



ANDROID USER GUIDE

mLog Getting Started

March 2020

Privacy Pledge

mBurse's GPS mileage app, mLog, is the **only GPS mobile app** that protects the privacy of its users. We pledge to keep private your real time locations—both personal and business—as well as all of your personal trips. Your company does not have access to your mLog account, so you can log your mileage confidently, assured that your privacy is protected.

Our pledge:

1. **WE WILL NOT** disclose your current location under any circumstances.
2. **WE WILL NOT** disclose any of your personal trips or locations.
3. **WE WILL NOT** sell your personal information.
4. **WE WILL NOT** provide any third parties access to your personal information.
5. **WE WILL** maintain the highest level of security and encryption to protect your privacy.

mBurse syncs business trips from mLog once a month to protect your privacy.

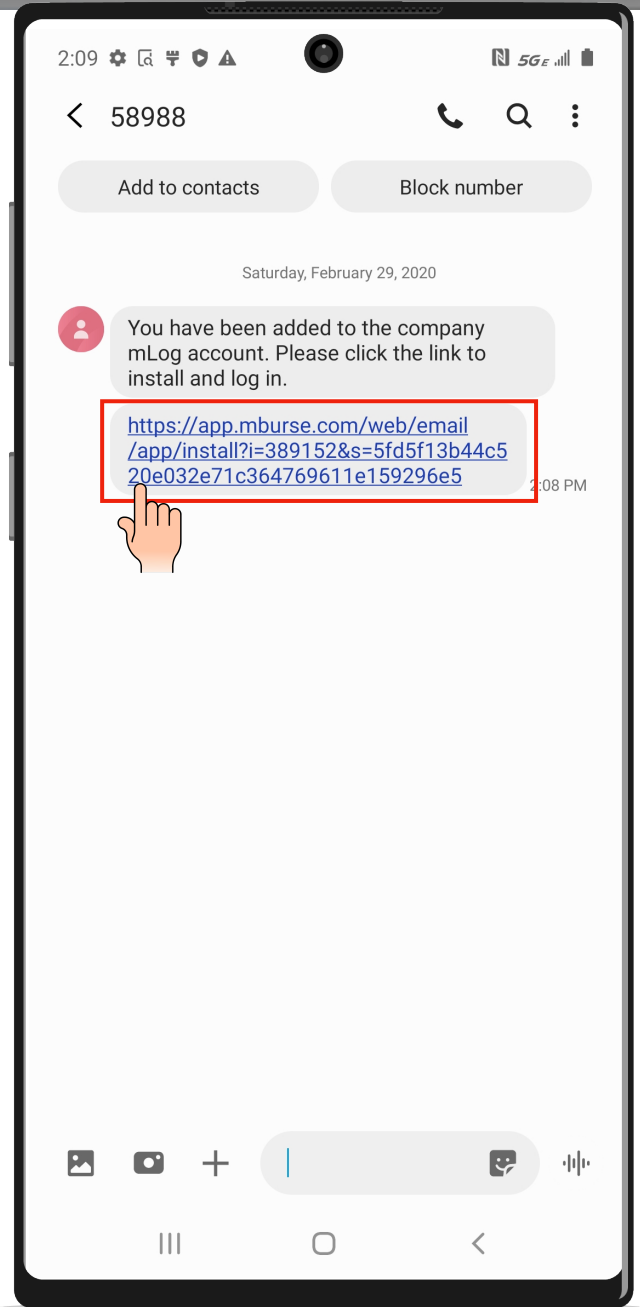
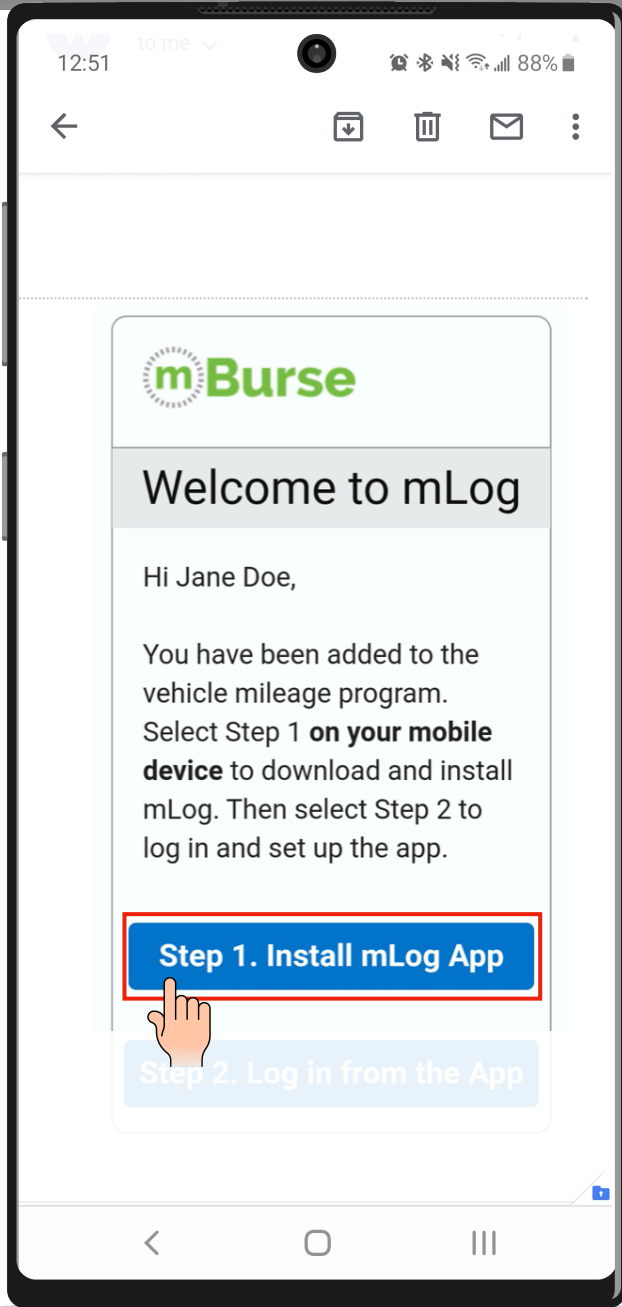


Initial Registration and Login

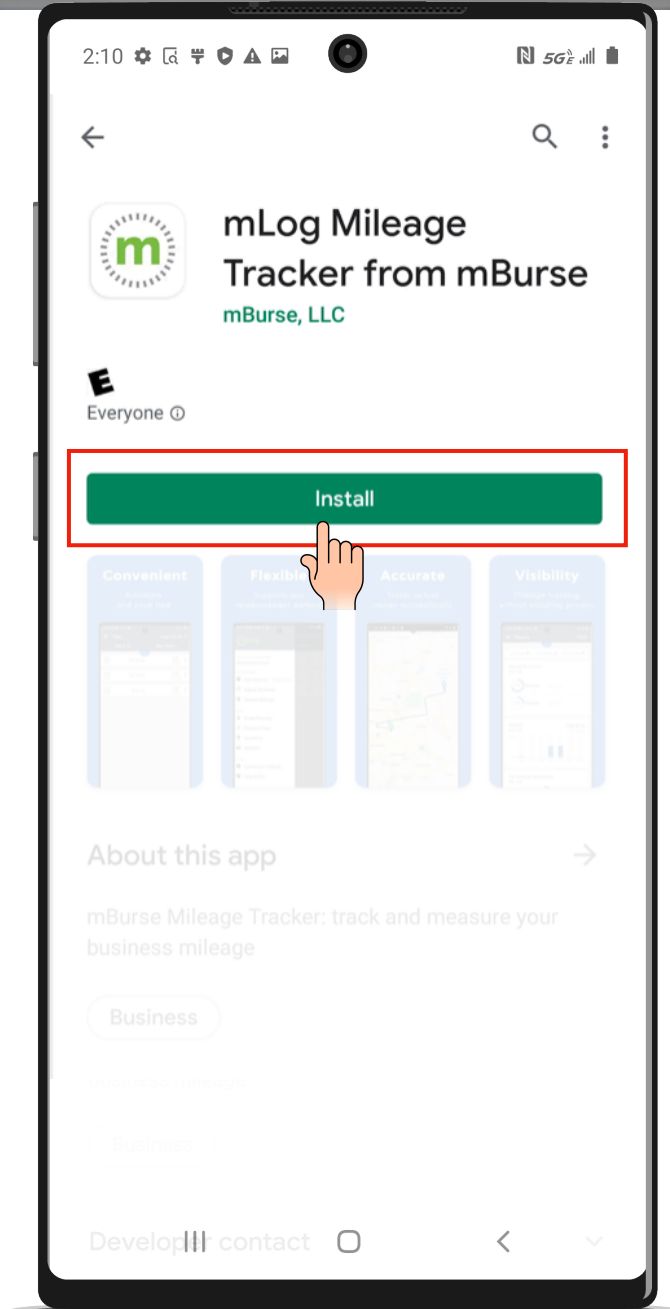
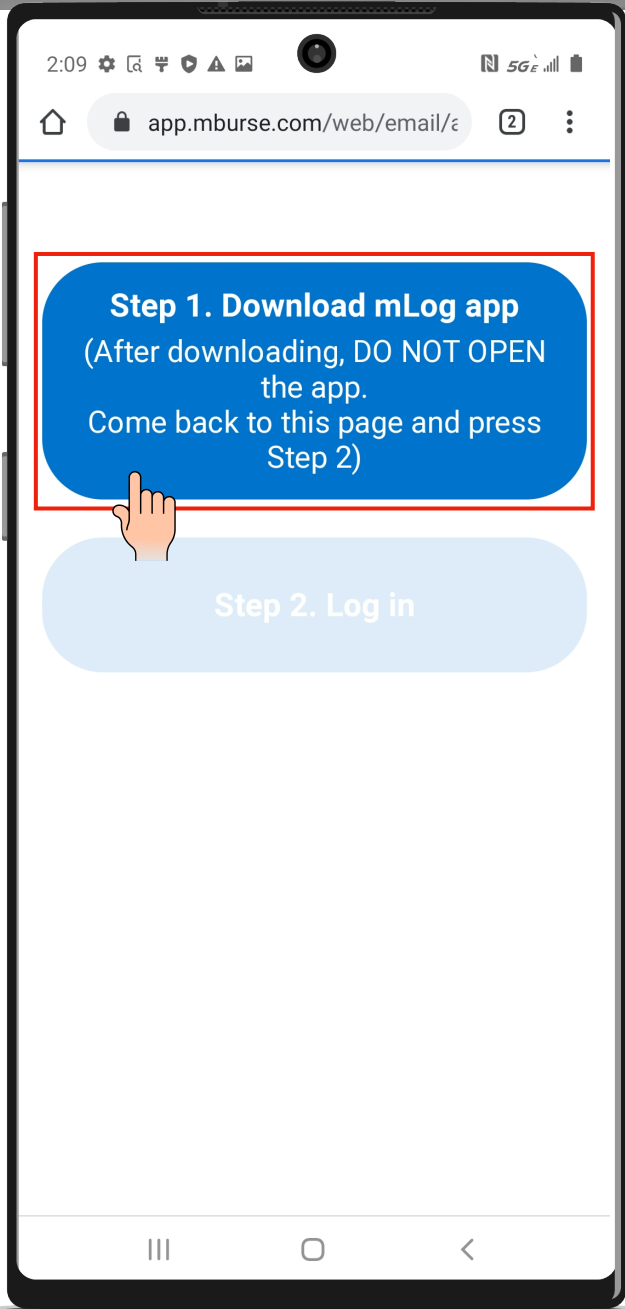
New users receive an email and/or text message link.

Install Via Email

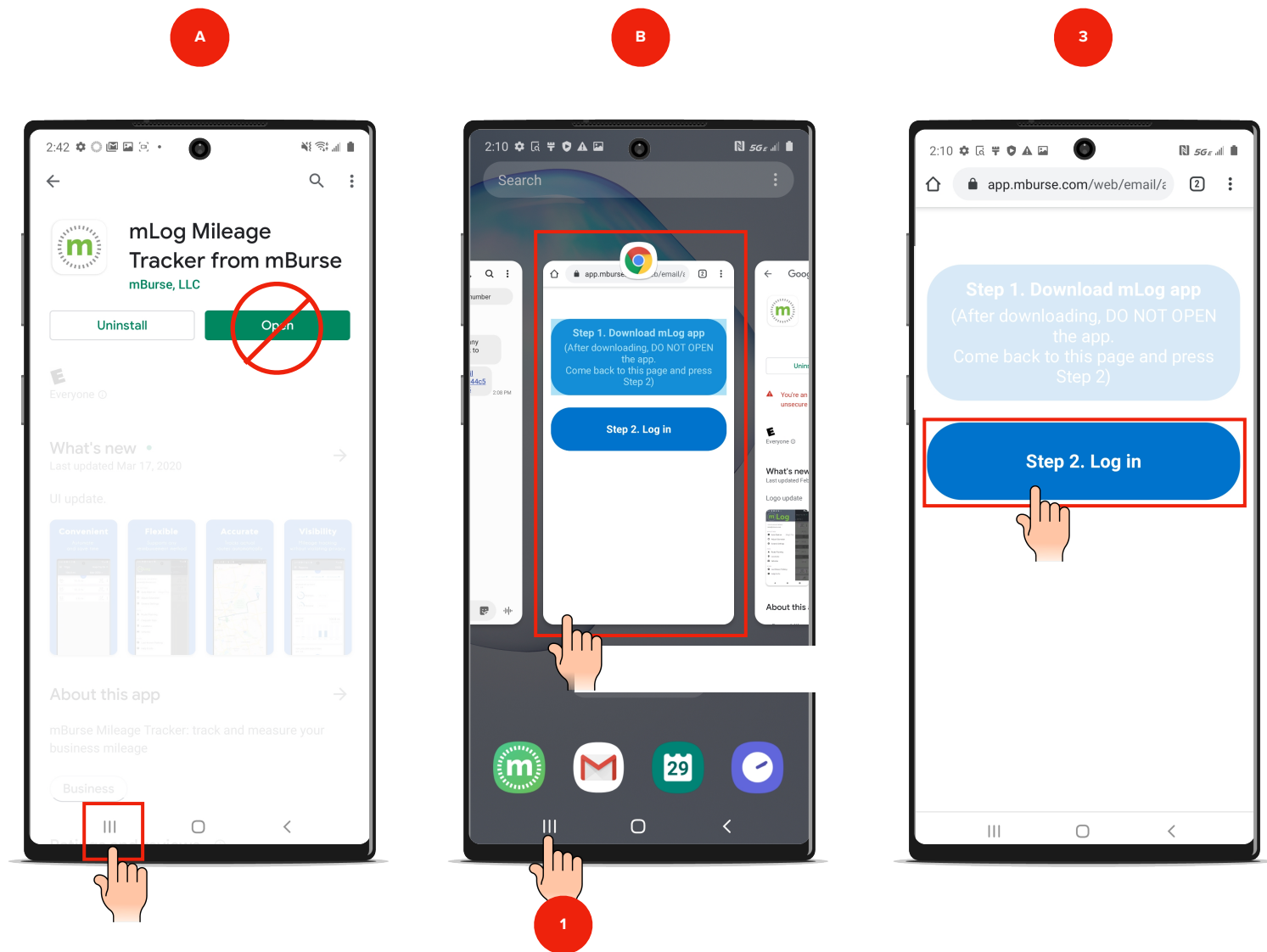
Install Via Text



Step 1. Follow the link into a Chrome browser. Select “Step 1” to open the mLog Google Play Store. Then select “Install.”



Step 2. DO NOT OPEN THE APP. Instead, after the download is complete, select the multi-screen icon (three vertical lines) and go back to the Chrome page. There, select “Step 2.”

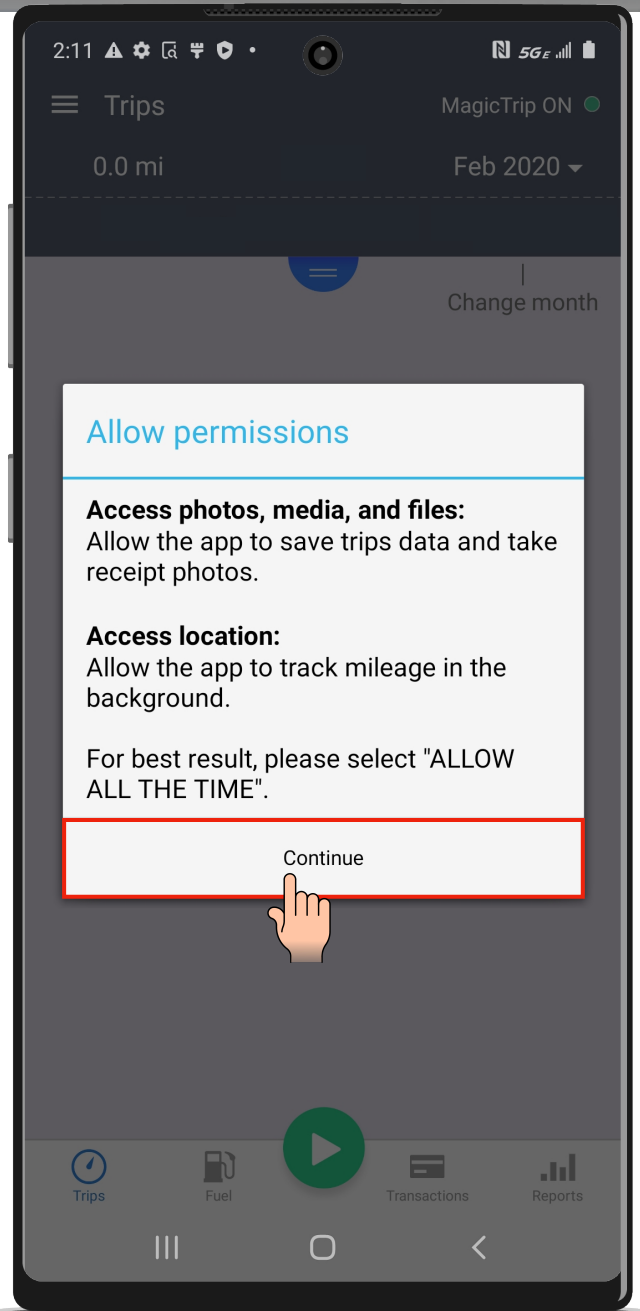
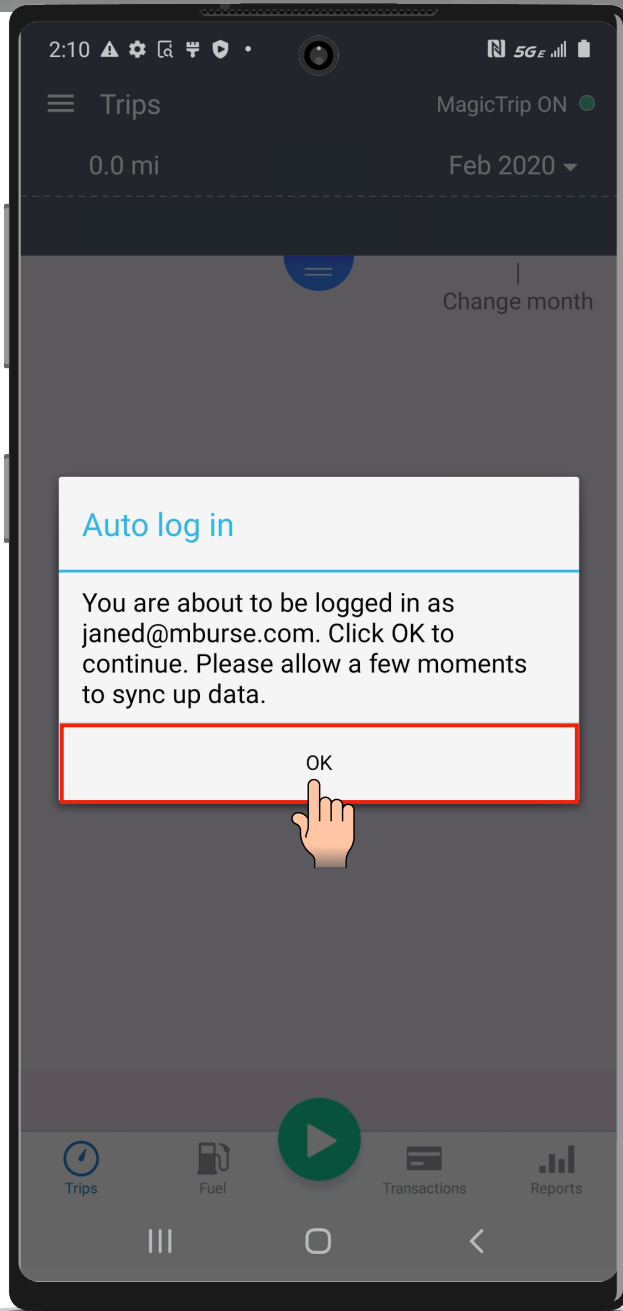


FAILURE to select Step 2 will result in a partial install. mLog will record mileage **BUT** mileage will not sync with the web-portal or your backup.

If you are logged out of mLog, select the Forgot Password link and follow the instructions to log back into your account



Step 3. Select “OK” to complete the data sync. Then select “Continue” for the permissions explanations.

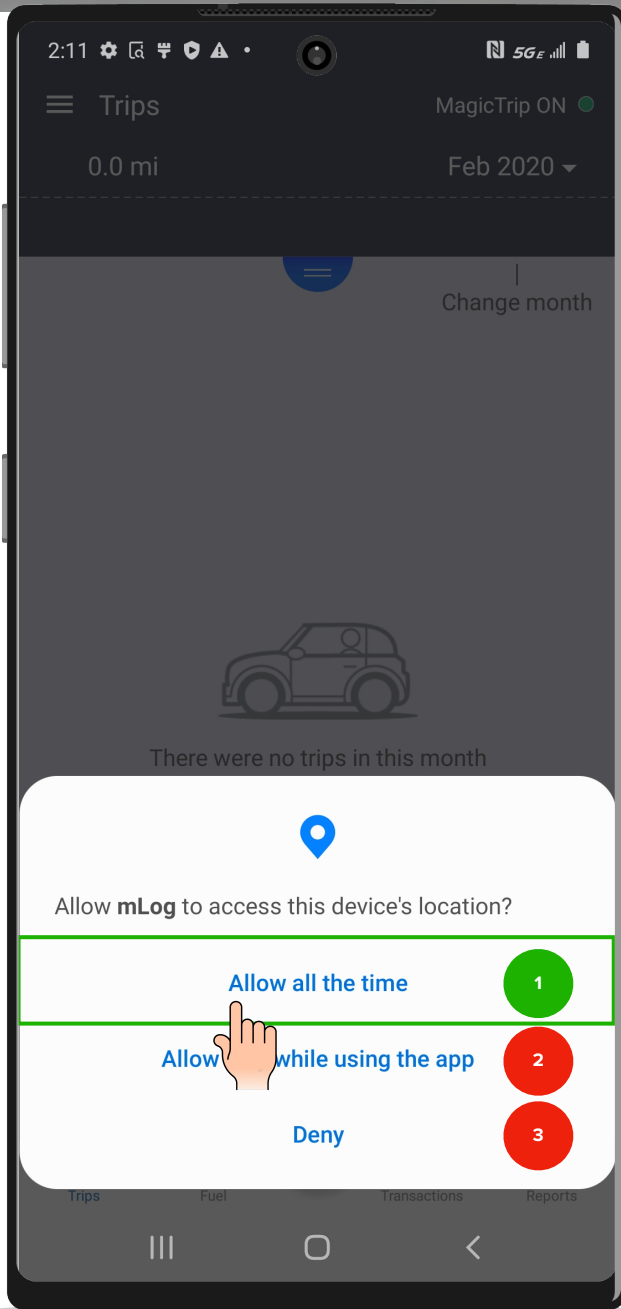




****CRITICAL STEP****



Step 4. Select “All the time” when prompted to enable location services. This setting affects the accuracy of mileage calculation.



Why mLog needs to access your device's location

mLog uses the GPS location of the phone for mileage calculation. LOCATION SERVICES HAS NO EFFECT ON YOUR EMPLOYER'S VISIBILITY OF YOUR CURRENT LOCATION OR PERSONAL TRIPS.

How location services settings affect mileage calculation

1. Allow all the time

Provides uninterrupted accurate mileage calculation.

BEST USER EXPERIENCE!

2. Allow only while using the app

Accurate mileage calculation will occur **ONLY** while the mLog app is in the foreground.

When tracking mileage, mLog will be the only app you can use. You can't change apps, use your phone, or put the phone to sleep.

YOU WILL HAVE TO CORRECT INACCURATE MILEAGE MANUALLY.

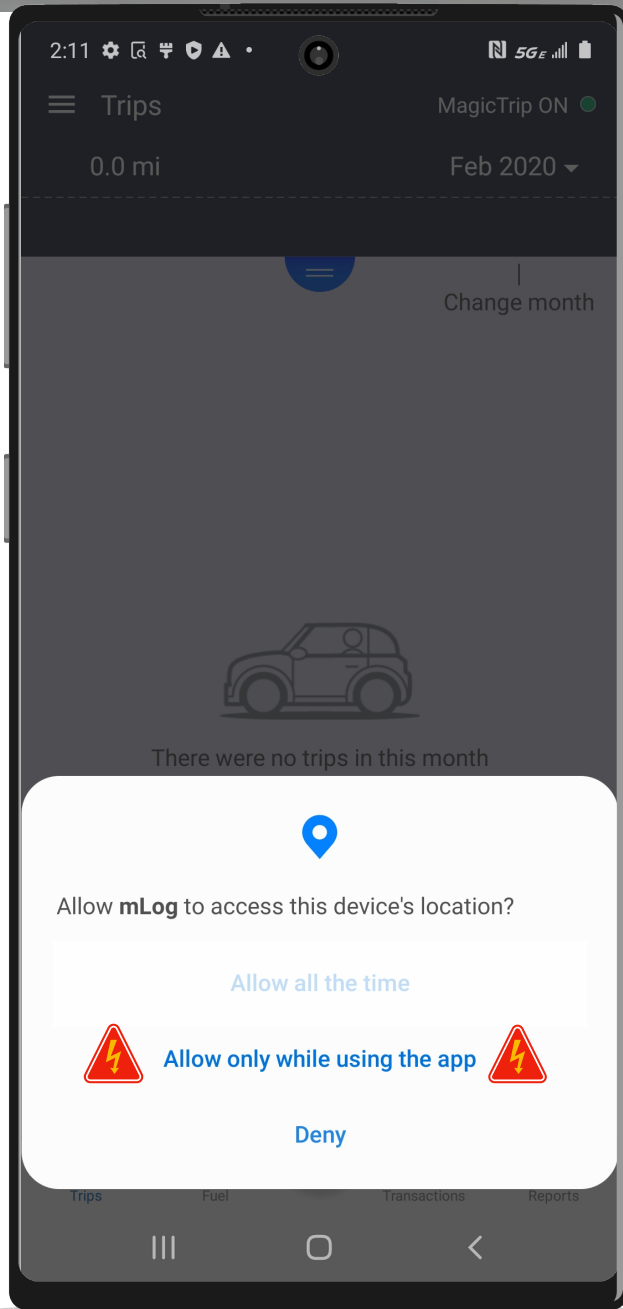
3. Deny

No mileage capture will occur.

YOU WILL HAVE TO MANUALLY ENTER EACH TRIP.



****LIMITING LOCATION SERVICES****



Limiting location services **WILL NOT** affect the visibility of your mileage or location. Your company **DOES NOT** have access to your personal trips or real-time location.

Limiting location services **WILL** affect your mileage calculation!

Example of Limited Location Services

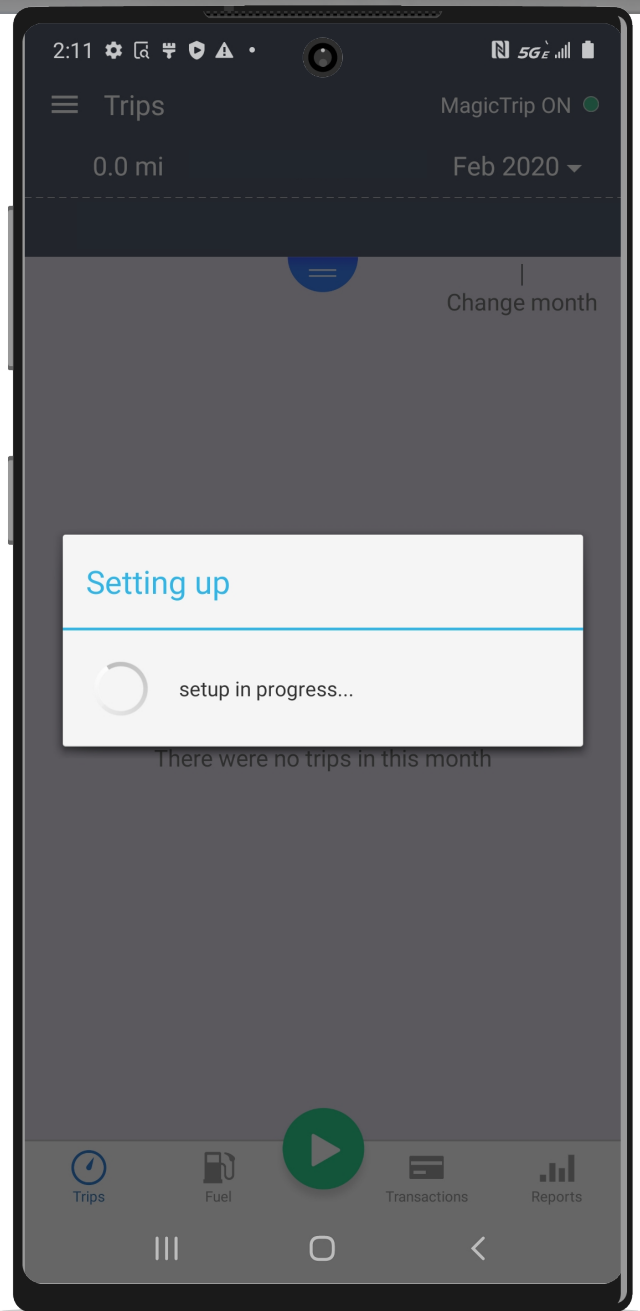
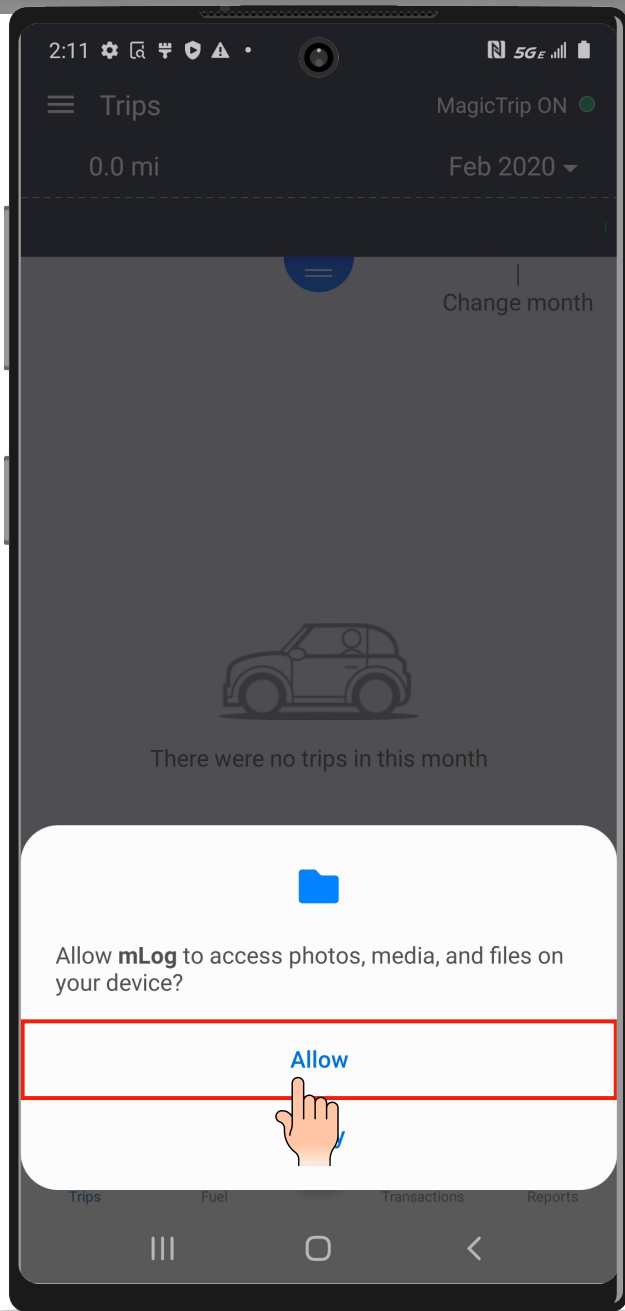
If mLog is in the foreground during a 60-mile business trip, and you receive or make a phone call at the 30-mile mark, here's what will happen:

1. The trip will be recorded as a 30-mile business trip.
2. Your mileage calculation will stop from the point that you accept or make the call until you reopen mLog, putting the app in the foreground.
3. When the trip is complete you will have to correct the mileage by editing the trip. (Select "Query Driving Distance.") There still will be mileage inaccuracies because mLog uses the "Golden Route" (shortest distance) to calculate mileage because mLog will not know the actual route taken.

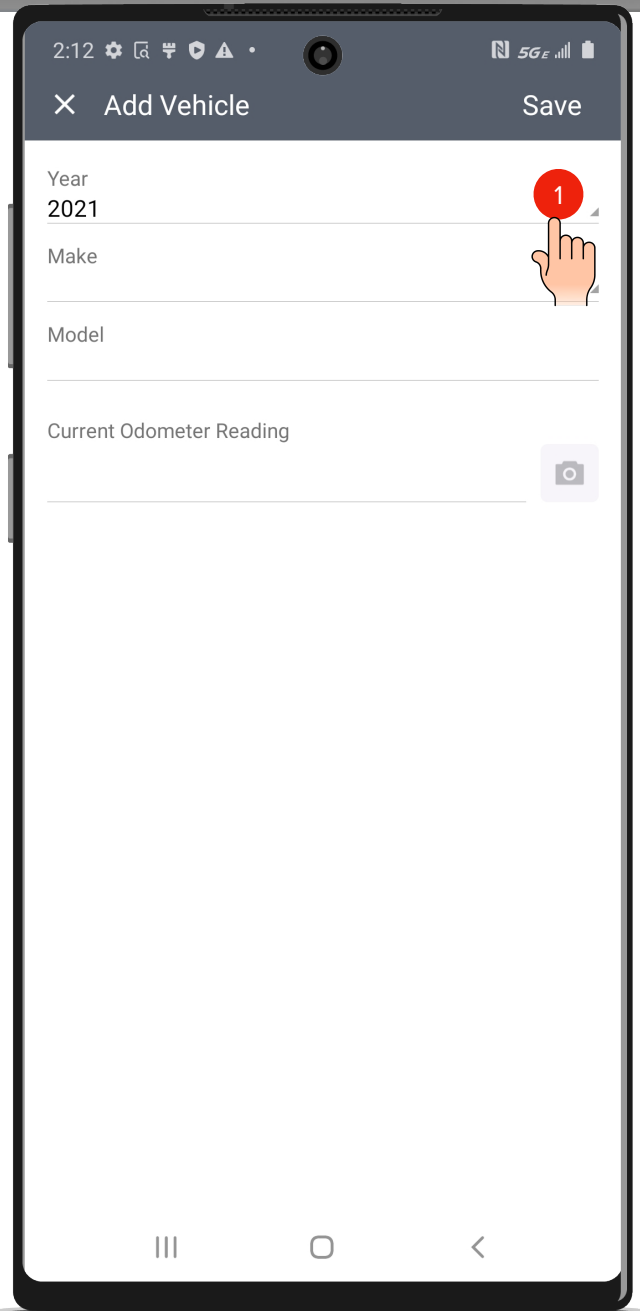
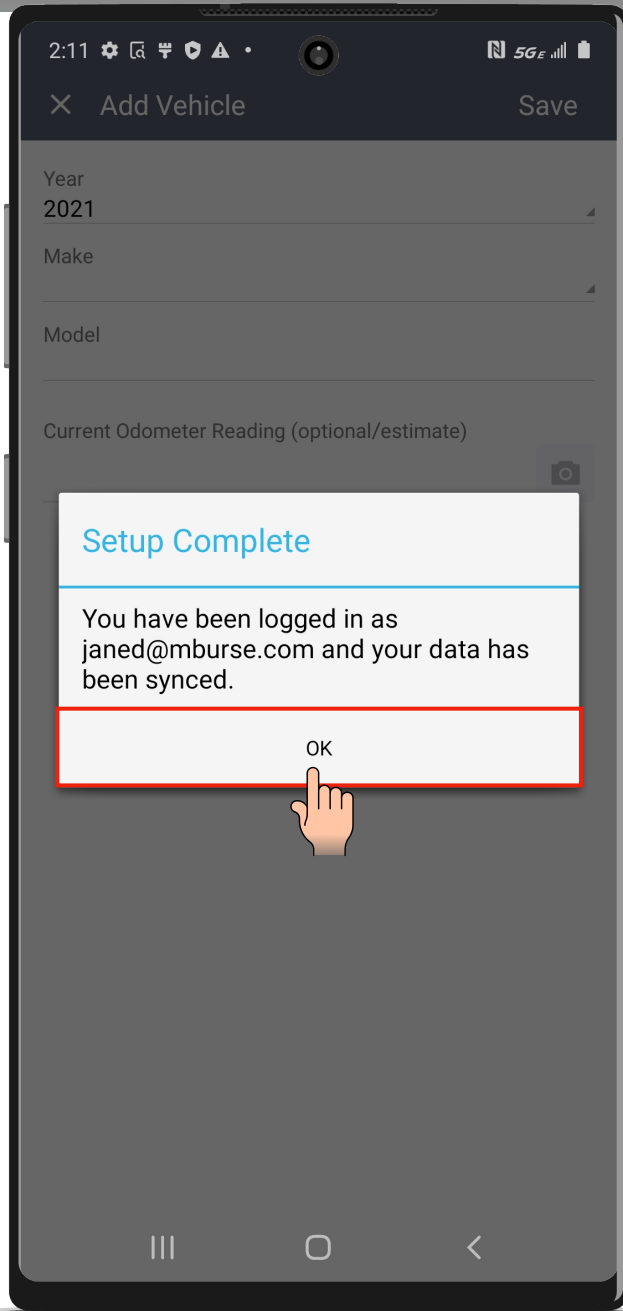
FOR THE BEST USER EXPERIENCE ALLOW LOCATION SERVICES
ALL THE TIME



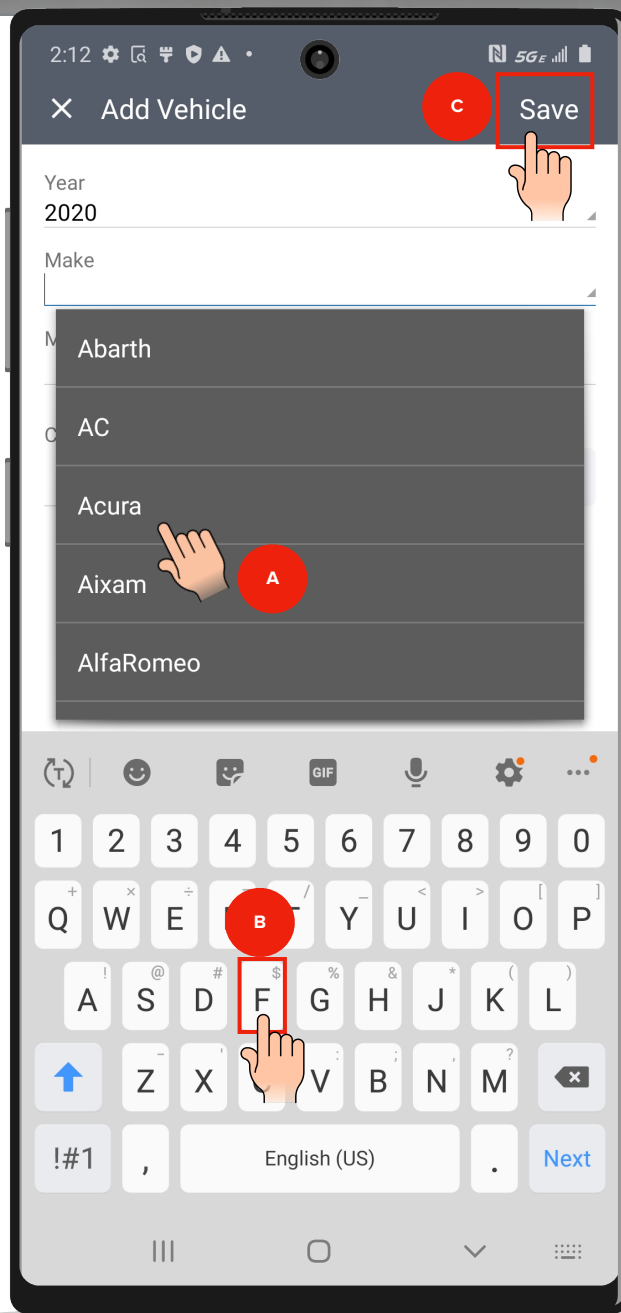
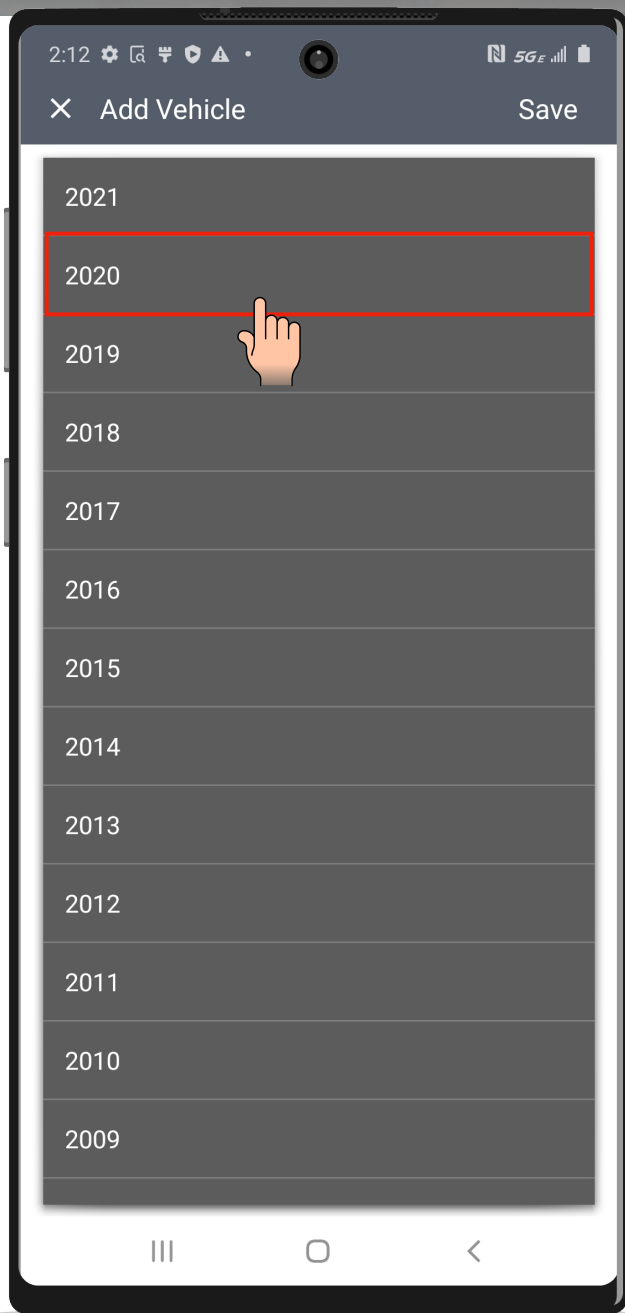
Step 5. IMPORTANT STEP Select “Allow” for mLog to access your photos, media, and files. This will enable you to send files and expense images to support.



Step 6. Complete the log in process. Then add your primary work vehicle. (You can add additional vehicles later.)



Step 7. Select the drop down to find and add your vehicle's year and make, OR type the information directly into the fields.



Step 8. Enter your vehicle's model and the current or estimated odometer reading. (You can also take a picture of your vehicle odometer.)

2:13 5G

✕ Add Vehicle Save

Year
2020

Make
Ford

Model
Taurus

Current Odometer Reading
1297

1 2 3 ✕

4 5 6 ,

7 8 9 .-

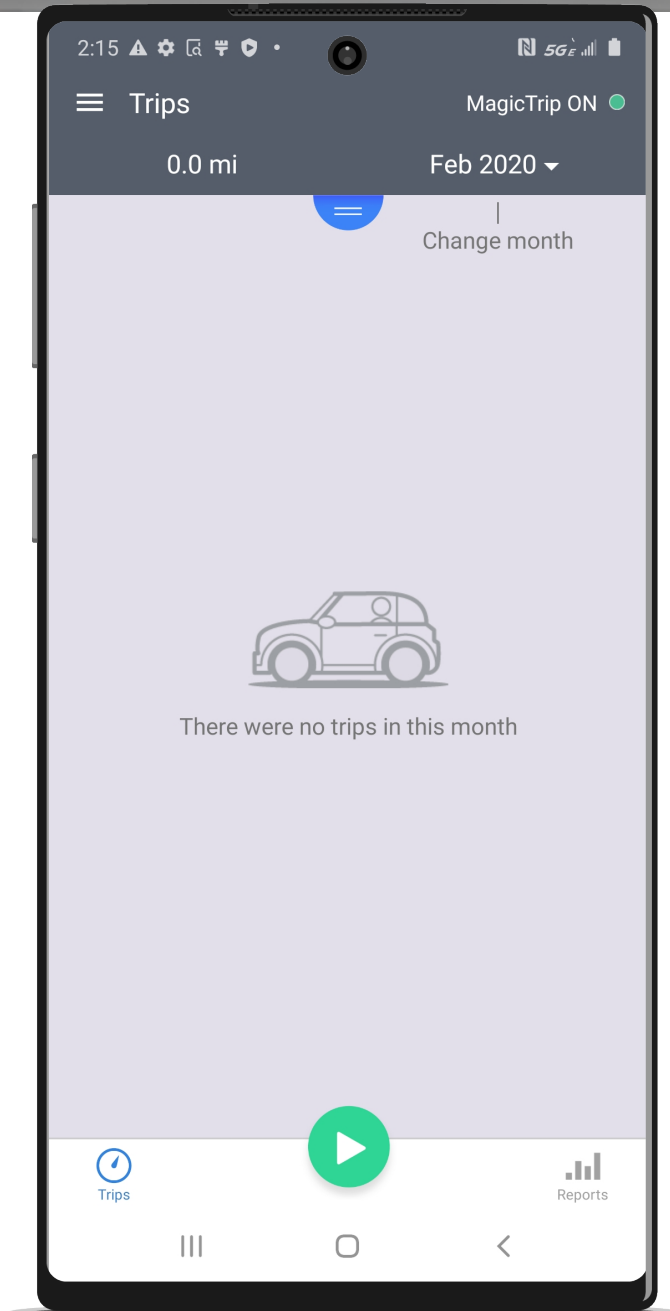
0 Done





Congratulations!

You are now ready to start logging mileage!
Keep your phone with you and mLog open



Still need help?

For questions or additional support, use these resources:

1. In app help - Tutorial videos, User Guides, or Knowledge Base
(Open mLog > Select Menu > Help & Info > Contact Us)
2. YouTube Tutorials ([HERE](#))
3. Driver Services (driverservices@mburse.com).
(Open mLog > Select Menu > Help & Info > Contact Us)





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