

Flexicar Registration Process

Email the Property & Infrastructure team at propertyinfrastructure@federation.edu.au, and request an invitation to be sent out to yourself.

You have **24 hours** to register from receipt of the Invite.

Sometimes the invite doesn't display correctly. Some people are being confused up by this blue "account.To" link. **Do not click this link** – scroll to the bottom instead.

[View Account >](#) [Credit Balance](#) [Member Number](#)

You've been invited to join Federation University Australia's Flexicar account

Hi ,

You've been invited to join Federation University Australia's Flexicar **BAD**
[account.To](#) accept this invitation and start driving, click on the below link and enter the 6-digit invitation code you received via SMS. If you are an existing Flexicar member, you can simply login.

br>If you are registering as a new member, please note that you must register with the same email address that this invitation was sent to.

Once your Flexicar account is approved, by choosing the Federation University Australia payment method when booking a Flexicar the company will be charged for all vehicle usage.

If you are an existing Flexicar member or would like to rent for personal use, you can still make bookings by adding a personal method of payment to your Flexicar account and selecting the appropriate payment during the booking process.

Good

[Complete Sign Up](#)

The Flexicar Team

Your invite may also display like this, just click the blank green box and it will take you to where you need to go.

[View Account >](#) Credit Balance Member Number

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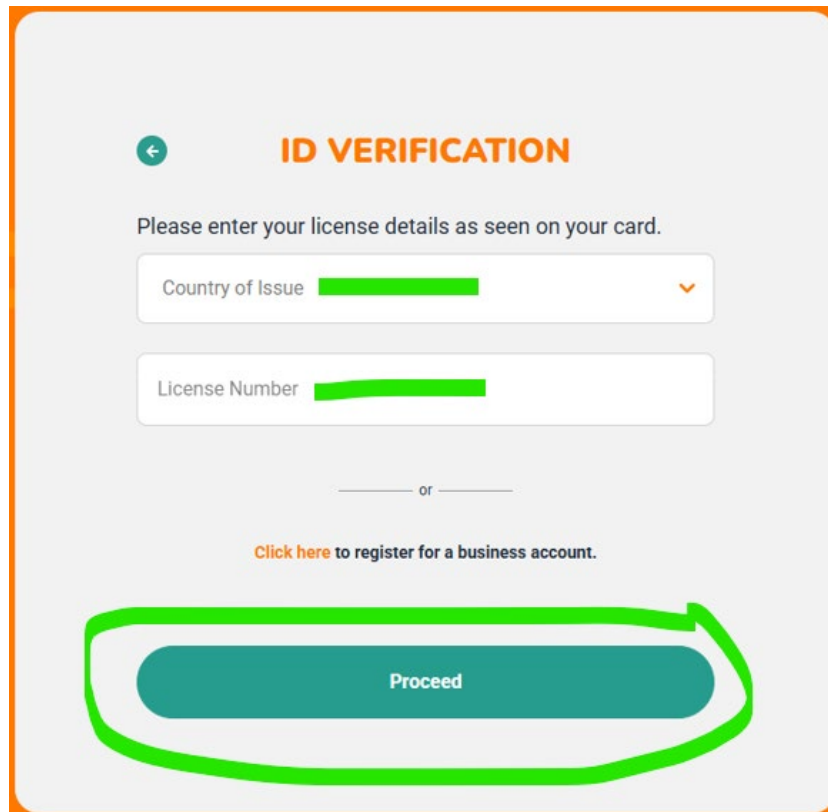
Link but displays weirdly in outlook



The Flexicar Team

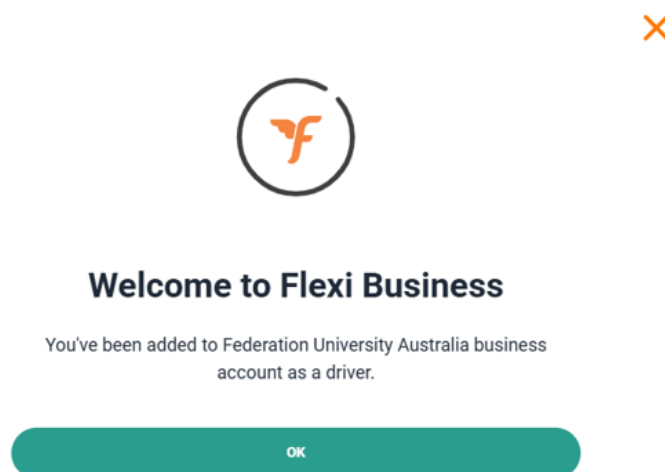
Once you select the "Complete Sign Up" link you will be brought to the below page. Please complete the "Country of Issue" and "License Number" fields and then select 'PROCEED'.

DO NOT select the "Click here to register for a business account" link.



Further information – please make sure you take the photo of your driver's licence and your selfie in **GOOD LIGHTING**. This has been a common issue for users, so please ensure photos are taken in good lighting.


Once you have taken photos of your licence and a selfie – you will get this reply:



Select "OK" and you are ready to book vehicles at your leisure!

You will need provide your department code where it asks for the "Cost Centre" (you cannot proceed without this – it may be obtained from your Admin team).
Also please state your destination and reason for travel in the "Booking Reference" section.

Driver Details

Select a driver 

Cost Centre

Department Code Here

Booking Reference

Reason for Travel and Destination Here

If you click this link – you can watch two short videos on How it Works –
<https://www.flexicar.com.au/how-it-works>

If you have any further enquiries, please contact the Property & Infrastructure team at
propertyinfrastructure@federation.edu.au

Please note, the Property & Infrastructure team cannot book a car for you on your behalf, nor can another staff member.