

Lease Contact Delegation Guide

You will need to log into the Online Odometer system using your MSU NetID and password. This is the same login information as you use to log into the EBS system.

Online odometer login

Thank you for using the MSU Transportation online odometer reporting. If you have any questions, please e-mail us at mtool@plant.msu.edu or call 517-353-3280. If you've reached this page in error, visit our website at transportation.msu.edu.

In order to sign-on you need to enter your MSU NetID and password in the boxes below. Your MSU NetID is all the characters before the "@" of your MSU e-mail address.

NOTE: In order to use this application your browser must accept cookies.

Login

NetID: @msu.edu

Password:

Authenticator:

For Authorized Use Only

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After logging in, you will see the Lease Vehicle Mileage Reporting screen.

Lease Vehicle Mileage Reporting

Current odometer reading is required, and must be greater than the previous odometer reading in order to proceed.

Authenticated as **Shawn Leigh Pohl** (pohlsh).

ONLINE DELEGATION
Add, update or remove delegates for your mileage reporting online.

Vehicle	Lease Agreement	Previous Date	Previous Odometer	Current Odometer
F301	2005 (WHITE) DODGE RAM LA054349	11/12/2012, 08:45 AM	55555	<input type="text"/>

Click on the Lease Contact Delegation button. If you do not see this option and you are listed as a contact on a lease, contact Transportation Services. Lease contact delegation allows the contact person on a lease to delegate mileage reporting to others. The contact person of the lease is the only person that has the ability to add delegates.

Online Delegation Form

If you have an emergency or require immediate assistance, call 353-1760.

Authenticated as **Shawn Leigh Pohl** (pohlsh).

MILEAGE REPORTING
Enter mileage for your leased vehicles online.

There are currently no delegates assigned to your MSU NetID

Delegated to NetID:	Expiration Date (optional)	Delegated Role
<input type="text"/>	<input type="text"/>	<input type="text"/>

(Populated via delegate's NetID)

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Note: Entering an employee as a delegate to your lease allows the person added to enter mileage information for *all leases you are listed as a contact for*.

Enter the MSU NetID of the person you wish to add as a delegate for your lease mileage and click the Submit button.

You will need to know the employee's MSU NetID to add them as a delegate. If you enter an incorrect MSU NetID, the system will give you an error.

Online Delegation Form

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Authenticated as **Shawn Leigh Pohl** (pohlsh).

MILEAGE REPORTING
Enter mileage for your leased vehicles online.

There are currently no delegates assigned to your MSU NetID

Delegated to NetID:	Expiration Date (optional)	Delegated Role
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Error - The NetID **badNetid** was not found in our system. Please verify the information and try again.

(Populated via delegate's NetID) LEASEODOM

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When you enter a valid MSU NetID, the system will give you a message with the delegate's full name and that they have been successfully saved.

Online Delegation Form

If you have an emergency or require immediate assistance, call 353-1760.

Authenticated as **Shawn Leigh Pohl** (pohsh).

MILEAGE REPORTING

Enter mileage for your leased vehicles online.

There are currently no delegates assigned to your MSU NetID

Delegated to NetID:	Expiration Date (optional)	Delegated Role
Your new delegate entry for PADUCH JOHN ROBERT has been successfully saved.		
<input type="text"/>	<input type="text"/>	LEASEODOM <input type="button" value="Submit"/>
(Populated via delegate's NetID)		

You can optionally add in an expiration date for the delegate. The calendar will pop up with you click in the expiration date field. If you wish, enter a date that you would like this person to expire as a delegate.

PADUCHJO	PADUCH JOHN ROBERT	<input type="text"/>	LEASEODOM <input type="button" value="Submit"/>	<input type="button" value="Delete"/>
<input type="text"/>	(Populated via delegate's NetID)	<input type="text"/>	LEASEODOM <input type="button" value="Submit"/>	
<input type="text"/>	(Populated via delegate's NetID)	<input type="text"/>	LEASEODOM <input type="button" value="Submit"/>	
<input type="text"/>	(Populated via delegate's NetID)	<input type="text"/>	LEASEODOM <input type="button" value="Submit"/>	
<input type="text"/>	(Populated via delegate's NetID)	<input type="text"/>	LEASEODOM <input type="button" value="Submit"/>	

July, 2013

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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You can add many delegates.

PADUCHJO	PADUCH JOHN ROBERT	07/23/2013	LEASEODOM	Submit	Delete
Your new delegate entry for CAREY ANGELA M has been successfully saved.					
	(Populated via delegate's NetID)		LEASEODOM	Submit	

Clicking on your browser refresh button will show you the current list of delegates you have entered/listed. To remove a delegate that you no longer want, click the Delete button next to their name.

PADUCHJO	PADUCH JOHN ROBERT		LEASEODOM	Submit	Delete
CAREYA	CAREY ANGELA M		LEASEODOM	Submit	Delete
	(Populated via delegate's NetID)		LEASEODOM	Submit	

They system will give you a message letting you know that you have successfully deleted the delegate.

PADUCHJO	PADUCH JOHN ROBERT		LEASEODOM	Submit	Delete
The delegate assignment has been successfully deleted. Please refresh the page when you are finished to verify your current delegation information.					
	(Populated via delegate's NetID)		LEASEODOM	Submit	

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Refresh the browser screen to see your updated list of delegates.

Online Delegation Form

If you have an emergency or require immediate assistance, call 353-1760.

Authenticated as **Shawn Leigh Pohl** (pohlsh).

MILEAGE REPORTING
Enter mileage for your leased vehicles online.

Delegated to NetID:	Expiration Date	Delegated Role
 PADUCH JOHN ROBERT (Populated via delegate's NetID)	<input type="text"/>	LEASEODOM
		Submit Delete
		LEASEODOM Submit

Click on the Mileage Reporting button to return to reporting your mileage.

Lease Vehicle Mileage Reporting

Current odometer reading is required, and must be greater than the previous odometer reading in order to proceed.

Authenticated as **Shawn Leigh Pohl** (pohlsh).

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Add, update or remove delegates for your mileage reporting online.

Vehicle	Lease Agreement	Previous Date	Previous Odometer	Current Odometer	
F301	2005 (WHITE) DODGE RAM	LA054349	11/12/2012, 08:45 AM	55555	<input type="text"/> Clear Submit