

Earn Trekpoints for Every TFA Delivery!

Toyota dealerships that are enrolled in the Toyota Fleet Advantage (TFA) program can deliver vehicles to the drivers of commercial and government fleets.¹ Each TFA dealership assigns a Fleet Manager and one or more TFA Professional in StaffMaster. Online training eModules specific to those roles are also available to help the program succeed.



The program is available only to TFA dealership associates with a 008 (Fleet Manager) or 149 (TFA Professional) job code in StaffMaster. This document explains how to submit those deliveries in Toyota Engage Hub.

Note: You must submit your TFA Delivery information on Engage Hub in order to be eligible for Trekpoints. Use the handy worksheet provided at the end of this document if you cannot submit your deliveries right away, and submit your deliveries when you can log in to Engage Hub. Deliveries after January 1, 2024 are eligible.

FOR MORE INFORMATION Feel free to visit fleet.TOYOTA.com to learn more. You can also contact us at 1.800.732.2798 to learn more about the amazing benefits of TFA for your dealership.

¹The TFA program is available to Toyota dealerships throughout the continental United States.

LOG IN TO ENGAGE HUB

To submit one or more TFA deliveries:

- 1. Log in to Engage Hub through Dealer Daily.
- Next to your dealership name at the top, select your Fleet-related job code (Fleet Manager or TFA Professional).
- 3. Under MY PROGRAMS, select TFA Delivery Rewards.



SUBMITTING A COURTESY DELIVERY

The TFA Delivery Rewards page shows you all the TFA vehicles assigned to your dealership, including those already delivered. You can:

- Submit courtesy delivery information to be eligible for Trekpoints.
- Page back and forth and sort up/down by VIN, Model, etc. to help you find a specific vehicle.
- Review the status of submissions for deliveries related to those vehicles.
- Download the information as an Excel or PDF file.

To submit a delivery, click Submit New under that vehicle's **Status**. Note that you might need to page forward to find a specific vehicle.

Toyota Fleet Advantage Delivery Rewards

The list below includes all Toyota Fleet Advantage (TFA) vehicles assigned to your Deatership.
Remember, you earn Telepoints for every TFA VIR you deliver and submit through TFA Delivery must
be part of the TFA program to be eligible. Telepoints may take 3.5 business days to appear in your
Telepoints account once your submission has been approved.

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VIN O Model OV Vehi

VIN	\$ Model	¢	Vehicle Arrival Date	\$ Submission Date	¢	Status	\$
JTDACAAU1R3019512	2024 Prius Hybrid		01/11/2024	01/14/2024		Approved	
7MUFBABG7RV020010	2024 Corolla Cross Hybrid XSE		01/10/2024	01/11/2024		Submitted	
4T1K61AK1RU881953	2024 Camry		01/15/2024	01/24/2024		Submitted	
5TDJRKEC9R5188567	2024 5406		01/05/2024			Submit New	
2T3P1RFV3RW423831	2024 Toyota Rav4		01/05/2024	01/24/2024		Submitted	
2T3MWRFV7RW197510	2024 4435		01/04/2024	01/24/2024		Submitted	
2T3RWRFVXRW197751	2024 RAV4 HV 5Dr. Wagon XLE Hybrid 4WD		01/09/2024	01/24/2024		Submitted	
2T3W1RFV8RW307486	2024 RAV4 5Dr. Wagon XLE		01/13/2024	01/25/2024		Submitted	
5TDBBRCH0RS139483	2024 HIGHLANDER 4Dr. Wagon LE 4WD		01/03/2024	01/25/2024		Submitted	
2T3H1RFV6RW311304	2024 AVALON 4Dr. Sedan TOURING V6		01/03/2024	01/24/2024		Submitted	
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Note: The screenshots shown in this document are for illustration purposes only. The production site may look different.

ENTERING COURTESY DELIVERY INFORMATION

On this page, you'll enter the		engage hub 04136 : LONGO TOYOTA V 149 : TFA PROFESSIONAL V							
information for a specific TFA delivery. VIN and Model are automatically populated.		EDUCATE · RECOGNZE · REWARD	ards	Courtesy Delivery Submission					
Make sure the information you enter is correct and then click Next. Confirm your delivery information. If you make a mistake, click Go Back		APPLAUSE RESOURCES (2) HELP (2) Trokpoints (2) engage (2) PRIVACY	~	Enter information for 5TDJRKEC9RS188567. * Driver's First Name First Name * Driver's Last Initial * Driver's Last Initial					
to make corrections. Click Submit when you are ready.		G LOGOUT		Courtesy Delivery Date (MM/DD/YYYY) T03/24 Pickup Type					
Courtesy Delivery Submis	ssion			ASSIGNED DRIVER V Driver's Company Assigned Driver's Company					
Driver's First Name Frist Name Driver's Last Initial L Counteyy Delivery Date (MM/DD/YYY) 1/05/24				Go Back Next					
Pickup Type Assgred Driver Driver's Company Assgred Driver's Company									

VERIFYING DELIVERY SUBMISSIONS

Once you submit a courtesy delivery, you'll be returned to the **Toyota Fleet Advantage Delivery Rewards** page.

Back Submit

The Status of the vehicle that you just submitted should now be listed as **Submitted**. The **Submission Date** should also reflect what you entered.

If you have more deliveries to submit, simply repeat the process for each delivery.

Come back here later to check the status of your deliveries. You'll receive your Trekpoints into your account after your deliveries are approved.²

Toyota Fleet Rewards	Ad	vantage Delivery						
ne list below includes all Toyot emember, you earn Trekpoints ewards! All submissions are re- e part of the TFA program to b ekpoints account once your su	a Fleet for eve viewed e eligib ibmissi	Advantage (TFA) vehicles assigned to your Dealership. y TFA VIN you deliver and submit through TFA Delivery for approval at the end of each month. Your dealership must le. Terkpoints may take 3-5 builness days to appear in your in has been approved.						
L.CSV	\$	Model	¢	Vehicle Arrival Date	\$ Submission Date	4. V	Status	4
JTDACAAU1R3019512		2024 Prius Hybrid		01/11/2024	01/14/2024		Approved	
7MUFBABG7RV020010		2024 Corolla Cross Hybrid XSE		01/10/2024	01/11/2024		Submitted	
4T1K61AK1RU881953		2024 Camry		01/15/2024	01/24/2024		Submitted	
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2T3P1RFV3RW423831		2024 Toyota Rav4		01/05/2024	01/24/2024		Submitted	
2T3MWRFV7RW197510		2024 4435		01/04/2024	01/24/2024		Submitted	
2T3RWRFVXRW197751		2024 RAV4 HV 5Dr. Wagon XLE Hybrid 4WD		01/09/2024	01/24/2024		Submitted	

Note: If you perform any TFA deliveries and cannot submit them right away, you can record the deliveries using the worksheet on the next page.

²Submissions are reviewed monthly. Some submissions may not be approved.

RECORD DELIVERY SUBMISSION ON ENGAGE HUB

The interface for submitting TFA deliveries is available on Engage Hub. We want you to receive the Trekpoints you've earned for every one of your TFA deliveries! If you cannot log in to Engage Hub right away to submit your delivery information, record your deliveries on this worksheet. You can submit your courtesy deliveries next time you log in to Engage Hub.

VIN	MODEL	Driver's First Name	Driver's Last Initial	Courtesy Delivery Date	Pick Up Type ³	Driver's Company