



EMPLOYEE REGISTRATION ON THE FIRMENLADEN PLATFORM

FIRMENLADEN

REGISTRATION FIRMENLADEN PLATFORM

INTRODUCTION

This guide is intended to help you register your employee account in the FIRMENLADEN platform. Please open the following link:

For EU-Clients

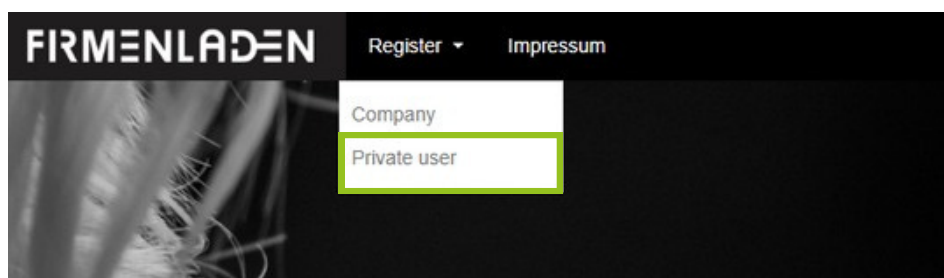
<https://firmenladen.evc-net.com/Login/Login>

For Swiss-Clients

<https://firmenladen-ch.evc-net.com/Login/Login>

STEP 1

1. After successfully opening the link, click the "Register" tab.
2. Now click the **"Company"** sub-item.



STEP 2

In the subsection "Your personal details", please enter the following information:

REQUIRED

- Salutation
- First name and last name
- Street, house number and additional address details
- Postal code and city
- Country
- Email address and repeat email address

We kindly ask you to preferably use your company email address. Alternatively, you may also enter a private email address.

- Vehicle license plate number

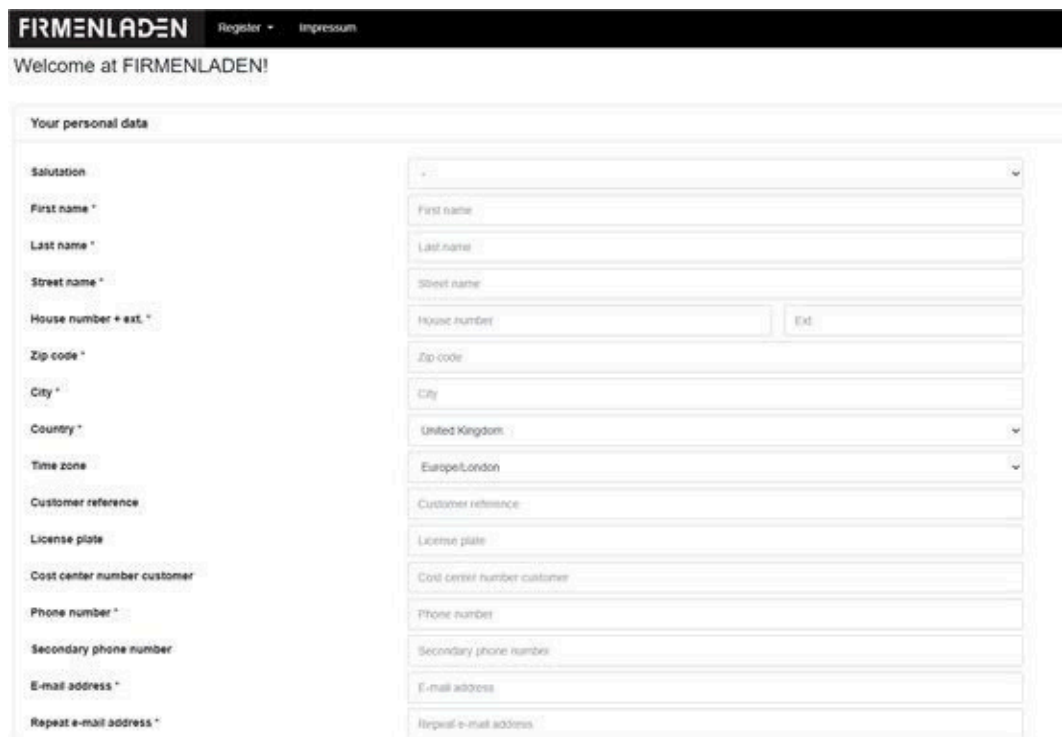
Even though this is not a required field, please also enter your vehicle license plate number.

OPTIONAL

- Customer reference
- Customer cost center
- Telephone
- Mobile phone

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The screenshot shows the FIRMENLADEN registration interface. At the top, there's a black header with the FIRMENLADEN logo and links for 'Register' and 'Impressum'. Below the header, a welcome message 'Welcome at FIRMENLADEN!' is displayed. The main section is titled 'Your personal data' and contains a list of input fields on the left and a corresponding form on the right. The fields include: Salutation, First name, Last name, Street name, House number + ext., Zip code, City, Country, Time zone, Customer reference, License plate, Cost center number customer, Phone number, Secondary phone number, E-mail address, and Repeat e-mail address. The form on the right has dropdown menus for Salutation, Country, and Time zone, and text input fields for the other fields.

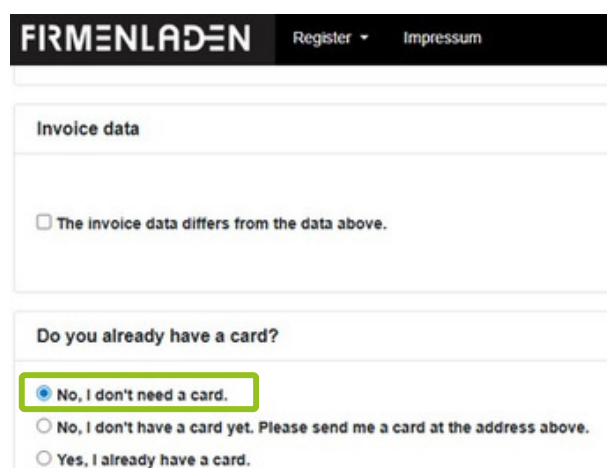
STEP 3

1. In the subsection "Invoice details"

Please activate the checkbox if your invoice details differ from the information provided above.

2. In the subsection "Do you already have a card?"

Please select **"No, I do not need a card."** Your card will be automatically provided during the further process. The option "Yes, I need a card" is only intended for special cases where no automatic delivery or provision through your fleet management system takes place.



The screenshot shows the FIRMENLADEN registration interface at the 'Invoice data' and 'Do you already have a card?' sections. The 'Invoice data' section has a checkbox labeled 'The invoice data differs from the data above.' which is currently unchecked. The 'Do you already have a card?' section has three radio button options: 'No, I don't need a card.' (which is selected and highlighted with a green box), 'No, I don't have a card yet. Please send me a card at the address above.', and 'Yes, I already have a card.'

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STEP 4

1. First, in the subsection “SEPA direct debit mandate”, you will be informed that your charging transactions and any possible monthly subscription fees will be collected once a month by direct debit.
2. Please enter the following details:

REQUIRED

- IBAN
- Name of the account holder

OPTIONAL

- BIC

If you have a European bank account, please do not enter a BIC.

3. Activate the checkbox if you agree to automatic direct debit.

If you do not agree to automatic direct debit, you will receive a monthly invoice with a payment term of 14 days.

Mandate for recurrent direct debit

Charge transactions and subscription fees (if applicable) will be charged to your bank account monthly using direct debit. The following party will take care of invoicing and direct debits:

Name	Threeforce B.V.
Address	Zeemansstraat 11
Zip code	3016 CN
City	Rotterdam
Country	Netherlands
Creditor ID	NL48ZZZ243608190000
Mandate ID	UG84WDPFBG3CP1G

By agreeing to pay using direct debit, you authorise

- Threeforce B.V. to send instructions to your bank to debit your account and
- your bank to debit your account in accordance with the instructions from Threeforce B.V..

As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.

You will receive your invoice monthly on the 13th day of the month. Threeforce B.V. will debit your account on the 24th of the month or the business day after that.

Your reference

Account number *

BIC code

Name bank account holder *

☐ Yes, I agree to pay by direct debit.

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STEP 5

1. In the subsection **"Comments"**, please enter the official company name of your employer.

In order for your employee account to be assigned to your company, this field must be completed.

2. In the subsection "End-user agreements":

- Accept the "End-user agreements"
- Accept the "Privacy Policy"
- Subscribing to the newsletter is voluntary

3. Now click on "Register".

4. Once you have successfully submitted your data, you will receive an email to complete the registration. Please click on the link included in the email.

Remarks

If you have any additional questions or remarks, please mention them below.

Conditions

You only receive a newsletter from FIRMENLADEN or from Last Mile Solutions and is only intended to inform you about new developments and / or functionalities. Your email address is not shared with third parties. You FIRMENLADEN profile.

☐ Yes, I would like to receive newsletters.

→ ☐ I have read and agree to the terms and conditions included in the [End-user agreements](#)

→ ☐ I have read and agree to the terms of processing of my personal data included in the [Privacy policy](#)