

# EROAD

## EROAD Driver Portal Training



[eroad.com](http://eroad.com)



# Learning Objectives

---



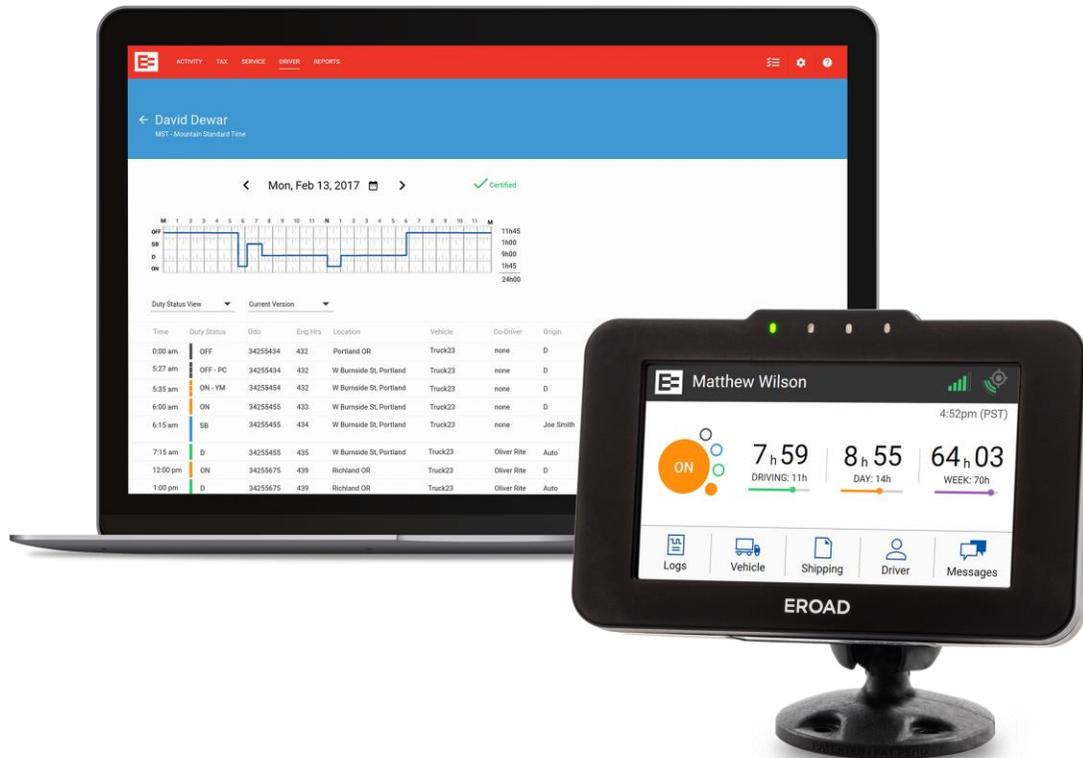
In this training session, you will:

- 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



**EROAD**



# 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.

The screenshot shows the EROAD Driver Portal interface. The top navigation bar includes 'ACTIVITY', 'TAX', 'SERVICE', 'DRIVER', and 'REPORTS'. The 'DRIVER' menu is highlighted with a red box and labeled '1'. Below the navigation bar, there is a sidebar with 'Drivers' and 'Unidentified Trips' options. The main content area is titled 'Drivers' and contains a table with columns: Name, Alias, Driver ID, Mobile, PIN, and Notifications. A search field is located above the table, with the text 'mat' entered. The search field is highlighted with a red box and labeled '2'. The table contains one entry for 'Matthew Wils...' with an alias 'M.Wilson' and Driver ID '1286539947'. The entry is highlighted with a red box and labeled '2'. To the right of the table, there is an 'ADD DRIVER' button and a three-dot menu icon. The three-dot menu icon is highlighted with a red box and labeled '3'. A dropdown menu is shown below the three-dot menu, with the 'Invite to Driver Portal' option highlighted with a red box and labeled '4'. Other options in the dropdown include 'Export ELD Logs' and 'View Inactive Drivers'.

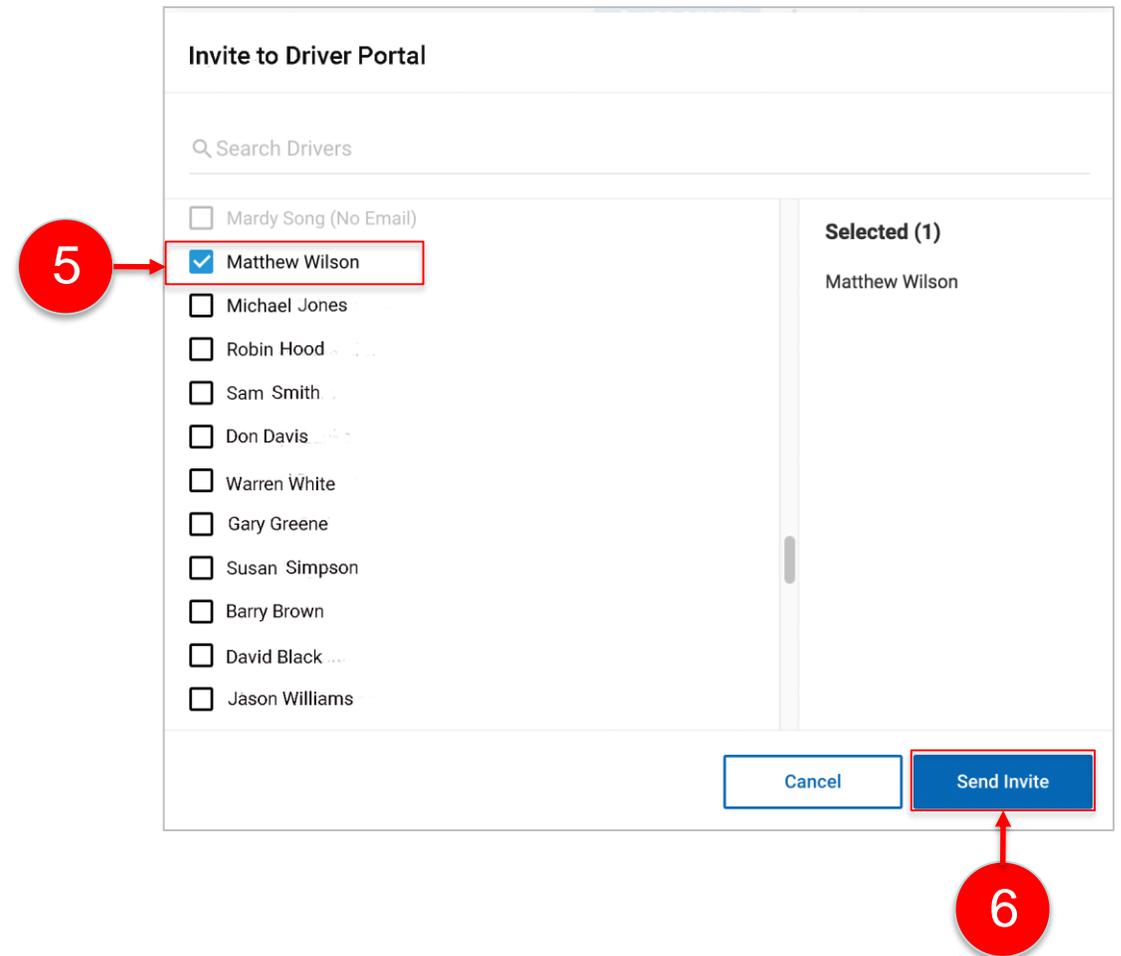
# Invite a Driver to Use the EROAD Driver Portal - continued



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



**EROAD**

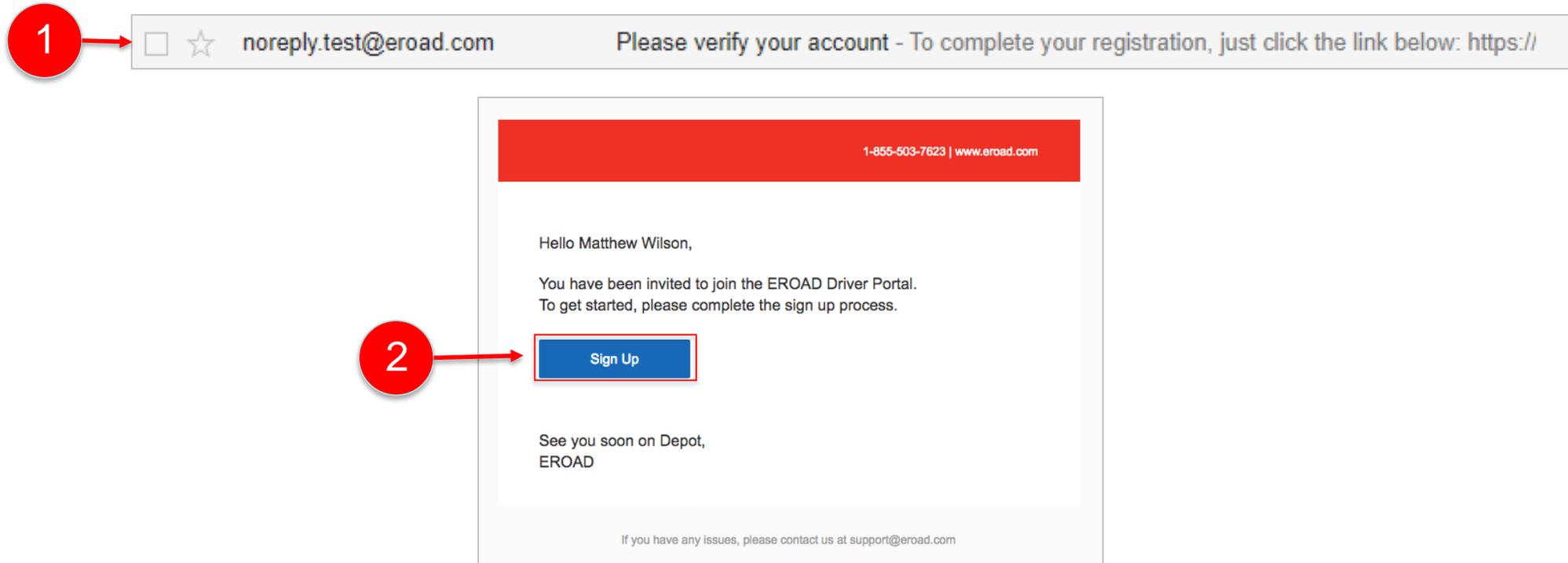


# Driver Completes the Portal Registration



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.

A screenshot of the EROAD Driver Portal registration screen. The screen has a red header with the EROAD logo. Below the header, it says "Matthew Wilson, Welcome to EROAD Driver Portal". Underneath, it displays "Username: M.Wilson@gmail.com". There are two password input fields: "Create your password\*" and "Confirm your password\*", both with eye icons for visibility. A blue "Continue" button is at the bottom right. Three red circles with numbers 1, 2, and 3 are on the left, with arrows pointing to the first password field, the second password field, and the "Continue" button respectively. At the bottom, there is a copyright notice: "© 2017 EROAD Limited, All rights reserved. Access to and use of this website is governed by EROAD's Terms and Conditions".

Matthew Wilson, Welcome to  
**EROAD Driver Portal**

Username: M.Wilson@gmail.com

Create your password\*

1

2

Confirm your password\*

Your details are not correct?  
Contact your fleet administrator

3

Continue

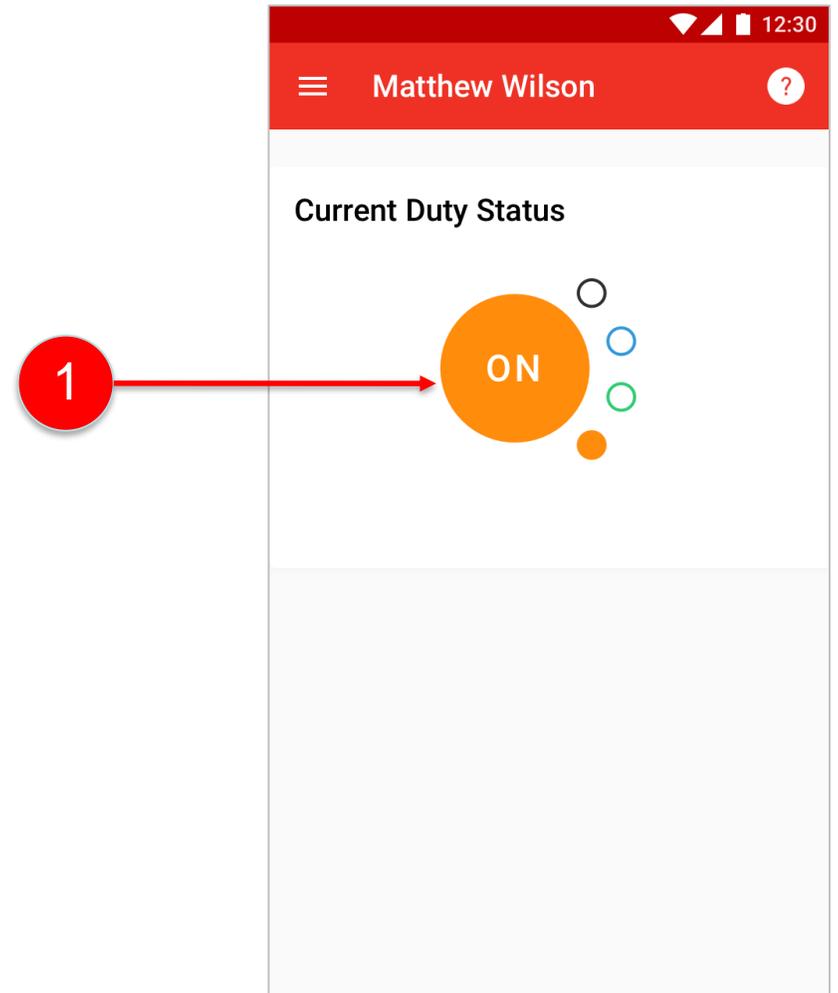
© 2017 EROAD Limited, All rights reserved.  
Access to and use of this website is governed by  
EROAD's [Terms and Conditions](#)

# 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.

A screenshot of a mobile application interface for changing duty status. The screen has a red header with a hamburger menu icon, the name 'Matthew Wilson', and a help icon. Below the header, the title 'Change Duty Status to' is displayed. There are two circular buttons: 'OFF' (white with black text) and 'ON' (orange with white text). Below these are three text input fields: 'Location\*' containing 'Oregon City, OR', 'Remark\*' containing 'Finish for the day', and a 'Cancel' button and a 'Save' button. Five red circular callouts with numbers 2 through 5 point to the 'OFF' button, the 'Location\*' field, the 'Remark\*' field, the 'Save' button, and the 'Save' button respectively.

# 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

---

