



Transition to Corporate MileIQ Account & Weekly Mileage Reporting

Purpose

To streamline mileage tracking and reimbursement by consolidating all users under one corporate MileIQ account and implementing a consistent weekly reporting process.

1. Corporate MileIQ Account Setup

All team members must join the WhiteWater corporate MileIQ account. This eliminates individual subscriptions and centralizes reporting for better oversight by managers.

Steps to Join:

1. An invitation from MileIQ has been sent to your WhiteWater email address.
2. Accept the invitation: Click the link in the email to join the corporate account.
3. Cancel your subscription:
 - o After accepting the invite, go to your current MileIQ subscription settings.
 - o Cancel your plan to avoid duplicate charges.

Once you accept the invite, the system automatically moves you under the corporate account.

2. Mileage Reporting Policy Update

New Requirement: All team members are required to submit a weekly mileage report via the MileIQ app.

Reporting Instructions:

- Deadline: **Every Monday, by 11 am CST**
- 2 Options to submit your biweekly report:
 - o Automatic submission: Turn on auto-reporting in the app settings. Reports will be automatically submitted on **Sunday**.
 - o Manual submission: Open the app and submit the report manually. This must be done by **Monday, 11:00 AM CST**.

*Only trips categorized as "Business" will be carried over for reimbursement. **Personal or unclassified drives will not be included.***



3. Support and Additional Resources

- Click the links below for step-by-step instructions.
 - [Joining the corporate account](#)
 - [Canceling your subscription](#)
 - [Configuring automatic reports](#)
 - [Driver Guide](#)
 - [Driver Experience Video](#)

Please contact your Regional Director for help.

Reminders

- Accept the MileIQ invitation as soon as possible, and no later than **August 15, 2025**, to ensure your mileage tracking is properly consolidated under the corporate account.
- Categorize your drives accurately throughout the week. Only trips marked as "**Business**" will be eligible for reimbursement. Missed or uncategorized drives may not be counted.
- If you choose manual submission, set a recurring reminder to send your report by 11:00 AM CST every Monday. ***The first required report is due on August 25, 2025.***

Please note that this new process does not affect your end-of-month mileage submission. You are still required to submit your monthly report by the designated deadline.