



1-Stop Connections Pty Ltd

[www.1-stop.com](http://www.1-stop.com)

# AUTOCARE VBS REGISTRATION USER GUIDE

V0.1



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### Version Control

DATE	AUTHOR	VERSION	REVISION DETAIL
21/11/19	Tony Latella	0.1	DRAFT

### Intended Audience

NAME	ROLE
Tony Latella	Implementation Manager
Autocare	Autocare Staff

### Document Ownership

OWNER
1-Stop Connections Pty Ltd

### Related Documents

TITLE	LOCATION AND FILENAME

## Glossary and Definitions

NAME – Definition	
Third Party	The Third Party is the company that makes VBS bookings in order to collect and transport vehicles from the facility.
Rego	The Truck Registration Plate normally on the front of the prime mover and normally assigned by government.
VBS	1-Stop's Vehicle Booking System
Zone	The VBS Zone is equivalent to the 24 hour clock. e.g. Zone 0 = 0001 to 0159, Zone 01 = 0100 to 0159 etc

# 1. INTRODUCTION

## 1.1 Summary

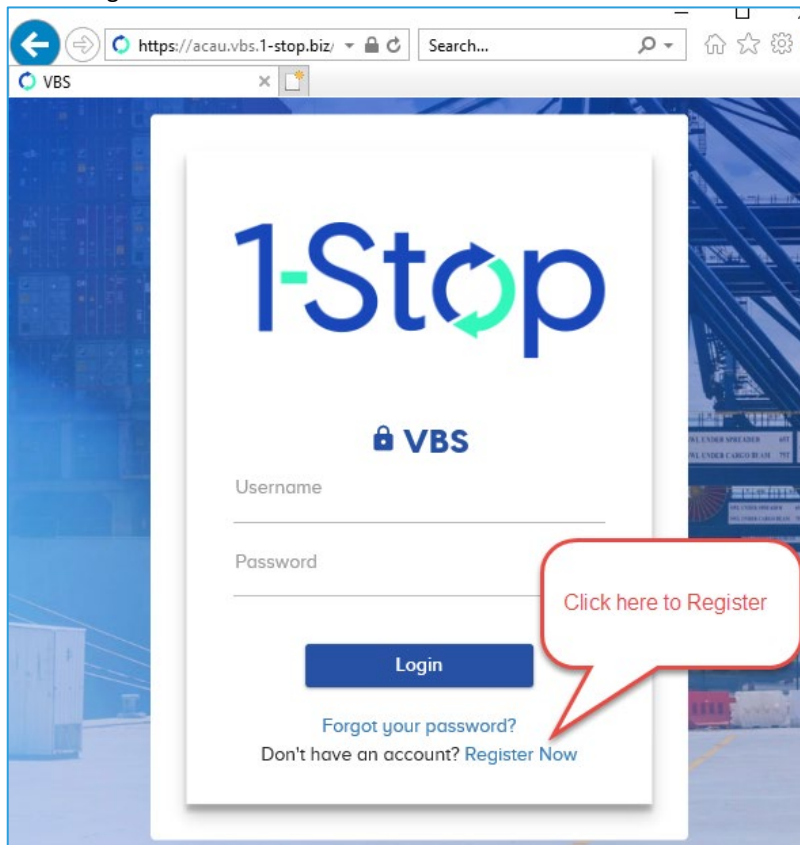
This Registration User Guide explains how Third Parties register to use the VBS system and the process that the VBS Co-ordinator follows to activate them.

# 2. VBS USER REGISTRATION – USER GUIDE

### 1. Go to 1-Stop Website...

PROD Site: <https://acau.vbs.1-stop.biz/>

Click: "Register Now"



3. Fill in the follow form with your details and click "Get Started" button...

## Get started with a 1-Stop account

### Vehicle Booking System (VBS)

Organise your pick-ups and drop-offs at a facility.

Create PPA

Title

Mr

First Name

Last Name

VBS Location

New Zealand

Timezone

(UTC+12:00) Auckland, Wellington

Phone

+64 Phone

Email

Email

Business Number

Business Number

How did you hear about us?

--Please select--

Tick the checkbox below to continue

I'm not a robot

reCAPTCHA

Privacy - Terms

Get Started


By clicking on "Get Started", you agreed to the [Terms and Conditions](#)

4. After filling in the form above follow the instruction on this screen...

## Get started with a 1-Stop account

### Vehicle Booking System (VBS)

Organise your pick-ups and drop-offs at a facility.




## Thank you, please check your email.

We have sent a confirmation email to [tlatella@1-stop.biz](mailto:tlatella@1-stop.biz)

Click on the activation link in the email to get started with 1-Stop.

(If you do not see the email in your inbox, please check your junk or spam folder)

5. Look for this email and click on the link provided...



Tue 23/01/2018 3:08 PM

**noreply@1-stop.biz**

1-Stop Email Verification

To: Tony Latella

Retention Policy   Junk Email (30 days)   Expires Never

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Hi Truck,

You or someone with your email address signed up to our website.


We need to verify this email address before we activate the account. Please click on the link below:

**Verify your email address**

Or just copy and paste the following URL into your browser <https://www-20.1-stop.biz/signup2/activation/UfGX9a0NP3zjwsBEW/i8EwQ2>

If you have any problems or questions, please contact our Sales team via [sales20@1-stop.biz](mailto:sales20@1-stop.biz); [mgarces@1-stop.biz](mailto:mgarces@1-stop.biz); [gsatuito@1-stop.biz](mailto:gsatuito@1-stop.biz).

Thank you.



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W [www.1-stop.biz](http://www.1-stop.biz)

6. The email will take you back to the registration site to complete your details. Be sure to select “the AutoCare Facilities relevant to your company...

### Complete your account

Vehicle Booking System (VBS)  
Organise your pick-ups and drop-offs at a facility.

#### Create your account

Create a username

Enter a new password (minimum 7 characters)

Show Password

#### Tell us about yourself

First name	Last name
<input type="text" value="Truck"/>	<input type="text" value="Two"/>
Mobile (Optional)	Email
<input type="text" value="Mobile"/>	<input type="text" value="tlatella@1-stop.biz"/>



### Select the facility(s) you need access to

State/Region/Area

NSW, QLD, VIC, WA

- [blurred]
- [blurred]
- [blurred]
- [blurred]
- [blurred]
- [blurred]
- AutoCare-NSW-Dapto [Terms & Conditions](#)
- AutoCare-NSW-Ingleburn [Terms & Conditions](#)
- AutoCare-QLD-Radar St [Terms & Conditions](#)
- AutoCare-SA-Port Adelaide [Terms & Conditions](#)
- AutoCare-VIC-Laverton [Terms & Conditions](#)
- AutoCare-VIC-Pinnacle Road [Terms & Conditions](#)
- AutoCare-WA-Perth [Terms & Conditions](#)
- AutoCare-NQ-Townsville [Terms & Conditions](#)
- AutoCare-QLD-Fisherman Island [Terms & Conditions](#)

By clicking on checkbox, you agreed to the Terms & Conditions of the facility(s) selected.

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### About your company

Company name

MyCompanyName

Business type

Road Carrier

Company size

Medium (6 to 20 trucks)

Select only the relevant AutoCare sites

7. Your registration is complete. Your access request has been sent to LPC for approval...

## Complete your account

**Vehicle Booking System (VBS)**  
Organise your pick-ups and drop-offs at a facility.

**You are now a registered 1-Stop member.**

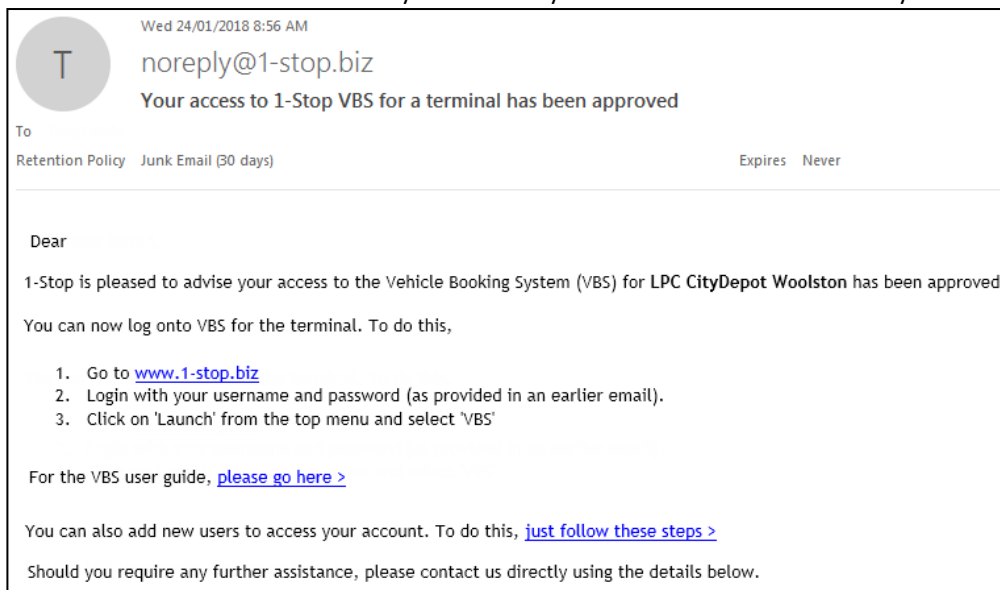
Welcome, Truck Two

The facility/facilities you selected will now review your request.  
Once we have their approval, your VBS account will be activated. We'll be in touch.

If you have any questions you can refer to the [FAQ](#) or [contact us](#).



8. Once Autocare has reviewed and activated your account you will receive this email to let you know about it...



Every 6 months the VBS system will ask you to review your details...

**To ensure that you stay up to date with any news or important changes to your account, please take a moment to check and update your contact information.**

User Details

\* Title

Job Title

\* First Name

\* Last Name

\* Email Address

\* Office Phone

Mobile Number

Fax

State

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**Lastly, please check and update your company information. Thank you.**

Not registered in Australia

Business Name

\* Business Type

<p><b>Primary Billing Address</b></p> <p>Contact <input type="text" value="Truck One"/></p> <p>* Email Address <input type="text"/></p> <p>* Address 1 / PO Box <input type="text" value="1 Truck Lane"/></p> <p>Address 2 <input type="text"/></p> <p>* City <input type="text" value="Lyttelton"/></p> <p>* Post Code <input type="text" value="1111"/></p> <p>* State <input type="text" value="Canterbury"/></p> <p>Country <input type="text" value="New Zealand"/></p> <p>* Telephone <input type="text" value="64-12345678"/></p> <p>Fax <input type="text"/></p> <p>Website <input type="text"/></p> <p><input type="checkbox"/> Operational address is same as the billing address</p> <p><input type="button" value="Done"/></p>	<p><b>Operational address</b></p> <p>Contact <input type="text" value="Truck One"/></p> <p>* Email Address <input type="text"/></p> <p>* Address 1 / PO Box <input type="text" value="1 Truck Lane"/></p> <p>Address 2 <input type="text"/></p> <p>* City <input type="text" value="Lyttelton"/></p> <p>* Post Code <input type="text" value="1111"/></p> <p>* State <input type="text" value="Canterbury"/></p> <p>* Country <input type="text" value="New Zealand"/></p> <p>* Telephone <input type="text" value="64-12345678"/></p> <p>Fax <input type="text"/></p> <p>Website <input type="text"/></p>
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