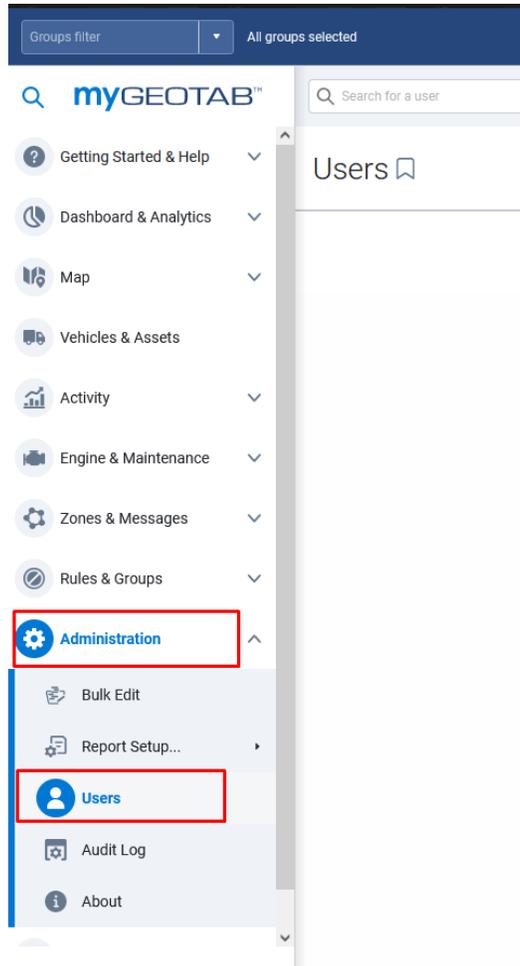
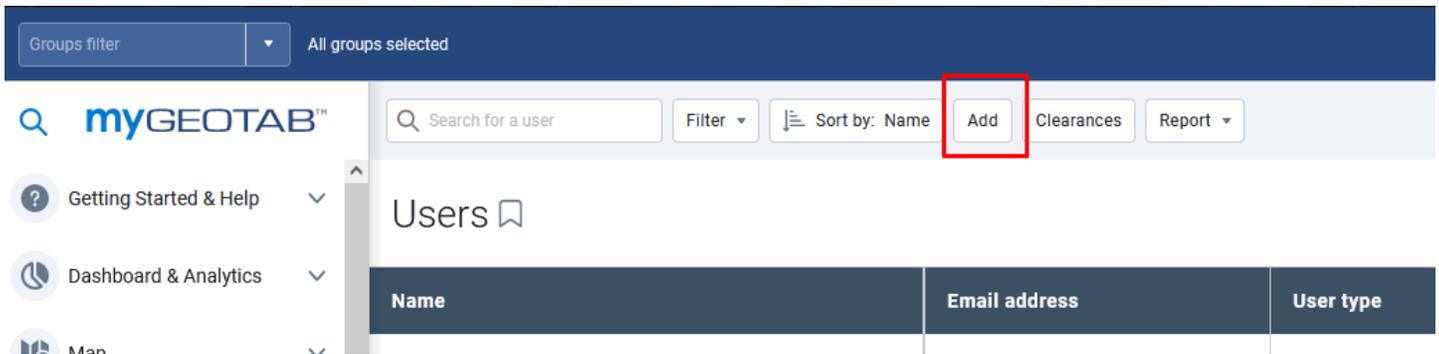


Adding a Driver to GeoTab (Not needing GeoTab Access)

1. In GeoTab go to Administration and select Users.



2. When you get to the user list select Add towards the top middle of the screen.



3. The Add User page will open. Fill in the Driver's email, first name, and last name. Change "Force password change on next login" to No and type in a generic password for the driver. Under "Groups:" select the appropriate Bill Code for the driver.

myGEOTAB™

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Add User [Show help](#)

User Driver UI Settings Map Settings Feature Preview System Communications Support

USER INFORMATION

User (Email):

First name:

Last name:

Authentication type:

Basic Authentication:
If you are unsure, use this option. We will handle your user accounts for you.

Password:

Confirm password:

Force password change on next login:

Security clearance:

Groups:

AD94

Data access: [Modify](#)

4. Select the Driver tab under Add User. Select Yes for "This user is a driver:". Make sure that Yes is selected for "Prevent driver access to shared data:". Click "Add new driver key" and in the dropdown, select NFC. In the box below NFC type in the number that appears on the key FOB you are assigning the driver and click the check mark box. Click save at the top left of the screen and that driver will now be able to FOB into vehicles with Telematics.

The screenshot shows the myGEOTAB 'Add User' interface. The 'Save' button at the top left is highlighted with a red box. Below it, the 'Driver' tab is selected and highlighted with a red box. The 'USER IS A DRIVER' section is highlighted with a red box, containing two toggle switches: 'This user is a driver:' (set to Yes) and 'Prevent driver access to shared data:' (set to Yes). The 'KEYS' section is highlighted with a red box, showing a dropdown menu set to 'NFC' and a text input field with a checkmark button. The 'HOME GROUP' section is highlighted with a red box, containing a toggle switch for 'Same as data access:' (set to Yes). The 'DRIVER LICENSE' section is visible below, with fields for 'Driver license number:' and 'License state/province:' (set to North America).