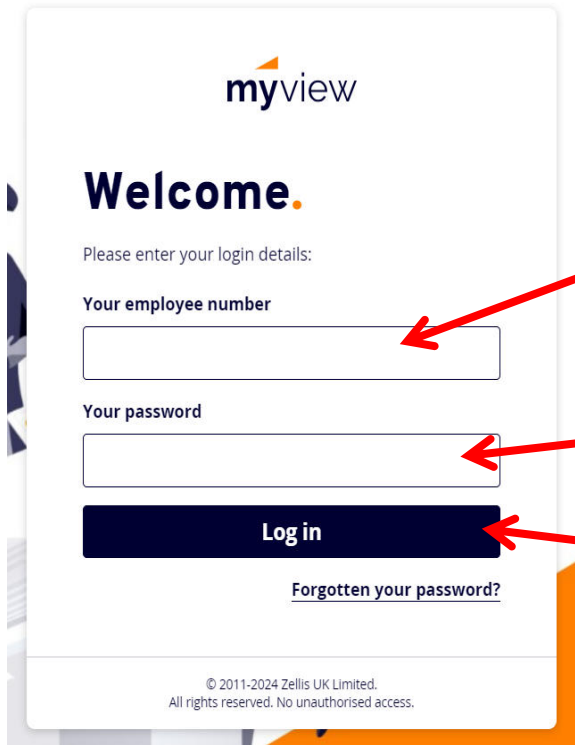


Expenses and Mileage: My Vehicle

Follow this link to access the log in screen: <https://myemployment.coventry.gov.uk>

Log in to MyEmployment.

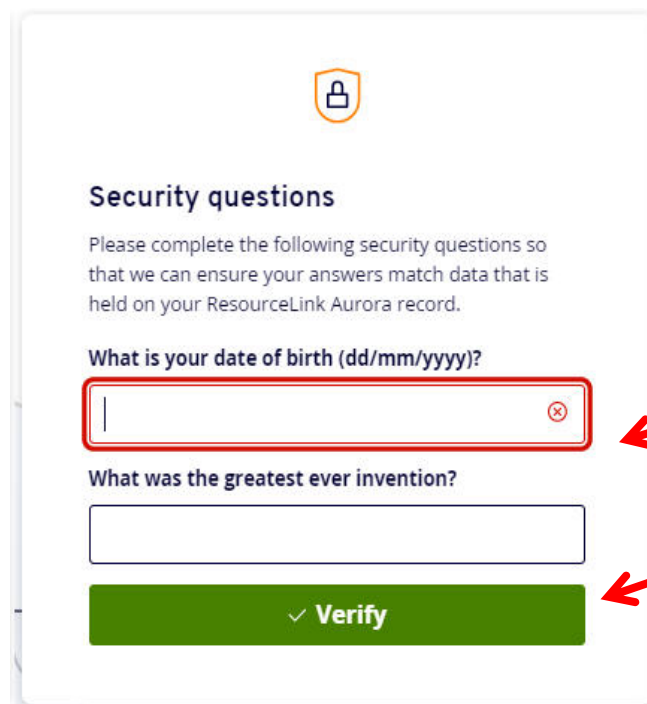


The login screen features the 'myview' logo at the top. Below it is a 'Welcome.' heading followed by the instruction 'Please enter your login details:'. There are two input fields: 'Your employee number' and 'Your password'. A dark blue 'Log in' button is positioned below the password field. A link for 'Forgotten your password?' is located under the 'Log in' button. At the bottom, a copyright notice states '© 2011-2024 Zellis UK Limited. All rights reserved. No unauthorised access.'

Enter **Employee Number** (6 digit payroll number).

Enter **Password**.

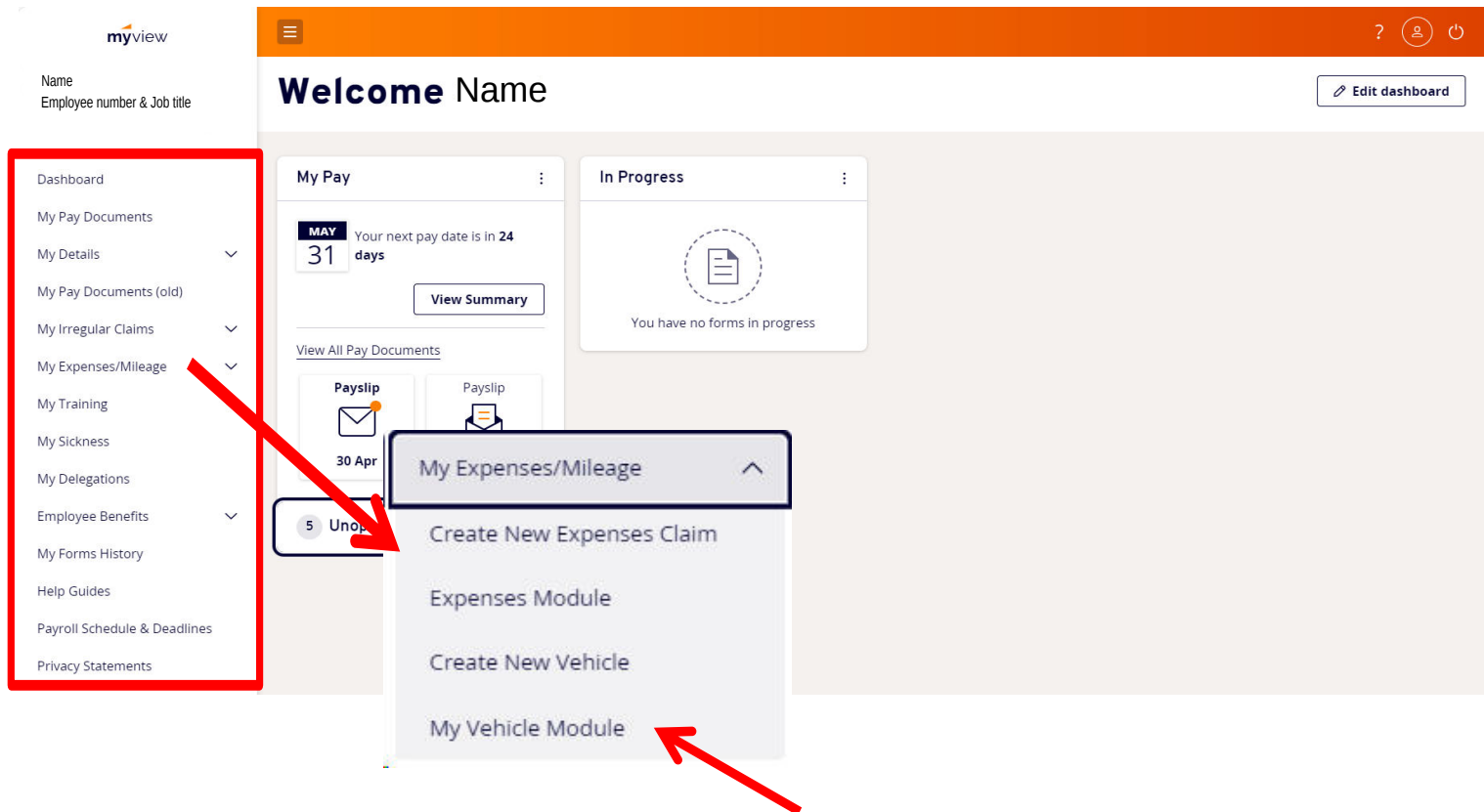
Click.



The security questions screen has a lock icon at the top. It is titled 'Security questions' and includes the instruction 'Please complete the following security questions so that we can ensure your answers match data that is held on your ResourceLink Aurora record.' There are two questions: 'What is your date of birth (dd/mm/yyyy)?' and 'What was the greatest ever invention?'. Each question has a corresponding input field. A green 'Verify' button with a checkmark is at the bottom.

Enter the answers to your two **Security Questions**.

Click **Verify**.
This will now log you into MyView



From the menu on your dashboard, select **My Expenses/Mileage**. From that menu select **My Vehicle Module**.

Vehicle Entry

Find your CO2 Emissions value

Before you enter your vehicle details you will need your V5 log book and road tax group. The CO2 emissions value will also be required for all vehicles from 2000 registration onwards and a link is provided on the right to help you to find this figure.

Important: Once entered, the vehicle details cannot be modified via self service.

However, should you need to rectify any inaccuracies, please email ExpenseReceipts@coventry.gov.uk with the details.

Important Reminder. Please ensure that your Engine Size in Step 2 is in whole numbers only ie 1.6 should be entered as 1600 & 2.0 should be entered as 2000.

If you are unsure of your CO2 emissions value please click [here](#) as you will need this to register your vehicle.

Open

Start Date	End Date	Default	Registration	Description
01/05/2024	30/05/2024	Y	N773WW	AUDI A1 0.0 Petrol

Add new vehicle

Open forms (requests to amend vehicle details or add new vehicles) will be displayed here.

Click to view/amend details

Click to **Add new Vehicle**.

Complete each section of the form, referring to the instructions above the form.

For cars/vans, check CO2 Emissions value at the website linked.

[Find your CO2 Emissions value](#)



Before you enter your vehicle details you will need your V5 log book and road tax group. The CO2 emissions value will also be required for all vehicles from 2000 registration onwards and a link is provided on the right to help you to find this figure.

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Important Reminder. Please ensure that your Engine Size in Step 2 is in whole numbers only ie 1.6 should be entered as 1600 & 2.0 should be entered as 2000.

If you are unsure of your CO2 emissions value please click [here](#) as you will need this to register your vehicle.

Please Note: in order to claim mileage on your vehicle, you **must:**
Have a valid and recognised driving license (if a motor vehicle)
Be insured on the vehicle to include business use (if a motor vehicle)
Have paid any tax on the vehicle (if a motor vehicle)