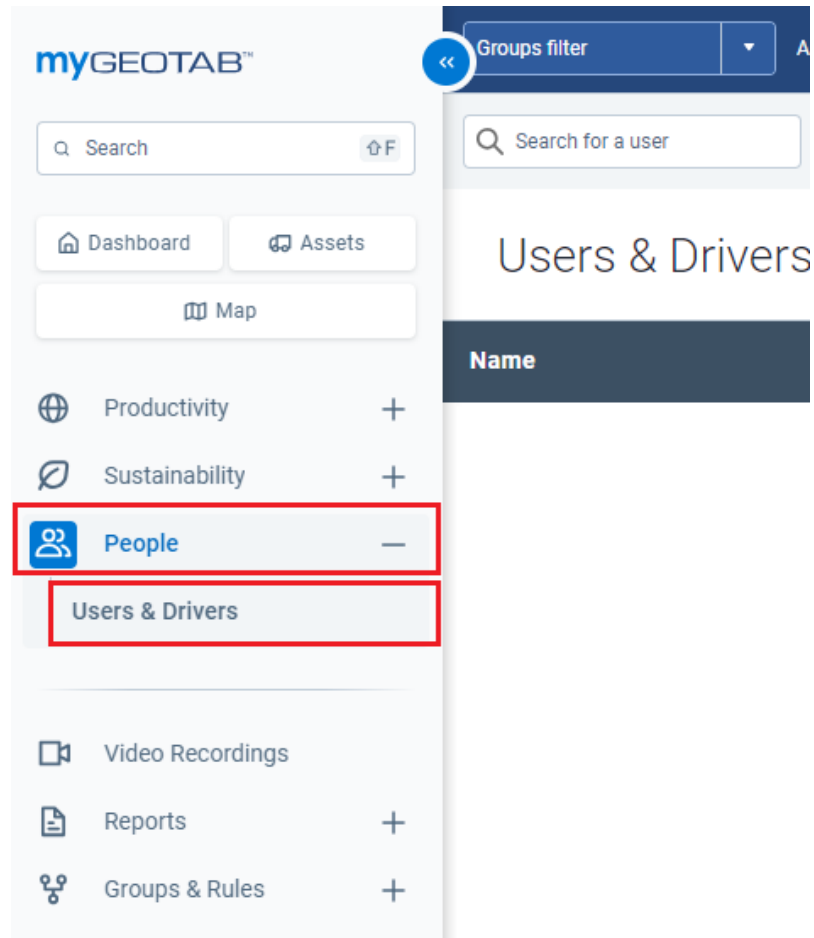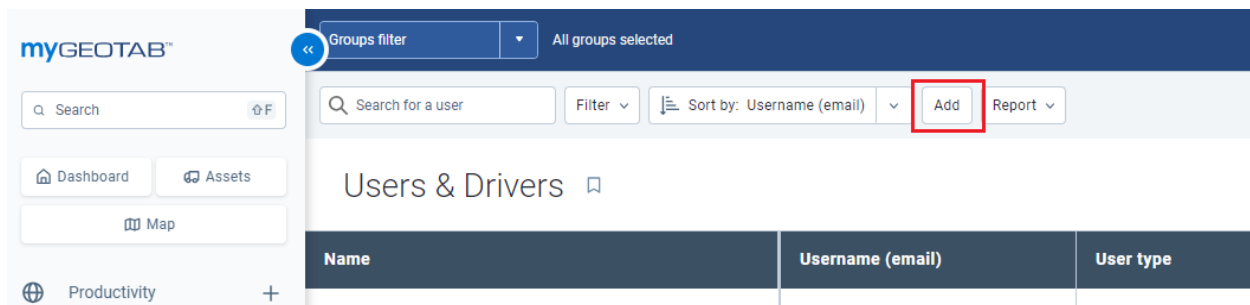**Adding a Driver to GeoTab (Not Needing GeoTab Access)**

1. In the lefthand menu on GeoTab, go to People and select Users and Drivers

2. Once you have opened the User List, select Add from the top of the screen

3. The Add User page will open. Under <u>User Information</u>, enter the driver's email address, first name, and last name. Click the dropdown menu next to <u>Groups</u>, select ARI Integration, Bill Code, then select the appropriate bill code for the driver.

4. On the same page, under Authentication and Security, select **NO** for "force password change on next login" and create a generic password for the driver. Next to Security Clearance, click the dropdown menu and select "Pool Driver – State of West Virginia".

5. From the menu at the top of the screen, select the Driver tab. Select **YES** for "this user is a driver", then select **YES** for "prevent driver access to shared data". Click "add new driver key" and select "NFC" from the dropdown menu. In the box below, enter the number that appears on the FOB you are assigning the driver and click the blue check mark to the right.

6. From the menu at the top of the screen, select <u>System Communications</u>. Next to "Receive email reports", select **OFF**. Hit save at the top left of the screen.