

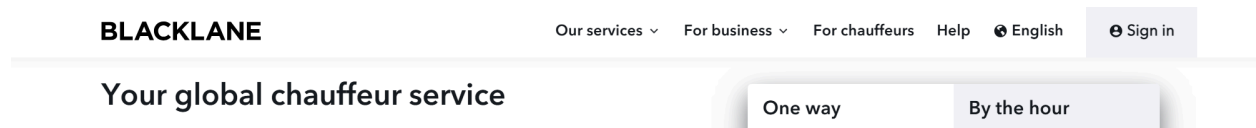
## BLACK SEDAN INC

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**2 different sign-in symbols:** on the side of all the pages.

1. First one should say "Customer Sign-in"
2. Under should be, "Chauffeur Sign-in"

*FOR EXAMPLE:*



**Create an account:** once a chauffeur inputs their email address and password. They are required to put in additional personal information which includes the following. See example below.

1. First name section
2. Last name section
3. Phone number section
4. There is NO need for title section for vendors

*FOR EXAMPLE:*



## Add your personal details

Complete your profile to keep your account up to date and secure.

Title  
Mx. ▼

First Name

Last Name

Mobile number



Add your mobile phone number for ride notifications.

Save and continue

By adding your personal details, you agree to our [Privacy Policy](#) and [Terms of use](#).

**Once a chauffeur makes an account:** the chauffeur receives an automated email from [info@blacksedans.ca](mailto:info@blacksedans.ca) which contains the following information.

1. Subject for the email: Welcome to Black Sedan!
2. In the email
  - a. **Subject:** Welcome to Black Sedan - Chauffeur Introduction

Dear [Chauffeur's Name],

I hope this email finds you well! I'm pleased to welcome you to the Black Sedan team. We are excited to have you on board as a chauffeur and look forward to working with you.

At Black Sedan, we pride ourselves on delivering top-tier service to our clients, and we're confident that your professionalism and dedication will contribute greatly to our continued success. As part of our team, you'll be an essential part of providing luxury transportation and ensuring our clients have a memorable experience from start to finish.

If you have any questions or need assistance as you get settled, please don't hesitate to reach out to me or any other team member. We're here to support you every step of the way.

Looking forward to a successful partnership and wishing you a smooth start with us!

Best regards,  
Black Sedan INC Dispatch Services  
+1(825) 735-5538  
[info@blacksedans.ca](mailto:info@blacksedans.ca)

3. Provide a "Login to your account!" button after the paragraph which takes the chauffeur to the website.

**Chauffeur Account:** there should be three options in the drop-down menu.

1. Rides have 3 sections which include the following: offers, upcoming rides and past rides.
  - a. **Offers:** include rides that are assigned to the chauffeur. There needs to be a "ACCEPT RIDE" button under each offer that the chauffeur has to press to accept the ride. Once accepted, the booking moves to the upcoming rides section automatically.
    - i. The chauffeur SHOULD NOT see the price of the trip, just trip details.
    - ii. Trip details the chauffeur sees include the following:
      1. Customer first and last name
      2. Pickup date
      3. Pickup time
      4. Pickup location
      5. Dropoff location
      6. Flight No.
      7. Email address
      8. Phone number
      9. Special instructions
    - iii. The chauffeur receives an email with the details of the trip as well.
  - b. **Upcoming rides:** For the upcoming rides, they should have a "ON THE WAY" button under each booking.
    - i. For the upcoming rides, they should also have a drop-down menu to select vehicles they have already placed in their account. The chauffeur SHOULD NOT be able to press the "ON THE WAY" button unless they select their vehicle first.
    - ii. For the vehicle selection, make a drop down menu containing car model and license plate (*FOR EXAMPLE:* Cadillac Lyriq (L34566))
    - iii. Once the chauffeur presses "ON THE WAY" the customers gets a automated email from [info@blacksedans.ca](mailto:info@blacksedans.ca) which says the following:
      1. **Subject:** Your Chauffeur is on the Way!

Dear [Customer's Name],

We are pleased to inform you that [chauffeur name], your chauffeur is currently en route to your location and will arrive shortly. Your [vehicle type] will be ready and waiting to provide you with a comfortable and luxurious ride.

If you have any questions or need assistance, feel free to contact your chauffeur at [chauffeur phone number] or Black Sedan dispatch services at +1(825) 735-5538.

Thank you for choosing Black Sedan. We look forward to serving you.

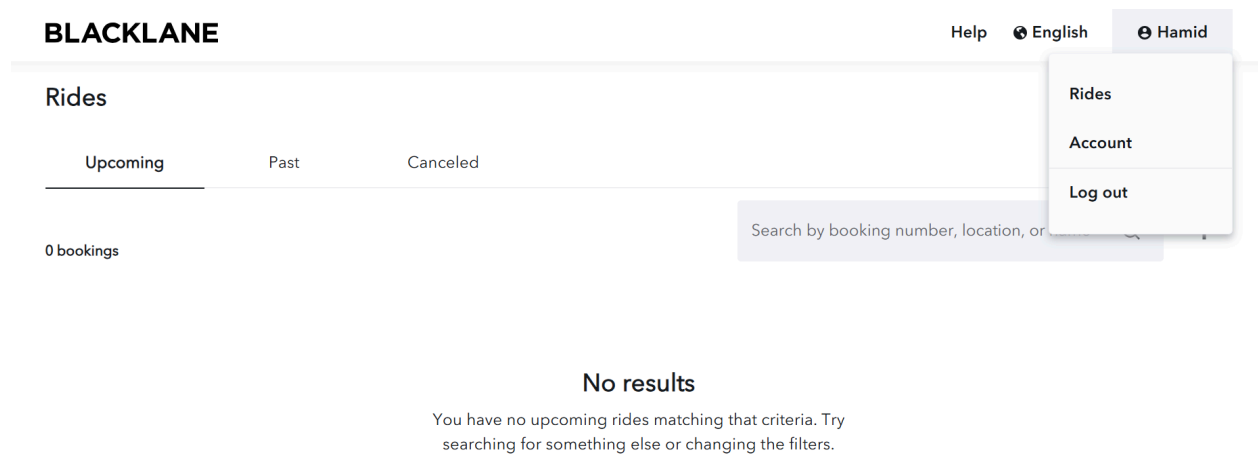
Safe travels!

Best regards,  
Black Sedan INC Dispatch Services  
+1(825) 735-5538  
info@blacksedans.ca

- c. Once the chauffeur presses the “ON THE WAY” button, it automatically changes into the “RIDE COMPLETED” button which the chauffeur can press once they finish the ride. Once the ride is complete, it automatically shifts into the past rides section.
- d. **Past rides:**
  - i. Cancelled rides can go into past rides as well. No need to have a separate section for cancelled rides. There needs to a status bar in red under that says “CANCELLED”
  - ii. Have status bars under each ride.
  - iii. Green status bar that says “COMPLETED” for completed rides.
  - iv. Red status bar that says “CANCELLED” for cancelled rides.
- 2. Account section needs to have their personal information, password, and vehicles (instead of the payment section). NO NEED FOR PROMOTION SECTION. This is also where they can edit all this information. At the end of the section, have a “DELETE ACCOUNT” button. See example below.
  - a. Chauffeurs have added their vehicles in the vehicles section which will automatically show in the upcoming rides section where they can select their vehicle before they can press the “ON THE WAY” button.
    - i. They need the following information to add their vehicle
      1. Year
      2. Model
      3. Colour
      4. Service class (SUV, Sedan, Stretch or Sprinter)
      5. License Plate

### 3. Log out option

FOR EXAMPLE:



Account

Manage your information so that Blacklane meets your needs.

Personal information

Name

Mr. Hamid Lateef

Email

Mobile phone

Company

-

Address

-

Password

Password

.....

Payment

Credit cards

+ Add new card

Promotions

There are no promotions available in your account at this time.

Notifications

Marketing emails

On

Booking notifications

On: Email and SMS

Delete my account