

STEP 1 - CONSENT LINK (BEFORE WISE GET TO DEPOT)

Your relationship manager and Depot manager will send you a consent link to fill in. This will take 30 seconds and requires your name, business name, email address and telephone number.

STEP 2 - ONBOARDING LINK (BEFORE WISE GET TO DEPOT)

Complete the onboarding link that Wise will send you via email. This will take 20 minutes and requires your company number, shareholder details, proof of your address (make sure this is the one linked to companies house or your sole trader account) and your right to work (passport/birth certificate).

STEP 3 - ATTEND KICKOFF MEETING

As part of the Mandatory process you need to attend one of the planned meetings (date/time will be confirmed via Depot Manager) to find out about Wise, the system being rolled out, why it's being rolled out and will give you a chance to ask questions. Book your 1-2-1 with the Wise team in this meeting.

STEP 4 - ATTEND 1-2-1 MEETING

During this meeting the Wise team will configure and set up your system and run through a demo of how to use it. Please bring with you your pay rates and any contracts or policies that you have.

STEP 5 - SYSTEM LIVE & DRIVER INVITES

Once your system is set up the WISE team will invite your current drivers onto your system - this is part of the **mandatory** rollout. You **MUST** book in time with your drivers and the Wise team to ensure they understand what they need to do and why this benefits them

STEP 6 - DRIVER ONBOARDING

The Wise team will speak to your drivers to ensure that they have received their invite and know exactly what they need to do (download the app, upload their drivers licence and right to work which can be a passport or birth certificate). You **MUST** log back into the system and verify each drivers documents so that they can complete the onboarding process and become active on your system.

REACH OUT TO YOUR DPD RELATIONSHIP MANAGER OR THE WISE TEAM IF YOU HAVE ANY QUESTIONS THROUGH THE PROCESS