


Divvy Setup Process & Daily Use Process

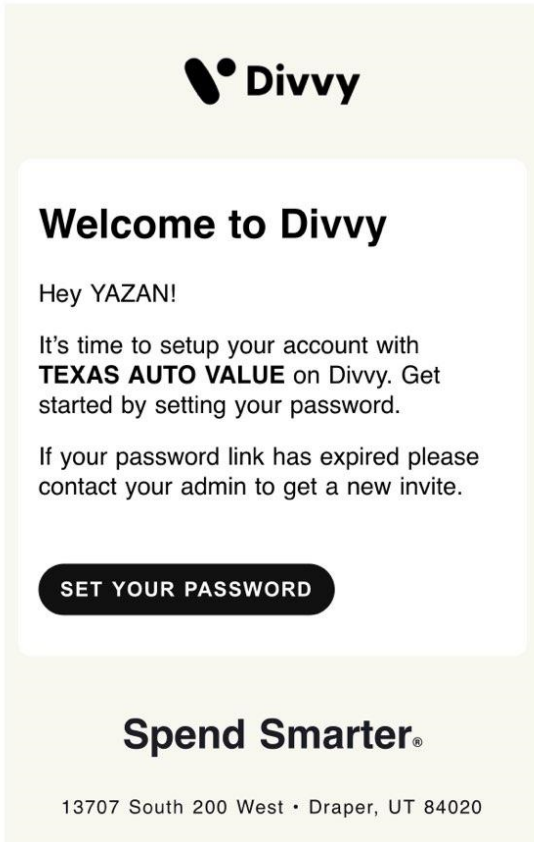
Divvy App Set Up

Step 1.

Locate The below email in your inbox

TEXAS AUTO VALUE: Welcome to Divvy! Inbox ☆

 **invite** 10:10 AM
to me ▾ ↩ ⋮



Divvy

Welcome to Divvy

Hey YAZAN!

It's time to setup your account with **TEXAS AUTO VALUE** on Divvy. Get started by setting your password.

If your password link has expired please contact your admin to get a new invite.

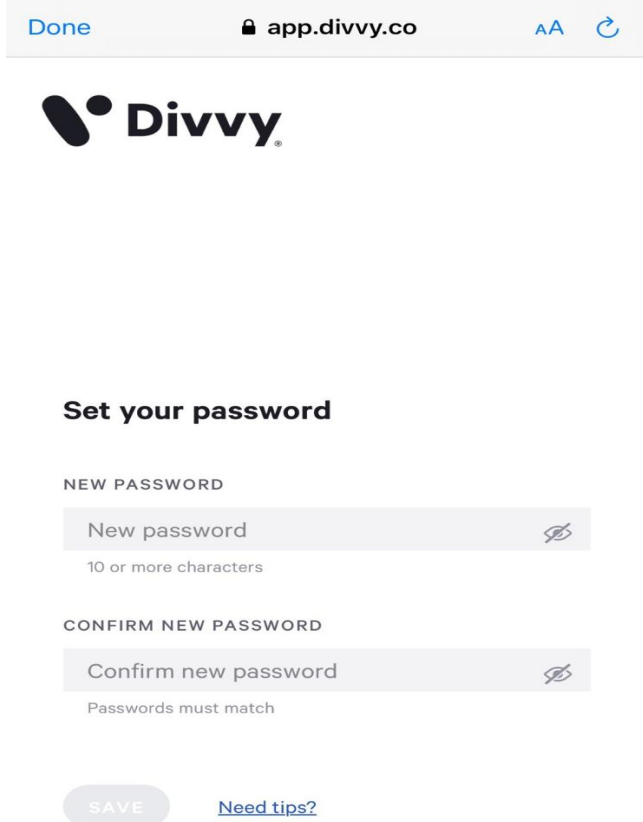
SET YOUR PASSWORD

Spend Smarter®

13707 South 200 West • Draper, UT 84020

Step 2.

Click on the link and set up your password




Done app.divvy.co AA ↻

Divvy


Set your password

NEW PASSWORD

New password 

10 or more characters

CONFIRM NEW PASSWORD

Confirm new password 

Passwords must match

SAVE [Need tips?](#)

Step 3.

Once password is set, they will ask you for Mfa Registration, choose text Msg Option, You'll get a code via your text messages, Plug It In And Hit Save.

MFA registration

Please select a multi-factor authentication (MFA) method to protect your Divvy account. [What is MFA?](#)

- Authenticator app
Use an authenticator app to obtain a verification code. *More secure*
- Text message
Receive a verification code via text message on your mobile device. *Less secure*

MFA registration

Please enter the 6-digit verification code sent to +1 832 855 5221.

ENTER VERIFICATION CODE

Enter verification code

[Resend code](#)

BACK

VERIFY

Step 4.

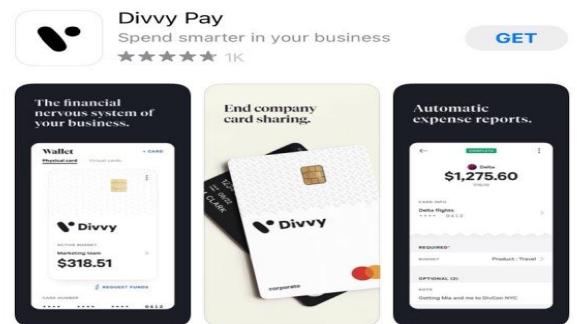
You Should Get A Page That Looks Like This



Step 5.

Go To Your App Store Or Google Play

Google Play and Search "Divvy" And Download the App

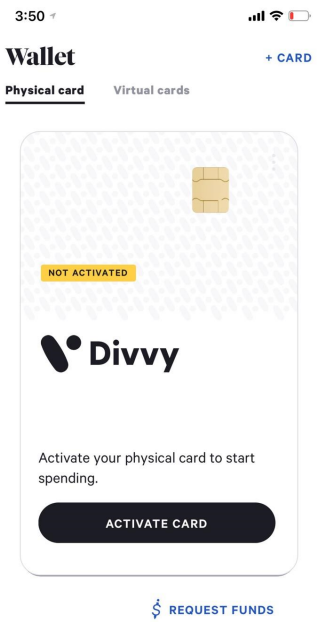


Step 6.

Log in to the app using your email and password that you just set up.

Step 7.

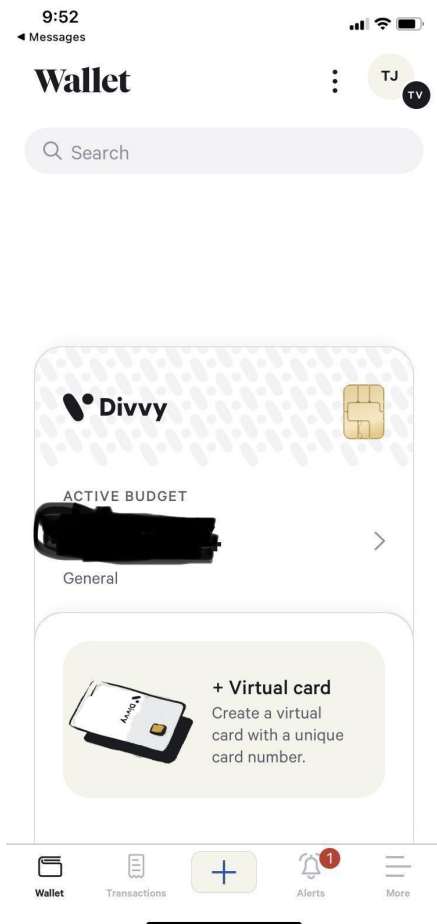
Once you're in the app, you'll see this to activate your card, click activate and enter the last 4 digits of your card and you're good to go.



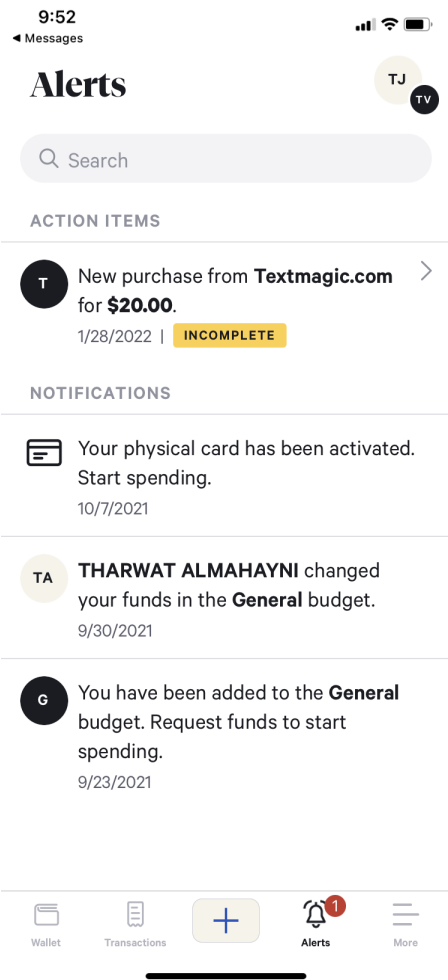
Unacceptable Transaction Details

- **An Empty Picture (Terms for Immediate Termination)**
- Blurry Photos
- Photos That Do Not Clearly Show the Transaction Amount Such As: A Receipt, Register or Pump Total. Etc.
- 000000 Is Not a Valid Vin Number. **(Terms For Immediate Termination)**
 - The Vin Number Must Be the Last 6 Of the Vin Associated with The Deal You Are On.
 - If You Are on A Deal Where a trip car is Needed To Travel And The Trip Car Needs Gas, Then Use The Last 6 Of The Vin For The Vehicle You Are Picking Up On The Deal. Once The Vehicle Is Purchased, Any Transactions for That Vehicle Will Need to Also Be Under the Same Vin Of The Purchased Vehicle.

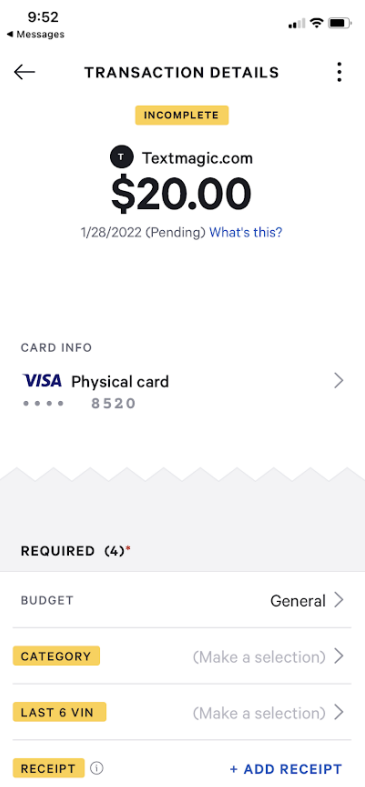
Day to Day Use of Divvy Card



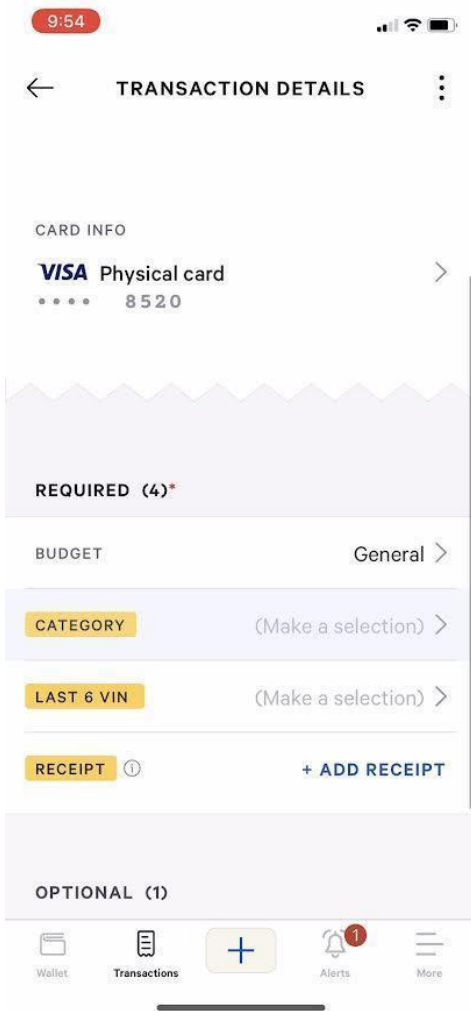
Step 1: Once you use your Divvy card to make an approved task related purchase, open your Divvy App and select/click on Alerts. The Alert icon is a ringing bell with a red circle that has the numerical amount of alerts associated with your card.



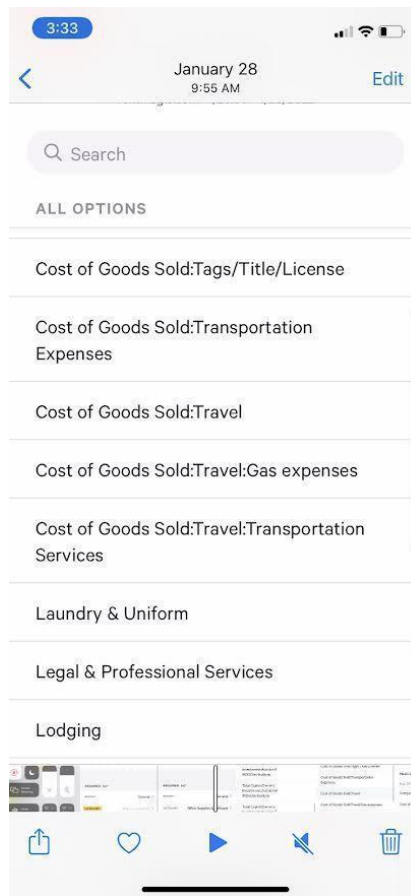
Step 2: Once the Alert icon has been selected, it will take you to the screen on the left. Please select the necessary action item(s) located at the top of the screen underneath the search bar.



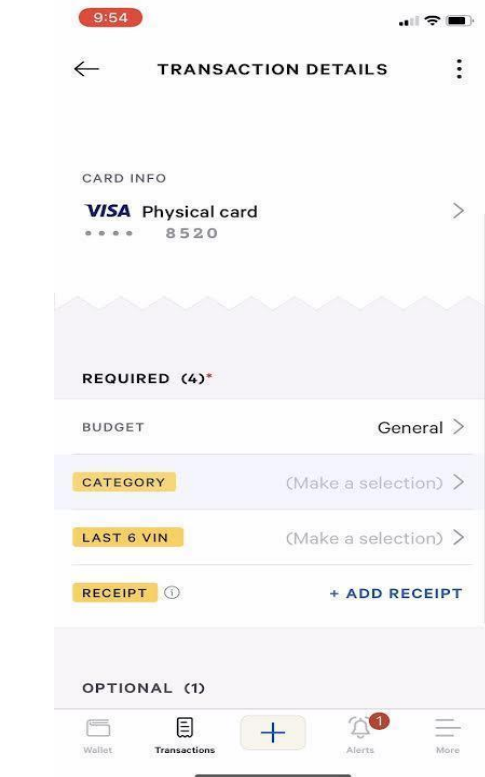
Step 3: Once you have selected the ACTION ITEM, which is the transaction, you will need to fully complete the highlighted yellow tabs underneath the transaction details.



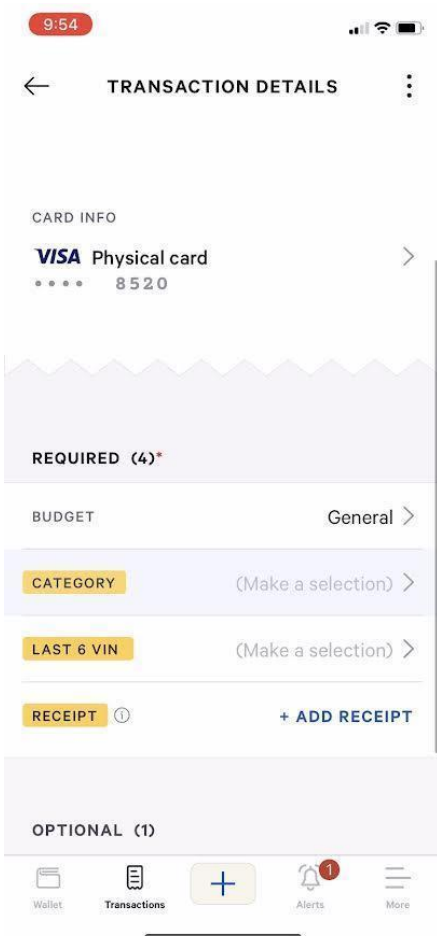
Step 4: Select the first tab, Category. There will be a list of several different options available. Please select the correct category that best represents your transaction type.



To the left are the different options that can be selected in the Category sections. Any options related to travel or transportation should more than likely relate to the type of transaction being made.



Step 5: Select the next highlighted tab, “Last 6 VIN”. It will then take you to the option page. To successfully use Divvy, you must always add receipts for the vehicle you are purchasing. Not a trip car. Even if you are using your Divvy card for a trip, all transactions need and must be associated with the vehicle you are on the deal for. In order to do this, you must type in the last 6 of the vin for the vehicle that is getting purchased in the search bar at the top of the screen. This will allow you to add that Vin to the transaction details.



Step 6: Now that the other two highlighted tabs are completed, the Receipt tab will be the last to finish off the transaction details. Once you select the Receipt tab, it will pop up with three options under the Select File bar: Take Photo, Choose from Photo Library, and Choose from Files. Pick which option best represents the action needed. Once you pick your option or take a photo, the receipt/ image will automatically upload itself to the Divvy App.

If there are any additional comments that need to be added to the transactions, please type them in the notes section for the transaction.

Unacceptable Transaction Details

- An empty picture
- Blurry photos
- Photos that do not clearly show the transaction amount such as: a receipt, register or pump total. Etc.
 - 000000 is not a valid VIN number. The VIN number must be the last 6 of the Vin associated with the deal you are on. For example: If you are on a deal where a trip car is needed to travel and the trip car needs gas, then use the last 6 of the vin for the vehicle you are picking up on the deal. Once the vehicle is purchased, any transactions for that vehicle will need to also be under the same vin of the purchased vehicle.

- **Divvy credit card - tav's card,**
 - Divvy welcome email, "Texas auto value: welcome to divvy!"
 - Go to your email and locate the invite that was sent to you
 - Email subject should be "Texas auto value: welcome to divvy!"
 - Click on the link in the email to set up your password
 - Click save and continue
 - It will ask for an MFA registration
 - Choose the text message option
 - It will send you a code to your phone, plug that in and hit continue
 - From there your account is set up
 - Now go to your app store and download the app called "divvy"
 - Log in using the email and password you just created
 - Your first screen should pop up - as activated my card
 - Now go to Motaz and turn in your old card and ask for the new one
 - Once you have the physical card in hand, press the activate button and plug in the last 4 digits of your card located on the back
 - Now every time you make a transaction, the app will ask you to snap a picture of your receipt and enter the last 6 of the vin. You are required to do so, it's not an option
 - If you fail to upload a picture of the receipt or enter the vin, you will be charged for the transaction
 - If you're going in a trip car, or driving a trip car back, do not enter the last 6 of the trip car vin, enter the last 6 of whatever trip you just went on.

***Billing address is 4901 Lyndon B Johnson Fwy suite 300 Farmers Branch TX 75244

- **FREQUENTLY ASKED QUESTIONS**

- **I'm running out of funds, what do I do?**
 - In the application, under the wallet, there's a button called "Request Funds" when you see your funds are as low as \$500.00, Go ahead and request more funds. Your request will be approved within the next few hours.
- **I see a charge on there for \$100 that I didn't make?**
 - As long as it's pending, don't worry about it. It will eventually fall off. This is a typical temporary hold most vendors do.
- **I forgot to take a picture of my receipt and I've turned it in already, explain that in the notes section.**
- **I lost my wallet / card. You can freeze the card through your app, and order a new one to be mailed to your address**
- **I see fraudulent activity on my card, freeze your card, dispute the transaction through the app and order yourself a new card.**
- **You used the card by accident for a personal use, let accounting know and send over the money owed in cash or write it down on your pay sheet to be deducted from your paycheck.**