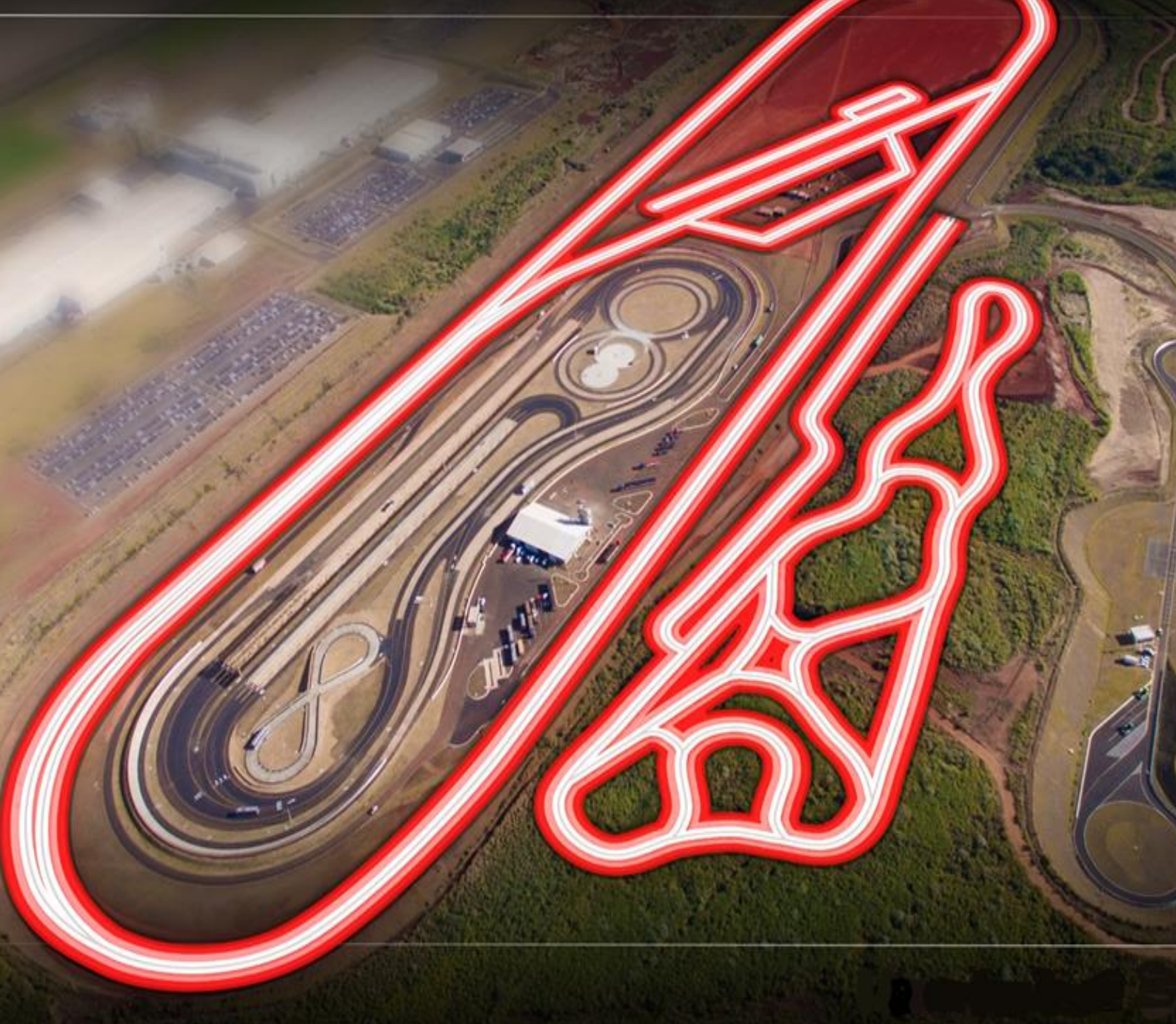




CTVI - Registration and Booking Manual

CTVI - Centro de Testes Veiculares de Iracemápolis

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This manual aims to help new CTVI users better understand our Registration and Booking system!

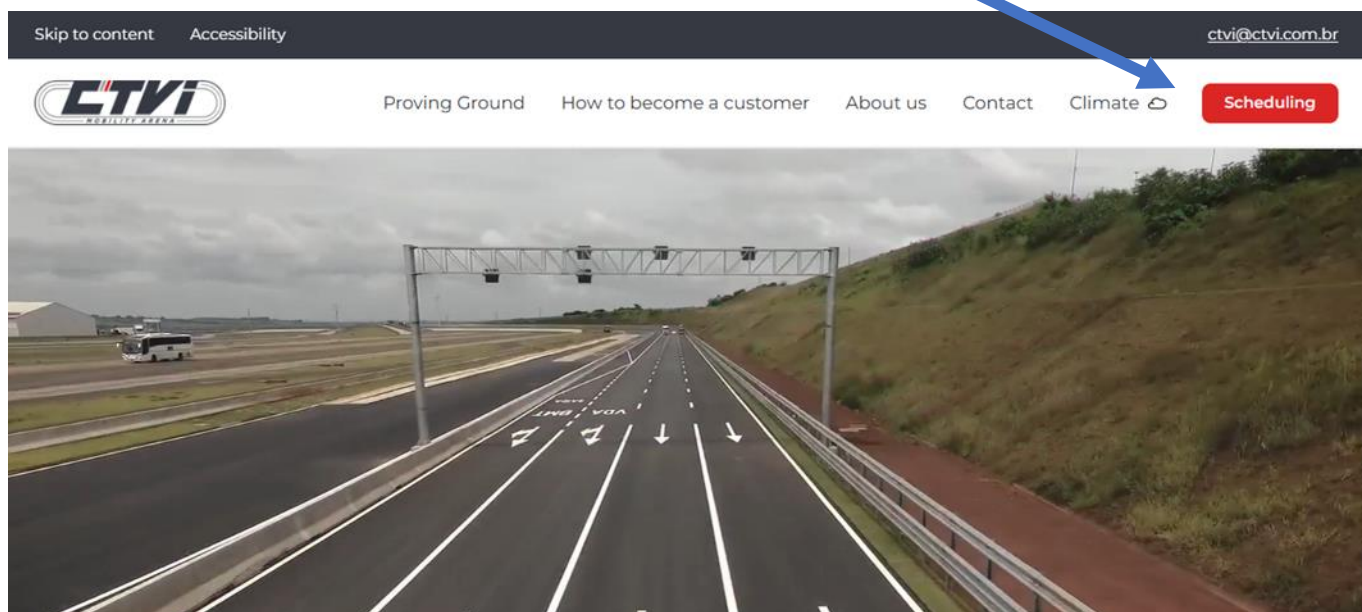
If you have any questions, please contact our team

RESPONSIBLE	CONTACT
Administration adm@ctvi.com.br	+55 (11) 9 7859-9809
CTVI Management ctvi@ctvi.com.br	+55 (19) 9 8318-8400

The CTVI team wishes you great success and a safe experience during your time with us!

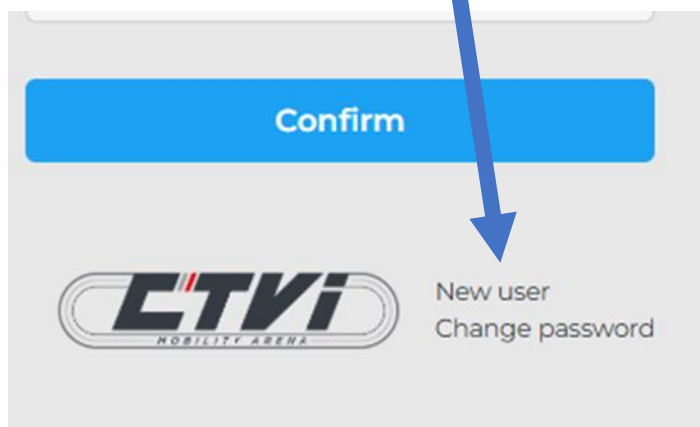
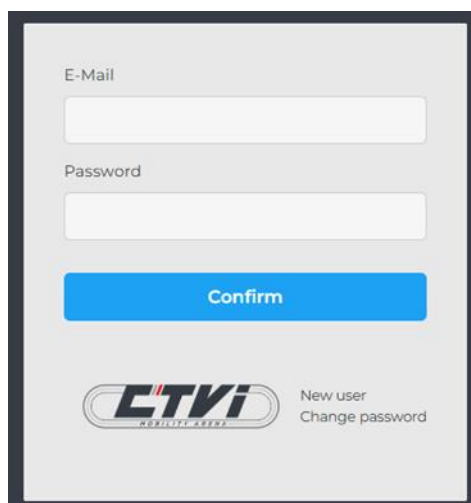
REGISTRATION INTRODUCTION

- How to register at CTVI?
Access to the website
- When accessing CTVI, the first step is to visit our website: www.ctvi.com.br
- Go to **Scheduling**.



- You will be redirected to another website, where you will LOGIN or REGISTER on your first visit!

To register, you must go to **New user**.

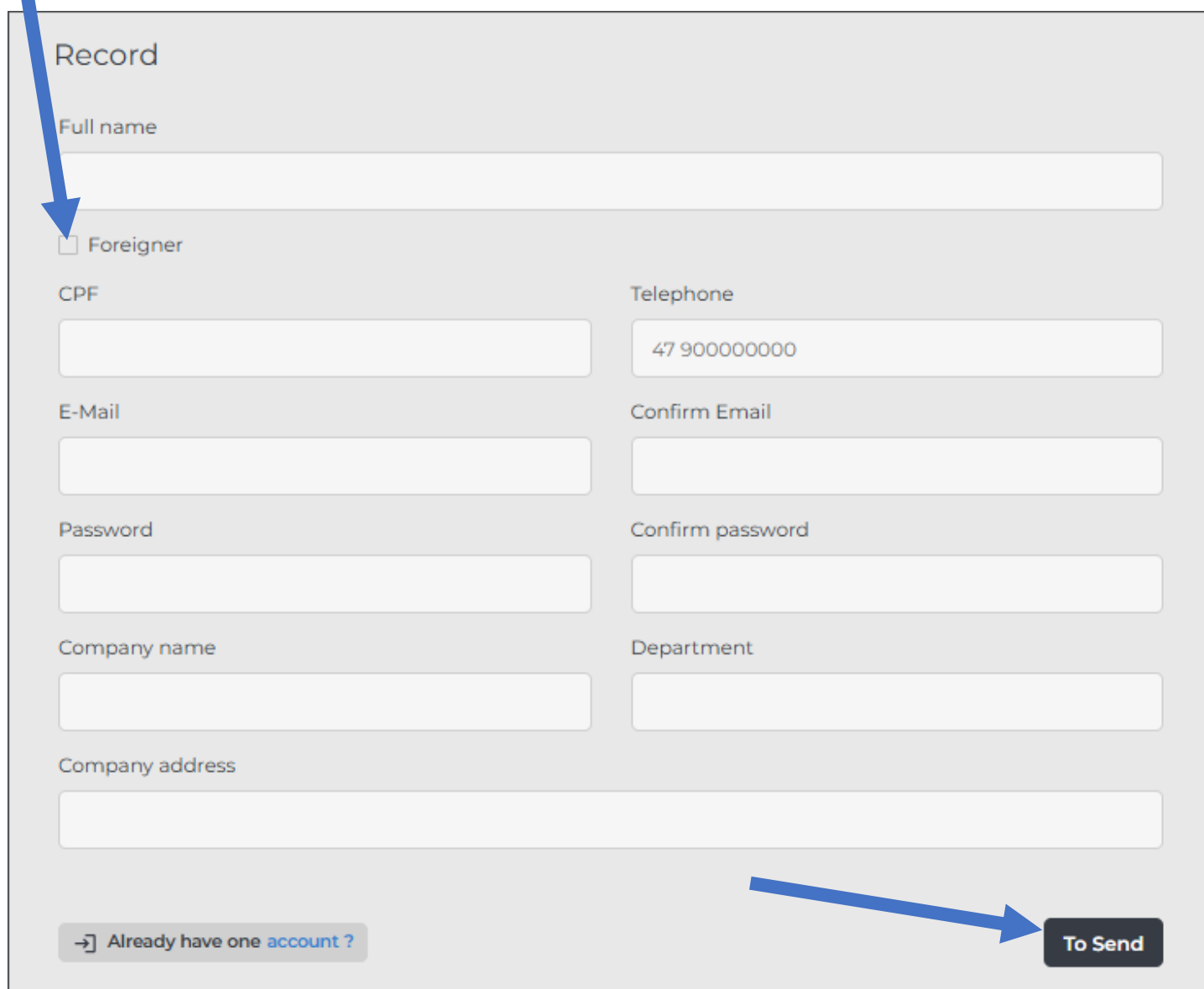


Register

- If you are a foreigner, it is mandatory to check the "FOREIGNER" box.

This way, when you finish the registration, the Confidentiality Agreement and the Safety Manual will be available in English.

- At this step, you should enter your information for registration
- Always use your corporate email
- The password you create will be used for LOGIN on each new access
- After filling in the requested information below, click [TO SEND](#)



Record

Full name

☐ Foreigner

CPF

Telephone

E-Mail

Confirm Email

Password

Confirm password

Company name

Department

Company address

[→ Already have one account ?](#)

[To Send](#)

From this point, it's on us!

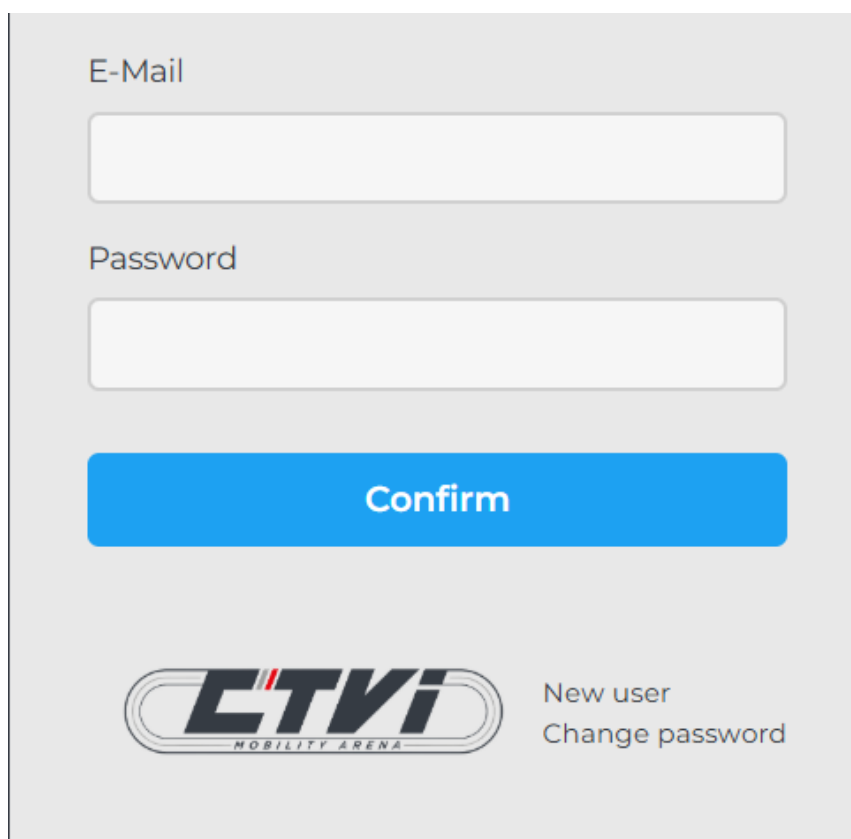
Your user account will be pending with us, where we will link it to your registered company.

- After our team links your user account to your company, you will receive an email notifying you that your registration has been approved!

This is when your login will be activated to access the website, as well as our mandatory documents for using the Test Track!

Login

- To log in to our website, simply go to www.ctvi.com.br and click on Scheduling.
- On the next screen, enter your registered email and password.



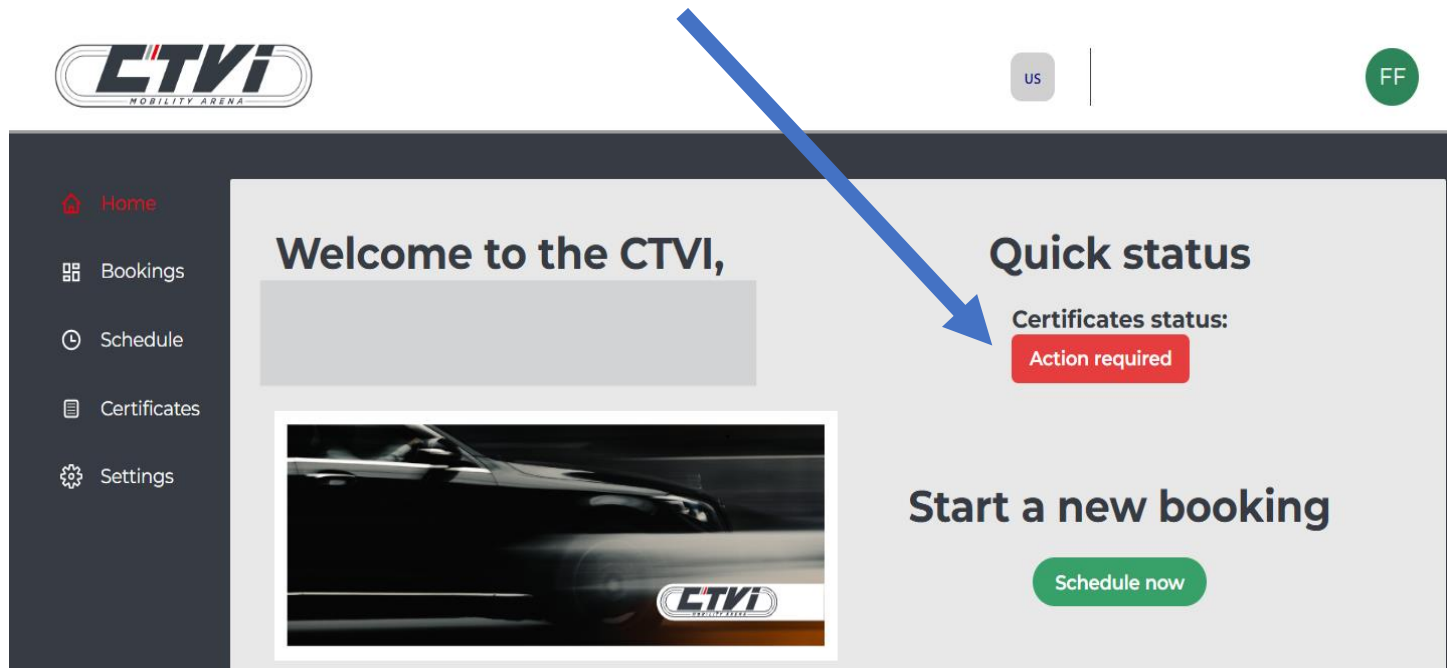
The login form is displayed on a light gray background. It features two input fields: 'E-Mail' and 'Password', both with white text and rounded rectangular borders. Below the 'Password' field is a prominent blue button with the word 'Confirm' in white. At the bottom left of the form is the CTVI logo, and at the bottom right are the links 'New user' and 'Change password'.

- After entering your login details and confirming, you will be redirected to your user dashboard.

Mandatory Certificates

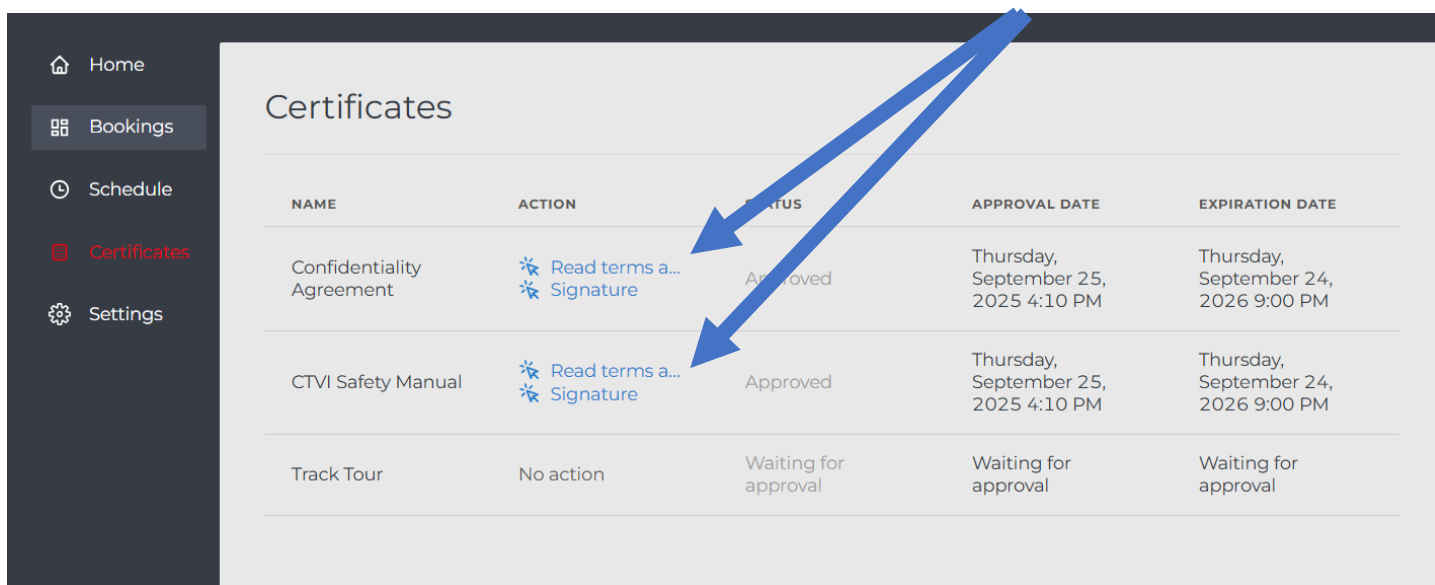
This is one of the most important parts of the entire registration process, where it is required and **mandatory** to READ and SIGN our certificates, ensuring greater safety for all users at CTVI.

- CTVI - Safety Manual
- Confidentiality Agreement
- To access these certificates, go to '**Required Action**' on your login page during your first access.



On this screen, the user will see our two certificates: the Confidentiality Agreement and the Safety Manual.

- To download the files and read them, click on the action '**Read terms and...**'
- After the **mandatory** reading, click '**Signature**' to digitally sign the document.



NAME	ACTION	STATUS	APPROVAL DATE	EXPIRATION DATE
Confidentiality Agreement	Read terms a... Signature	Approved	Thursday, September 25, 2025 4:10 PM	Thursday, September 24, 2026 9:00 PM
CTVI Safety Manual	Read terms a... Signature	Approved	Thursday, September 25, 2025 4:10 PM	Thursday, September 24, 2026 9:00 PM
Track Tour	No action	Waiting for approval	Waiting for approval	Waiting for approval

- The Track Tour takes place here at CTVI on your first test day, where the proving ground will be presented, along with radio instructions and a review of the Safety Manual!
- Not completing the Track Tour will not prevent you from booking a track. However, access to the tracks will only be granted after the Track Tour is completed on your first day at CTVI.
- The Confidentiality Agreement, Safety Manual, and Track Tour are valid for 12 months. If a booking is made after this period, you will receive a message informing you that the documents have expired, and a new reading and signature will be required, ensuring that the latest version of the documents is always available.
- **The recording and reproduction of these documents are prohibited.**

From this point, it's on us!

Your user account will remain pending for our approval.

- You will receive an email notification confirming that the certificates you signed have been approved!

DoNotReply

Your certificateCTVI Safety Manual was approved

The certificate CTVI Safety Manual was approved <fim>

DoNotReply

Your certificateConfidentiality Agreement was approved

The certificate Confidentiality Agreement was approved <fim>

From this point, your user account will be authorized to make Schedule!

Track Tour

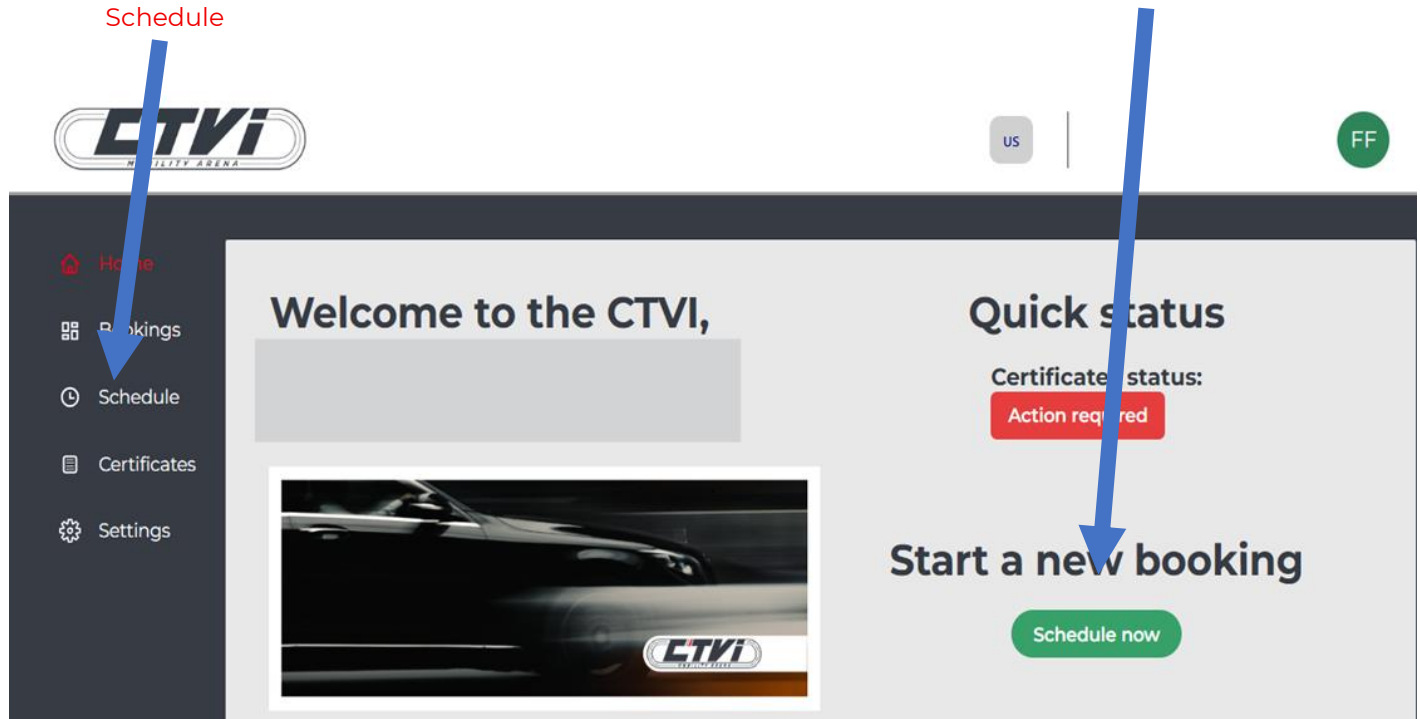
Our Track Tour aims to reinforce the Safety Manual and present the Proving Ground, ensuring it is a safe and efficient environment!

- *It takes place on the day of the user's arrival*
- *Its duration is approximately 30 minutes to 1 hour*
- *Entry to the track is only permitted after completing the Track Tour*
- *It is essential that any questions are clarified at this time — NEVER enter the tracks with doubts!*
- *The Tour must be redone after its expiration date (12-month period)*
- *You can attend the Tour on the same day you make your Schedule!*
- *If the user is a foreigner, they must be accompanied by someone who speaks Portuguese for introduction and translation on the day of the TOUR*
- *Foreign users are also allowed to enter the track only when accompanied by a Brazilian, as radio communication is conducted in Portuguese*
- *Only those who have completed the Track Tour are authorized to give radio instructions; visitors and users without the completed TOUR are not allowed.*

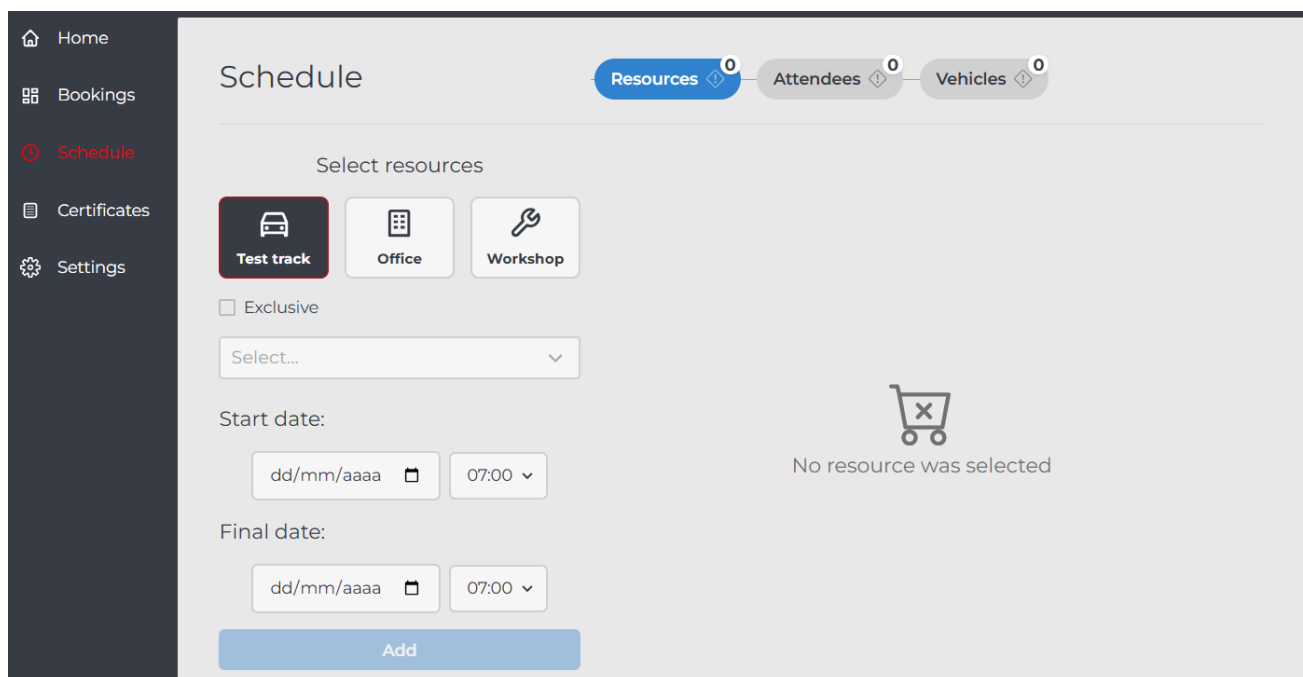
BOOKING INTRODUCTION

► How to make a Schedule?

- To make a Schedule with us, you can access it in two ways: through the "Schedule Now" option or under **Schedule**



- You will be redirected to the Scheduling screen, where you will have several options to make your Schedule!

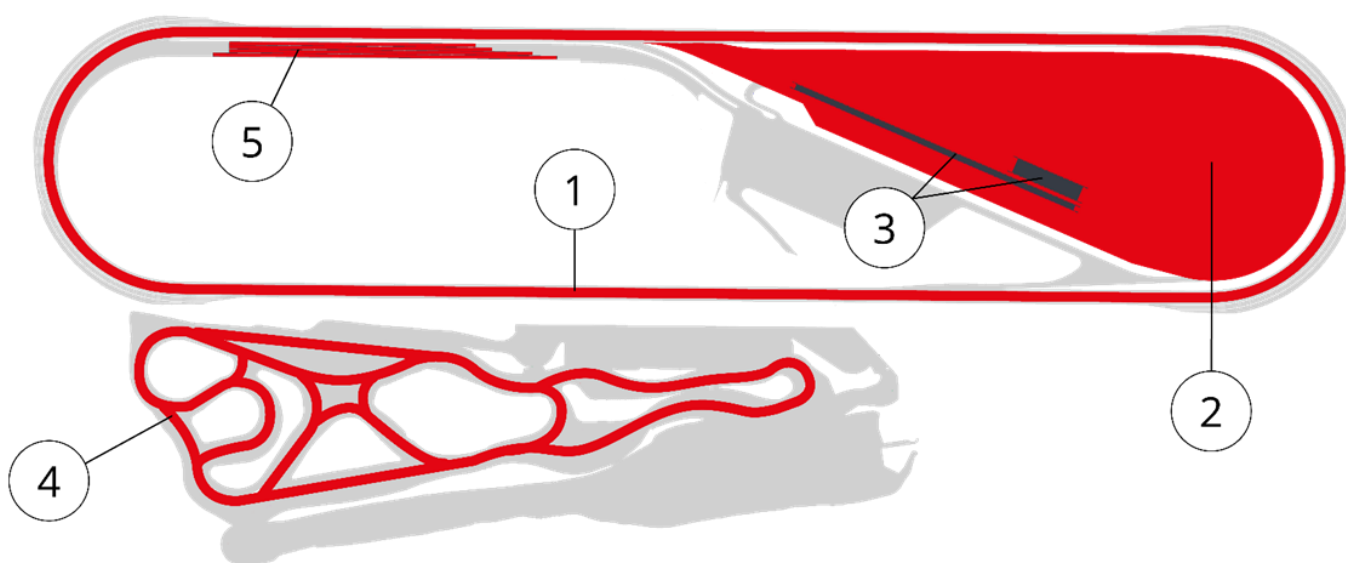


Resources

At this stage, you can select the tracks you will need for conducting the tests.

- Track Abbreviations

1	HSO	High Speed Oval
2	VDA	Vehicle Dynamic Area
3	BMT	Brake Measurement Track
4	PHC	Paved Handling Course
5	CML	Comfort Lanes



Select resources



Test track



Office



Workshop

At this stage, you select the resources, such as the tracks you will use, the dates, and whether you will need a room or workshop available on the selected days.

Here you select the track you will use

Select resources

 **Test track**
 **Office**
 **Workshop**

☐ Exclusive

Select...

- ☐ PHC - Paved Handling Course
- ☐ HSO - High Speed Oval
- ☐ CML - Comfort Lanes
- ☐ VDA - Vehicle Dynamics Area
- ☐ BMT - Break Measurement Track

Add

Here you select the dates and times you will need.

Select resources

 **Test track**
 **Office**
 **Workshop**

☐ Exclusive

Select...

Start date:

dd/mm/aaaa 07:00

Final date:

dd/mm/aaaa 07:00

Calendar view for October 2025:

D	S	T	Q	Q	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Limpar Hoje

After choosing, simply click ADD

Select resources

 **Test track**
 **Office**
 **Workshop**

☐ Exclusive

HSO - High Speed OvalPHC - Paved Handling Course X v

Selected Resources:

HSO - High Speed Oval X

PHC - Paved Handling Course X

Start date:

14/10/2025 07:00

Final date:

14/10/2025 16:30

Add

To add a room or a workshop, the process is the same, just follow the same steps shown above, but select the option you need.

Schedule

Resources 1 Attendees 0 Vehicles 0

Select resources

 **Test track**
 **Office**
 **Workshop**

☐ Exclusive

Select...

Start date:

14/10/2025 07:00

Final date:

14/10/2025 16:30

Add

RESOURCES	FROM	TO	EXCLUSIVE
HSO PHC	10/14/2025 7:00 AM	10/14/2025 4:30 PM	☐

Exclusive Schedule

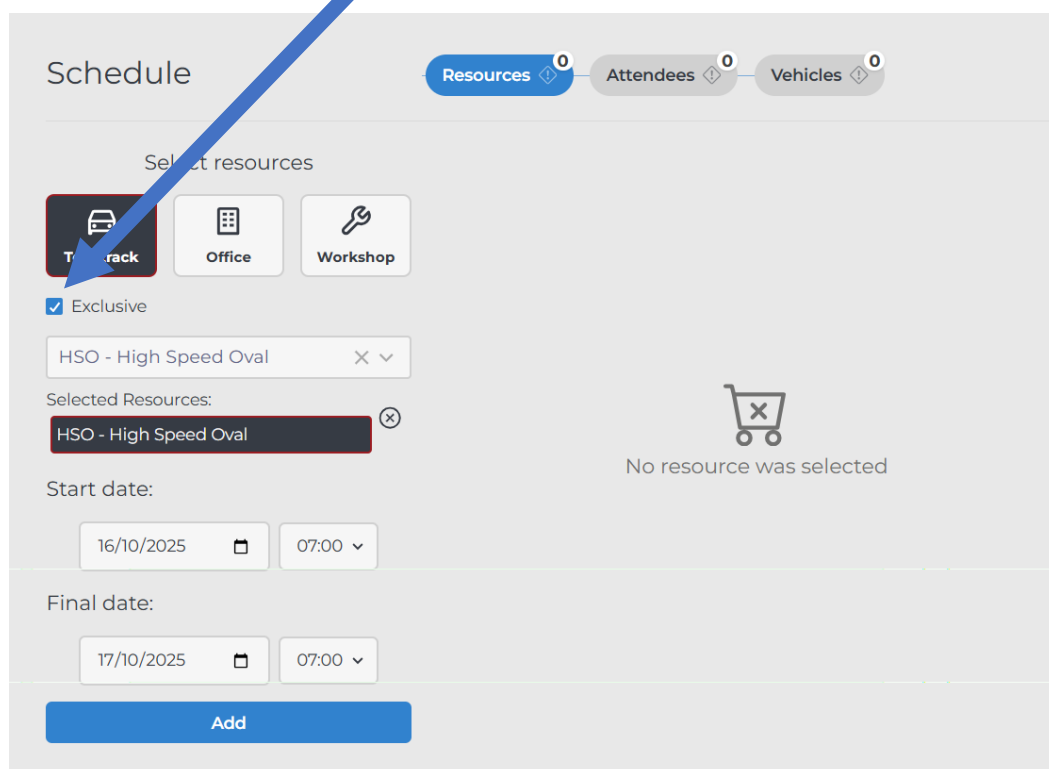
An exclusive reservation is required when it is necessary to completely block one or more tracks for the user's exclusive use on a specific date and time.

- For it to be possible, there must be no pre-scheduled reservations on the same date.

To check the available dates

- The user must contact the CTVI team, providing more information about the need for an Exclusive Schedule.
- CTVI will analyze the user's request and, if possible, inform which dates are completely available for exclusive blocking.
- Only after this validation, it will be allowed to formalize the scheduling request.

Once the date is validated, simply follow the steps to create a Schedule; however, to make it EXCLUSIVE, the user must select the [Exclusive field](#) and click [Add](#).



Schedule

Resources 0 Attendees 0 Vehicles 0

Select resources

Track Office Workshop

☒ Exclusive

HSO - High Speed Oval X

Selected Resources:

HSO - High Speed Oval X

No resource was selected

Start date:

16/10/2025 07:00

Final date:

17/10/2025 07:00

Add

When you click Add, the exclusive reservation will be marked as follows

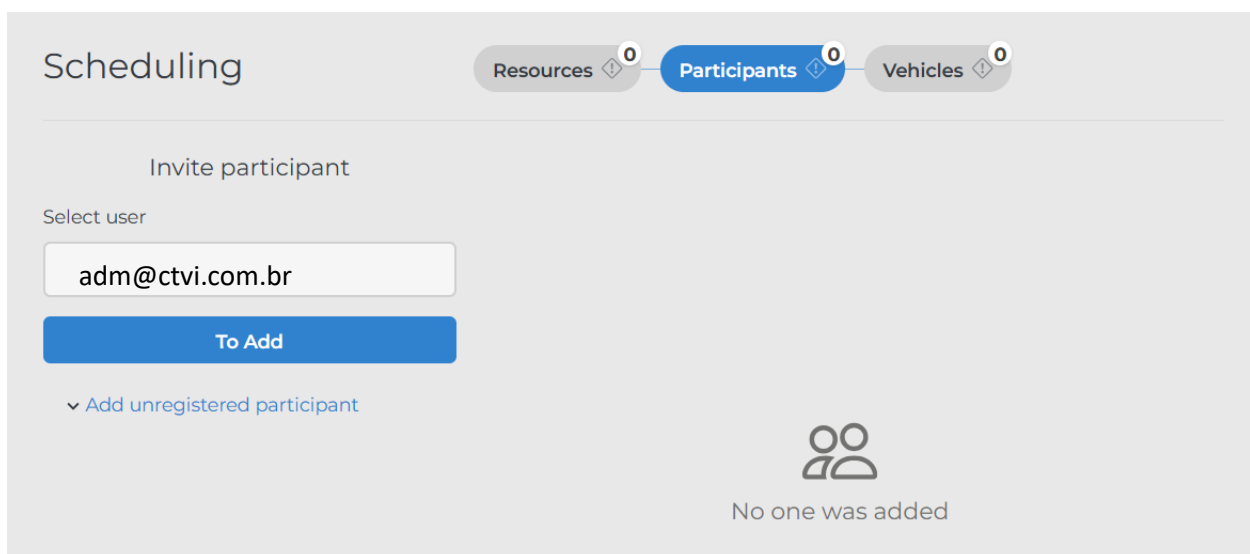
RESOURCES	FROM	TO	EXCLUSIVE
HSO PHC	10/14/2025 7:00 AM	10/14/2025 4:30 PM	 

Participant

The Participants option in the reservation is for listing all the people who will take part in the tests, for better safety and planning.

It is necessary to always include, without exception, all the people who will be coming on the day, and whoever is going to drive the vehicle must be correctly registered at CTVI and cannot be included in the reservation as an 'Add Unregistered Participant'.

- To add a participant, you must enter the email they used to register on the website (corporate email)
Example:



Scheduling

Resources 0 Participants 0 Vehicles 0

Invite participant

Select user

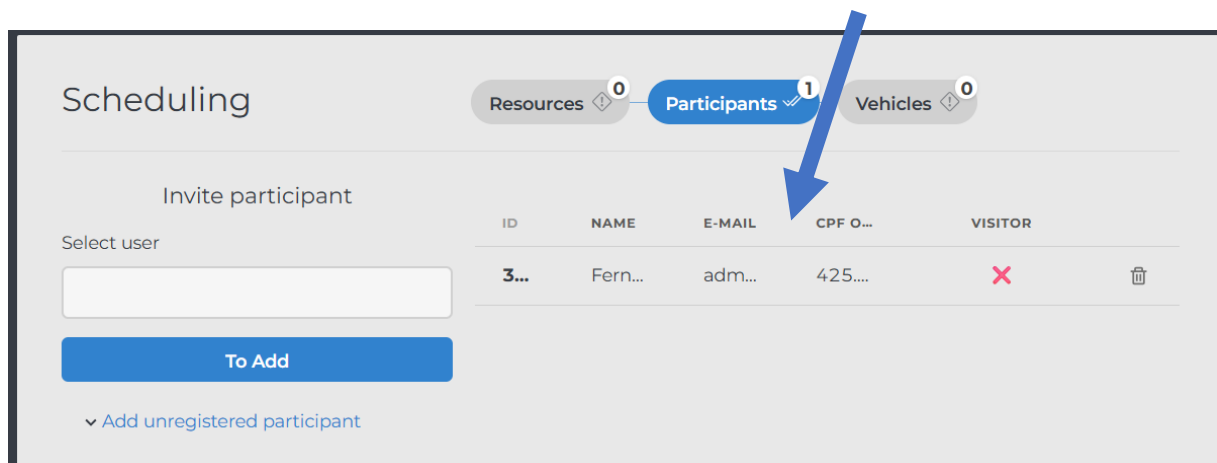
adm@ctvi.com.br

To Add

▼ Add unregistered participant

No one was added

- After that, click Add, and it will appear as follows.



Scheduling

Resources 0 Participants 1 Vehicles 0

Invite participant

Select user

To Add

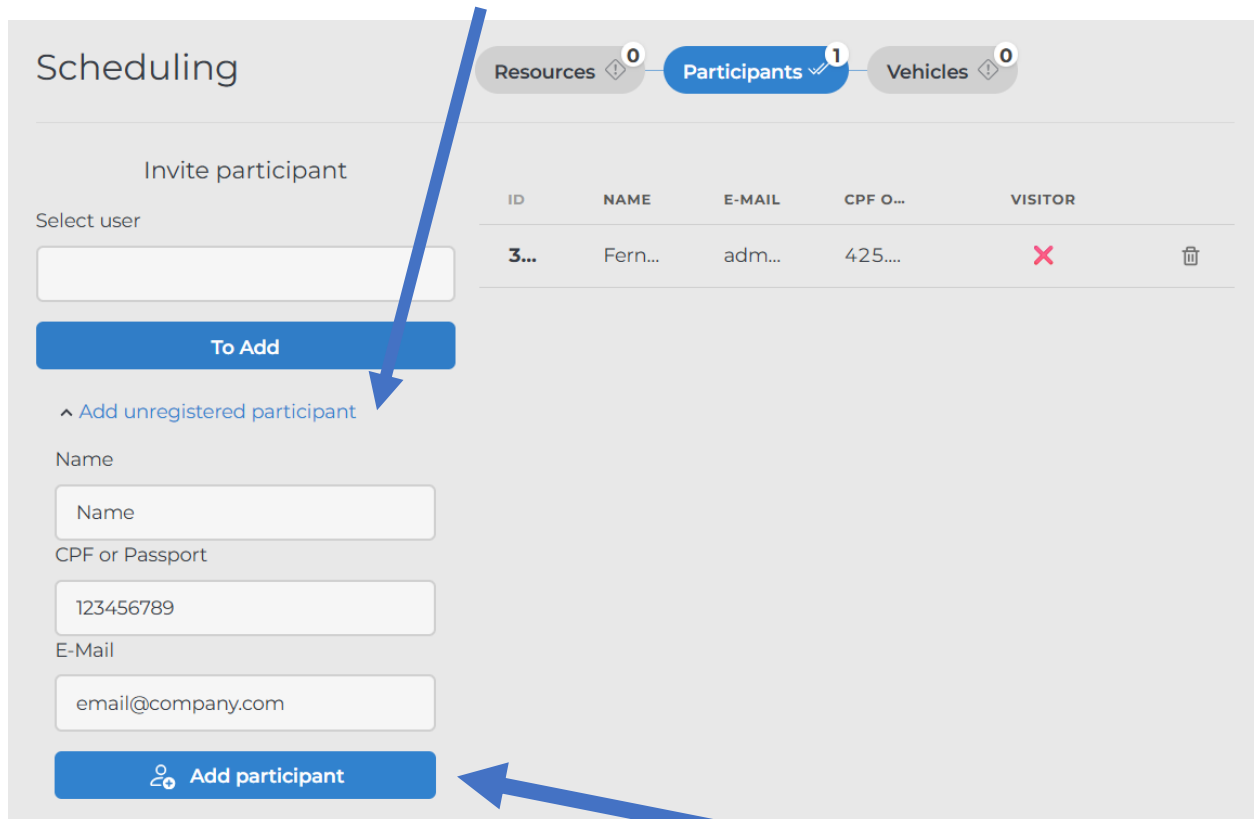
▼ Add unregistered participant

ID	NAME	E-MAIL	CPF O...	VISITOR	
3...	Fern...	adm...	425....	✗	🗑

- Anyone who will drive must be added in this way! This ensures they are properly registered.
- Multiple users sharing the same vehicle can be added to the same Schedule

To add a participant who will not drive the vehicle and will only attend the tests as a passenger, they can be added as follows

- Click on the option 'Add unregistered participant' and fill in your visitor's information.



Scheduling

Resources 0 Participants 1 Vehicles 0

Invite participant

Select user

To Add

^ Add unregistered participant

Name

CPF or Passport

E-Mail

 **Add participant**

ID	NAME	E-MAIL	CPF O...	VISITOR	
3...	Fern...	adm...	425....	X	

- After filling in the required visitor information, click 'Add Participant'.
- Once added, your reservation will appear as follows, where the registered person is marked with an 'X', indicating that they are not an accompanying passenger, but the driver.

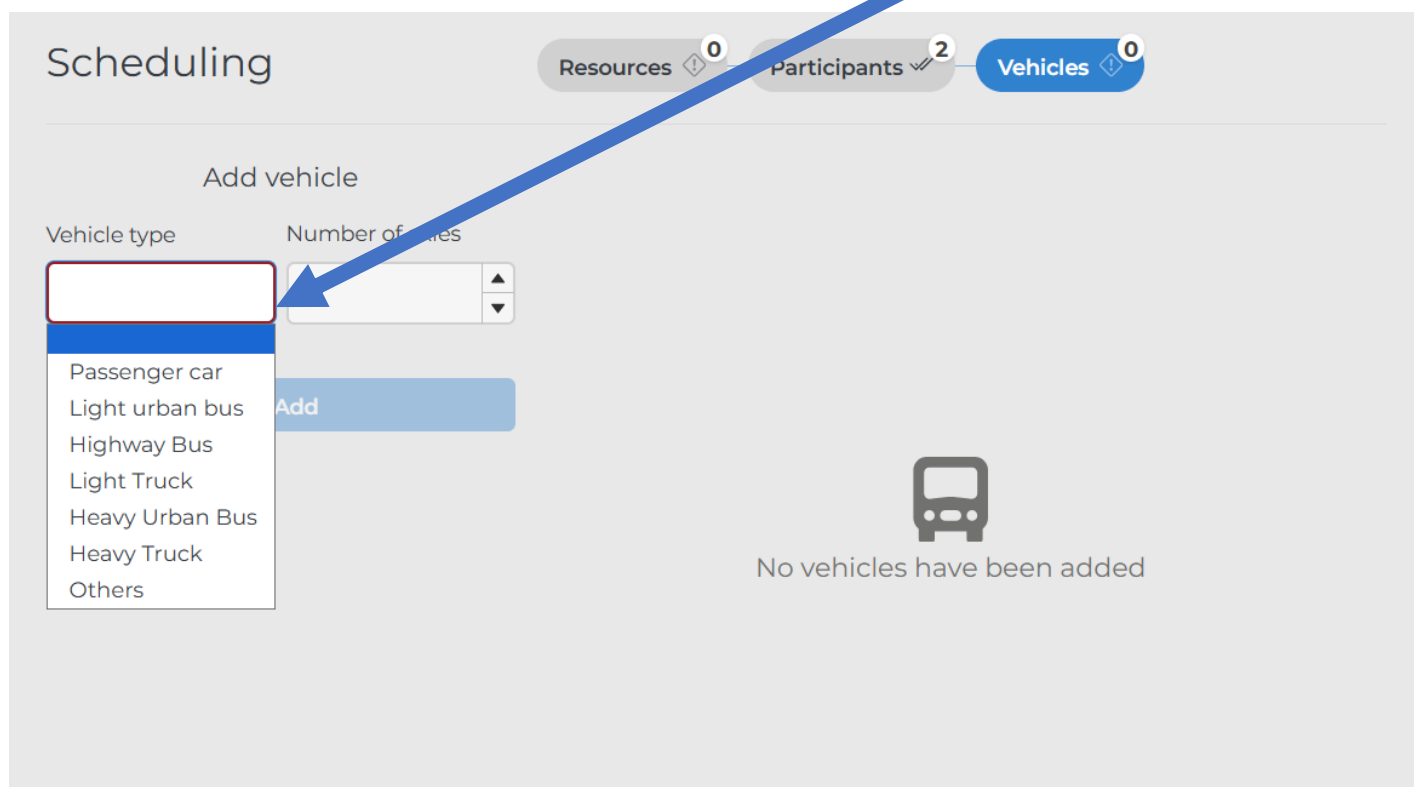
ID	NAME	E-MAIL	CPF O...	VISITOR	
3...	Fern...	adm...	425....	X	
-	Name	emai...	123...	✓	

- Always ***include all*** the people who will participate in the tests in the reservation. If someone attends but was not included, the reservation must be redone!
- The person who created the reservation must also add their own user.
- It is mandatory to have at least one licensed driver in the Schedule; Schedule made only with visitors will be disregarded.

Vehicles

In this section, you specify the type of vehicle that will be used and the number of axles per vehicle.

- To add a vehicle, click on the field below 'Vehicle Type', select the type, and enter the number of axles next to it.
- Multiple vehicles can be scheduled within the same reservation.



Scheduling

Resources 0 Participants 2 Vehicles 0

Add vehicle

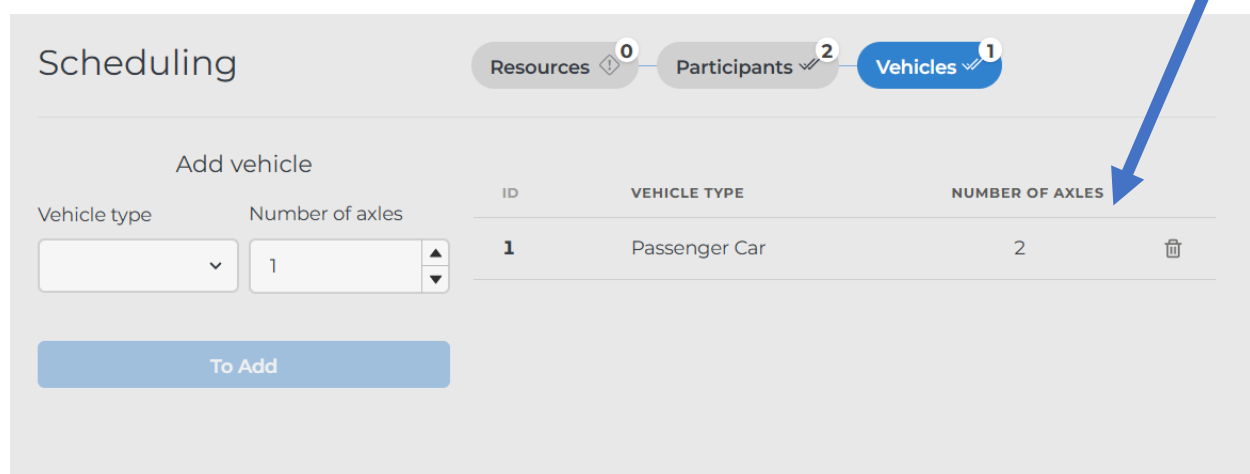
Vehicle type Number of axles

Passenger car
Light urban bus
Highway Bus
Light Truck
Heavy Urban Bus
Heavy Truck
Others

Add

No vehicles have been added

- After entering the data, click Add, and your reservation will appear as follows



Scheduling

Resources 0 Participants 2 Vehicles 1

Add vehicle

Vehicle type Number of axles

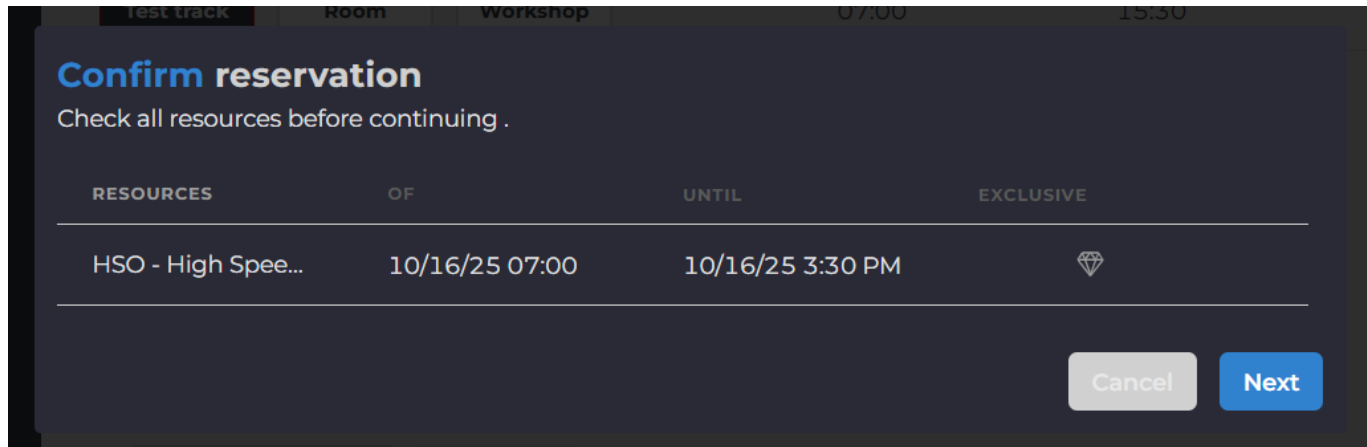
To Add

ID	VEHICLE TYPE	NUMBER OF AXLES
1	Passenger Car	2

Finalizing the Reservation

Once all the information has been filled in, click on the 'Create Reservation' option'

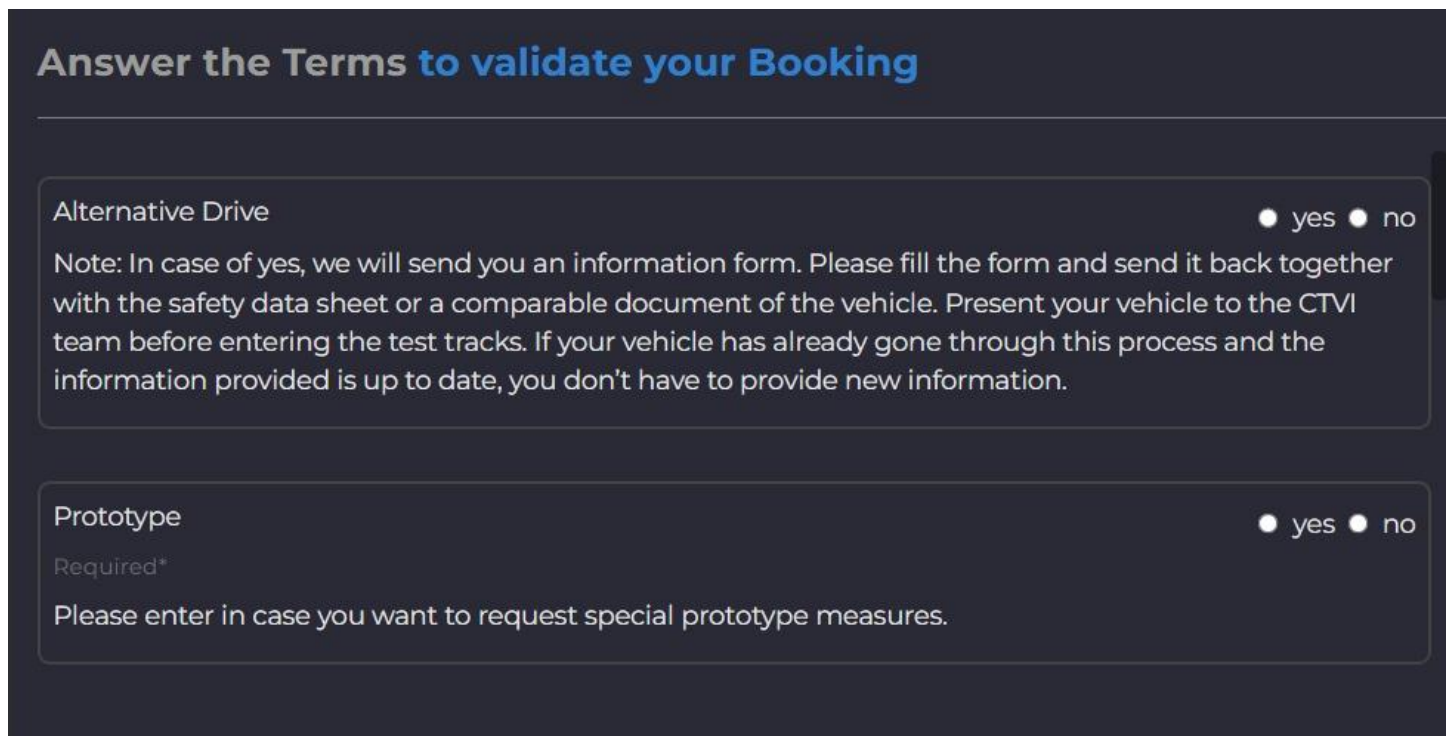
- When the reservation is created, a summary will appear for the user to review the selected resources. If everything is correct, click 'Next'.



Confirm reservation
Check all resources before continuing .

RESOURCES	OF	UNTIL	EXCLUSIVE
HSO - High Spee...	10/16/25 07:00	10/16/25 3:30 PM	

- In the next step, the user must review the terms and respond according to the requirements of their test.



Answer the Terms to validate your Booking

Alternative Drive ☐ yes ☐ no

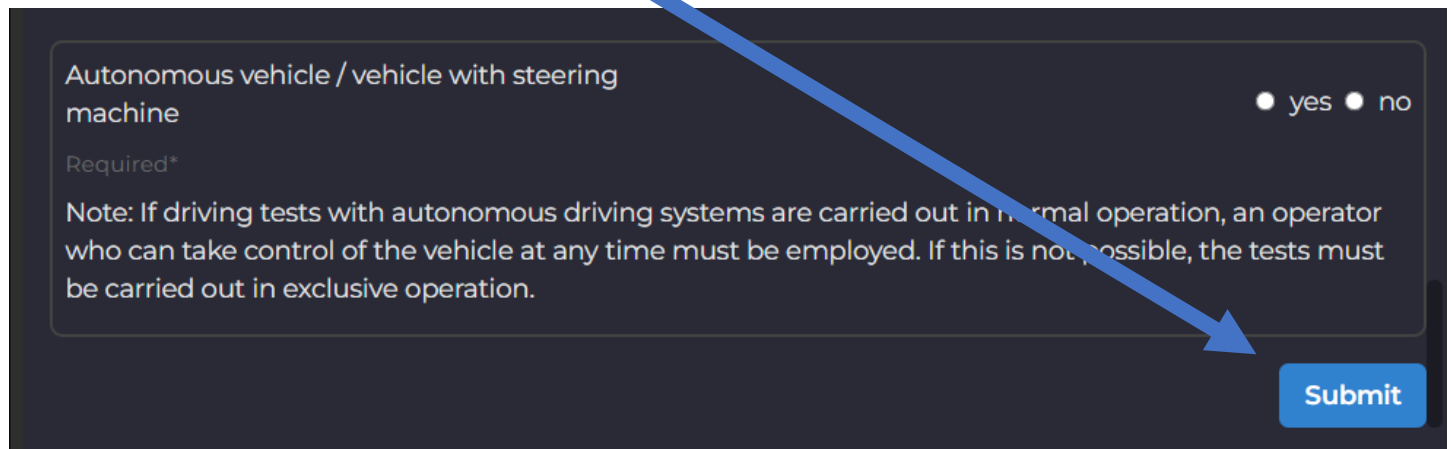
Note: In case of yes, we will send you an information form. Please fill the form and send it back together with the safety data sheet or a comparable document of the vehicle. Present your vehicle to the CTVI team before entering the test tracks. If your vehicle has already gone through this process and the information provided is up to date, you don't have to provide new information.

Prototype ☐ yes ☐ no

Required*

Please enter in case you want to request special prototype measures.

- After reviewing all the terms, click [Submit](#) to complete your registration!



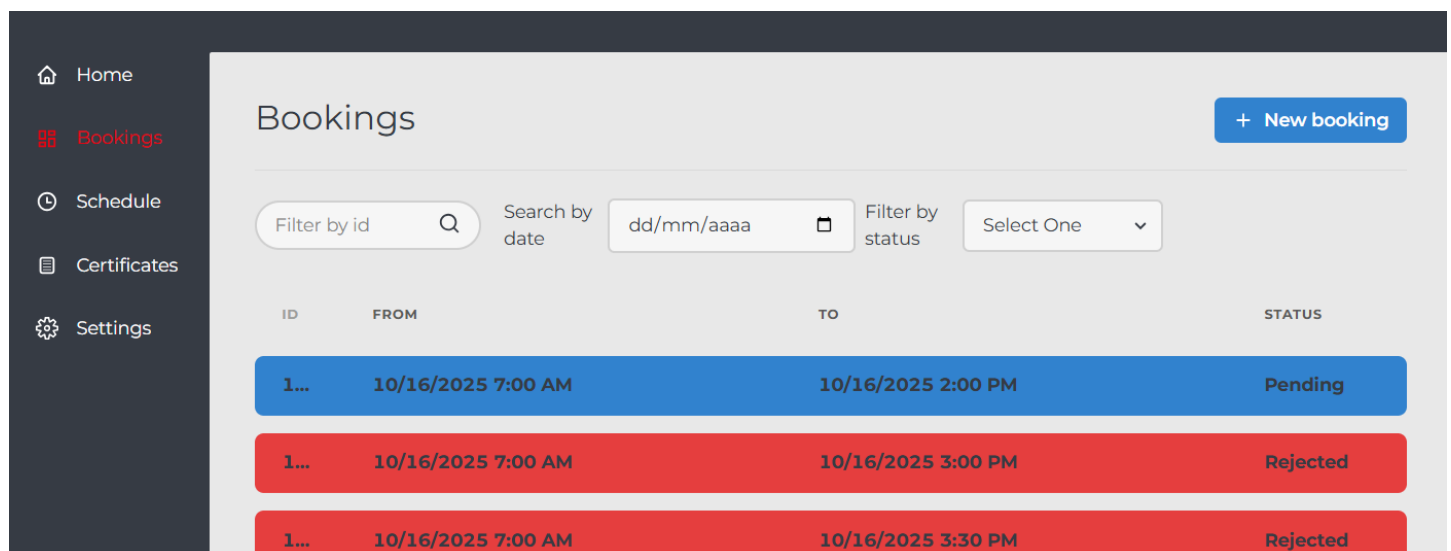
Autonomous vehicle / vehicle with steering machine ☐ yes ☐ no

Required*

Note: If driving tests with autonomous driving systems are carried out in normal operation, an operator who can take control of the vehicle at any time must be employed. If this is not possible, the tests must be carried out in exclusive operation.

[Submit](#)

- After completing this step, you can check the reservation status under the '[BOOKINGS](#)' option on the website.



ID	FROM	TO	STATUS
1...	10/16/2025 7:00 AM	10/16/2025 2:00 PM	Pending
1...	10/16/2025 7:00 AM	10/16/2025 3:00 PM	Rejected
1...	10/16/2025 7:00 AM	10/16/2025 3:30 PM	Rejected

You will receive an email confirming that your reservation has been submitted and is under review! You will then receive another email once it has been approved or rejected, which can also be checked in the "[Bookings](#)" menu after logging in.