

## LimoAnywhere Set up and Requirements

- 1- We (GNet) need your LimoAnywhere company ID
- 2- In LimoAnywhere, Click on "Network", then "Partner Network", then "Partners", find GRiDD, make sure there is a handshake, if not click "Connect".
- 3- Set up Service types. Go to "My office", then "System Settings", then "Service types", check as many boxes as appropriate, except ASAP.
- 4- Go to "Network", then "Partner Network", then "Vehicle type mapping". Make sure as many boxes on the right hand side with the various vehicle types are filled out. If you leave an empty box for example for an Economy Sedan, and you receive a reservation requesting an Economy Sedan then that reservation will not go through, so the more boxes you can fill out the better. You can use the same vehicle in different boxes, by creating a new vehicle type, name it different than what you currently have, and when it appears on the "Vehicle Type" column, then drag and drop it into the other category which is empty.
- 5- You must have a "Customer Account" setup in LimoAnywhere for any partner you wish to receive reservations from. You will need to add that Account number to your partner's profile in the GNet portal.
- 6- Go to the GNet portal, and use the GNet Directory to find your partner by using the "Search field' on the right hand side. Once you find them, click on "Send request".
- 7- Once you are connected with that partner, then go to "Partners", find them in your "Affiliate Partner" tab, click on their name on the blue line which will open up their company profile. In the pink box enter the account number you have for them in LimoAnywhere, and Save. The blue line turns white, and you are set to receive from that partner.
- 8- In GNet, go to the "Administration" tab, then "Billing", and you will need to add a credit card for the GNet fees. Fees are \$2 to receive from a distributor, and \$1.50 to receive from affiliate partners. There are 2 options, to go by minimum \$50 increments, go to "Manage Autopay", and "Add a card". To go by minimum \$100 increments, go to "Add Credit", select the amount you wish, and continue to make a payment.
- 9- Having completed the above steps, you will be able to receive reservations. If you need to farm out to other dispatch systems, please contact Addons to get setup with the farmout module.
- 10- Please let us know if you have any questions, or if you would like a call to go over these steps and answer any questions you may have. Best way to reach us, email "support@grdd.net"

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