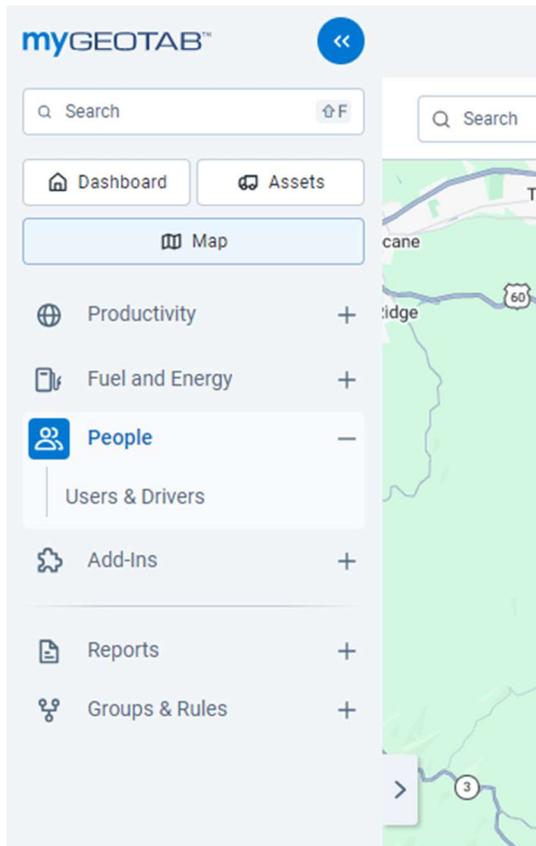


Creating a Driver Account



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

2. Select the **plus** sign in the top right corner to 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

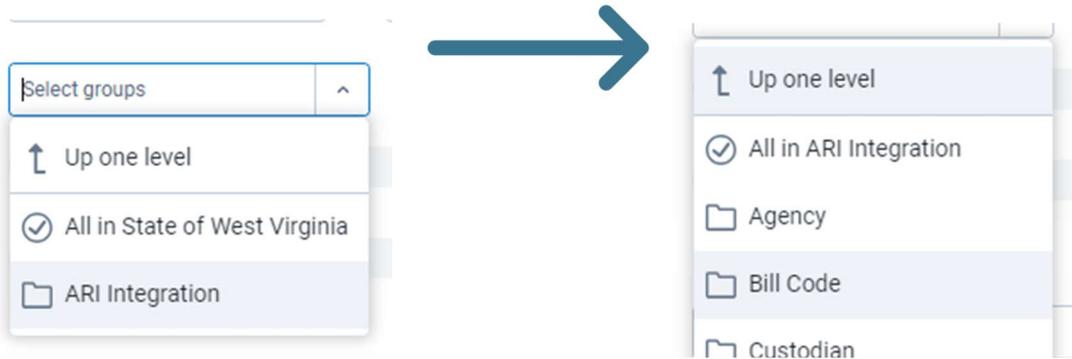
Phone number Ext.

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 **Pool Driver – State of West Virginia**.

*This step is what separates a driver account from an administrative account.

Authentication type

Basic Authentication

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

Security clearance ⓘ

Pool Driver - State of West Virginia

Comments

AFC Admin - State of West Virginia
Nothing
Pool Driver - State of West Virginia

6. Navigate to the *Driver* tab at the top of the page and select **YES** for both options under *User is a Driver*.

User **Driver** UI Settings Map Settings Beta Features System Communications Support

USER IS A DRIVER

This user is a driver

Prevent driver 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.

NFC

TA16UHT|

8. Navigate to the *System Communications* tab and ensure all options are toggled to **OFF**. Click **Save** in the top right corner.

System Communications

Receive email reports

Show in-app news notifications

Maintenance notifications

Service disruption notifications

Note: GeoTab will automatically send a welcome email prompting the driver to create a password. Since drivers do not use the portal, we recommend notifying them to disregard this email. Drivers do not need to sign in to activate their account or track data.