Learning Objectives

In this training session, you will:

• Invite a driver to register on the EROAD Driver Portal
• View the driver registration process
• Log into the EROAD Driver Portal
• Change duty status
Invite a Driver to Use the EROAD Driver Portal
Invite a Driver to Use the EROAD Driver Portal

The EROAD Driver Portal allows drivers to remotely log into the portal and change duty status to either ON duty or OFF duty. Other duty status changes must be performed on the in-vehicle device.

Perform the following tasks to invite a driver to use the driver portal.

1. Click the **Driver** menu in Depot.
2. Click the driver’s name in the list or use the **Search** field to select a driver’s name.
3. Click the **Action** button on the Drivers screen.
4. Click the **Invite to Driver Portal** option.

**Note:** A driver’s email address must be entered in the driver’s profile before inviting him/her to use the EROAD Driver Portal.
Invite a Driver to Use the EROAD Driver Portal - continued

The Invite Drivers dialog box appears. You can invite one or more driver’s to register on the driver portal.

5. Click the checkbox beside the name(s) of the driver(s), who you want to invite to the EROAD Driver Portal.

6. Click the Send Invite button.

Note: Driver names are shaded and unavailable if their email addresses are not entered in Depot.
Driver Completes the Portal Registration
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An email confirmation is sent to the driver’s email account.

1. The driver opens the email message. *(Note: Drivers might need to check their junk mail folder.)*
2. Tap the **Sign Up** button and complete the registration.
Driver Completes the Portal Registration - continued

The EROAD Driver Portal Welcome screen appears so the driver can login and create a unique password.

1. Tap the **Create your password** field and enter a unique password to access the portal. The password can be up to eight characters and should include one upper-case letter and one number.

2. Tap the **Confirm your password** field and re-enter the password.

3. Tap the **Continue** button.
Driver Changes Duty Status in the Driver Portal

The EROAD Driver Portal opens and displays the driver’s last duty status.

1. Tap the duty status icon.
Driver Changes Duty Status in the Driver Portal - continued

Perform the following tasks to change your duty status.

2. Tap the OFF or ON duty status.
3. Tap the Location* field and enter your location as city and state (abbreviated).
4. Tap the Remarks* field and enter a comment about the duty status change.
5. Tap the Save button.

*(required fields)

Note: Use https://depot.eroad.com/Portal/login.jsp to access the Driver Portal when you are away from the vehicle and need to change your duty status. Other duty status changes must be performed on the in-vehicle device.
Learning Summary

In this training session, you:

• Invited a driver to register on the EROAD Driver Portal
• Viewed the driver registration process
• Logged into the EROAD Driver Portal
• Changed duty status
THANK YOU