

Chemical Trusted Carrier (CTC) Wallet

First steps with mobile app "CTC Wallet"

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Technical requirements

- Mobile device with Android 8.0+ or iOS 10.0+
- Access to the Google Playstore* or Apple App Store
- Personal account: Email address for registering the driver accounts (optional when using the reduced-function guest mode)
- Corporate account: Driver accounts can be created by the transport company. The driver then receives their individual user name and password from the company.
- An online connection is required for some processes

* Für Android kann auf Anfrage eine APK bereitgestellt werden

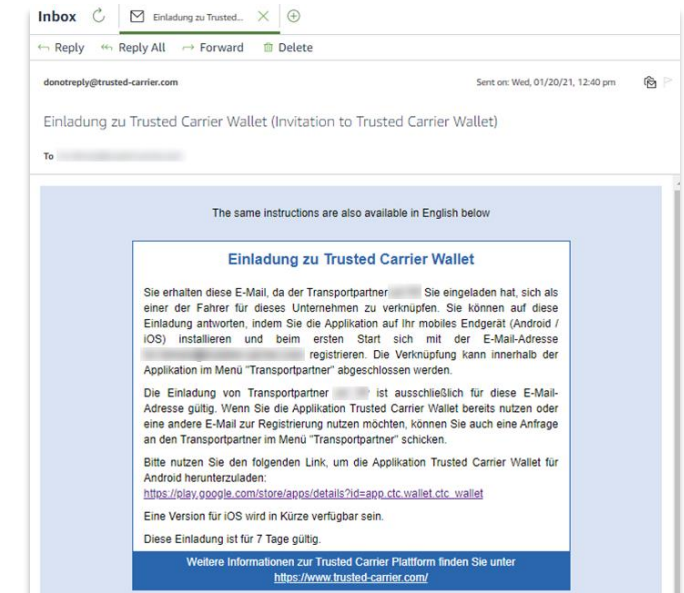
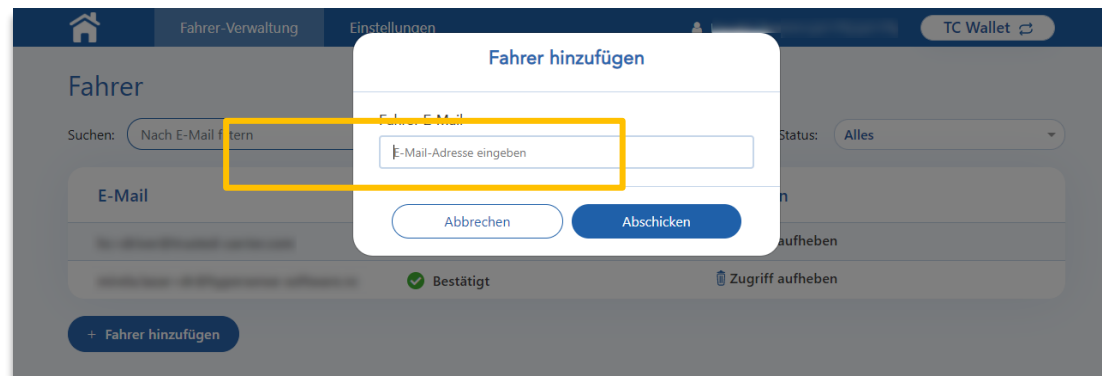
Invitation or account creation by the transport partner

▪ Personal account:

- Transport partners can invite drivers via e-mail
- This automatically generates a link request that can be confirmed in the mobile app once the account has been created.

▪ Corporate account:

- Transport company can create an account for the driver.
- An account is created in the corporate account with a user name and password.
- The log-in data can then be transferred to the driver.



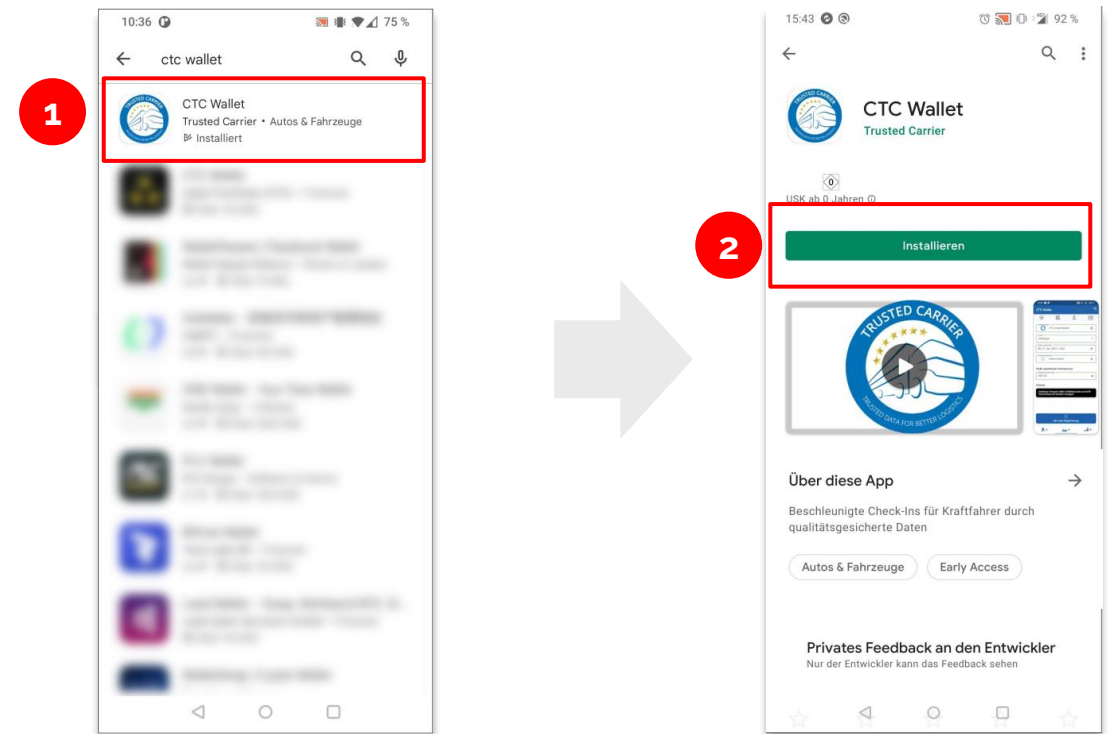
Registration & login in app (1 / 6)

1. Links to the app (also included in the invitation email):

- <https://apps.apple.com/de/app/ctc-wallet/id1570136810>
- https://play.google.com/store/apps/details?id=app.ctc.wallet.ctc_wallet

Alternative: Search in marketplace for "ctc wallet"

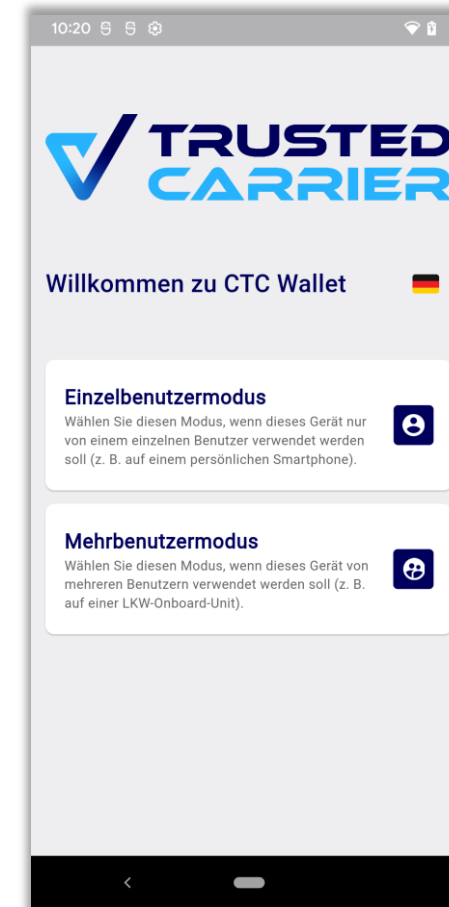
2. Tap the button to install the app



Registration & login in app (2 / 6)

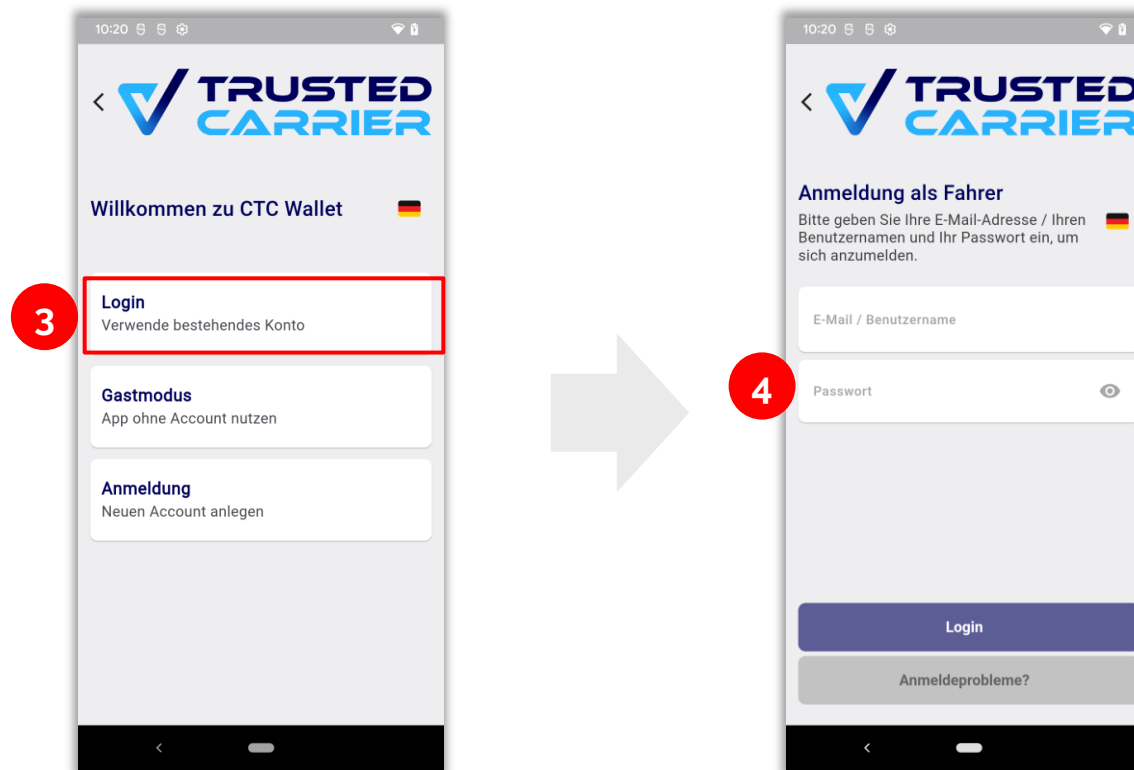
- After installing the app, you can choose between single user and multi-user mode before logging in.
- If single user mode is selected, you are taken directly to the registration or log-in screen. The instructions for this start on **page 6**.
- Multi-user mode is useful when using vehicle-related devices. How the multi-user log-in works is explained from **page 10** onwards.

If the account was created by your transport company, continue on **page 6**.
If you want to create an account with your e-mail address, continue on **page 7**.



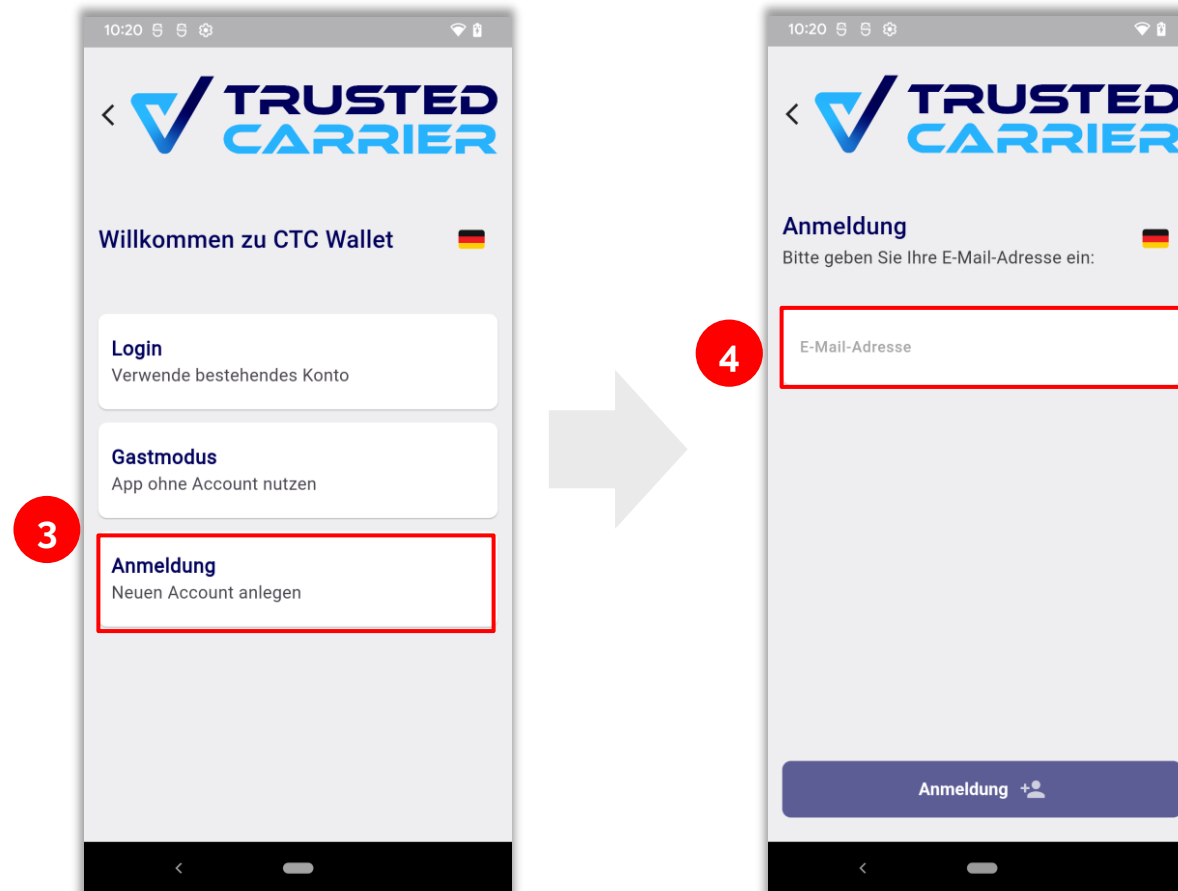
Login in single user mode (3 / 6)

3. If you have received an account from your transport company, click on "Log In" after downloading the app.
4. Then enter the user name or e-mail address and password.
5. Continue on page 11.



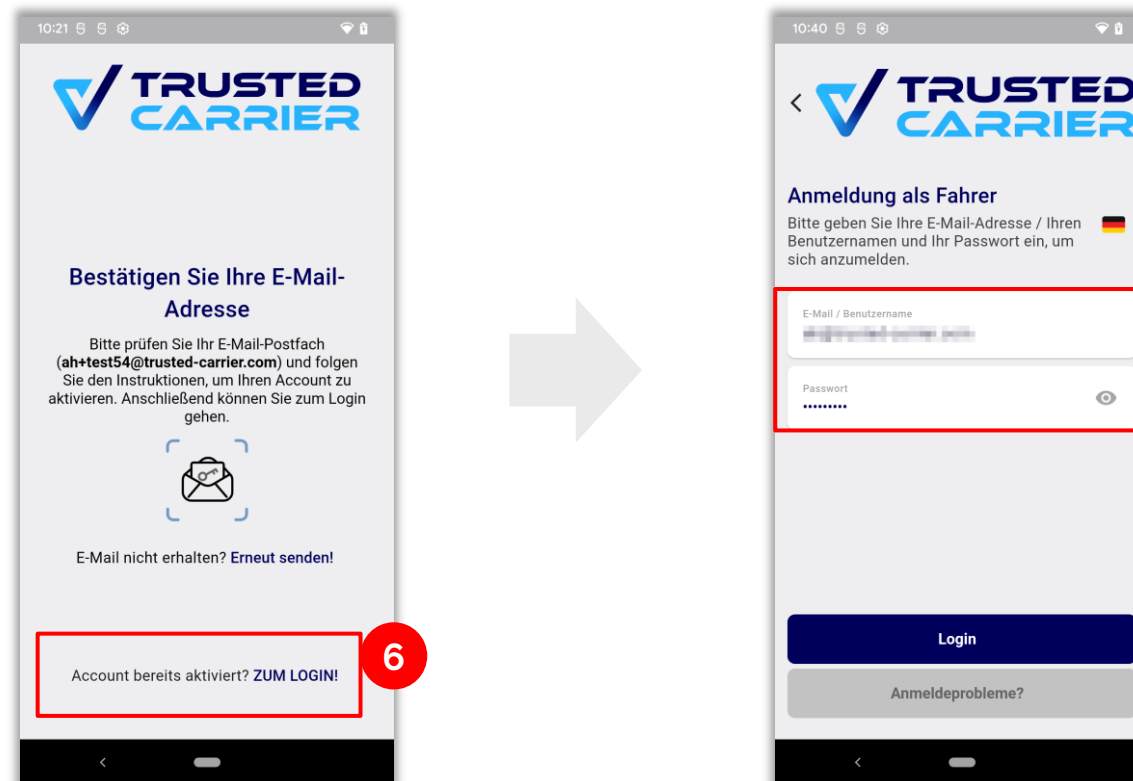
Registration & login in single user mode (4 / 6)

3. Select the "Registration" button, then "Continue"
4. Enter the e-mail address used for the invitation. By clicking on "Register", an e-mail is sent to confirm the account.



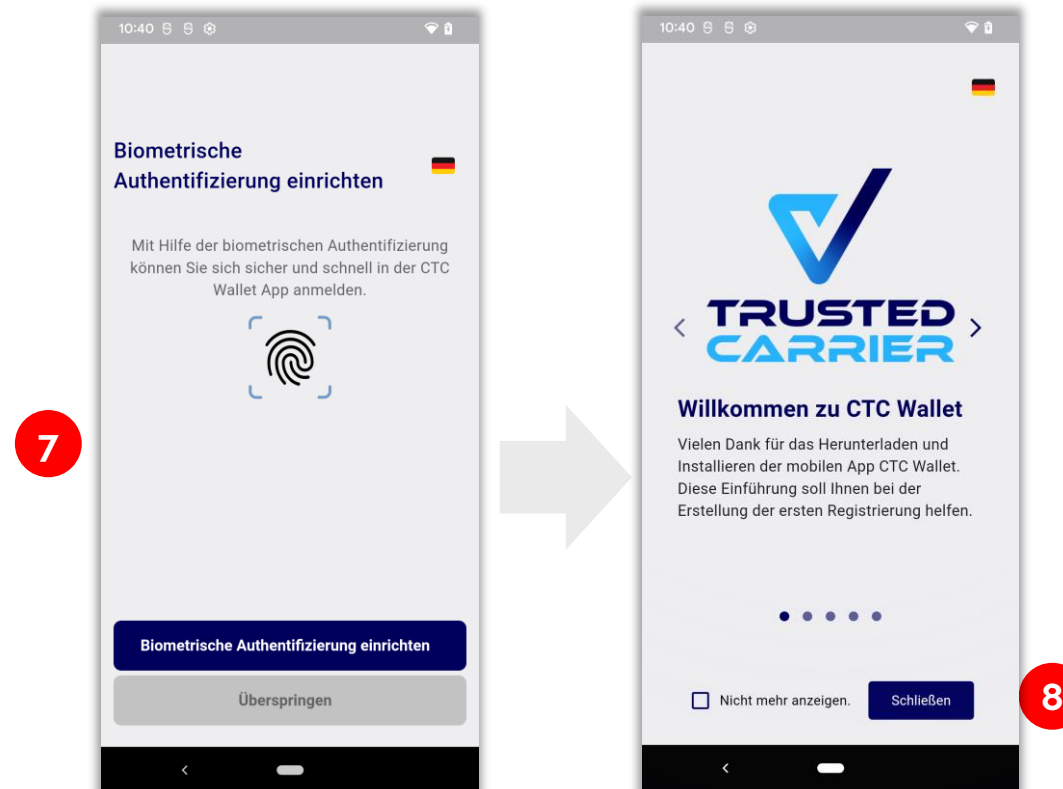
Registration & login in single user mode (5 / 6)

5. If the activation link is clicked on the mobile device, the password is set within the mobile app. Login is automatic.
6. If the activation link is called up on another end device, the set password must be entered after tapping on "To login".



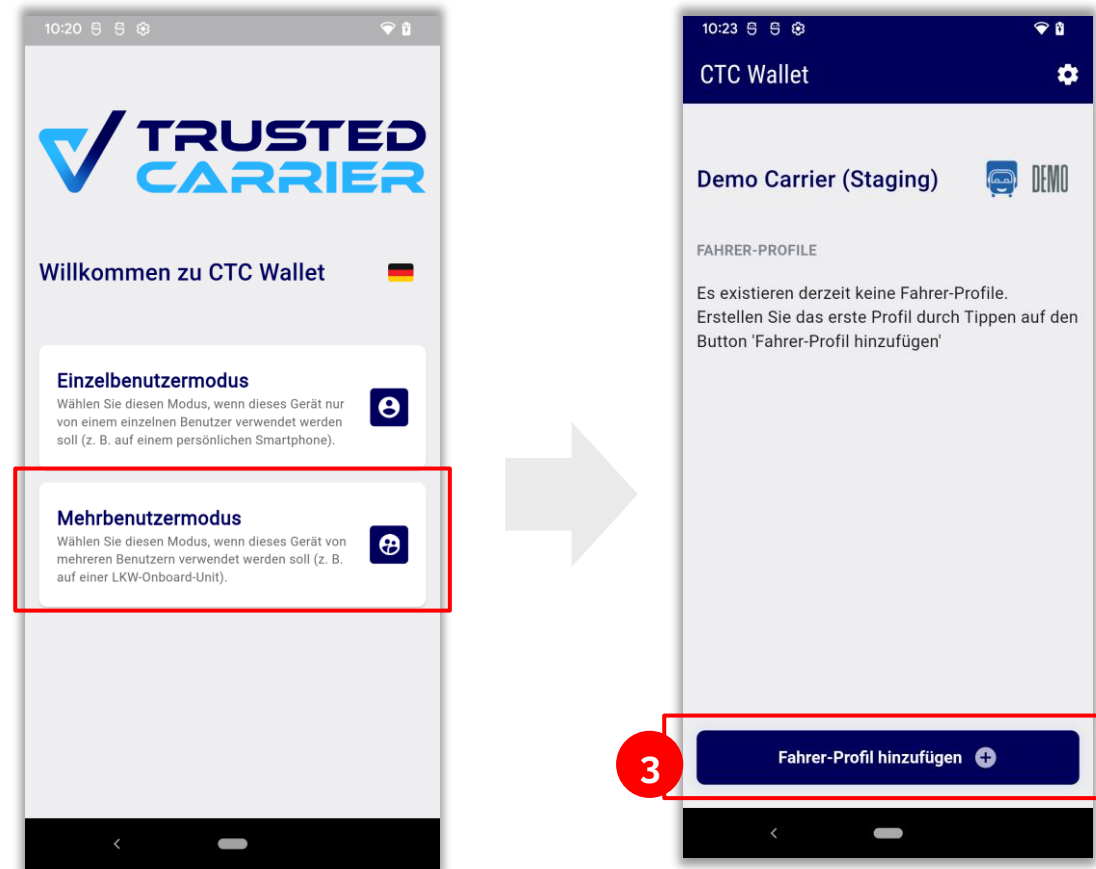
Registration & login in single user mode (6 / 6)

- Optional link with biometrics stored in the mobile device (fingerprint / Face ID). The biometrics are used for login and to authorize data releases.
- The intro screens provide a first look at how to use the app. Tapping on "Close" completes the login process.



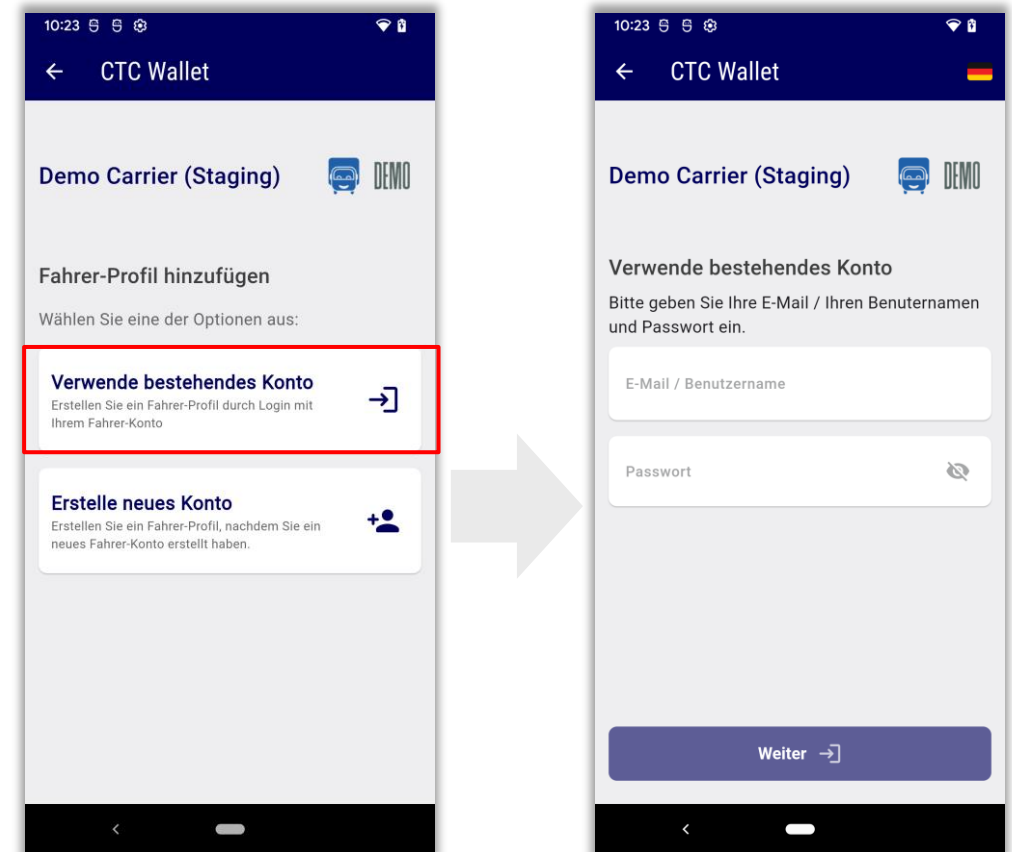
Registration & login in multi-user mode (1 / 4)

1. It makes sense to use multi-user mode for vehicle-related devices.
2. To use multi-user mode, the transport company must first log in after installation. This activates multi-user mode on the device.
3. If the activation is successful, drivers can add their accounts to the device independently.



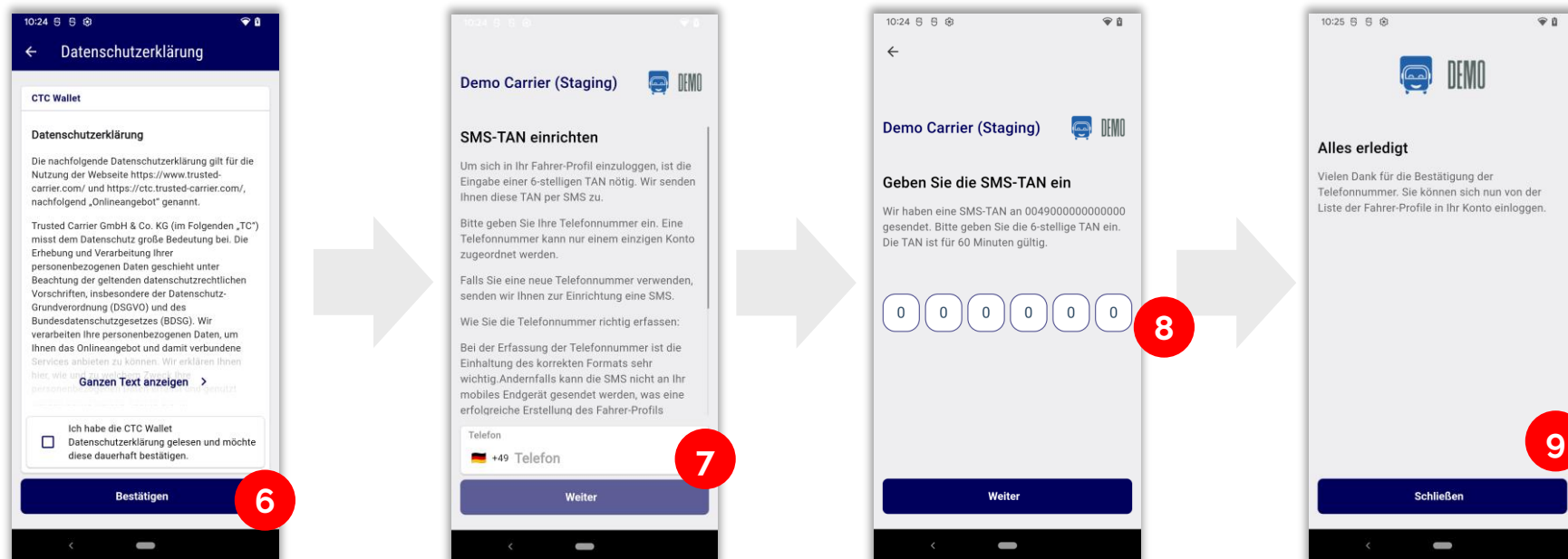
Registration & login in multi-user mode (2 / 4)

4. In multi-user mode, you can also choose between logging in with an existing account and creating a new account, as explained on **page 7**.
5. If the existing account is to be logged into in multi-user mode, an SMS tan must be created when logging in for the first time after entering the user name and password.



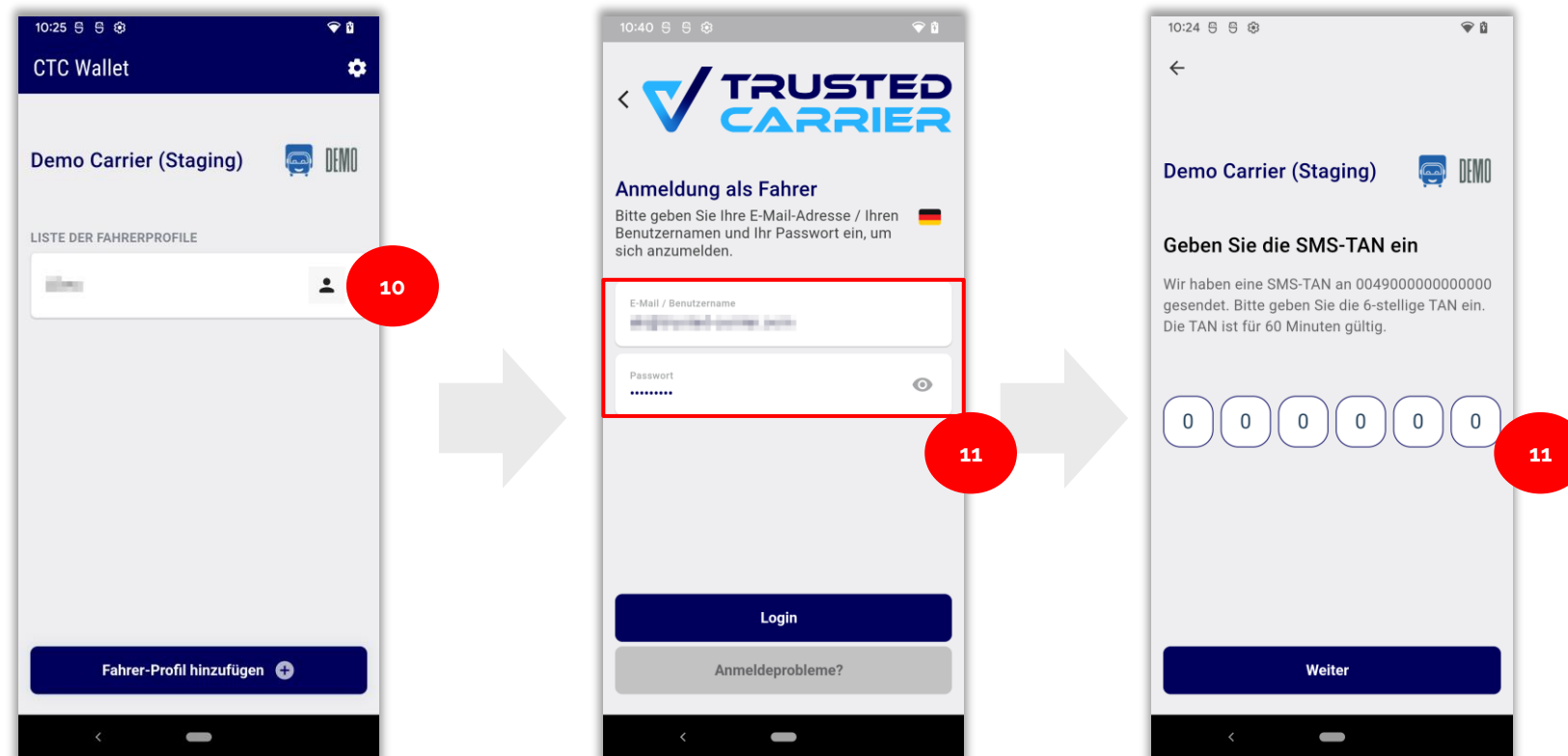
Registration & login in multi-user mode (3 / 4)

6. After confirming the privacy policy, 2-factor authentication can be activated via SMS Tan.
7. Enter a telephone number with which you can receive an SMS to create the profile and to log in to the profile regularly. Follow the instructions for entering the correct telephone number!
8. Enter the TAN that was sent to the telephone number you entered.
9. The profile has been successfully created.



Registration & login in multi-user mode (4 / 4)

10. The names of all driver accounts created are now displayed in the list.
11. When you select an account, you can log in using 2-factor authentication: Password and SMS Tan.

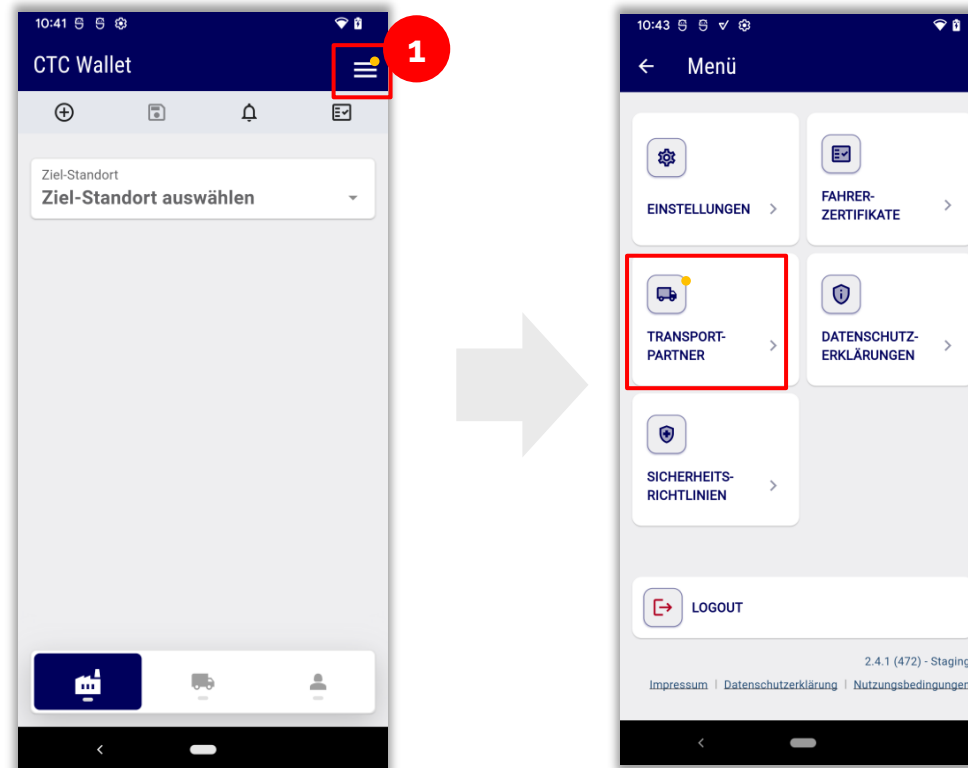


Configuration: Confirmation of link with transport partner (1/2)

Only possible in single user mode and with a personal account!



1. Call up the "Transport partner" menu

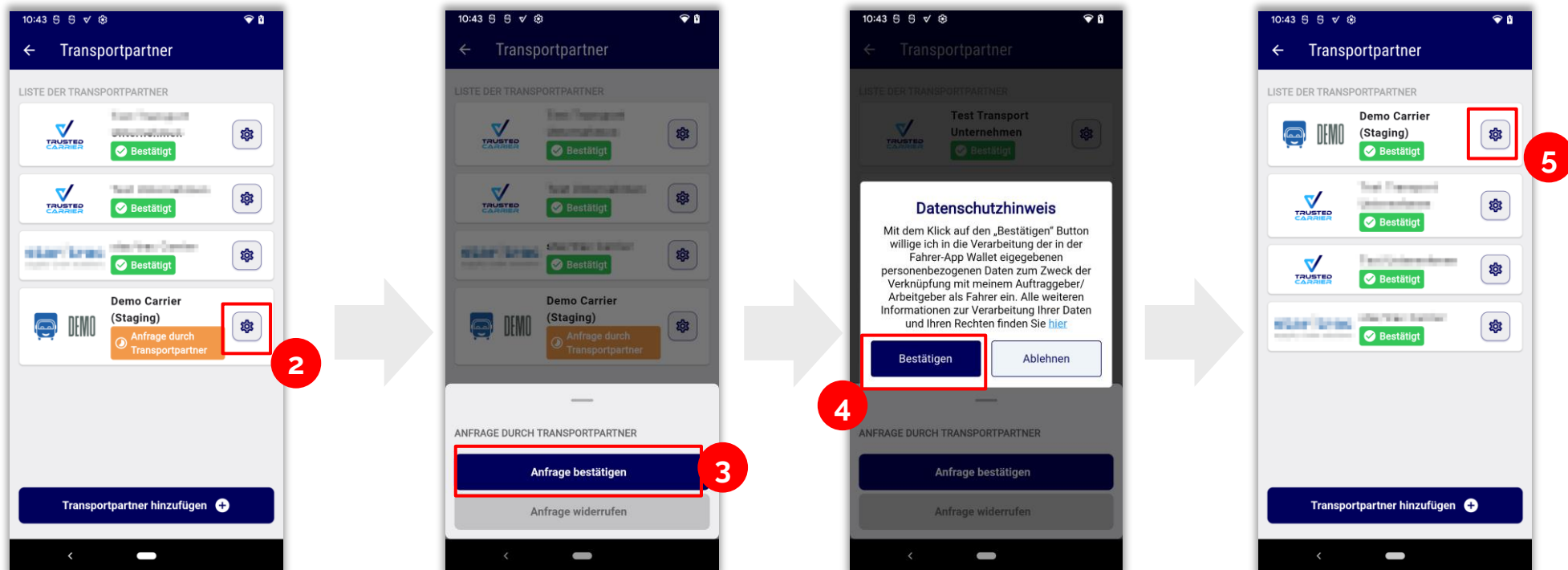
Note: if the account was created by the transport company, this function is not available, as the link exists automatically.



Configuration: Confirmation of link with transport partner (2/2)

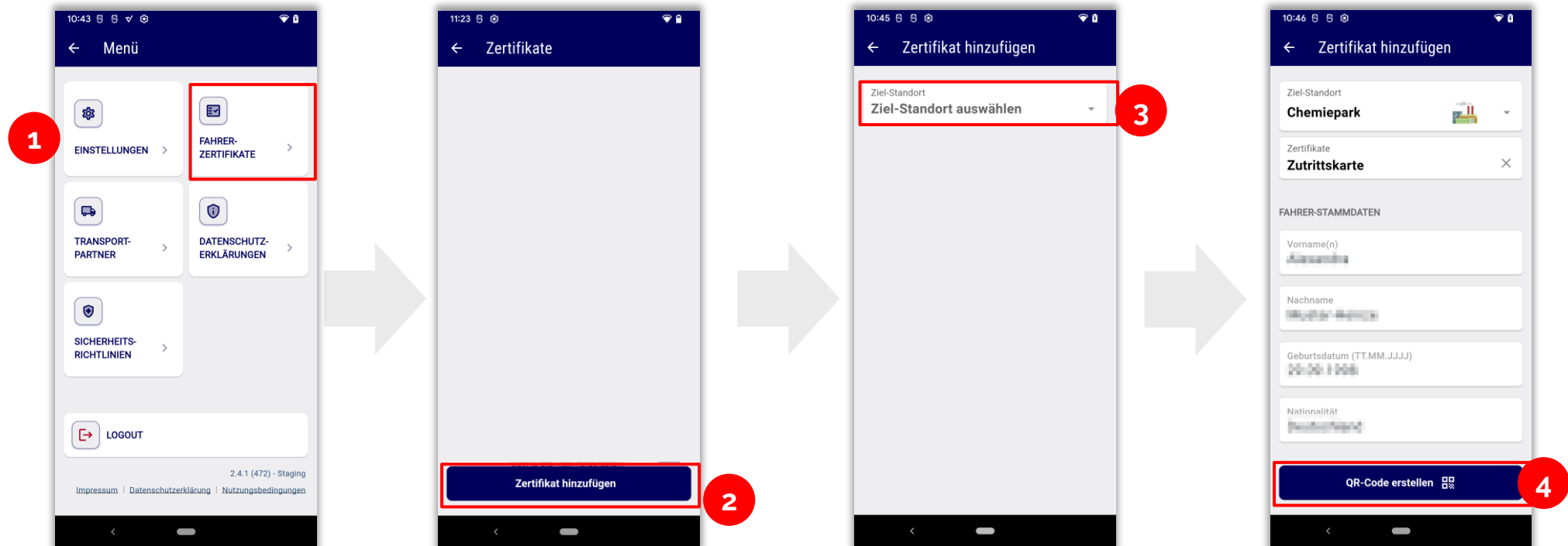
Only possible in single user mode and with a personal account!

2. Tap on the icon  to edit the enquiry
3. Confirm the enquiry
4. Confirm the privacy policy
5. Optional: Set the default transport partner (after tapping again on )



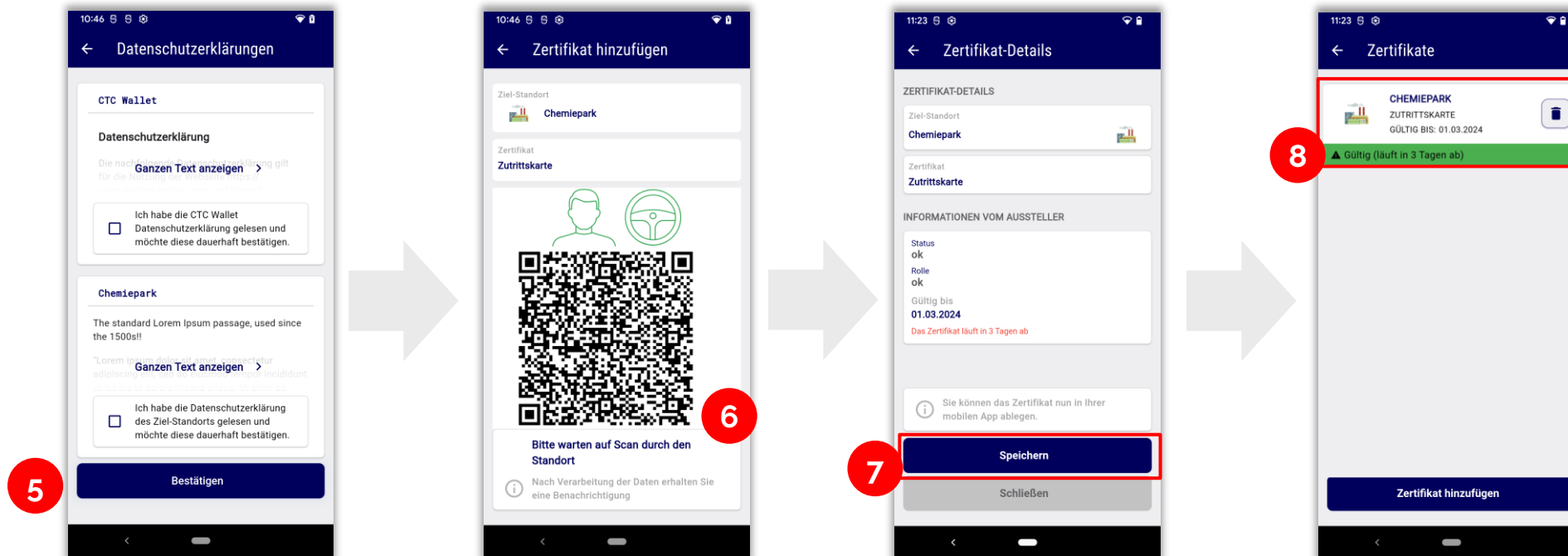
Driver certificates (1/2)

1. Select menu "Driver certificates"
2. Tap on "Add certificate"
3. Select the location and the corresponding certificate
4. Check personal master data and click on "Create QR code"



Driver certificates (2/2)

5. Confirmation of privacy policy(ies)
6. Scan of the QR code by certifying person / system
7. Wait for automatic message to save the certificate
8. Certificate is now displayed



Driver master data entry

1. Navigation to "Driver master data" screen
2. Entering the data

The screenshot displays the 'Fahrer-Stammdaten' (Driver Master Data) entry screen. The form contains the following fields:

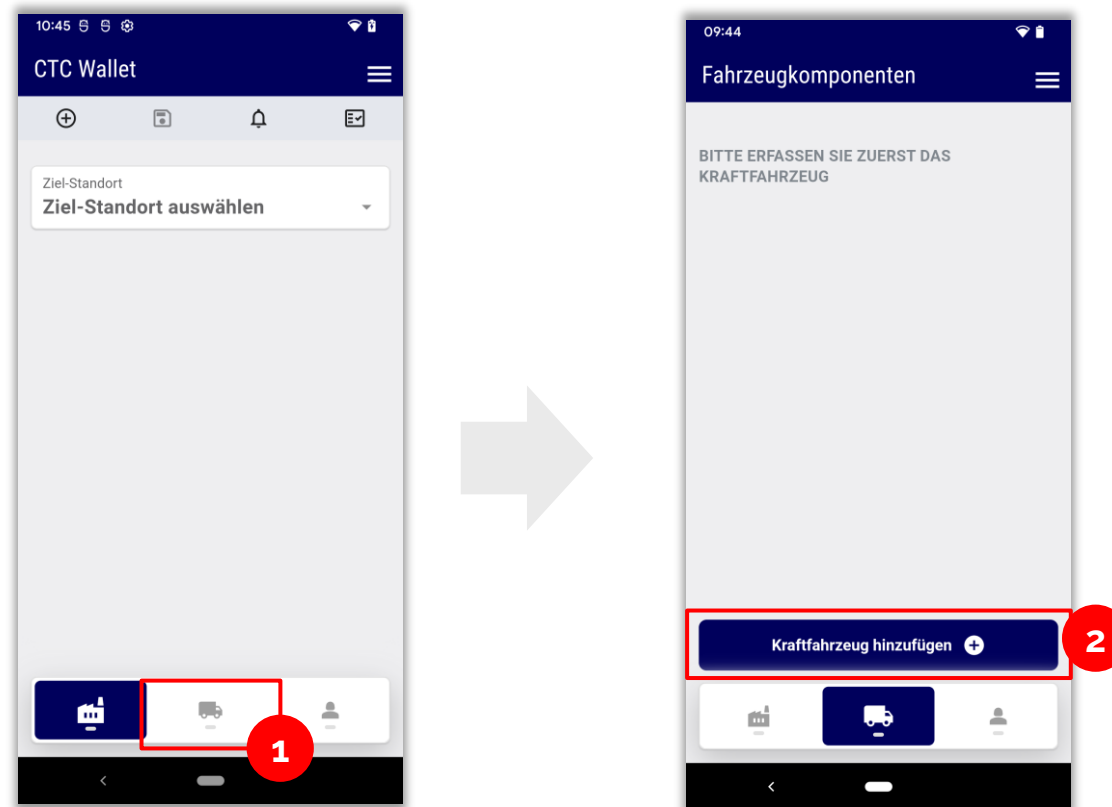
- Vorname(n): [Redacted]
- Nachname: [Redacted]
- Geburtsdatum (TT.MM.JJJJ): [Redacted]
- Nationalität: **Deutschland**
- Primärsprache: **Deutsch**
- Weitere Sprachen: Weitere Sprachen
- Telefon: +49 Telefon

Red annotations indicate the steps:

- Red box around the form fields.
- Red circle with '2' next to the form fields.
- Red box around the bottom navigation bar (person icon).
- Red circle with '1' next to the bottom navigation bar.

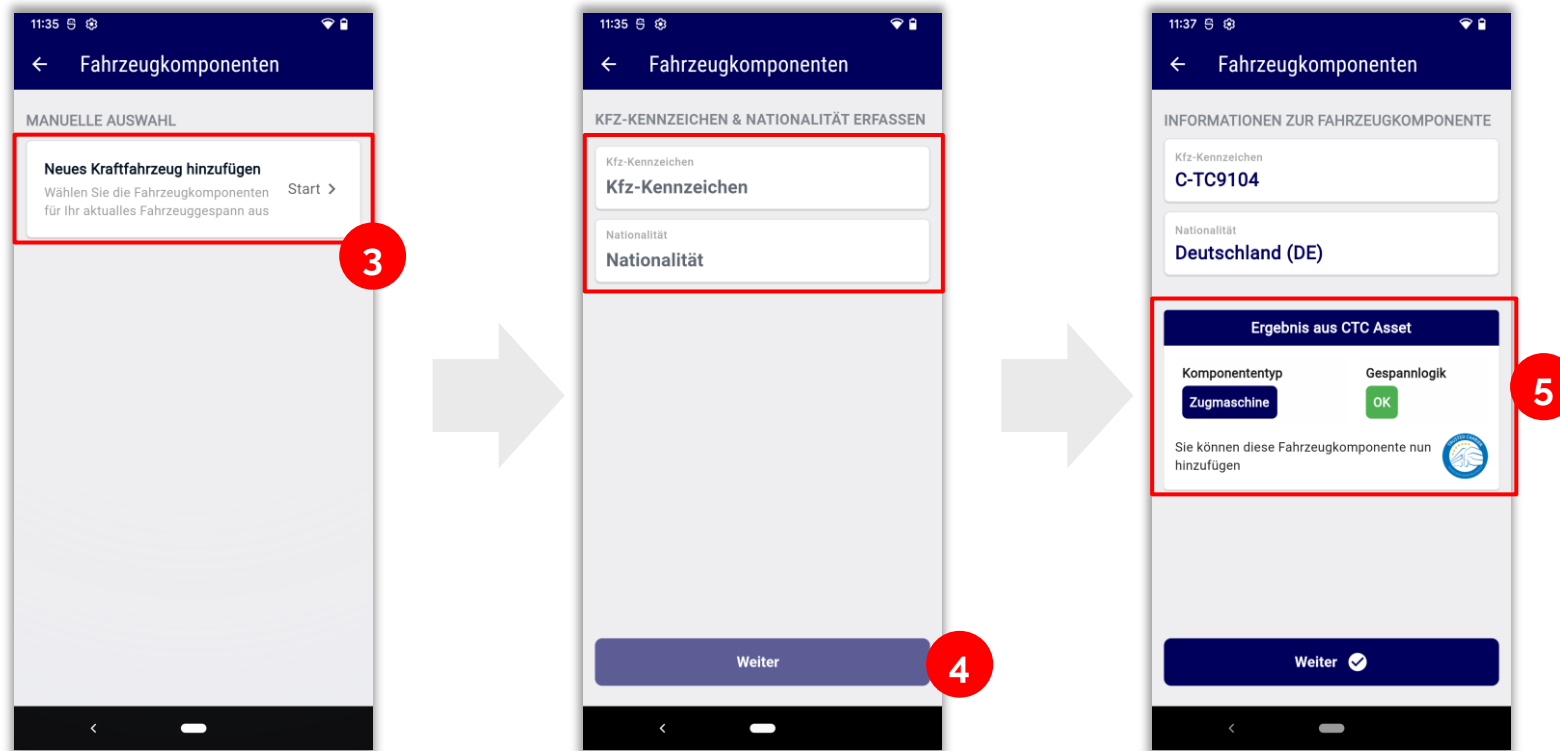
Recording of vehicle components (1 / 3)

1. Navigation to "Vehicle components" screen
2. Tap on "Add vehicle component"



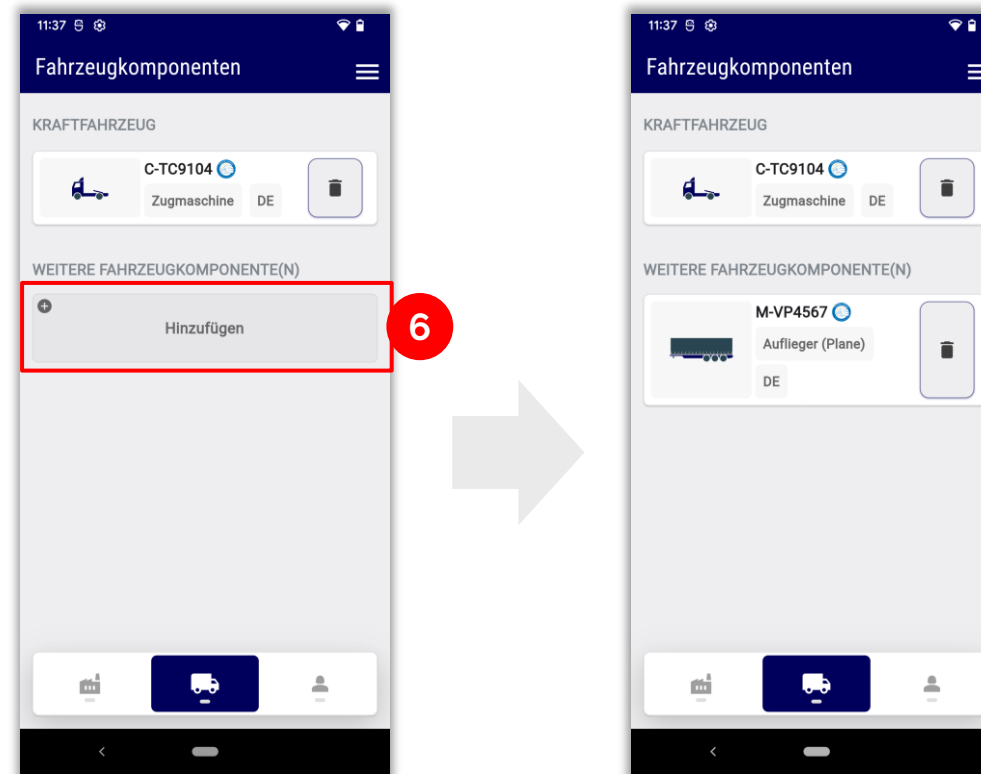
Recording of vehicle components (2 / 3) - Recording of new vehicle components

3. Click on "Add new motor vehicle".
4. Enter the licence plate number and nationality.
5. If the specified licence plate number is stored in the Trusted Carrier Asset database, you can select the component found. If no existing component is found, the component type must be selected.



Recording of vehicle components (3 / 3) - Recording of new vehicle components

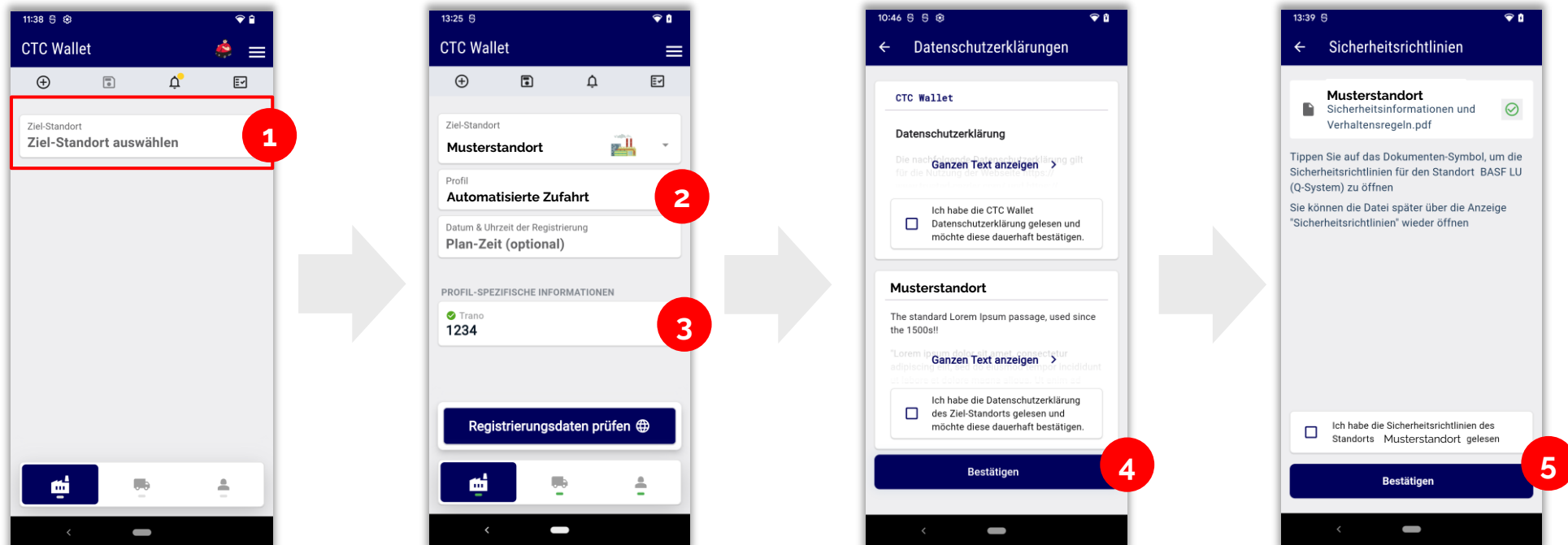
6. Additional components can be added to complete the team.



Carrying out an online registration (1 / 2)

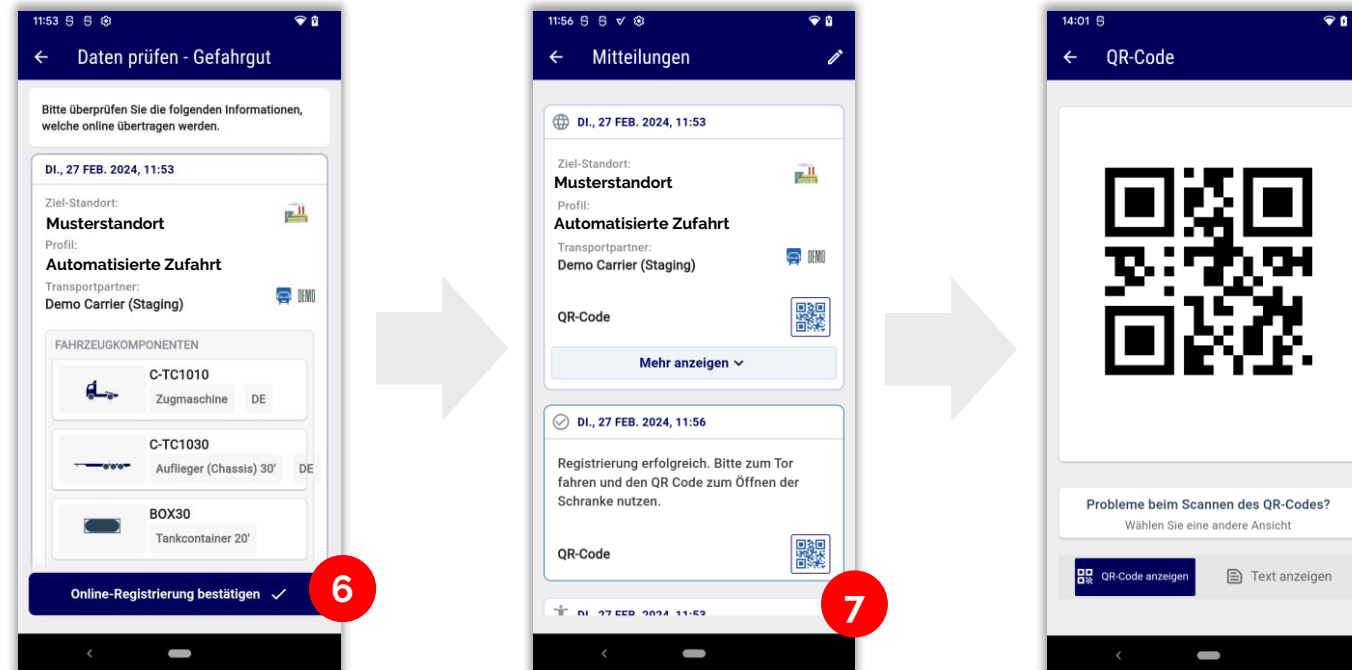
1. Select the destination location
2. Select the profile for online registration / automated access
3. Fill in the remaining transport data
4. Read and accept the data protection declarations of the location and Trusted Carrier
5. Download the location's security guidelines & open the document, check the box and accept it

At some locations, registration is only possible with a draft registration. See **page 24**.



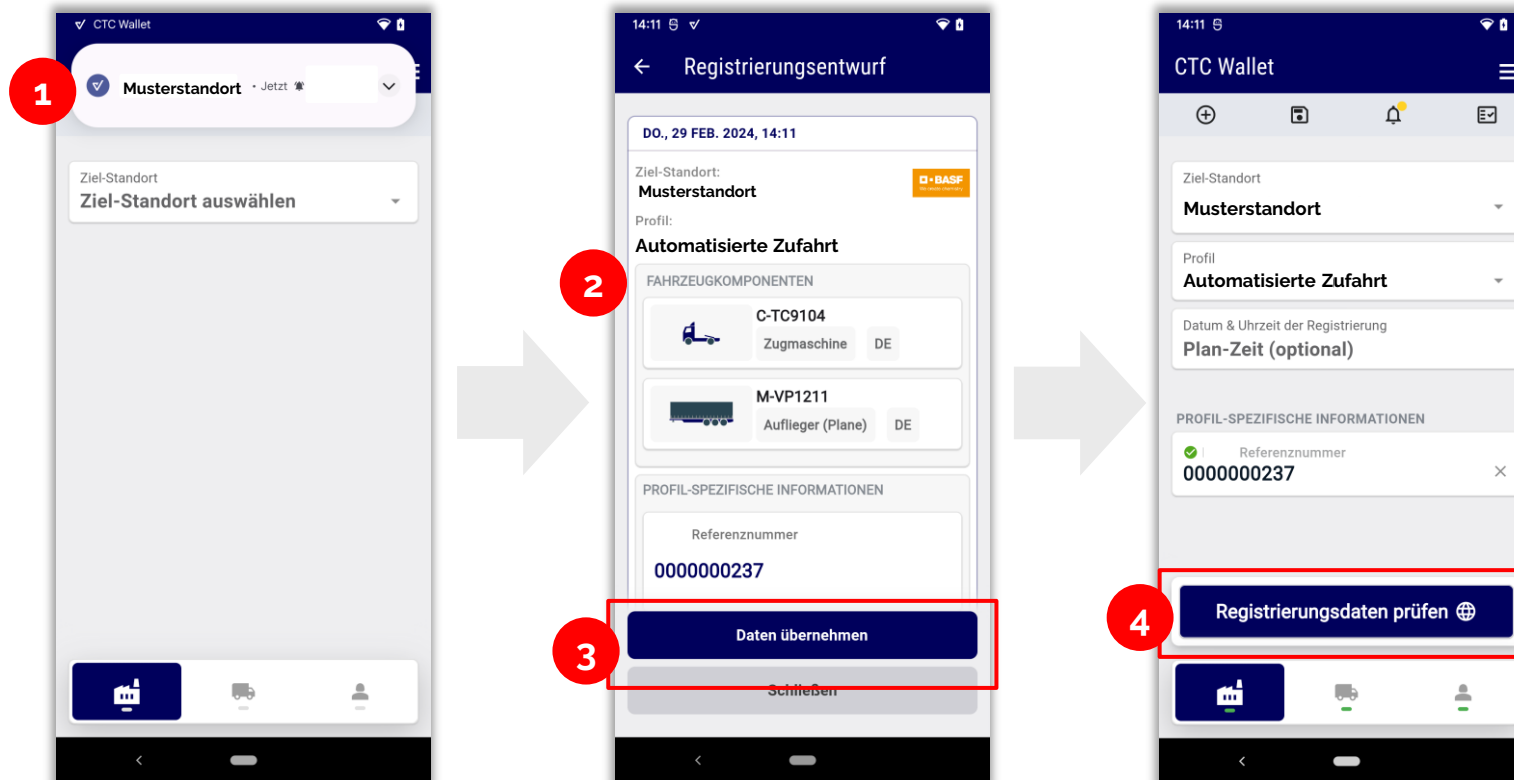
Carrying out an online registration (2 / 2)

6. Check the registration data and send it online by confirming the biometrics
7. If registration is successful, the app receives a message with a QR code to enable access
8. If there are difficulties scanning the QR code, it can alternatively be converted into the journey number.



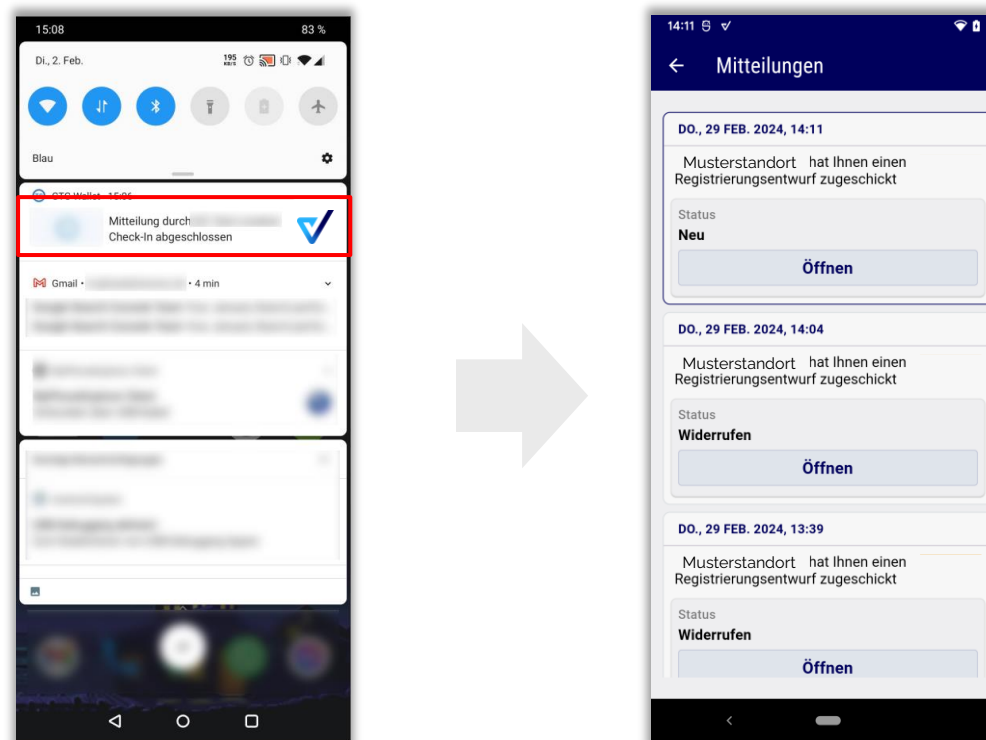
Draft registration

1. Push message of the draft registration by the transport partner
2. Draft registration is displayed and can be accepted
3. Click "Accept data": all transport data including vehicle data is accepted
4. From here, the same registration process takes place as described above



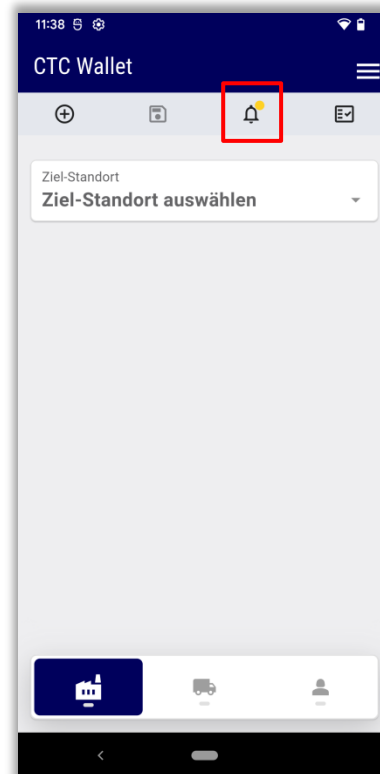
Messages

- Incoming messages are displayed as a pop-up
- Tapping on the pop-up opens the "Messages" screen, which displays information about the registration and any instructions for the location



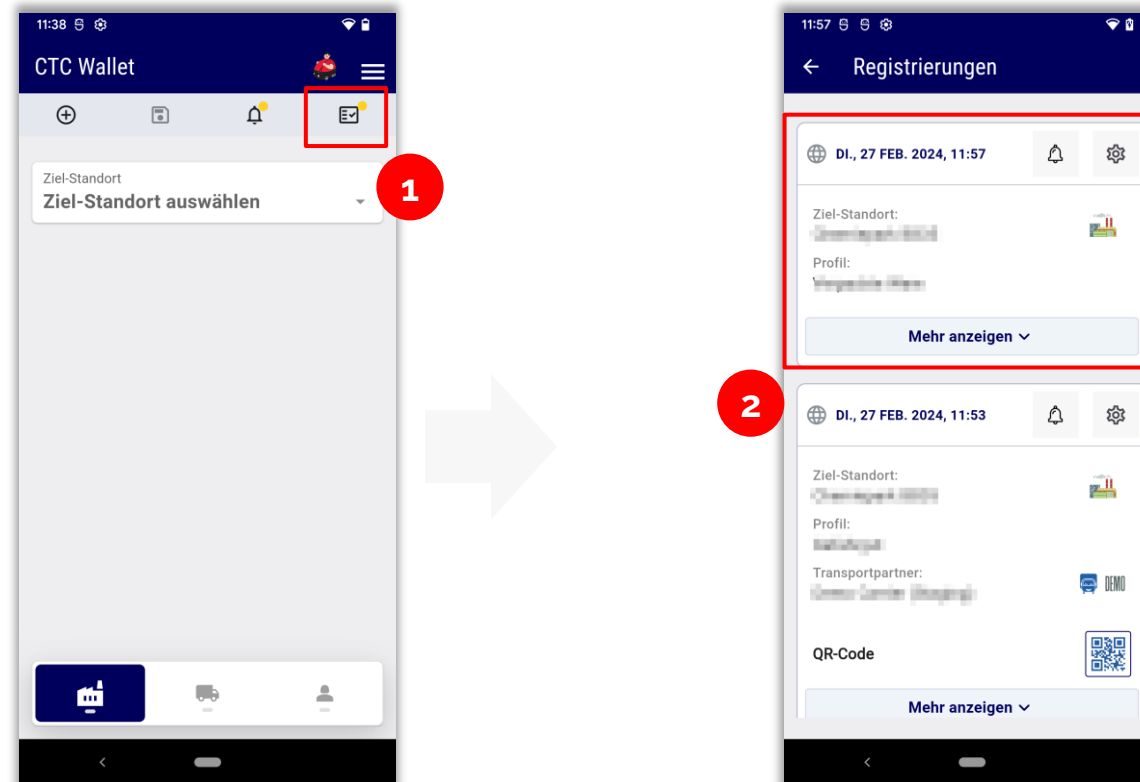
List of messages

- Tapping the button opens the list of all messages relating to draft registrations and certificates. A yellow circle appears on the button for unread messages.
- In the list of all notifications, all notifications are displayed in descending order according to the time they were received



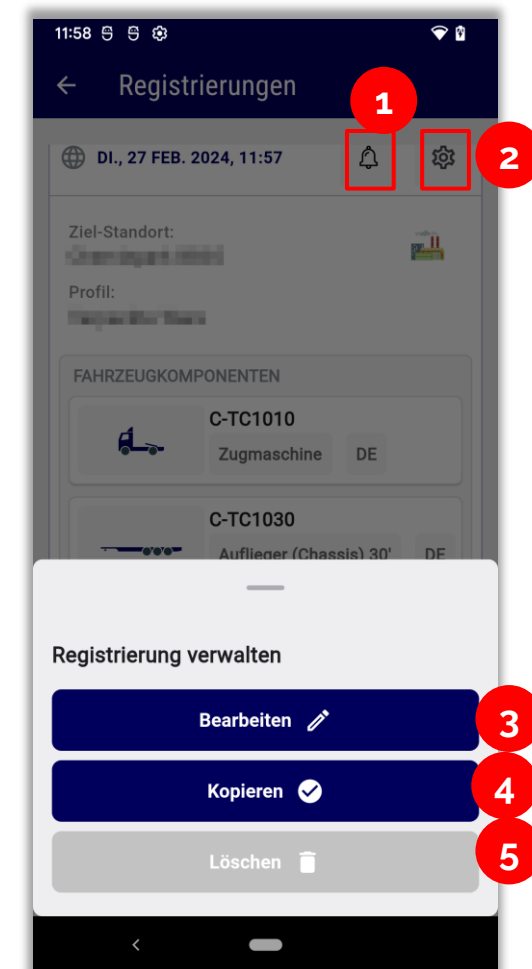
List of registrations (1/2)

1. Tapping on the button opens the list of registrations. A yellow circle appears on the button for unread messages
2. In the list of all registrations, all registrations are displayed in descending order according to their timestamp in the "Scheduled time" field



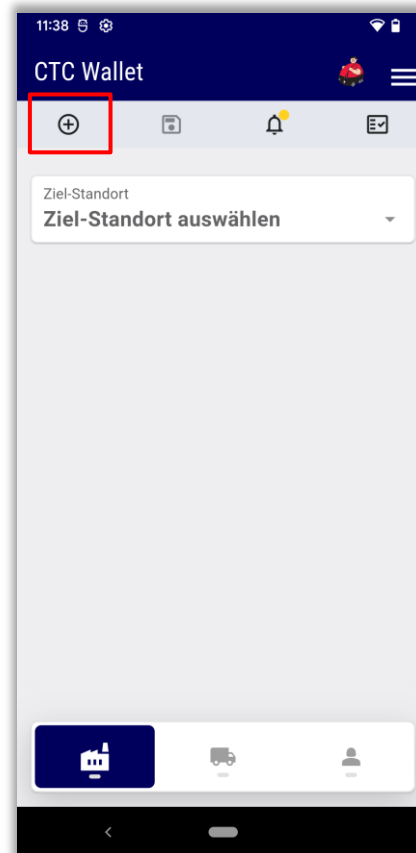
List of registrations (2/2)

1. Tapping on the icon opens the messages that belong to this registration. A yellow circle appears for unread messages
2. By clicking on the settings icon, the registration can be managed
3. Registration can be edited and updated
4. Copies the registry to a new draft registry
5. Deletes the registration (locally)



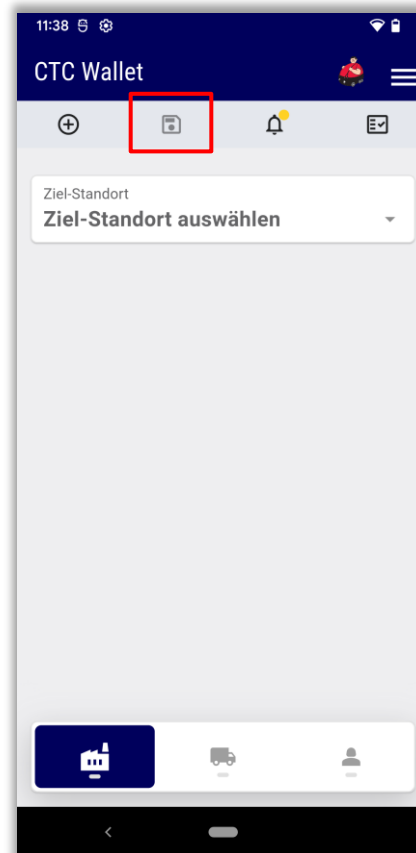
New registration

- Tapping the button discards all unsaved changes to the current registration and starts with a new draft registration



Saving a registration

- A registration can be saved locally (e.g. for planning several trips in advance)



Display privacy policy & security guidelines

1. Confirmed data protection declarations and security guidelines can be displayed again and revoked via the respective menu buttons

