this information.

Non-NHS Driver	Mx
Example	Form
Date of Birth	House / Building Number

3. Click the confirmation link sent to your work email:



4. Await the confirmation message when the page has loaded.

3.0 - Logging In

1. Go to 'Member Home' from the top navigation of <https://driver.gmpdrivercare.com>
2. Fill in your username and password as selected during registration. After this, tick the "reCAPTCHA" checkbox and click "LOGIN":

Login FAQ

Please find frequently asked questions here.

- I can't remember my password


You can reset your password [here](#).

- What is my login name?

GMP Portal Login

Log in to your driver account here

<input type="text" value="Your Username"/>	<input type="text" value="Password"/>
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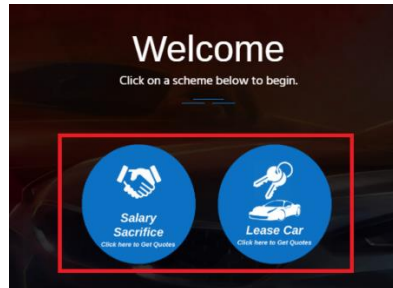
I'm not a robot 

LOGIN

4.0- Driver Portal

4.1 - Selecting Scheme and Car

1. After logging on, the member's page will be displayed. On the right hand side and in the centre of the screen, schemes available to you will be listed. Select the desired icon to continue the car quoting process.



2. Fill in the appropriate information for your chosen scheme and click on the "PROCEED" button:

CURRENT VEHICLE*

Do you currently have a GMP lease vehicle?

No

ANNUAL MILEAGE*

What is your annual PRIVATE mileage?

4000

Will you use your vehicle for business miles?

Yes

What is your annual BUSINESS mileage?

5000

3. Following these questions is the car builder page. Use the drop-down filters to find the car you want. To proceed with any filters you have set, you can click on the "Update Vehicle List" button which will appear at the bottom of the page:



4. Highlight the car you want and click "Select Vehicle" to begin the ordering process.

SEARCH OPTIONS

Select Make & Range
To use additional filters.

MAKE

FORD

RANGE

FIESTA

MODEL

ALL

MAX CO2: 300G/KM

MILEAGE: 9000

TERM: 3 YEARS

SALARY SACRIFICE

Showing results from 1 - 10 of total 54

FORD FIESTA DIESEL HATCHBACK 1.5 TDCI TREND 3DR TREND [91754]

INFORMATION

5 | 112g/km* | Man | 85 BHP

*CO2 Figures are liable to change

SPECIFICATIONS

Gears: 6 SPEED

CC: 1498

Payment Monthly : £

Select Vehicle

4.2 - Using the Option Builder

1. When you have chosen the car you desire, the option builder screen should be displayed:

Please note, due to current changes in CO2 and electronic range means testing (VWL11) some options may result in a manual quote. You can still proceed with this (having at least selected a colour) and our team will get back to you with a price.

Driving Mirrors

 Body coloured electrically operated and heated door mirrors with side indicators

Here you can click on the checkboxes to add additional options. When you change these, you will need to press on the “Update Your Price to Continue” button.

2. When any additional options required have been selected, the automated quote can be saved or carried over to the ordering process. The saved quotes can be viewed any time via the “Orders” drop down menu.



HOME

ORDERS/QUOTES ▾

SERVICES ▾

MY ORDERS

SAVED QUOTES

ADD FIESTA

However, this tutorial will assume the order is to be processed. To proceed with your order, you can click on the “Next Stage” to progress to the next stage.

4.3 - Placing an Order

1. To place an order, you will have used the “NEXT STAGE” button or the ORDERS/QUOTES menu to resume your order.
2. Review all the information presented. This includes information about you, the car and how pricings are worked out. Below this, projected costs will also be displayed given the amount of tax increases each year as set by government standard.



HOME ORDERS/QUOTES SERVICES MY ACCOUNT CONTACT US LOG OUT ?

Order Details



Vehicle Summary

Car Summary

Reference: AC 7429233
Make: FORD
Model: FIESTA DIESEL HATCHBACK
Fuel Type: Diesel
Transmission: M
General: 5 doors,
Engine Size: 1498cc
CO2: 96g/km

Options:

Standard Options: Factory Options:
Metallic - Chrome blue @ £500
Total Option Cost: £500
External Car Colour: Blue
Internal Car Colour: STANDARD
Dealer Fit:

3. Review and check the user agreement. Ensure you understand all statements presented and check the checkboxes if you agree.
4. Proceed by clicking the “Accept Order” button:

- further information please refer to:
HMRC company car tax calculator [Tax Calculator](#)
- I certify that I fully understand the Terms and Conditions as set out in Salary Sacrifice Car Leasing Scheme Policy [Scheme Document](#), [Driver Guide](#) and order and that the answers and particulars provided by me in this order are correct and that I have disclosed all material facts.
- I confirm that should I cancel this order I am fully liable for all associated cancellation charges and if required I authorise my employer to recover these costs from my salary. I am also aware that although the average cancellation charge is 10% of the vehicles Recommended Retail Price the charge can on occasion be even higher.
- I understand that should any information or response that I have provided within the ordering process be found to be false or inaccurate the order may be cancelled by GMP Drivercare and that I will be personally liable for any resulting cancellation costs or fees.
- I accept the terms mentioned in the Privacy Policy found in the Driver Information section of our website:
<https://driver.gmpdrivercare.com/documents.php>
(These documents can be accessed anytime from the Driver Information section.)
- GMP Drivercare will share the data provided by you only for the purpose of processing your order with our premium partners. Our partners will never send you any marketing offers with this consent.
You will get regular updates of your order from GMP Drivercare which will be mentioning dealership, leasing company provider etc.

ACCEPT ORDER

5. A message confirming your order placement should appear, and you should receive a confirmation email. If you receive neither of these, please contact GMP Drivercare by sending email to info@gmpdrivercare.co.uk. If all is well you will be redirected to your orders page.

Previous Orders

HYUNDAI I10 HATCHBACK 1.2 SE 5dr Auto

- Estimated Monthly Payment:

- Order Date:
- Reference:
- Status:

Hover / Tap For Options



6. Your order will then be presented to your authoriser for review. If the vehicle is accepted, GMP can then begin processing this.