

ScooterBug Featured Travel Partner Program Making a Reservation & Commission Payments

### Making a Reservation

To begin making a reservation visit <u>www.scooterbug.com/orlando</u> or <u>www.scooterbug.com/anaheim</u>. (upon re-opening, the Anaheim web site will follow the same rental process)

1. Choose the type of equipment that you want to rent for your client in the grey bar near the top:



ScooterBug, Inc. 200 W. Sand Lake Road, Suite 800 Orlando, Florida 32809



2. For information on each particular product, click on the "INFO" button to bring up the information window for that product:



#### **Pediatric Wheelchair**

3. To rent that product for your client, click on the "RENT" button at any time and it will take you to the following page:

ScooterBug, Inc. 200 W. Sand Lake Road, Suite 800 Orlando, Florida 32809



			_
		Reservation Date Return Date	
	Resort Lite ECV		ADD THIS VEHICLE TO YOUR CART TO RESERVE IT.
			Choose Your Options
	For Your Selected Dates		*Damage Waiver - Fee
	Available Today		Avsilable
	(Select Dates to See Prices)		Bisg Hook - Purchase
On the go? This portable four-wheeled elect	tric scooter is designed for lightweight travel. Whe	disassembled this ECV can be transported in vehicles, heaviest piece is 52 lbs. Extra battery included for your tra	wel convenience.
NOTE: Colors may vary.			Cane Holder - Rental Anallable
Rates for Rentals Starting Today			Cruste Molder - Bantal
Period	Rate		Avsilable
Daily Rate	\$ 60.00		
2 day	\$ 80.00		Cup Holder - Purchase Available
3 Day	\$111.00		
4 Day	\$ 136.00		Oxygen Tank Holder - Rental Arailable
5 Day	\$155.00		
6 Day	\$ 174.00		Rain Cover – ECV Tiller – Purchase Available
7 Day	\$ 189.00		
8 Day	\$ 216.00		Rear Basket - Rental
9 Day	\$ 216.00		Available
10 Day	\$ 253.00		
11 Day	\$ 253.00		RESERVE THIS VEHICLE
12 Day	\$ 286.00		L
13 Day	\$ 286.00		
14 Day	\$ 340.00		
15 Day	\$ 340.00		
Minimum Rental Period	1 day(s)		
Minimum Rental Price	\$ 60.00		

4. Fill out the Reservation and Return dates and times and select any accessories (Damage Waiver is always recommended) to confirm the availability of the product(s) you are renting for your client:



		Rental Dat	zs 08/31/2020 09:00 AM - 09/07/2020 09:00 AM Change Dates	
				_
	Resort Lite ECV			ADD THIS VEHICLE TO YOUR CART TO RESERVE IT. Choose Your Ontions
AL L	For Your Selected Dates			
	Your Price:	\$ 189.00		*Damage Waiver - Fee - \$ 25.00 Available
	Available for 08/31/2020 09:00 AM - 09/07/2020 09:00	AM		Bag Hook - Purchase - \$ 10.00 Available
On the go? This portable four-wheeled ele	ectric scooter is designed for lightweight travel. When disassemb	ed this ECV can be tra	isported in vehicles, heaviest piece is 52 lbs. Extra battery included for your travel convenience.	Cane Holder - Rental - \$ 20.00 Available
NOTE: Colors may vary.				Crutch Holder - Rental - \$ 10.00 Available
Rental Rates for your selected rental d	ates			Cup Holder - Purchase - \$ 10.00 Not Available
Daily Pate	nate ¢ 60.00			Oxygen Tank Holder - Rental - \$ 20.00
2 day	\$ 00.00			Available
2 Day	\$ 111.00			Rain Cover – ECV Tiller – Purchase - \$
4 Day	\$ 126.00			Available
5 Day	\$ 155.00			Rear Basket - Rental - \$ 20.00
6 Day	\$ 174.00			Available
7 Day	\$ 189.00			RESERVE THIS VEHICLE
8 Day	\$ 216.00			
9 Day	\$ 216.00			
10 Day	\$ 253.00			
11 Day	\$ 253.00			
12 Day	\$ 286.00			
13 Day	\$ 286.00			
14 Day	\$ 340.00			
15 Day	\$ 340.00			
Minimum Rental Period	1 day(s)			
Minimum Rental Price	\$ 60.00			

5. As soon as availability is confirmed, click on the "RESERVE THIS VEHICLE" button and then the shopping cart in the top right hand corner to advance to the next screen (if you would like to rent multiples of the same product/accessory combination, click on the "+" button to increase the number of products you would like to rent):

×



		Rental Dates 08/31/2020 09:00 AM - 09/07/2020 09:00 AM Change Dates	×
	Resort Lite ECV		ADD THIS VEHICLE TO YOUR CART TO RESERVE IT.
			Choose Your Options
	For Your Selected Dates		Samage Waiver - Fee - \$ 25.00
	Your Price:	\$ 189.00	Available
	Available for U8/31/2020 09:00 AM - 09/07/2020 09:00 AM		Bag Hook - Purchase - \$ 10.00 Available
n the go? This portable four-wheeled el	ectric scooter is designed for lightweight travel. When disassembled th	is ECV can be transported in vehicles, heaviest piece is 52 lbs. Extra battery included for your travel convenience.	Cane Holder - Rental - \$ 20.00 Available
)TE: Colors may vary.			Crutch Holder - Rental - \$ 10.00 Available
ental Rates for your selected rental d	ates		Cup Holder - Purchase - \$ 10.00 Not Available
Daily Rate	\$ 60.00		Oxygen Tank Holder - Rental - \$ 20.00
2 day	\$80.00		Available
3 Day	\$111.00		Rain Cover – ECV Tiller – Purchase - \$
4 Dav	\$ 136.00		Available
5 Day	\$ 155.00		Rear Basket - Rental - \$ 20.00
5 Day	\$ 174.00		Aranaure
7 Day	\$ 189.00		RESERVE THIS VEHICLE
8 Day	\$ 216.00		Resort Lite ECV - *Damage Waiver - Fee
9 Day	\$ 216.00		- 1 +
I0 Day	\$ 253.00		
11 Day	\$ 253.00		
12 Day	\$ 286.00		
13 Day	\$ 286.00		
14 Day	\$ 340.00		
15 Day	\$ 340.00		
Minimum Rental Period	1 day(s)		

6. In the Shopping Cart, enter the name of your client, their cell phone number, and their email address in the "Special Requests" entry box as shown below:

-0



Review Cart		Get Estima	ate and Checkout
Rental Items			Qty
Resort Lite ECV - *Damage Waiver - Fee		<b>a e -</b>	1 +
• 08/31/2020 09:00 AM - 09/07/2020 09:00 AM			
Special Requests	Coupon Code		
Jane Doe 856-555-1212 jane.doe@fbi.gov	Coupon Code		
		Get Estima	ate and Checkout

7. When you click on "Get Estimate and Checkout", you will see the total charge for the rental. Ignore the information in the "Renting To" field as it will always show the information for your specific login:

stimate				
Edit Reservation				Delivery/Pickup Information >
Reservation Date 08/31/2020 09:00 AM		ם. 1 ע	ration veek(s)	Due Back Date 09/07/2020 09:00 AM
<b>Special Requests</b> Jane Doe 856-555-1212 jane.doe@fbi.gov				
Rental Items	Deposit	Price	Renting to	
Resort Lite ECV	0.00	189.00	Brian Rood	
*Damage Waiver - Fee	0.00	25.00	<brood@safemark.com> (8007268284)</brood@safemark.com>	
Totals	\$ 0.00	\$ 214.00	200 W Sand Lake Road	
irand Total		\$ 214.00	Orlando, FL 32809 US	
			Edit Profile	
< Edit Reservation				Delivery/Pickup Information >



8. Click on the "Delivery/Pickup Information" button, which takes you to the screen that allows you to specify both the delivery and pickup locations (they can be different but they default to being the same):

Delivery	
For Delivery	
Deliver To:	
~Bay Lake Tower at Disney's Contemporary Resort	-
4800 North World Drive	
Z112	
Lake Buena Vista, FL 32830	
05	
Pickup	
Use Different Pickup Information	
Choose one of our delivery locations	
○ Use the same address	
Pickup Instructions	
Pickup Instructions	
Pickup From:	
Deulder Didge Villes et Diepeuls Wilderssen Ledge	
	•
901 Timberline Drive	
Lake Buena Vista, FL 32830	
US	
	Save & Continue 🖺

- 9. On the delivery screen, the "For Delivery" checkbox is already checked. Choose the resort that the equipment is to be delivered to. All Disney hotels should come up first as they all begin with a "~". If the pickup location is the same, just press the "Save & Continue" button on the bottom right hand of the page. For a different Pickup location than the Delivery location, Check the "Use Different Pickup Information" button and choose the delivery location before clicking the "Save and Continue" button.
- 10. The next screen is the "Estimate" screen that contains the delivery information that you selected in Step 9. Review your reservation before moving to the Final Estimate screen. Make sure that everything is as you desire and then click the "Save and Continue" button to get to the final "Estimate" screen:





11. The next screen is the final Estimate screen, which gives you a chance to review your reservation before moving to the Request Details" screen. Make sure that everything is as you desire and then click the "Save and Continue" button to get to the "Payment" Screen":

Your Reservation Request						Complete Rt
Request Details						
Reservation #R-001351				Reservatio 08/31/2020	on Date 09:00 AM	Due Back Date 09/07/2020 09:00 AM
<b>lame AddressEmail</b> Irian Rood brood@safemark.com	Phone +1 800 726 8284					
Item Name	Total Deposit	Rate	Quantity	Total Fee	Deposit Amount	\$ 0.00
Resort Lite ECV	\$ 0.00	\$ 189.00	1	\$ 189.00	Credit Amount A	xpproved \$ 0.00
*Damage Waiver - Fee	\$ 0.00	\$ 25.00	1	\$ 25.00	Rental Total	\$ 214.00
Delivery/Pickup Information					Grand Total	\$ 214.00
Delivery Address	Pickup Address				Paid	\$ 0.00
~Bay Lake Tower at Disney's Contemporary Resort 4800 North World Drive Z112 Lake Buena Vista, FL 32830	~Bounder Ridge Villas at Disney's Wilder 901 Timberline Drive Z109 Lake Buena Vista, FL 32830	mess Loage			Total Amount Du	Je \$ 214.00
				Special Requests Jane Doe 856-555-1212 jane.doe	@fbi.gov	Complete Reservation



12. On the payment screen, enter the details regarding how you will be paying for your client's reservation. For a reservation to be delivered, payment must be made at the time of reservation. Do not worry about the information under the "Billing Address" section, it does not need to be your client's Billing Address to charge their card:

Order Section	
Card Number *	
Card Number	
Expiration Month *	
Expiration Month	<b>•</b>
Expiration Year *	
Expiration Year	<b>•</b>
Amount	
\$214.00	
CVC/CVV *	
CVC/CVV	
Billing Address	
Name *	
Brian Rood	
Email	
brood@safemark.com	
Street Address *	Suite
200 W Sand Lake Road	Suite 800
City *	State/Province *
Orlando	FL - Florida 💌
Postal Code *	Country *
32809	United States

Payment



13. After payment is approved, the final screen of the transaction will come up showing you have paid for your client's reservation. At this point the reservation is complete!

Your Reservation Request						
Request Details						
Reservation #R-001351				<b>Reservatio</b> 08/31/2020	on Date 09:00 AM	Due Back Date 09/07/2020 09:00 AM
Name AddressEmail P   Brian Rood brood@safemark.com +	<b>hone</b> 1 800 726 8284					
Item Name	Total Deposit	Rate	Quantity	Total Fee	Deposit Amount	\$ 0.00
Resort Lite ECV	\$ 0.00	\$ 189.00	1	\$ 189.00	Credit Amount Ap	pproved \$ 0.00
*Damage Waiver - Fee	\$ 0.00	\$ 25.00	1	\$ 25.00	Rental Total	\$ 214.00
Delivery/Pickup Information					Grand Total	\$ 214.00
Delivery Address ~Bay Lake Tower at Disney's Contemporary Resort 4800 North World Drive Z112 Lake Buena Vista, FL 32830	Pickup Address ~Boulder Ridge Villas at Disney's Wilde 901 Timberline Drive Z109 Lake Buena Vista, FL 32830	rness Lodge			Paid	\$ 214.00
					Special Re Jane Doe 8	equests 356-555-1212 jane.doe@fbi.gov

14. To view your reservations at any time, click on the "Account" Link on any page on the web site and choose "My Reservations". The next screen will show you all the reservations you have made under your account:

My Reservations					
	Status	Contract #	Start Date	End Date	Item(s)
View	Reservation	R-001351	08/31/2020 09:00 AM	09/07/2020 09:00 AM	Resort Lite ECV, *Damage Waiver - Fee

15. To view the details of any of your reservations, just click on the "View" link on the left-hand side of that reservation:

Your Reservation Request							
Request Details							
Reservation #R-001351 08/31/2020 09 00						n Date Due Back Date 19:00 AM 09/07/2020 09:00 AM	
Name AddressEmail P Brian Rood brood@safemark.com +	<b>'hone</b> 1 800 726 8284						
Item Name		Total Deposit	Rate	Quantity	Total Fee	Deposit Amount	\$ 0.00
Resort Lite ECV		\$ 0.00	\$ 189.00 1		\$ 189.00	Credit Amount Approved	\$ 0.00
*Damage Waiver - Fee		\$ 0.00	\$ 25.00 1		\$ 25.00	Rental Total	\$ 214.00
Delivery/Pickup Information						Grand Total	\$ 214.00
Delivery Address ~day Lake Tower at Disney's Contemporary Resort 4000 North World Drive Z112 Lake Buena Vista, FL 32830	Pickup Address ~Boulder Ridge Villas at D 901 Timberline Drive Z109 Lake Buena Vista, FL 3283	isney's Wilderness Lodge 10				Paid	\$ 214.00

Special Requests Jane Doe 856-555-1212 jane.doe@fbi.gov

16. If you need to make changes after the reservation, please call 800-726-8284 and a Reservation Agent will make them for you.



ScooterBug Featured Travel Partner Program Making a Reservation & Commissionable Payments

#### Commissionable Payments

## Welcome

Thank you for your interest in ScooterBug's Travel Agent Program. Our dedicated team looks forward to elevating your clients' experience with the durability and comfort of mobility solutions.

## **Commission Process**

Participation in our program entitles the travel agency or the individual booking agent to earn 10% commission on all 'concluded' reservations booked through ScooterBug, including ECV scooters, strollers and wheelchairs.

"Concluded" reservations are defined as reservations that resulted in the use of rented equipment and payment successfully processed. Canceled reservations resulting in payment refund or payment denied/reversal are not considered 'concluded' reservations.

For a reservation to be commissionable, it is mandatory to complete the "Customer Company" field on ScooterBug's reservation <u>website</u> with IATA or CLIA Number/Agency Name/Agent Name.

Company	
12345678/Brian Rood's Travel Agency/Brian Rood	

The 10% commission will be paid for 'concluded' reservations via check directly to the travel agency or the individual booking agent.

For questions regarding payment, please email TravelAgentProgram@scooterbug.com.