How to pick up and return a vehicle

Log in to LeasePlan Online via www.leaseplan.com.au

1. Click ‘My Pool Car Bookings’ on left menu
2. In the ‘Booking Search Criteria’ section, enter the ‘Booking ID’ and click ‘Search’

3. Click to select the booking
4. Click ‘Vehicle Pick Up’ or ‘Vehicle Return’ depending on the action required
Vehicle Pick Up or Return Details

5. The ‘Date’ and ‘Time’ fields will automatically populate from your booking details. You can change the time if required.

6. The ‘Start Odometer’ field will default to the last known odometer reading. Check and change the odometer reading if it is different.

7. Click ‘Submit’

When returning a vehicle, repeat steps 5-7 and enter the end odometer reading.
How to pick up and return a vehicle via a mobile device

On your mobile phone or tablet, open the booking confirmation email

1. Click ‘click here’ to access LeasePlan Online and enter log in details

After logging in for the first time, the mobile phone or tablet will automatically remember the log in details

The following screen will open

2. Click ‘Booking List’ to access the booking
3. Click on the ‘Booking ID’ to view the booking details

4. Enter the odometer reading to pick up and/or return the vehicle

5. Click ‘Ok’ and ‘Save’