

Step 1: Sign In

Welcome to the SMAS Auto Leasing portal. Follow these quick steps to access your account and start your car lease request.

1. **Enter Your Details:** Find the "Sign in to continue" section situated on the right side of your screen.
2. **Username:** Type your registered **mobile number**, **email ID**, or **user ID** into the first box.
3. **Password:** Type your secure password into the second box.
4. **Accept Terms:** Click the checkbox next to "I agree to Privacy Policy and Terms & Conditions."
5. **Log In:** Click the blue Sign In button to access your dashboard.

Tip: If you do not have an account yet, click the Register Here button on the left side of your screen. If you forgot your password, click Forgot Password to reset it.



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Sign in to

If you don't have an account [register here!](#)



Vehicle Management Made easy
with SMAS India Mobile App



Sign in to continue

 9891708717

☐ I agree to [Privacy Policy](#) and [Terms & Conditions](#)

Login

[Forgot password ?](#)

Step 2: Creating a New Account (Sign Up)

If you do not have an active account yet, follow these quick steps to create your login credentials.

1. **Enter Your Full Name:** Type your legal first and last name into the **User Name** field.
2. **Add Contact Details:** Enter your primary phone number into the **Contact No.** field.
3. **Provide Email:** Type your active email address into the **Email ID** field.
4. **Submit Registration:** Click the blue Sign Up button to create your account.



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Sign up to

If you already have an account [sign in here!](#)



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Sign up to continue

User Name

Contact No.

Email ID

Sign Up

Tip: Already registered by mistake? Click the Sign In button at the bottom left to return to the login screen.

Step 3: Recovering Your Password

If you forget your password, you can quickly retrieve it using your registered account details.

1. **Enter Contact Info:** Type your registered mobile number or email ID into the input field.
2. **Request Password:** Click the blue **Get Password** button.
3. **Check Notifications:** Check your registered phone messages and email inbox for your password details.

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Password Recovery

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Recover Password

Enter your registered mobile number or email address to receive password recovery instructions

Enter Mobile Number/ Email ID

Get Password

Sign Up Sign In

Tip: If you suddenly remember your details or need to register instead, use the Sign In or Sign Up buttons at the bottom.

Step 4: Multi-Factor Authentication (OTP Verification)

To keep your account secure, you must verify your identity with a temporary one time code after entering your password.

1. **Check Your Messages:** Find the automated one time password(OTP) sent to your registered mobile number and email.
2. **Type the Code:** Click inside the Enter your OTP box and type in the code exactly as received.
3. **Submit Verification:** Click the blue Verify OTP button to log into your account dashboard.

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OTP Verification

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Available on the App Store | GET IT ON Google Play

← Back to Login

Verify OTP

We've sent a 6-digit verification code to your registered mobile number/email address

1 1 0 8 7 6

Resend OTP in [Resend OTP](#)

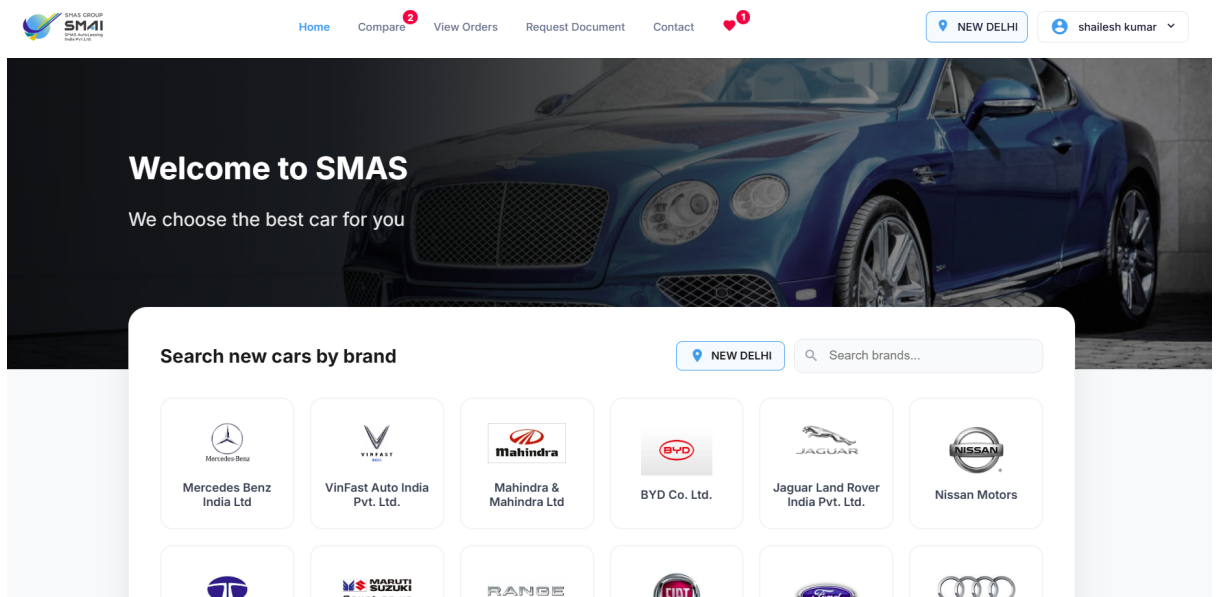
Verify OTP

Tip: If you do not receive the code within a couple of minutes, click the purple Resend OTP text below the button to send a new code.

Step 5: Choosing Your Location and Vehicle Manufacturer

Once logged in, you will arrive at the Home page where you can browse and choose the available car brands for your lease request.

1. **Select Your City:** Click the Select registered city dropdown menu on the left panel and scroll to choose your office location (e.g., *MUMBAI*).
2. **View Available Brands:** The grid will update to display the car manufacturers available in your selected location.
3. **Choose a Manufacturer:** Click the checkbox on the car brand cards (such as *KIA*, *Honda*, or *Toyota*) you want to explore.
4. **Move to Next Step:** Click the blue PROCEED to next step arrow button at the bottom right to start selecting your specific car model and variant.



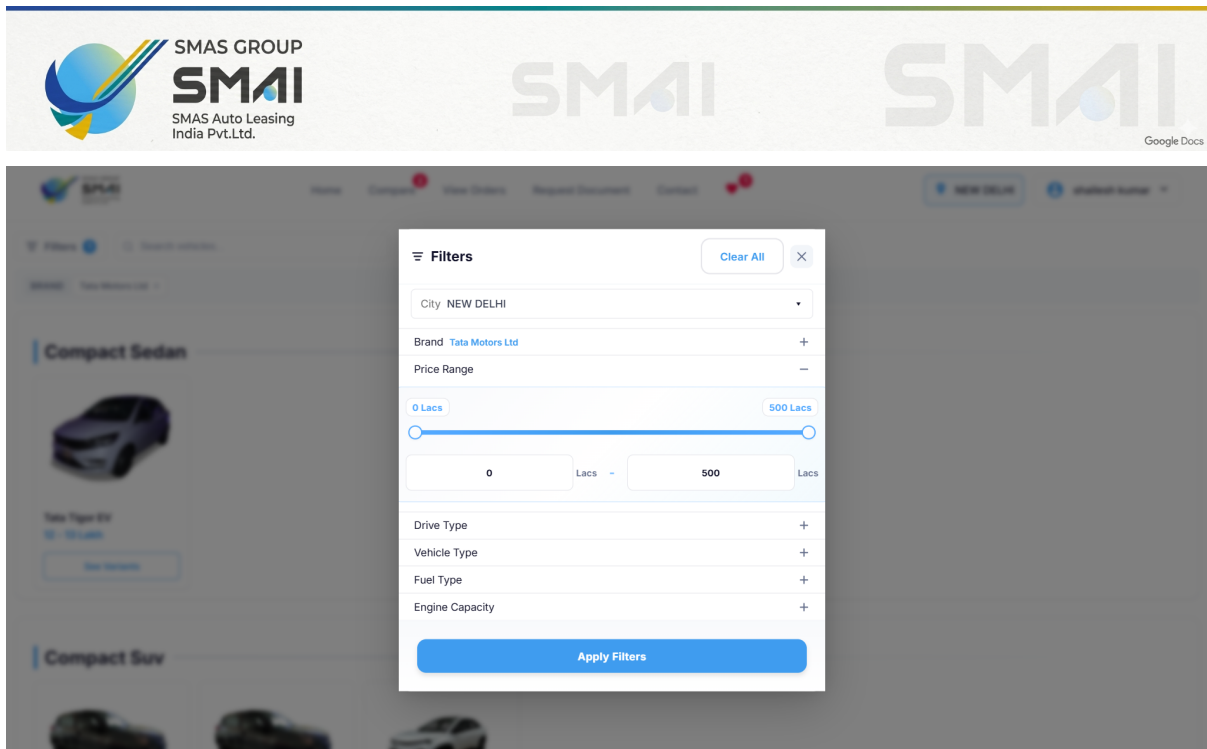
Tip: If your office location is missing from the list, contact your company's SMAS Account Manager to register your new office address.

Tip: You can select multiple card brands at once.

Step 6: Filtering and Selecting Your Vehicle Model

After proceeding, you will see the vehicle catalog screen. Here, you can filter cars by body type, fuel preferences, budget constraints, or other key specifications to narrow down your choices.

1. **Use Search Filters:** Use the blue Refine your search sidebar panel on the left to set your specific leasing requirements:
 1. **Price Range:** Select your specific monthly or total budget limits.
 2. **Vehicle Type:** Filter by body styles like *Hatchback*, *Sedan*, or *Compact SUV*.
 3. **Drive/Fuel Type:** Narrow down your preferences to *Electric (EV)*, *Petrol*, or *Diesel*.
 4. **CC Engine Range:** Enter your preferred minimum and maximum engine capacity values.
2. **Apply Filters:** Click the blue Apply Filter button at the bottom to refresh the vehicle listings according to the filters applied.
3. **Browse Vehicles:** Scroll through the main area to view matching vehicles categorized by category segments (e.g., *HATCHBACK* or *COMPACT SUV*).
4. **View Detailed Options:** Once you find a model you like (e.g., *MG Comet EV*), click the blue **See Variants** button below the car image to explore available trim levels and engine options.



Step 7: Customizing Your Lease and Calculating Price

This details page shows full vehicle specifications and a “**Calculate Price**” calculator. The options and pricing structure shown here are customized automatically based on the master leasing contract signed between your employer and SMAS.

1. **Review Vehicle Specs:** Read the Description and technical breakdowns on the left to verify the engine size, fuel economy, transmission, and features.
2. **Configure Your Lease Parameters:** Go to the CALCULATE PRICE section on the right side of the screen to customize your lease:
 - 2.1. **Insurance Preference:** Use the toggle switch to choose between company-provided or self-provided insurance options.
 - 2.2. **Variant & Color:** Choose your preferred trim level and exterior color from the dropdown menus.
 - 2.3. **Lease Tenure & Mileage:** Select your required lease duration in months and your annual mileage limits.
3. **Calculate Costs:** Click the blue Calculate Payment button. The system will process your company's contracted rates to display a personalized

breakdown including your Total EMI (Incl. Tax), Road Tax, and Funding Details.

4. Submit Your Request:

- 4.1. Click the blue Send for proposal button to submit your formal lease request to management.
- 4.2. Click Add to favourites if you want to save this specific configuration to review later.


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NEW DELHI

shailesh kumar

[CALCULATE PRICE](#)
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Insurance Opted ☒

TATA curvv 1.2 P Creative S DCA 1199 cc 5...
ALL COLORS
48 Months
Daytona Grey

User Insurance
Select Insurance Plan
Select RV
Enter kilometers

REMARKS (IF ANY ADDITIONAL FEATURE REQUIRED)

Remark

☐ IF YOU HAVE YOUR OWN PRICE PLEASE CLICK HERE

FINANCIAL DETAILS	
Total EMI:	42,275 (Incl. Tax)
ExShowRoom:	1,425,990
RoadTax:	185,859
Discount:	0.00
RV (Without Taxes):	458,353.93

FUNDING DETAILS	
Ex-Showroom Price:	Funded
Insurance First Year:	Funded
Insurance Future:	Funded
Road Tax:	Funded

Estimated Price

Send for proposal

Add to favourites

Step 7B: Customizing Your Lease and Manual Price Entry

If you have received a proforma invoice directly from a dealer, you can input those details to generate an estimated financial breakdown and lease structure.

1. **Lease Tenure:** Select your required lease duration in months.
2. **Entering details from dealer:** Enter the ex-showroom, discount offered, Road Tax amount, dealer name and city.
3. **Upload proforma:** Upload the proforma provided by the dealership.
4. **Get breakdown:** Click on the **Estimated Price** to get the complete breakdown.





Google Docs

IF YOU HAVE YOUR OWN PRICE PLEASE CLICK HERE

Select Tenure Enter your ExShowRoom Enter discount amount 0 % GST

Enter road tax amount Dealer City Enter dealer name

ATTACHED PROFORMA PDF

CHOOSE FILE No file chosen

Estimated Price Send for proposal Add to favourites

Step 8: Requesting a Test Drive

If you want to experience the vehicle before finalizing your leasing decision, you can request a physical test drive directly through the portal. This request goes straight to your dedicated SMAS Account Manager, who will handle all the arrangements.

- Verify Your Contact Info:** Review the Name, Email ID, and Phone No. fields. These are filled out automatically using your profile details.
- Select Location:** Use the City dropdown menu to select the location where you want the test drive to take place (e.g., *BANGALORE*).
- Pick a Schedule:**
 - Click the calendar icon in the Date box to choose your preferred day.
 - Click the clock icon in the Time box to select your preferred hour.
- Add Specific Requests:** Use the Comment box to type in any special instructions or notes for your coordinator (such as *"Please arrange a test drive at the office location"*).
- Send Request:** Click the purple Submit button to send your request directly to your account manager.






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[REQUEST TEST DRIVE](#)

Experience the vehicle in person by requesting a test drive. Fill out the form below and our team will get in touch with you to schedule your test drive.

FULL NAME shailesh kumar	EMAIL ADDRESS shailesh.kumar@smasindia.com	PHONE NUMBER 9891708717
PREFERRED DATE 03-09-2026	PREFERRED TIME 16:00	CITY BANGALORE
ADDITIONAL NOTES (OPTIONAL) Any additional information or requirements		

Request Test Drive

Step 9: Viewing Your Lease Orders

You can track your active and past vehicle applications at any time from the centralized View Orders dashboard.

- Access Order Dashboard:** Click the View Orders link located in the top navigation menu.
- Review Order History:** The main table will display a comprehensive summary list of your vehicle applications:
 - Order ID:** The unique identification number assigned to each individual request.
 - Vehicle Details:** View the selected car model, variant configuration, engine specifications, and fuel type.
 - Lease Terms:** Check your selected tenure parameters (in months) and calculated monthly EMI pricing amounts.
- Track Status:** Look at the Action column and click the blue Track Order link to open up a real-time tracking timeline for that specific vehicle request.
- Download Records:** Click the grey Export To Excel > button located above the table grid to download your entire order list database directly to your computer.

Step 10: Downloading Your Digitally Signed Order Confirmation Form (OCF)

Once your application is successfully processed, the system generates a digitally signed **Order Confirmation Form (OCF)**. You can download this document directly from your order history.

1. **Locate Your Order:** Scroll down your View Orders list to find the specific vehicle request.
2. **Find the OCF Link:** Look at the OCF column on the right side of the row.
3. **Download the Form:** Click the blue OCF link to instantly download your official, digitally signed document to your device.

Tip: you can use the adjacent Upload-OCF button to upload any counter-signed copies or additional documentation requested by SMAS.

Step 11: Comparing Vehicle Variants Side-by-Side

If you are undecided between different cars, trims, or lease configurations, you can use the comparison tool to evaluate up to three options side-by-side.

1. **Populate Comparison Tool:** Navigate to the left-side panel and define your search by selecting the city, make, and specific car model. Click the blue **Add To Compare >** button to enter it into the display grid.
2. **Analyze Specs Side-by-Side:** Use the **ALL SPECIFICATIONS** grid to perform a head-to-head evaluation of technical features, exterior colors, engine data, and estimated pricing across your chosen trims.
3. **Modify Unique Lease Parameters:** You can independently adjust the configuration for each vehicle column to see real-time price updates:
 1. **Duration:** Switch between different lease months (such as 48 or 60) to view the impact on monthly installments.
 2. **Mileage:** Update the yearly distance limits to match your driving habits.

3. **Insurance Model:** Pick the appropriate coverage type for each vehicle entry.
4. **Evaluate Recurring Expenses:** Review the **Total EMI (Incl. Tax)** row for a transparent look at how each car fits into your corporate leasing budget.
5. **Execute Decision:** When you have found the right fit, use the buttons found at the base of the comparison columns:
 1. Click the blue **Send for Proposal** button to start the official application process.
 2. Click **Add to favourite** to bookmark the car for future review.

The screenshot displays the 'Variants Comparison' interface on the SMAI portal. At the top, there's a navigation bar with links like Home, Compare (with a red notification badge), View Orders, Request Document, and Contact. The user is logged in as 'shailesh kumar' in New Delhi. The main section is titled 'Variants Comparison' with a note: 'Note: "The Lease Rentals mentioned herein are tentative in nature & are subject to change."' Below this, there are two tabs: 'ALL SPECIFICATIONS' (active) and 'CALCULATE LEASE RENTAL'. Two car variants are being compared:

Comparison/Variants	Mercedes-Benz C-Class 4.0 C 63 AMG Coupe 3982 cc 4 str Automatic premium unleaded BS6	BYD Seal 61KWH Auto Dynamic 998 Cc 5 Str Automatic Electric BS6
Model Image		
City	NEW DELHI	NEW DELHI
Fuel Type	Premium Unleaded	Electric
Displacement	3982	150
Seating Capacity	4	5
Drive Type	RWD	RWD
Category Name	SEDAN	PREMIUM SEDAN
Transmission Type	Automatic	Automatic

Step 12: Managing Your Profile and KYC Documents

You can update your personal employment details, upload compliance documents, or change your password directly from the Edit Profile dashboard.

1. **Access Your Profile:** Click on your name dropdown menu at the top-right corner of the portal and select Edit Profile.
2. **Review Personal and Corporate Info:** Verify or update your employment details in the fields provided:
 1. **Job Details:** Check your Designation, Employee ID, and assigned Employee Band/Level.
 2. **Company Mapping:** Confirm that your assigned Company Entity and Company Name match your employer.

3. **Contact Info:** Ensure your Name, Email, Phone, and Reg Address are current.
3. **Upload KYC Files:** Click the purple Upload KYC link in the upper-right menu box to submit identity verification files required for lease processing.
4. **Change Account Password:** Click the Change Password link if you need to update your secret login credentials.
5. **Save Changes:** Click the blue Save button at the bottom to apply your updates, or click Cancel to discard them.



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NEW DELHI

shailesh kumar ▾



shailesh kumar

Name shailesh kumar	Designation Unemployeed	Date of Birth 12-09-1984 
Location Enter your location	EmployeeID Del064	Entity SMAS Auto Leasing India Private Limited ▾
Email shailesh.kumar@smasindia.com	Phone 9891708717	Reg Address Enter your registered address 
Company Name SMAS Auto Leasing	Employee Band/Level 2000000	

Cancel

Save 

Step 13: Viewing Your Active Lease and Vehicle Information

Once your vehicle lease request is fully approved and finalized, you can track your active car details, insurance terms, and bundled maintenance benefits from the centralized dashboard.

1. **Confirm Vehicle Details:** Review the User Vehicle Information section on the left panel to see specific data for your assigned car:
 1. **Vehicle Model:** The particular trim level provided to you (for example, *City i-Vtec SV CVT*).

2. **Asset & Registration:** Your internal *Asset No* and the car's physical *Reg No*.
3. **Start Service Date:** The formal date when your car leasing agreement officially commenced.
2. **Examine Insurance Policy:** Check the Insurance Details card located at the top-right to confirm your coverage:
 - 1.
 2. **Policy Period:** Verify the valid coverage dates listed under *From Date* and *To Date*.
 3. **Insurer Information:** Check the *Insurance Company* and your unique *Policy No* for any claim-related needs.
3. **Verify Included Services:** Look through the Service Opted area at the bottom-right for benefits included in your employer's contract:
 1. **Maintenance:** Regular vehicle servicing and necessary upkeep.
 2. **Roadside Assistance:** Round-the-clock support for breakdowns and emergency towing.
 3. **Replacement Car:** Provisions for alternative transport (e.g., *Replacement Car*).
 4. **Additional Coverage:** Wear and tear protections such as *Tyre & Batteries* or *Total Loss Retention*.




User Vehicle Information

Q Search...

S.No.	Name	Registration No	Variant	Asset Number	Mobile	City
1	Shailesh Kumar	KA51MG0998	City I-Vtec SV CVT	10058	9891708717	NEW DELHI

Insurance Details

Q Search...

S.No.	Asset Number	Quote Number	From Date	To Date	Amount	Insuranc
1	10058	100244	27-Nov-2016 12:00 AM	26-Nov-2017 12:00 AM	21022.00	TATA A

Service Opted

Q Search...

Export to Excel

shailesh kumar

COMPANY
SMAS Auto Leasing

Edit Profile

User VehicleInfo

Change Password

Update KYC

FAQ

Sign Out