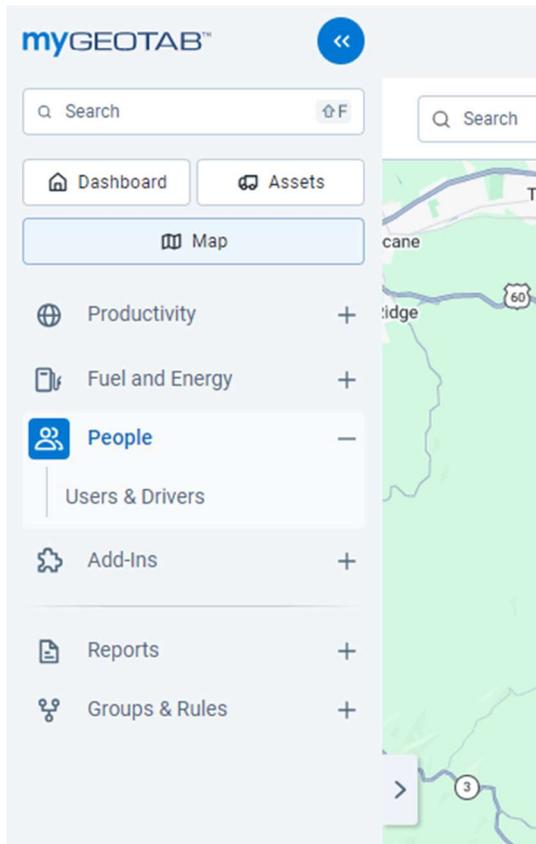


Creating a User Account

(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 Group(s)

Data access [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.

AUTHENTICATION AND SECURITY

Authentication type

Basic Authentication

Basic Authentication:
If you're unsure which authentication type to use, then select Basic Authentication.

Security clearance ⓘ

AFC Admin - State of West Virginia

AFC Admin - State of West Virginia

Nothing

Pool Driver - State of West Virginia

Comments

- 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*’.

User Driver UI Settings Map Settings Beta Features System Communications Support

USER IS A DRIVER

This user is a driver Yes No

Prevent driver access to shared data Yes No

- 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.

NFC

TA16UHT

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