Largo rider

USER GUIDE

# Rider App

Largo Rider shows you delivery jobs near you, guides you to the store and the customer, and tracks your earnings. Follow the setup steps in order the first time, then use the rest of the guide as a reference.

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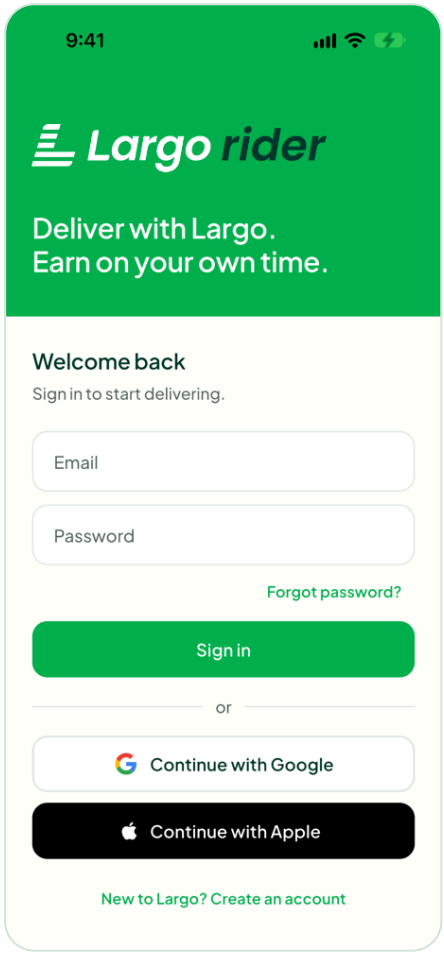
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# 1. Create your account and apply

## Step 1: Download the app

1. Download **Largo Rider** from the App Store (iPhone) or Google Play (Android).
2. Open the app.
3. Tap **New to Largo? Create an account**, or sign in with your email, Google or Apple.




The sign-in screen

## Step 2: Fill in your application

1. Tap **Apply now**.
2. **About you:** your mobile number, home address (purok or street, barangay, municipality) and the **City you will deliver in**.
3. **Emergency contact:** the name and mobile number of someone Largo can call if something happens.
4. **Vehicle:** choose **Motorcycle**, **Bicycle** or **Car**, then type your **Plate number**, **Driver's license** number and **License expiry date**.
5. **Photos:** tap **Add** for each photo in the table below, then **Take a photo** or **Choose from gallery**.

6. Tap **Submit application**.

| Photo | What to show |
|---|---|
| **Selfie** | Your face, clear and well lit |
| **Government ID** | PhilSys, UMID, passport, voter's ID… |
| **Driver's license** | Front side, readable |
| **OR/CR** | Official Receipt and Certificate of Registration of your vehicle |
| **Photo of your vehicle** | Whole vehicle, plate visible |
| **NBI or police clearance** | Photo of the clearance |
| **Biodata** | Photo of your biodata or resume |

Only your city is required, but the more you add, the faster Largo can approve you. You can also apply at largo.ph/become-a-rider.

### Step 3: Wait for approval

Largo reviews your application, usually within 1 to 2 days, and may contact you. Open the app and tap **Check again** to see if you are approved.

## 2. Set up your phone

Do this once, before your first job.

### Allow location

1. When the app asks, allow **Location**. On iPhone choose **Allow While Using App**; on Android choose **While using the app**.
2. Turn on **Precise** location so stores and customers see where you really are.
3. If you said no by mistake, open your phone's **Settings > Apps > Largo Rider > Location** and allow it.

During a job, Largo keeps sharing your location even while you use Google Maps or the screen is off. Android shows a "Largo Rider" notice; iPhone shows a blue location bar. This lets the customer follow their order.

### Allow notifications and sound

1. When the app asks, allow **Notifications**. New jobs ring with the Largo sound.
2. Keep the phone's volume up and not on silent while you work.

### Keep the app working (Android)

Some Android phones stop apps to save battery. To avoid missing jobs:

1. Open **Settings > Apps > Largo Rider > Battery**.
2. Choose **Unrestricted** (or turn off battery optimization).

### Add your payout account

1. Open the **Earnings** tab.
2. Under **Where Largo sends your money**, add your **GCash**, **Maya** or bank account. Type the account name exactly as registered.

## 3. Go online and get jobs

### Go online

1. Open the **Jobs** tab.
2. Turn the switch to **online**. You see **Receiving orders live** and **Your location is shared with Largo**.
3. Go offline when you stop working. (You can only go offline after you finish your delivery.)

### Accept a delivery job

While you are online, new orders near you appear under **Orders near you**, with a sound alert. Each job shows the store, the customer's area and how the customer pays (**Cash ₱…** or **Paid online**).

1. Tap **See job** to look at the details.
2. Tap **Accept order** to take it. The job is now yours and other riders no longer see it.

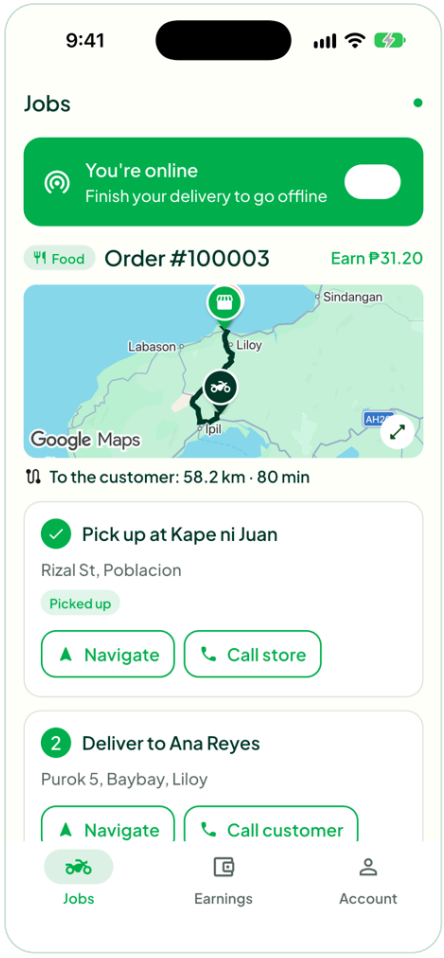
### Rides, padala and pabili

You may also see **Rides & padala near you**. For each request:

- Tap **Accept** to take it at the customer's price.
- Tap **Send offer** and type **Your price** to offer a different price. The customer decides.
- Tap **Decline** to skip it.

# 4. Deliver a food order

Your job shows two steps with a map.




A delivery in progress: map, pick-up step and delivery step

## Step 1: Pick up at the store

1. Tap **Navigate** for directions, or **Call store** if you need to.
2. The status shows **Store is preparing**, then **Ready for pickup**.
3. **Cash orders:** pay the store for the food in cash.
4. Check the items and tap **Picked up**.

## Step 2: Deliver to the customer

1. Tap **Navigate** to the customer's address, or **Call customer**. You can also send a quick message such as "I'm on my way" or "I'm outside".
2. **Cash orders:** collect the full amount shown (food plus delivery fee). **Paid online:** nothing to collect.
3. Tap **Delivered**, then **Yes, delivered**.

The delivery fee is yours to keep. Tips go 100% to you.

## 5. Do a ride, padala or pabili

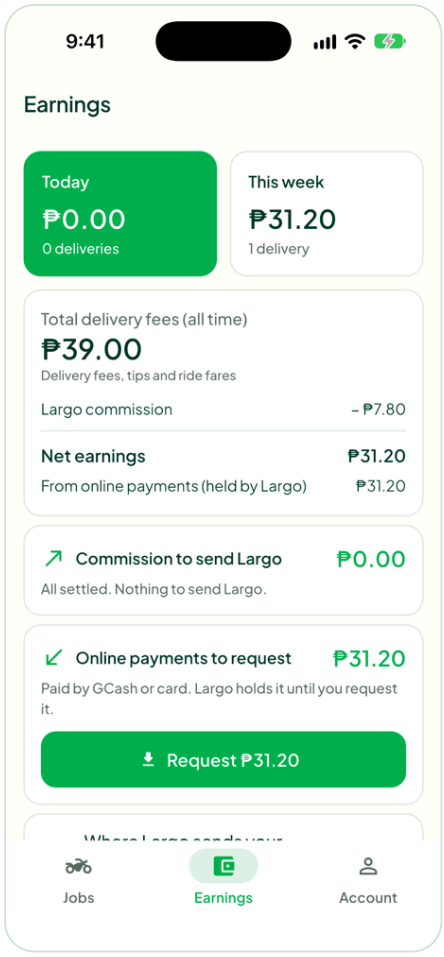
After you accept, follow the steps on the trip card:

| Job | Steps |
|---|---|
| Ride | **Go to the pickup point** › **Passenger on board** › go to the drop-off › **Trip done** |
| Padala | **Go to the pickup point** › **Got the parcel** › **Go to the drop-off** › deliver |
| Pabili | **Go to the store** › **Buy the items on the list** › type how much the items cost (from the store receipt) › **Bought the items** › deliver |

Tap **Navigate** on any step for directions. If you really cannot finish, tap **Cancel trip**; the job goes back to other riders.

## 6. Earnings and payments

The **Earnings** tab shows your deliveries today and this week, your delivery fees, tips and ride fares, Largo's commission, and what is left for you.




The Earnings tab

## Send Largo its commission (cash orders)

For cash orders you keep the delivery fee and send Largo only its commission.

1. On the **Earnings** tab, see the amount to send Largo.
2. Send it by GCash, Maya, bank, or as **Cash at the Largo office**.
3. Tap **I've sent it**, type the **Reference number** from your receipt, and attach a screenshot (optional).
4. Tap **Send to Largo for checking**. Largo confirms it and your balance updates.

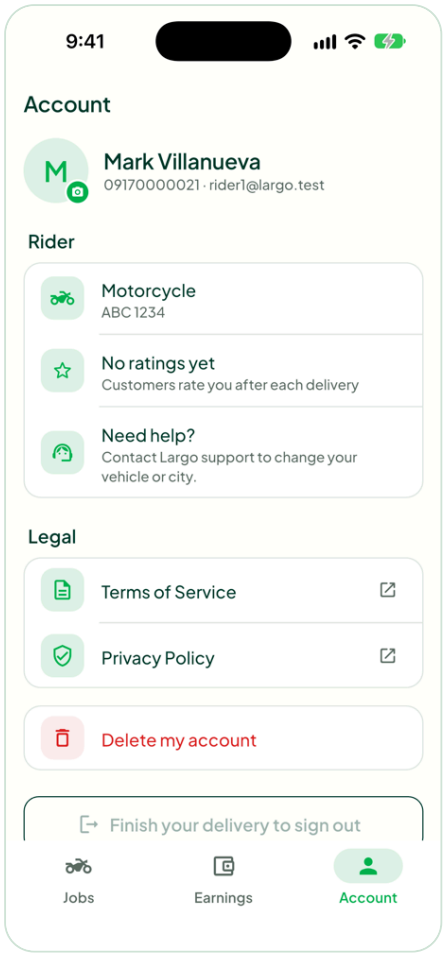
## Request online earnings

For orders paid by GCash or card, Largo holds your earnings until you ask for them.

1. Check that your payout account is set.
2. Under **From online payments (held by Largo)**, tap **Request**.
3. Largo sends it to your GCash, Maya or bank account.

# 7. Account and help

The **Account** tab has your profile, photo, vehicle and ratings. To change your vehicle or city, contact Largo support.




The Account tab

- **Sign out:** tap the button at the bottom (finish any delivery first).
- **Delete my account:** also on the Account tab.

Largo rider

## Need help?

Email partner@largo.ph or visit largo.ph.