

Personal Use Log Entry Website Address:

<http://www.motorleasecorp.com>

How do I get to the personal use page from Motorlease's main website?

- From the main website, select “**Client Log-in**” below the Motorlease header, which is the 5th button across.
- On the right side of the screen near the middle you will see a section marked “Drivers”. Underneath that, there will be a link to click that says “**Personal Use Tracking System**”. Please click that link. This will bring you to the log-in screen for Personal Use Tracking.

LOG-IN QUESTIONS:

When I sign in, are my entries case sensitive?

No, your entries are not case sensitive. Upper or lower case will not make a difference.

What is my vehicle ID?

Your vehicle ID is the 6-digit number printed on the key tag that you received in your car packet. It is also written on the outside of your car packet.

Do I enter spaces or dashes when I enter my license plate?

No, just enter your license plate letters and/or numbers without spaces, dots, or dashes and do not include the State abbreviation.

I am using all the correct information to log in, but it's not letting me sign in.

If this is your first log-in, your license plate information may not be registered in our system yet. Please fax or email your registration to us and we will update our system.

Fax: (860) 674-8677 Email: dhenederson@motorleasecorp.com

For your first entry, you are able to log-in by using your last name and vehicle ID only, if your registration has not been input into our system yet.

FIRST ENTRY

What do I enter for the odometer reading?

Enter what the odometer reading was on your vehicle when you took delivery of the vehicle or the beginning of the fiscal year starting December 1st. This is your starting mileage.

What is the Personal Use Log Year?

The Personal Use Log Year runs from December 1st through November 30th. Each new year for mileage entries begins on December 1st.

What do I enter for the beginning date?

The beginning date is the date that you took delivery of your vehicle or the beginning of the Personal Use Log Year (December 1st).

The date format is sensitive. You must enter it as MM/DD/YYYY. If you enter the date as 09/16/09 instead of 09/16/2009, you will receive an error message.

What email address do I use?

You should use your business email address and input it two times. The system will send you a confirmation when you submit your mileage entries.

PERSONAL USE LOG ENTRY SCREEN

What is the odometer reading for this log entry?

The odometer reading entered here should be the odometer reading taken on the date your entry is for.

How many BUSINESS miles have you driven since your last entry?

This will be the amount of documented business miles you have driven since the last time you have entered any information into the system. All drivers must maintain a list of business miles on their own, outside of the Motorlease System, for their own records.

“If you use your car for both business and personal purposes, you must divide your expenses based on actual mileage.” – IRS Publication 535

What is the date for this log entry?

Enter the date this odometer reading is for. Use the following format: **MM/DD/YYYY**.

Correct format: 09/16/2009 Incorrect format: 09/16/09

(View all of your log entries to date) Click this link to view all of your year-to-date mileage entries.

GENERAL QUESTIONS:

Why does my entry show personal miles? I didn't enter any personal miles.

It happens when the previous odometer reading was not subtracted from the current odometer reading. Remember to enter your current odometer reading in the first box, and then subtract your odometer reading from the last entry made. This total is what you will enter in the second box. However, if you have driven personal miles, you must also subtract those from the total, then, what you are left with is the entry for the second box.

Example for your weekly entries:

	<i>This Week</i>
Current Odometer Reading:	11,000
- Last Odometer Reading:	- 6,700
- Personal Miles (if any):	- (personal miles driven)
Total Business Miles:	4,300

I entered the wrong mileage, how can I fix it?

Log into the system and click on “(View all of your log entries to date)” link which will bring you to your log entry report. ***Please print this report before you delete any entries. Once it is deleted the information is gone.***

Select the “Delete Last Entry” link at the bottom of the report. You will see a “pop-up” warning: “Are you sure you want to delete the last entry?”

****This cannot be undone****

At this point, you can select “ok” and your last entry will delete, or you can select “cancel” and your entry will not be updated.

If you have corrections to make farther back in your log entries, you must delete each entry individually and resubmit each entry. At this point you may select the “Add Another Entry” link to go to the entry screen.

How can I change my E-mail address in the system?

When you log into the system there will be a blue link underneath the mileage submission button (in the lower left side of the screen) for your log entries that will be labeled "Update E-mail address". If you click that link you will be brought to a new screen which will show you your current E-mail address as well as let you add in your new E-mail address.

You will need to enter in your new E-mail address then confirm the address one more time before hitting submit. Once you click submit the changes will be made in our system and future personal use tracking E-mails will be sent to that new address.