

Setting up your ELD Account

This document is a reference guide for the required set-up for your ELD solution. How you will do your set-up is dependent on if you are: a **New Client** or an **Existing client adding ELD**.

New Clients

If you are a brand new client, your set-up for ELD will be done from your GPS tracking platform. The GPS platform is also where you will retrieve your State Mileage report.

DO NOT COMPLETE THE SETUP DIRECTLY INTO YOUR ELD ADMIN PORTAL.

(This will cause issues with set-up).

You will need to enter the following data in your **GPS** account:

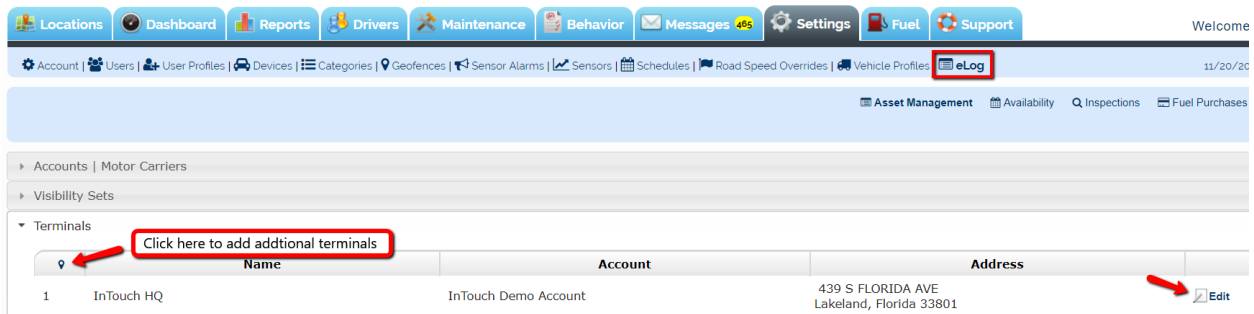
- 1) **Drivers** – you will need to enter all of your drivers' information in the Drivers tab. Click on "New Driver" in the right corner and fill out the required fields including the ELD section by clicking on the "Check to enable driver for ELD" checkbox. The Department of Transportation requires that every mile driven on a vehicle with ELD is accounted for, *regardless of who is driving*, so that means you will have to create a driver login for anyone who will access those vehicle(s). Any drivers who are not required to log Hours of Service (but will use a vehicle with ELD) will be marked as "Exempt." (You must also mark them as Active.)
- 2) **Users** – any Users that will need to log into both the GPS tracking platform as well as the ELD Admin portal can be entered in your GPS tracking account in the Users section under the Settings tab. Be sure to click on the "Check to enable user for ELD" checkbox to fill out the additional required fields, including the User Role. More details on User Roles are following. Be sure to click the Update button at the bottom to save these changes.

- 3) **Devices** – this is where you will match up the identification number of the tracking device (listed on the back of each device) with the vehicle it was installed in to give the device a custom name (vehicle identifier). If you have already installed the tracking devices into the vehicles according to the assigned VIN, you can cross reference this in your account by going the ELD section under then main Settings tab and clicking on Equipment. Here you will find the device identification numbers matched up with each VIN. By looking up the vehicle for each VIN, you can then associate the vehicle with the device identification number and go to the Devices section to rename from the identification number to a custom vehicle identifier. Under the main Settings tab click on Devices. Then click edit next to each device and click on Device Details to fill in the name and additional details. Again, remember to click the “Check here to enable device for ELD” checkbox to fill in the additional required fields, including selecting the correct inspection form to be used for DVIR’s. Be sure to click the Update button at the bottom to save these changes. See below regarding adding trailers.
- 4) **Trailers** – Trailers can be added in the ELD Section under the main Settings tab. Click on the Equipment section and then the vehicle icon to add a trailer and fill in the details. Make sure under the “Type” dropdown box to select Trailer and click Save Equipment at the bottom.
- 5) **Additional Terminals** – We have entered the first terminal for you, but if you have more than one terminal you will need to enter them in the ELD section under the Settings tab. Click on the Terminals section and click the “pin drop” icon to add additional terminals.
- 6) **User Roles** – User Roles are permissions within the ELD Admin portal. To learn what permissions each role includes, click on the User Roles section under ELD in the Settings tab and click Edit next to each one to see the details.
- 7) **Carrier Information** – you will need to add your Carrier information with your DOT number in the Accounts/Motor Carriers section of ELD under the main Settings tab.

Existing Users

If you already have a GPS tracking account, you will already have done much of the setup required for ELD. All you will need to enter is a custom name for any new ELD tracking devices in the Devices section under the Settings tab and if you have not already entered drivers into your Drivers tab, you will need to enter them there (see Drivers section above). Once that is done, you can go to the **ELD** section under Settings to “copy” over your existing into in your GPS tracking account to be available for ELD.

We have already added the first Terminal for you (your shipping address) but if this address is not correct or you need to add additional terminals you can add and/or edit in the Terminals section.

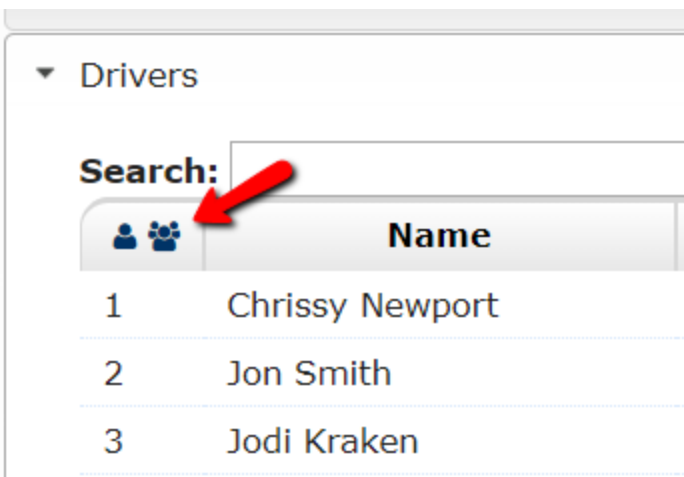


The screenshot shows the eLog interface with the following elements:

- Navigation tabs: Locations, Dashboard, Reports, Drivers, Maintenance, Behavior, Messages (45), Settings, Fuel, Support.
- Account menu: Account, Users, User Profiles, Devices, Categories, Geofences, Sensor Alarms, Sensors, Schedules, Road Speed Overrides, Vehicle Profiles, eLog (highlighted).
- Secondary navigation: Asset Management, Availability, Inspections, Fuel Purchases.
- Section: Terminals
- Table with columns: Name, Account, Address, and an Edit button.

	Name	Account	Address	
1	InTouch HQ	InTouch Demo Account	439 S FLORIDA AVE Lakeland, Florida 33801	Edit

In the Equipment, Users, and Drivers section under ELD, you will click on the corresponding icons to “copy” over for ELD.



The screenshot shows the Drivers section with the following elements:

- Section: Drivers
- Search bar with a search icon and a red arrow pointing to the copy icon (two people).
- Table with columns: ID, Name.

	Name
1	Chrissy Newport
2	Jon Smith
3	Jodi Kraken

Click the first icon to add just one or the second to add multiples at once.

Trailers – Trailers can be added in the Equipment section under ELD. Click on the vehicle icon to add a trailer and fill in the details. Make sure under the “Type” dropdown box to select Trailer and click Save Equipment at the bottom.

User Roles – User Roles are permissions within the ELD Admin portal. To learn what permissions each role includes, click on the User Roles section under ELD in the Settings tab and Edit next to each one to see the details.

Carrier Information – you will need to add your Carrier information with your DOT number in the Accounts/Motor Carriers section of ELD under the main Settings tab.

Thank you for choosing our ELD solution!