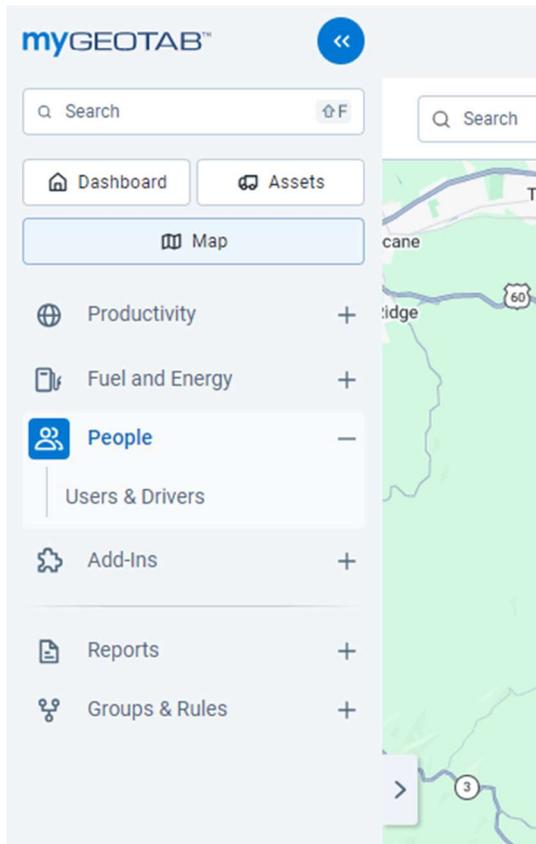# Creating a User Account

(Giving a user access to the GeoTab portal)

1. From the GeoTab menu, select **People**, then **Users & Drivers**.

2. Select the **plus** sign in the top right corner top open the Add User page.

3. Under *User Details*, enter the driver's name and email address.

USER INFORMATION

Username (Email) ⓘ	
First name ⓘ	
Last name ⓘ	
Designation	
Employee number	
Phone number	Ext.
Groups	Select groups ⌄
	Select Group(s)
Data access ⓘ	Everything Modify

4. Select the *Groups* dropdown menu, choose **ARI Integration**, then **Bill Code**, and select the bill code(s) you would like to assign.

5. Under *Security and Authorization*, select the *Security Clearance* dropdown and choose **AFC Admin – State of West Virginia**.
*This step is what separates a driver account from an administrative account.

6. If the user is also being added as a driver, navigate to the *Driver* tab at the top of the page and select **NO** for '*prevent driver from access to shared data'.*

7. Select **Add new driver key**, choose **NFC**, from the dropdown menu, enter the number found on the back of the driver's key fob and hit the blue checkmark.

8. Click save in the top right corner and close. If you wish for the user to receive automated monthly reports, <u>contact Fleet Management to enable to reporting feature for this user</u>.