FleetRisk Manager

Quick Start Guide for Drivers

This guide for drivers is provided to help you quickly and easily access the FleetRiskManager website, set up your own account and start using the various modules.

What you will need ◣

If you are registering for the first time, you will need the following:

– A unique email address (can be business or private)

– Your vehicle details including Tax, MOT and Insurance (where applicable)

– Your 16 digit Driiving Licence Number found on your driving licence (where applicable)

– A Registration Key or system generated invitation email

Creating Your Own Account ◣

Step 1

Access the FleetRiskManager website. The Internet Address (URL) will be given to you by your Company, or provided in an automated invitation email.

> If you receive a system generated invitation email go to Step 7

Step 2

The **Account Log On** page will appear. Select **Register Now** under New Users. The **Registration** form will appear.

Step 3

Enter the Registration Key in the box provided.

Step 4

Enter your username which should be your unique email address

Step 5

Create a password using the format specified (repeated under step 7)

Step 6

Click on **Register**

> **What next?**
>
> Option 1 If the Personal Details page appears, go to Step 10
>
> Option 2 If the Add a Licence page appears, go to Step 11
>
> Option 3 If your My Home page appears, go to Step 27

Quick Start Guide for Drivers

Step 7

Click on your individual link. Enter your unique email address in the username box and create a password.

> **Passwords** - Your personal password should be at least 6 characters in length and made up of at least one upper case letter, one lower case letter, one number and one special character (such as !£$? etc.).
>
> **Remember** - The password command is case sensitive. i.e. the exact same combination of upper and lower case letters must be repeated when you log on.
>
> **Lost Password** - If you should ever forget your password, you can retrieve it by going to the **Account Log On** page and selecting Forgotten Your Password?

Step 8

If applicable, confirm that you have read and agree with the Privacy Policy and Terms and Conditions by clicking on the tick box.

Step 9

Click on Register

> **What next?**
>
> Option 1 If the Personal Details page appears, go to Step 10.
>
> Option 2 If the Add a Licence page appears, go to Step 11.
>
> Option 3 If your My Home page appears, go to Step 27

Entering your Personal Details ◤

Step 10

Complete the Personal Details page, and select Save.

> **What next?**
>
> Option 1 If the Add a Licence page appears, go to Step 11.
>
> Option 2 If your My Home page appears, go to Step 27

FleetRisk Manager

Completing LicenceCheck ◢

Step 11

Please enter your **16 digit Driving Licence Number.**

> **Remember!**
>
> If your licence was issued by the DVLA, your driving licence number is 16 characters long - please do not include the two or three digit issue number which is typically shown to the right of the driving licence number.
>
> If you have entered a valid driving licence number, then a **Current Address** form will appear If this does not appear please check your driving licence number as it may be entered incorrectly.

Non UK licence holders - if your driving licence was not issued in Great Britain please tick the correct box and provide the missing information; date entered UK, county of issue and current address if requested. You will then be prompted to download your mandate. You will also need to ensure that you provide a copy of your driving licence along with the completed mandate.

Step 12

You will now be redirected to complete your DriverConsent mandate by filling in any missing information

If any data entered does not match the information provided to DriveTech by the customer DriverConsent will not work and you will need to revert to step 15

Step 13

Once the mandate has been completed you will need to tick the box agreeing to the terms and conditions and then a second box will appear for you to agree permission for a check

Step 14

You will receive a message onscreen to advise that you are almost complete, tick the 'finish' button at the bottom of the page to complete the process

You can request confirmation of the consent process to be emailed to an email address of your choice

Completing a manual check ◢

Step 15

Enter your **current address.**

If this is not the address on your driving licence, then tick the relevant box. An additional Address on Licence form will appear below the Current Address form to allow you to enter the address listed on your licence. Then select **Save**.

Step 16

Once the Download Mandate page appears, download the mandate by selecting the **Click here to download your data protection mandate** link.

Step 17

When the **File Download** box appears, select Open, and then print the document. Check, sign and date the mandate, then scan it and upload by selecting Upload Scanned Mandate at the bottom of the Download Mandate page. If you are unable to scan it, then post or email to the address shown on the mandate.

> **Remember!**
>
> You must sign and date the mandate before returning it to DriveTech. Otherwise it will be rejected or returned, and your Company may face additional charges. Non UK licence holders are also required to provide a copy of their licence.

FleetRisk Manager

Step 18

Select Finish which will take you to the **My Home** page.

> **What next?**
>
> **Option 1** If you need to add details of nominee(s) drivers, go to Step 19.
>
> **Option 2** If you are the sole driver of your vehicle, or have already added details of nominee(s) drivers, go to Step 24

Note: Not all companies will have authorised the checking of nominated drivers.

Adding Nominee(s) (Additional) Drivers

Step 19

From the **My Home** page, first select **My Details and History,** on the right hand side of the page, then click into **LicenceCheck** tab and select **Add Additional Named Drivers** from the bottom of the page.

If this option is not available your company have decided not to licence check nominee(s) drivers. You may wish to check your company car policy.

Step 20

Enter the driving licence number, name, date of birth and e-mail address of the nominated driver and an e-mail will be sent providing a link and code for the nominated driver to login and provide their own consent for a check to be performed. Click save.

Step 21

If your nominee(s) driverslicence was not issued in Great Britain please enter the driving licence number for your nominee(s) driver, along with the name and date of birth of your nominee(s) driver.

Step 22

Enter thenominee(s) driver's current address. If this is not the address on their driving licence, then tick the relevant box. An additional Address box will appear below the Current Address form to allow you to enter the nominee driver's address listed on thenominee driver's licence.

Step 23

Select **Save** to store the information.

Step 24

Once the Download Mandate page appears, download the mandate by selecting the **Click here to download your data protection mandate** link.

Step 25

When the **File Download** box appears, select Open and Print the document. Ask your additional (nominee) driver to check, sign and date the mandate, then scan it and upload by selecting **Upload Scanned Mandate** at the bottom of the **Download Mandate** page. If you are unable to scan it, then post or email it to the address shown on the bottom of the document

> **Remember!**
>
> Your nominee(s) driver must sign and date the mandate before returning it to DriveTech.
> Otherwise it will be rejected or returned, and your Company may face additional charges.

Step 26

Select **Finish**. The **My Home** page will be displayed.

FleetRisk Manager

What next?

Option 1 If you need to enter details of more nominee drivers, go back to Step 19.

Option 2 If you have finished, go to Step 27

My home page ▼

Step 27

Select the **Provide Consent Link** from your current tasks list.

Step 28

You will now be redirected to complete your DriverConsent mandate by filling in any missing information

If any data entered does not match the information provided to DriveTech by the customer DriverConsent will not work and you will need to revert to step 15

Step 29

Once the mandate has been completed you will need to tick the box agreeing to the terms and conditions and then a second box will appear for you to agree permission for a check

Step 30

You will receive a message onscreen to advise that you are almost complete, tick the 'finish' button at the bottom of the page to complete the process

You can request confirmation of the consent process to be emailed to an email address of your choice.

Taking Your Assessment ▼

This may not be a company requirement

Step 31

Select **Take Assessment** from the Task List and follow the on-screen instructions to complete the AssessOnline module.

Once you have completed the assessment, you will (where applicable) be provided with a list of suggested training to complete.

Step 32

When you have completed your assessment your result will be displayed on screen. You can view details of your assessment by clicking on the **click here** link text. If you were suggested any online learning subjects these will be listed on this page. To complete them click on the name of the subject you wish to complete. If you were suggested more than one subject click on the link underneath the list of suggested subjects and you will be taken through each subject in order.

If you do not wish to complete all the subjects now you can return at any time in the future. Simply log into the website and select the **Take Suggested Training** link from the **Current Tasks** on your My Home page.

FleetRisk Manager

> **Important!**
> You need to complete each online learning subject in one go. Your results will not be saved until you have completed the whole session. If you abandon a session in the middle, you will need to start again from the beginning.
> **Note:** Once you have completed the above Assessment and Training modules, those tasks will disappear from your personal My Home page.

Step 33

Add FleetData

Click on **FleetData**. Add **New Vehicle** from your task list on the driver home page.
N.B. This option will only be visible if your company has requested it and only if you are a grey fleet driver.

Step 34

Enter your car registration number and click **Find My Vehicle**.

Step 35

Enter the remaining information and click **Save.**
Note: You will be unable to save your entry unless all mandatory details have been provided

If you are experiencing problems using the website, have a query about our Terms & Conditions or Privacy Policy, please contact our support team by telephone on 01423 876517 or you can let us know by emailing service@drivetech.co.uk

If you have a driving licence validation query, or are experiencing a problem with completing your data protection mandate, please contact our Driving Licence Validation team on 01423 876517, or please send an email to licencesupport@drivetech.co.uk