Office of Fleet and Asset Management
Online Bicycle and Vehicle Reservation Instructions
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First-Time User Instructions

The instructions below detail the process to create a profile and access the Office of Fleet and Asset Management (OFAM) Online Vehicle Reservation system. Creating a profile allows state employees to make Bicycle and Vehicle reservations to conduct state business. **You must be an active California State Employee to use the Vehicle Reservation application.**

*REMINDER:* DO NOT USE the Browsers BACK AND FORWARD buttons to move through application.

2. Input your Driver’s License and work email address.
3. Click Login.
   - First time users will receive the message "**Operator ID not found. Create new operator record**"?
4. Click on the "**New Operator**" button to continue creating a profile.
5. You will be directed to Profile page for completion.

Creating A Profile

Your profile will display your Driver license number and your email address; Click the “Update My Info” button to enter the following information.

Complete all required fields (in yellow) in Operator Details area:

1. Enter Driver's Name (first, middle and last)
2. Enter Driver's License Expiration Date – Select by clicking Calendar.
3. Enter your Agency Billing Code. DO NOT Leave field blank.
4. Enter Work Address.
5. Enter Room Number or location information.
6. Enter City.
7. Enter Zip Code.
8. Enter Work Telephone (example: 999-999-9999).
9. Modify the email address in the "Work Email" field, if necessary.
10. Click on the "Save" button.
Once completed, clicking the “Back” button will return you to this page.
How to Login

1. Enter your CA driver's license number
2. Enter your work email address.
3. Click on the "Login" button.

The system validates if your driver's license number exist in system.

1. Note: If you entered your Driver’s License Number incorrectly click on the "CANCEL" button, and enter correct number.

If a “Login Failure” message occurs, please contact the Sacramento Dispatch office at (916) 657-2327 for assistance.

After driver's license and email verification, your driver profile screen will open.
Making a Reservation

Click the “New Reservation” button to begin. The following fields are required.

1. Click Calendar icon to select the Pickup Time.
   - (Always select TIME first – located top of calendar)
2. Select the Pick Date.
3. Select the Return Time.
4. Select the Return Date.
5. Select the Pickup Location. (Sacramento Garage location only).
   - Select SA – Sacramento Vehicle Reservation.
   - Select SB – Bicycle Reservation.
6. Click on the "Continue" or “Back” button to modify.

Select the "Vehicle Type" drop down: BICYCLE, EVS-1 (Electric Vehicles), SEDAN (Compact), SEDANHYBC (Compact hybrid). Highlight and click. Your selection will appear in Vehicle Type. Click “Continue”.

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[Image of the reservation screen showing pickup time and location selection]

[Image of the calendar selection screen for picking the pickup time]

[Image of the vehicle type selection screen]

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[Image of the reservation screen showing pickup and return information]
Click “Continue”, “Cancel Changes”, or “Back” button as required.
**Additional Reservation Information:**

1. Enter secondary email to receive copy of email confirmation notification.
2. Enter destination city.
3. Enter number of passengers.
4. Reservation Notes (example: Need large truck space, need full size car).
5. Click “Back” button to make changes.
6. Click “Cancel Changes” button to cancel changes.
7. Click “Continue” button to continue.

**Information Verification**

This screen allows you to review your reservation for accuracy.

1. To change your reservation Information click the "Cancel" button.
2. If all the information is accurate - click the "OK" button.
Reservation Confirmation

Congratulations! Your reservation has been confirmed. You will receive an email confirming your vehicle and/or bicycle reservation.

If you need to make another reservation, click on the "New Reservation" button. To print a copy of this confirmation, click on the "Printer Friendly" button.

To exit the program, click on the "Logout" button to return to the login page or click on the "Home" button to return to the Online Reservation page.
**Viewing an existing Reservation**

Follow the [login](#) instructions.

1. Once logged in your “My Info” is displayed, all future reservations are listed under “My Reservations”.

![Image of My Info and Reservations](#)

**Modifying a Reservation**

Follow the [login](#) and [view reservations](#) instructions. The only fields that can be modified through this system are the Times, Pickup Return Dates. Fields with an asterisk (*) are required to be filled in.

1. Click Reservation ID number; Reservation detail displays.

![Image of Reservation Detail](#)

1. Change the Pickup Time if needed, you must click on date to save change.
2. Change the Pickup Date if needed.
3. Change the Return Date if needed.
4. Change the Return Time if needed, you must click on date to save change.
5. Change or add to Notes if needed.
6. Click on the "Continue" button.
A confirmation page will display, verifying if the information is correct. If the information is correct click on the "Continue" button and print the confirmation page. You will receive an email that the reservation has been changed.

**Cancelling a Reservation**

Follow the log in and View reservation instructions.

1. Select the Reservation ID you wish to cancel, Click on the "Cancel Reservation" button.
2. Confirmation screen displays after you click on the "Cancel Reservation" button.
Click on the "OK" button to submit the cancellation.

The Cancellation screen will display after you click the "Continue" button. You will receive an email confirmation that the reservation has been cancelled.
OFAM Online Vehicle Reservation Contact:

OFAM Fleet Dispatch Office: (916)657-2327
Office Hours: 7:00am – 5:00pm, Monday through Friday, excluding weekends and holidays.

OFAM Fleet Call Center: (855) 611-OFAM (6326) or via email: Fleet Services@dgs.ca.gov