

**Employee Registration:**

To rent a vehicle through the Launch Mobility App, you must first register for the Launch Mobility Rental System, please send the following to [SjLaunchPool@sjgov.org](mailto:SjLaunchPool@sjgov.org) :

- Registrant Name and Email
- Approving Supervisor's Name and Email
- Supervisor's Signature or Email approval
- Fund / Cost Center / Spend Code to use for rental charges

Upon receipt and verification of the above information, a Fleet Services employee will create your account and send you information about logging in and using the app.