

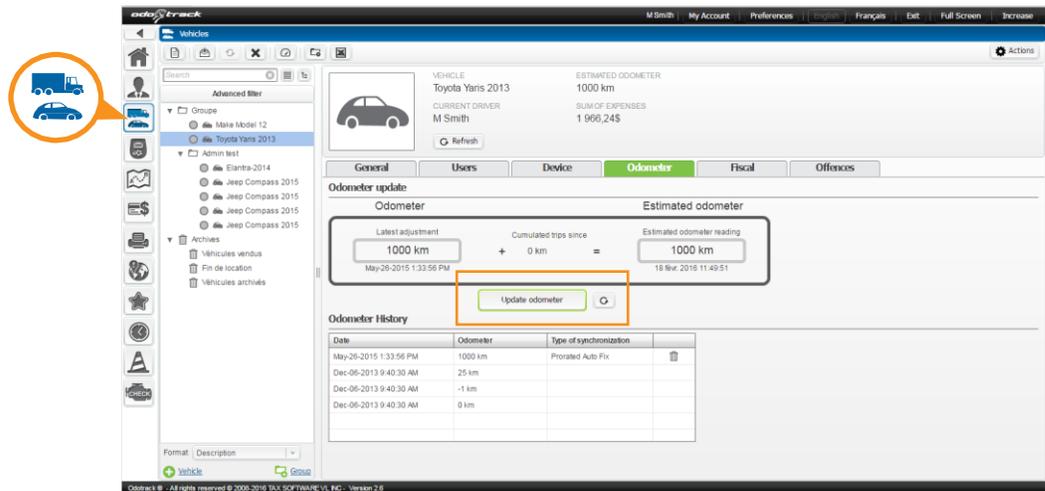
It is strongly recommended to update your odometer:

- > when creating your account
- > when adding a new vehicle
- > at the beginning or end of each fiscal year

Here are some good reasons to do so, here is why:

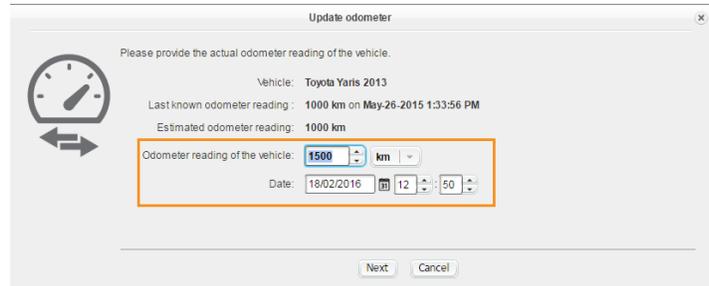
- > to comply with government regulations;
- > in the event of a problem with your device, it is possible to adjust the number of the actual mileages travelled displayed on your vehicle's odometer during the synchronization;
- > accurate audit defense tool in the event of a tax audit.

First, log on to your account and click on the "Vehicles module" and on the "Odometer" tab, then click on the "Update odometer" button.



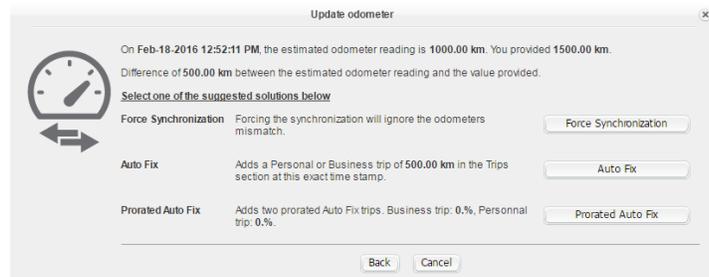
The term often used is "synchronize the odometer" so that it may reflect reality. When you update your vehicle's odometer, it is important to note the reading but also the time and date at which it was taken, because ODOTRACK will make the update according to that information. To make the first update, click on "Update the odometer", a window will appear allowing you to enter the information.

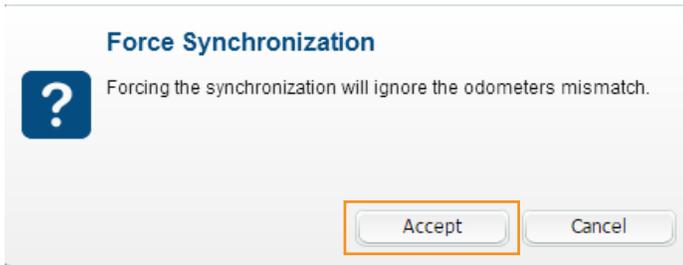
Enter the odometer's reading value, as well as the date and time and click "Next".



At the first update, only the option "Force Synchronization" is available.

Otherwise, choose among three options, the one that is the most appropriate to your needs. The most commonly selected option is "Prorata Auto Fix". This option will create two trips is depending on the business/personal percentage that you made since the last odometer update. Note that a margin of error of 1 to 2% is possible.





Then, click "Accept".



Click "Done".

All odometer updates will be saved under "Odometer History". It is also possible to delete the last update if you notice an entry error.

Odometer History			
Date	Odometer	Type of synchronization	
Oct-19-2015 9:44:31 AM	15600 km	Forced Synchronization	
May-26-2015 1:43:39 PM	12700 km	Prorated Auto Fix	
May-26-2015 1:39:36 PM	12665 km	Prorated Auto Fix	
Nov-04-2013 2:35:43 PM	4786 km	Forced Synchronization	
Sep-01-2013 1:22:00 PM	3000 km	Forced Synchronization	