



STEPS TO GETTING UP AND RUNNING
QUICKLY WITH MYINTELLITRACK WEB



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REGISTERING WITH
MYINTELLISOURCE



STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

The first thing you need to do to get up and running with MyIntelliTrack Web is to register with MyIntelliSource, located at www.myintellisource.com. When you go to the homepage, you want to click on the image of a person in the upper right of the navigation bar.





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The next step is to click the “Register” button to the lower left of the login information container.



The screenshot shows the MYINTELLISOURCE USER LOGIN page. The page features the MYINTELLISOURCE logo at the top. Below the logo is a navigation bar with a home icon, a search icon, and a user profile icon. The main content area contains a login form titled "MYINTELLISOURCE USER LOGIN". The form has three input fields: "Email:", "Password:", and "Code:". Below the "Code:" field is a yellow "Web" button. At the bottom of the form are three buttons: "Register", "Password?", and "Login". The "Register" button is highlighted with a red box. The footer of the page includes the copyright notice "© 2006-2022 MyIntelliSource, Inc. All Rights Reserved.", social media icons for Facebook, LinkedIn, and Twitter, and links for "Contact | User Agreement | Privacy Policy".



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Now you are on the registration homepage. Fields in red are required; fields in blue are optional. Once you enter all the required fields, click the “Submit” button.

MYINTELLISOURCE USER ACCOUNT REGISTRATION

Registering for a new MyIntelliSource user account is FREE and easily to do. Just fill out the short form below and we will take care of the rest.

Registration will allow you to better facilitate and manage your information needs with products such as MyIntelliTrack™ or MyIntelliClock™ and allows you 24/7/365 web access from any computing device.

Type:	<input type="text" value="Individual"/>
Prefix*:	<input type="text" value="Mr."/>
First Name*:	<input type="text" value="Scott"/>
Middle Initial:	<input type="text"/>
Last Name*:	<input type="text" value="Britton"/>
Suffix:	<input type="text"/>
Email*:	<input type="text" value="president@myintellisource.com"/>
Password*:	<input type="password" value="*****"/>
Code*:	<input type="text" value="928efae6"/>

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If your registration is successful, then you will receive the following page. Before you may login, you must go to your email inbox and click an embedded link in an email just sent out by MyIntelliSource's server cloud to verify you actually created the account. If you do not see the email in your inbox, please make sure and check your junk folder.



The screenshot shows a web browser window with the URL `registertest.myintellisource.com`. The page header features the MyIntelliSource logo. The main content area is titled "MYINTELLISOURCE USER ACCOUNT REGISTRATION" and contains the following text:

Scott, congratulations! You have successfully registered for a new MyIntelliSource user account. We have sent you an email (you may need to check your junk mail) with a link that you must click before you may login for the first time.

In fifteen (15) second, you will be redirected to the [user login web page](#).

Thank you for registering with MyIntelliSource. Enjoy your new account.

Below the confirmation text is a registration form with the following fields:

- Type: Individual
- Prefix*: Select ...
- First Name*: [text input]
- Middle Initial: [text input]
- Last Name*: [text input]
- Suffix: [text input]
- Email*: [text input]
- Password*: [text input]
- Code*: [text input]

A yellow box highlights the code "1c4dt57" next to the Code* field. At the bottom of the form are "Reset" and "Submit" buttons.

At the bottom of the page, there is a copyright notice: "© 2006-2022 MyIntelliSource, Inc. All Rights Reserved." and social media icons for Facebook, LinkedIn, and Twitter. On the right side, there are links for "Contact | User Agreement | Privacy Policy".



MYINTELLISOURCE



STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

You will receive an email similar to this. Before you can login, you must click the link in the email to verify you actually created the account. Once you do this, you may login to the MyIntelliSource system.

The screenshot shows an email client interface. On the left is a sidebar with 'All Inboxes' (37,745 messages, 34,918 unread) and a list of folders including Favorites, All Inboxes, VIPs, All Drafts, All Sent, Smart Mailboxes, and individual inboxes for 'president@metdia.com' and 'president@myintellisource.com'. The main pane displays a list of emails, with the most recent one from 'developer@myintellisource.com' selected. This email is titled 'Verification of new MyIntelliSource User Account' and is addressed to 'president@myintellisource.com'. The email body contains a welcome message and a red-bordered box containing a long, complex verification URL: https://register.test.myintellisource.com/verify/default.html?VERIFY=sG0n4MEKGPuJnCaPPi_Fz6ZUWR_MyWQ6EWRkL_28ghd8duwQmV0SEqGHEJONE1VzZ6wJULh1wUJHf8uMMyC4dREGh1VW/r1B8SVB8W9b63V1LXKZmV8m2G2z0VymYKTHz7DX19NCDVPLA74458905Shp6ETPhl8B2b3E8x1Y33qCLd8z7BTQ2YVWUqUFdWQ%3D%3Dh0X2W0xvtFzvw9ocCFEOihWQ21WYV88CQzrISan8WJUMx3LcQDiedJIR41yB61rIq8MQdamaFnEiNevqH7K-WJcXhdGatys0Hh529WwNCA06DHDXEjo0t3ZaK9F2UJKJZN3AeFLmW1W4FGa3YUalCG8RlR%28mn0%3DUWKQaVZVFMI8brubw%28XaY%3D%3D



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Once you click the link embedded in the email, you will get this message which will tell you your account is now verified and usable. In the next section, we will discuss how to manually add trips to MyIntelliTrack in the event you need to add a trip that you forgot to record with the phone applications.





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MANUALLY ADDING A TRIP



STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

The first thing you need to do to manually record a trip is to login to the MyIntelliSource system by entering your security credentials and the security code below and click “Login”.



The screenshot shows the MYINTELLISOURCE USER LOGIN page. The page features the MYINTELLISOURCE logo at the top. Below the logo is a search icon and a user profile icon. The main content area contains a login form with the following fields:

- Email:
- Password:
- Code:

Below the form are three buttons: Register, Password?, and Login. The Login button is highlighted with a red box. At the bottom of the page, there is a copyright notice: © 2006-2022 MyIntelliSource, Inc. All Rights Reserved. and social media icons for Facebook, LinkedIn, and Twitter. The footer also includes links for Contact, User Agreement, and Privacy Policy.



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You will be taken to the Users homepage where you will select MyIntelliTrack logo to launch the MyIntelliTrack web application.





STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

Selecting the MyIntelliTrack logo will launch you into the MyIntelliTrack homepage. From here, in the menu bar that runs below the navigation bar, you need to select the “Trips” option.

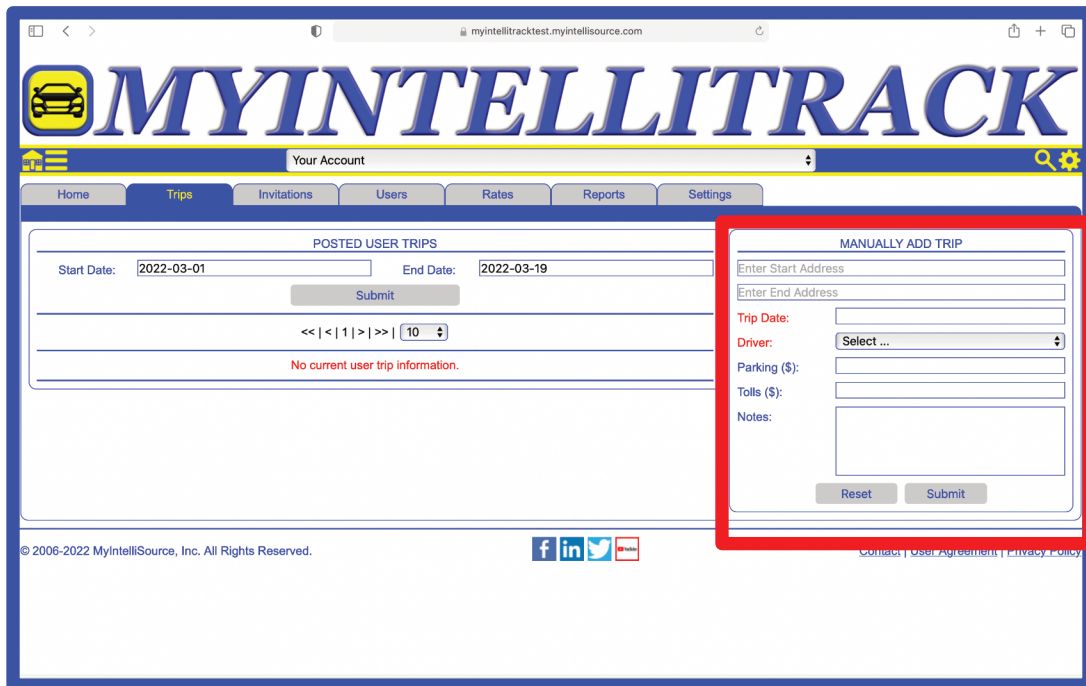


The screenshot shows the MyIntelliTrack web application interface. The browser address bar displays `myintellitracktest.myintellisource.com`. The main header features the **MYINTELLITRACK** logo and a "Your Account" dropdown menu. Below the header is a navigation bar with tabs for "Home", "Trips", "Invitations", "Users", "Rates", "Reports", and "Settings". The "Trips" tab is highlighted with a red box. The main content area displays a "WELCOME TO MYINTELLITRACK" message and several informational cards, including "How To Use MyIntelliTrack Android: The Complete Tutorial" and "How To Use MyIntelliTrack iOS: The Complete Tutorial".



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Concentrating on the right side of the screen, to manually add a trip to MyIntelliTrack, you must enter the trip data in the section labelled “Manually Add Trip”. The “Enter Start Address” field, the “Enter End Address” field, and the fields in red are required; the fields in blue are optional.



The screenshot displays the MyIntelliTrack web application interface. The main header features the MyIntelliTrack logo and a navigation menu with options: Home, Trips, Invitations, Users, Rates, Reports, and Settings. The 'Trips' tab is active, showing a 'POSTED USER TRIPS' section with a date range from 2022-03-01 to 2022-03-19 and a 'Submit' button. Below this, a message states 'No current user trip information.' The 'MANUALLY ADD TRIP' section is highlighted with a red box and contains the following fields:

- Enter Start Address (required)
- Enter End Address (required)
- Trip Date (required)
- Driver (optional, dropdown menu)
- Parking (\$): (optional)
- Tolls (\$): (optional)
- Notes (optional)

At the bottom of the page, there is a copyright notice: © 2006-2022 MyIntelliSource, Inc. All Rights Reserved. and social media icons for Facebook, LinkedIn, Twitter, and YouTube. A link for 'Contact | User Agreement | Privacy Policy' is also visible.



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Let's say I want to record a trip from our office in Knoxville, TN to the Parthenon Museum in Nashville, Tennessee. I would enter the complete address for both (MyIntelliTrack is sophisticated enough that if you enter a partial address it will give you the option to select it), select the trip data, select the driver (which is you because we have not discussed adding users yet), enter any optional data, and then hit the "Submit" button and the trip will be calculated and recorded.

The screenshot displays the MyIntelliTrack web application interface. The browser address bar shows `myintellitracktest.myintellisource.com`. The page features a navigation menu with options: Home, Trips, Invitations, Users, Rates, Reports, and Settings. The main content area is divided into two sections: "POSTED USER TRIPS" and "MANUALLY ADD TRIP".

POSTED USER TRIPS: This section includes a "Start Date" field with the value "2022-03-01" and an "End Date" field with the value "2022-03-19". Below these fields is a "Submit" button. A pagination control shows "10" items per page. A red message at the bottom of this section reads: "No current user trip information."

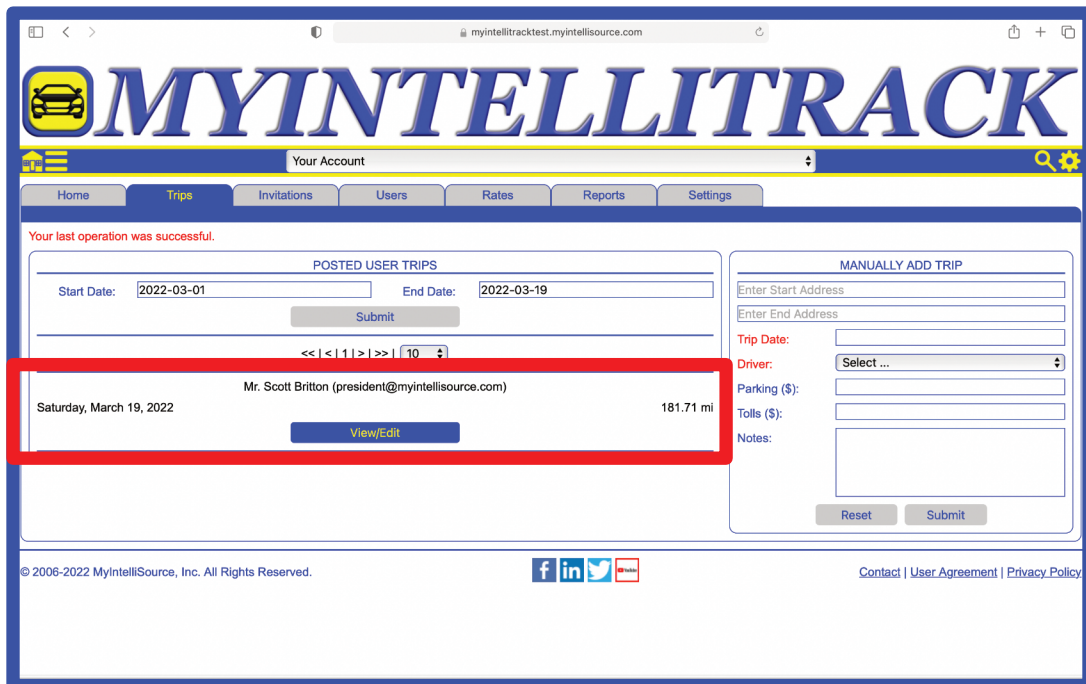
MANUALLY ADD TRIP: This section contains a form for adding a new trip. It includes two address fields: "6539 Oak Ridge Hwy, Knoxville, TN 37921" and "2500 West End Ave, Nashville, TN 37203". Other fields include "Trip Date" (2022-03-19), "Driver" (Your Account), "Parking (\$)" (10.00), and "Tolls (\$)" (20.00). A "Notes" field contains the text "Example". At the bottom of this form are "Reset" and "Submit" buttons. The "Submit" button is highlighted with a red box.

At the bottom of the page, there is a copyright notice: "© 2006-2022 MyIntelliSource, Inc. All Rights Reserved." and social media icons for Facebook, LinkedIn, and Twitter. On the right side, there are links for "Contact", "User Agreement", and "Privacy Policy".



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After hitting the “Submit” button, on the left hand side of the screen in the section labelled “Posted User Trips”, the trip you just submitted will be displayed with the mileage/kilometers. Manually recording trips is straightforward. In the next section, we will talk about adding a subscription to MyIntelliTrack so you may add users to your account.



The screenshot shows the MyIntelliTrack web application interface. The browser address bar displays `myintellitracktest.myintellisource.com`. The page header includes the MyIntelliTrack logo and a navigation menu with options: Home, Trips, Invitations, Users, Rates, Reports, and Settings. A message at the top states: "Your last operation was successful."

The main content area is divided into two sections:

- POSTED USER TRIPS:** This section contains a form with "Start Date" (2022-03-01) and "End Date" (2022-03-19) fields, a "Submit" button, and a pagination control showing "10" items. Below the form, a table displays a single trip entry:

Date	User	Mileage
Saturday, March 19, 2022	Mr. Scott Britton (president@myintellisource.com)	181.71 mi

A red box highlights the trip entry in the table. Below the entry is a "View/Edit" button.

- MANUALLY ADD TRIP:** This section contains a form with fields for "Enter Start Address", "Enter End Address", "Trip Date", "Driver" (a dropdown menu), "Parking (\$)", "Tolls (\$)", and "Notes". It includes "Reset" and "Submit" buttons.

At the bottom of the page, there is a copyright notice: "© 2006-2022 MyIntelliSource, Inc. All Rights Reserved." and social media icons for Facebook, LinkedIn, Twitter, and YouTube. A footer link reads: "Contact | User Agreement | Privacy Policy".



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SETTING UP BILLING
TO ADD USERS



STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

If you are already in the MyIntelliTrack web application, from the MyIntelliTrack homepage, the simplest way to add billing so you may add users to your account is to select the “Users” menu option in the menu bar directly below the navigation bar.

The screenshot shows the MyIntelliTrack web application interface. The browser address bar displays `myintellitracktest.myintellisource.com`. The main header features the **MYINTELLITRACK** logo. Below the logo is a navigation bar with tabs: Home, Trips, Invitations, **Users** (highlighted with a red box), Rates, Reports, and Settings. The main content area displays **WELCOME TO MYINTELLITRACK**. Below this, there are two video thumbnails: "How To Use MyIntelliTrack Android: The Complete Tutorial" and "How To Use MyIntelliTrack iOS: The Complete Tutorial". To the right, there is a graph titled "Miles Mileage Deduction Earned For All Users February 17, 2022 To March 16, 2022" and a table titled "User Mileage Cost For All Users February 17, 2022 To March 16, 2022".



STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

In the MyIntelliTrack Users homepage, if you are not already subscribed, you will see the subscribe button in the right side of the screen under the section labelled “Invite New User”. To start a billing transaction, click the “Subscribe” button and you will automatically be forwarded to MyIntelliSource’s billing homepage.



The screenshot shows the MyIntelliTrack web application interface. At the top, there is a navigation bar with the MyIntelliTrack logo and a search icon. Below the navigation bar, there are tabs for Home, Trips, Invitations, Users, Rates, Reports, and Settings. The main content area is divided into two columns. The left column contains two sections: "CURRENT UNACCEPTED INVITATIONS" and "CURRENT USERS", both indicating that there are no active items. The right column contains the "INVITE NEW USER" section, which includes an "Email:" input field, a "Can Modify Trip?" dropdown menu (set to "Not Granted"), and a "Mar" dropdown menu (set to "Not Granted"). A red box highlights the "Subscribe" button in the "INVITE NEW USER" section. At the bottom of the page, there is a copyright notice: "© 2006-2022 MyIntelliSource, Inc. All Rights Reserved." and social media icons for Facebook, LinkedIn, and Twitter. The footer also includes links for "Contact | User Agreement | Privacy Policy".



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As you can see, we have no subscriptions in place currently. To add a subscription to MyIntelliTrack, click the “Create New Subscription” button. This will forward us to the subscription creation screen.



The screenshot shows the MyIntelliSource web application interface. The browser address bar displays "userstest.myintellisource.com". The main header features the MyIntelliSource logo and navigation tabs for "Applications", "Account", "Billing", and "Log". The "Billing" tab is active, and a "Create New Subscription" button is highlighted with a red box. Below the button, a message states: "You are not currently subscribed to any MyIntelliSource, Inc., services". The footer includes copyright information: "© 2006-2022 MyIntelliSource, Inc. All Rights Reserved.", social media icons for Facebook, LinkedIn, and Twitter, and links for "Contact | User Agreement | Privacy Policy".



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Select MyIntelliTrack in the “Subscribe To” field, enter your credit/debit card information in the “Credit Card” field (your payment information is encrypted for your protection), and then hit submit to subscribe to MyIntelliTrack.



userstest.myintellisource.com

MYINTELLISOURCE

Applications Account Billing Log

CREATE NEW SUBSCRIPTION

Subscribe To: MyIntelliTrack (\$4.99 Per Month Per User)

Credit Card: VISA 4242 4242 4242 4242 04 / 24 244 24242

Back Submit

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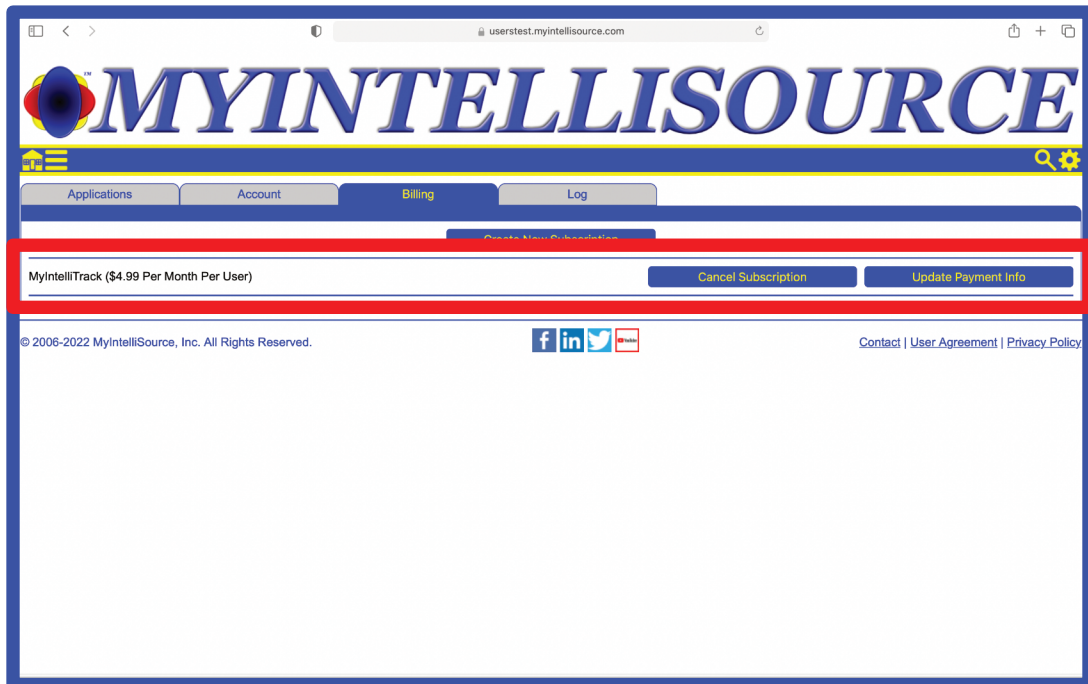
If your billing subscription information submittal is successful, you will receive the following screen in return. If we click the “Back” button, you will see your subscription listed.





STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

As you can see, the subscription we added previously now shows up in the list. If you need to modify the payment information, you may do so from here. In addition, you may also cancel your subscription from here. Now that we have a billing subscription in place, in the next section, we will add another user to your account.



The screenshot shows the MYINTELLISOURCE web interface. The browser address bar displays "userstest.myintellisource.com". The navigation menu includes "Applications", "Account", "Billing", and "Log". The "Billing" section is active, showing a table with one subscription entry:

Subscription Name	Rate	Actions
MyIntelliTrack (\$4.99 Per Month Per User)		Cancel Subscription Update Payment Info

At the bottom of the page, there is a copyright notice: "© 2006-2022 MyIntelliSource, Inc. All Rights Reserved." and social media icons for Facebook, LinkedIn, Twitter, and YouTube. Links for "Contact", "User Agreement", and "Privacy Policy" are also present.



STEPS TO GETTING UP AND RUNNING
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INVITING AND ADDING USERS



STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

From the MyIntelliTrack application homepage, click the “Users” option in the menu bar directly below the navigation bar to begin inviting and adding a new user.



MYINTELLITRACK

Your Account

Home Trips Invitations **Users** Rates Reports Settings

WELCOME TO MYINTELLITRACK

How To Use MyIntelliTrack Android: The Complete Tutorial

Watch on YouTube

How To Use MyIntelliTrack iOS: The Complete Tutorial

User Mileage Calculator



STEPS TO GETTING UP AND RUNNING QUICKLY WITH MYINTELLITRACK WEB

On the MyIntelliTrack Users homepage, from the previous section, we now see the “Subscribe” button has disappeared. Now we may invite a user. To invite a user to use your account, you need his/her email address and select whether to allow he/she to modify trip data after the fact and whether to allow he/she to manually add trip data on the MyIntelliTrack web application. Once you have entered this information, click the “Submit” button to invite the new user.

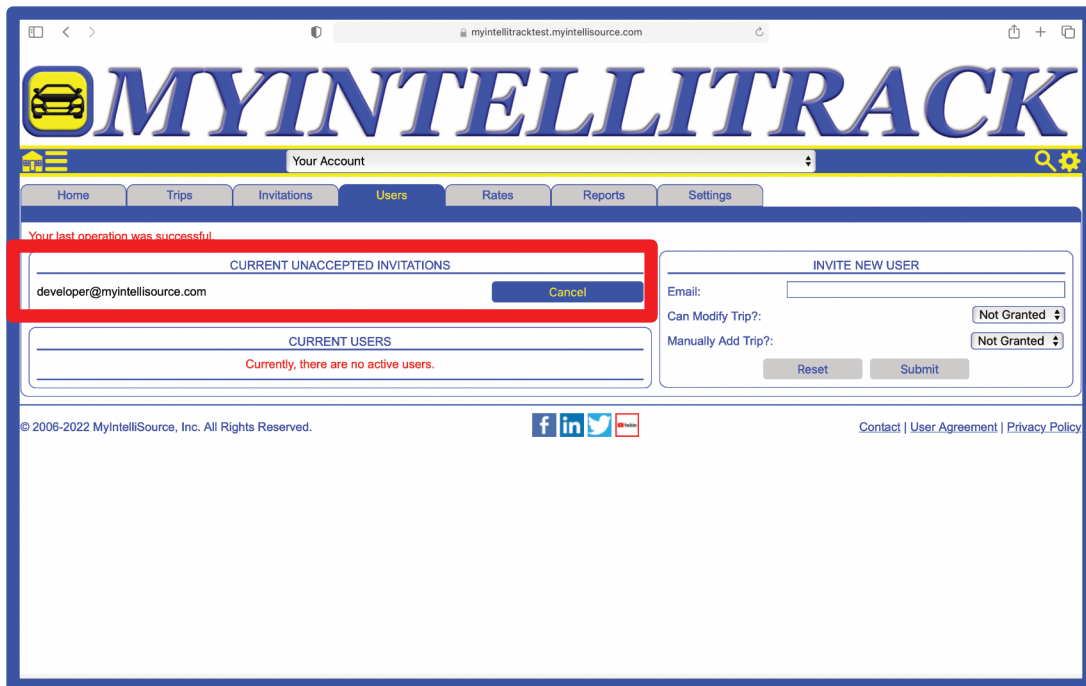


The screenshot shows the MyIntelliTrack web application interface. At the top, there is a navigation bar with the MyIntelliTrack logo and a "Your Account" dropdown menu. Below the navigation bar, there are tabs for "Home", "Trips", "Invitations", "Users", "Rates", "Reports", and "Settings". The "Users" tab is currently selected. The main content area displays a message: "Your last operation was successful." Below this, there are two sections: "CURRENT UNACCEPTED INVITATIONS" and "CURRENT USERS". Both sections show a message: "Currently, you do not have any active [unaccepted invitations / active users]." To the right of these sections is the "INVITE NEW USER" form. The form includes an "Email" field with the value "developer@myintellisource.com", a "Can Modify Trip?" dropdown menu set to "Granted", and a "Manually Add Trip?" dropdown menu set to "Granted". At the bottom of the form are "Reset" and "Submit" buttons. The "Submit" button is highlighted with a red box. At the bottom of the page, there is a copyright notice: "© 2006-2022 MyIntelliSource, Inc. All Rights Reserved." and social media icons for Facebook, LinkedIn, and Twitter. There are also links for "Contact", "User Agreement", and "Privacy Policy".



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After click “Submit”, you will see the invitee listed in the section labelled “Current Unaccepted Invitations”. Your subscription will not be updated until the invitee accepts your invitation and either logs in or registers with MyIntelliSource. That ends our demonstration of getting up and running quickly with MyIntelliTrack Web. Thank you for the opportunity to serve you.



The screenshot displays the MyIntelliTrack web application interface. At the top, the MyIntelliTrack logo is visible. Below the logo, there is a navigation menu with options: Home, Trips, Invitations, Users, Rates, Reports, and Settings. The 'Users' tab is currently selected. A message at the top left states "Your last operation was successful". The main content area is divided into two sections: "CURRENT UNACCEPTED INVITATIONS" and "CURRENT USERS". The "CURRENT UNACCEPTED INVITATIONS" section contains a table with one row showing an email address "developer@myintellisource.com" and a "Cancel" button. The "CURRENT USERS" section shows a message: "Currently, there are no active users." To the right of these sections is a form titled "INVITE NEW USER" with fields for "Email:", "Can Modify Trip?" (set to "Not Granted"), and "Manually Add Trip?" (set to "Not Granted"). There are "Reset" and "Submit" buttons at the bottom of the form. The footer of the page includes copyright information: "© 2006-2022 MyIntelliSource, Inc. All Rights Reserved." and social media icons for Facebook, LinkedIn, and Twitter. There are also links for "Contact | User Agreement | Privacy Policy".



STEPS TO GETTING UP AND RUNNING
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CONTACT INFORMATION

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