Online Bicycle Reservation Instructions
Office of Fleet and Asset Management

November 2019
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 Bicycle Reservation system. Creating a profile allows state employees to make bicycle reservations. You must be an active California State Employee to use the Bicycle Reservation application. Walk-in reservations are always welcome!

Access the Bicycle Reservation Website (https://www.fleetfocus.dgs.ca.gov/FleetFocus/FAReservationsPortal/ReservationLogin.aspx)

- Input your Driver’s License and work email address.
- Click Login.

First time users will receive the message “Operator ID not found. Create new operator record?”

Click on the "New Operator" button to continue creating a profile.

You will be directed to your 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 Operator Details area:

- Enter Bicyclist’s Name (first, middle, and last)
- Enter Driver’s License Expiration Date – Select by clicking Calendar.
- Enter your Agency Billing Code. DO NOT Leave field blank. Bicycle reservations do not charge the billing code.
- Enter Work Address.
- Enter Room Number or location information.
- Enter City.
- Enter Zip Code.
- Enter Work Telephone (example: 999-999-9999).
- Modify the email address in the “Work Email” field, if necessary.
- Click on the "Save" button.
HOW TO LOGIN
Bicycle Reservation Website

- Enter your CA driver’s license number. The system validates if your driver’s license number exist in system. Note: If you entered your Driver’s License Number incorrectly click on the "Cancel" button, and enter correct number.
- Enter your work email address.
- Click on the "Login" button.

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 profile screen will open.
MAKING A RESERVATION

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

- Click Calendar icon to select the Pickup Time.
- Select the Pickup Date.
- Select the Return Time.
- Select the Return Date. **All bicycles must be returned before 5 p.m. the same day.**
- Default Pickup/Return Location: SB – SACRAMENTO BIKE GARAGE.
- Click on OK / Close.
After Date/Time are selected the bicycles available to reserve will appear. If unsure which bicycle is right for you, please visit the Sacramento Bike Garage to see which bicycle type works best for you.

Click “Select” to select the bicycle type you wish to reserve from the types available during your reservation window.

Click “Confirm” to submit your reservation.
RESERVATION CONFIRMATION

Congratulations! Your reservation has been confirmed. You will receive an email confirming your bicycle reservation. If you need to make another reservation, click on the "New Reservation" button.

You will receive an email confirming your bicycle reservation.
VIEWING AN EXISTING RESERVATION

Follow the login instructions.

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

### My Reservations

<table>
<thead>
<tr>
<th>Reservation ID</th>
<th>Status</th>
<th>Pickup Date &amp; Time</th>
<th>Return Date &amp; Time</th>
<th>Vehicle Type</th>
<th>Pickup Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>507244</td>
<td>CONFIRMED</td>
<td>11/07/2019 10:35 AM</td>
<td>11/07/2019 04:30 PM</td>
<td>BIKE MEDIUM1</td>
<td>SB - SACRAMENTO BIKE GARAGE</td>
</tr>
</tbody>
</table>

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, and bicycle type.

- Click Reservation ID number; reservation detail displays.

- Click Change in any of the areas you wish to change: Pickup/return date/time or bicycle type.
- An email confirmation of your updated reservation will be sent.

**CANCELLING A RESERVATION**

Follow the log in and view reservation instructions.

- Select the Reservation ID you wish to cancel, Click on the "Cancel Reservation" button.
- Fleetfocus.dgs.ca.gov will confirm you want to cancel this reservation. Click OK if you wish to cancel the reservation. Click Cancel if you wish to keep the reservation.
- Cancel reservation screen will populate and a cancellation email will be sent.

**CONTACT INFORMATION**

OFAM Online Reservation Contact - OFAM Fleet Dispatch Office: (916) 657-2327

Office Hours: 8:00am – 5:00pm, Monday through Friday, excluding weekends and holidays.

Parking Administration Unit: 1-844-832-5423 or dgsofamparking@dgs.ca.gov