

How to Create and Amend Vehicle Details on MyView

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If you need to claim mileage for business travel and are a first-time claimant, you will need to create a vehicle record in MyView before you can claim for mileage expenses.

Create a New Vehicle Record

- Log into MyView and click on **My Vehicles**. This will take you to the Vehicle Entry module.
- Click **Add New Vehicle**.

The screenshot shows the MyView interface. On the left is a navigation menu with 'My Vehicles' highlighted and circled in red. The main content area is titled 'Vehicle Entry' and contains several paragraphs of guidance. At the bottom right of the main content area, there is a button labeled 'Add new vehicle', which is also circled in red.


The **Vehicle Entry Registration** form will display.


- Enter your car registration number in the **Car Registration** field and click **Next**.


The screenshot shows a 'Vehicle Search' form. There is a text input field labeled 'Car Registration*' containing the text 'TEST REG01'. The field label and the text inside are circled in red. Below the form, there are several buttons: 'Cancel', '<< Prev', 'Next >>', and 'Submit'. The 'Next >>' button is circled in red.

- **Effective Date** – Insert the date you want to start using the vehicle for claims for business journeys.
- **Vehicle Replacing** – Select if the new vehicle will replace an existing vehicle. If an existing vehicle is selected, an expiry date will be recorded against your previous vehicle.
- **Is your previous vehicle still available to you?** – tick box if applicable.
- **Is this your default vehicle?** – tick box if you would like the new vehicle to automatically appear on your MyView mileage claim form.
- Click **Next** to move to the next step.

Vehicle holding

Effective Date* 01/04/2023 

End Date 

Vehicle replacing --Select-- 

Is your previous vehicle still available to you?

Is this your default vehicle?


* denotes a mandatory field


Cancel << Prev **Next >>** Submit

The **Vehicle Entry Registration** form will continue to display.


- **First Registered** - Insert the date your car was first registered, if unknown, input a default date of 01/01/2000.
- **Make** – Click on the drop-down arrow and select from the list of options.
- **Model** – Please type in the model of your vehicle.
- **Ownership** - Click on the drop-down arrow and select from the available options.
- **Fuel Type** – Click on the drop-down arrow and select from the list of options.
- **CO2 Value** – Insert value if known or leave as default value of 999.
- **Electric range** – Enter value if known (Electric cars only)
- Click **Next**


Car Registration **TEST REG01**

First Registered* 30/08/2019 

Make* AUDI 

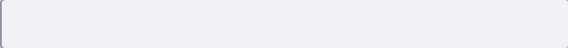
Model* A4

Ownership* *Privately owned car 

Fuel Type* Diesel 

Engine Size* 0

CO2 Value* 999

Electric Range 

- **Vehicle Type** – Click on the drop-down arrow and select from the available options.
- **Transmission** - Click on the drop-down arrow and select from the available options.
- The remaining 3 fields can be ignored on this screen (List Price and Accessories questions)

Vehicle Type*

Transmission*

List Price*

Accessories Value (New)

Accessories Value (After New)

- Click **Next** to be taken to the last page. These questions are not mandatory.

Road Fund Band

Road Fund Due Date

Insurance Due Date

MOT Due Date

- Click **Submit** once you're happy with the information provided.
- A confirmation message will display. Click **Continue**
- This takes you back to the Vehicle Module which will show your registered vehicle.


Vehicles


Start Date	End Date	Default	Registration	Description
01/04/2023	<input type="button" value="close"/>	Y	TESTREG01	AUDI A4 0.0 Diesel


Creating an Additional Vehicle

If you are registering an **additional vehicle**, follow the instructions above to create a new record however ensure the tick boxes below are completed to confirm if your previous vehicle is still available as shown overleaf, and if applicable, which one should be your default vehicle (this will appear first on your mileage claim form)

Vehicle holding

Effective Date* 01/06/2023 

End Date 

Vehicle replacing --Select-- 

Is your previous vehicle still available to you?

Is this your default vehicle?

- Click **Submit** once you are happy with the information provided.

Ending a Registered Vehicle

If you are **replacing** a registered vehicle with a new one and need to close the previous vehicle -

- Click **Close** against the relevant vehicle.

Vehicles

01/06/2023	close	Y	<u>NEWREG01</u>	FORD Ka 0.0 Diesel
01/04/2023	close	set as default	<u>TESTREG01</u>	AUDI A4 0.0 Diesel

- Go to **Closing Date** and enter the relevant end date.

Car Registration **TESTREG01**

Make/Model **AUDI A4**

Closing Date* 01/07/2023 

Cancel

<< Prev

Next >>

Submit

- Click **Submit** once you are happy with the information provided.

Personalised Registrations

If you have a vehicle registered in MyView which you then wish to attach a personalised registration to, please record it on MyView as a 'new' vehicle by following the guidance above.

If you have a vehicle with a personalised registration and change it for a new vehicle, you can't change the vehicle details via MyView. In this circumstance, please contact the HR Systems Team by e-mailing HRsystems@pkc.gov.uk, confirming the make and model of your new vehicle,

the date you wish to use it for business travel, the date it was first registered (if known), the engine size and the fuel type of the vehicle. The team will confirm once the new vehicle has been recorded for you.

If you require any further assistance with recording a vehicle on MyView, please email MyView@pkc.gov.uk or telephone 01738 4(75555) and select Option 5.