## **MyFleetistics**

### How to add a new user in MyFleetistics

# How to add a new user in MyFleetistics (customers)

**Purpose:** This article provides instructions for adding a new user to MyFleetistics.

#### Procedure:

- 1. Log in to MyFleetistics.
- 2. Click the Accounts option(1).
- 3. In the Account menu, click the Users option(2)
- 4. In the User window click, the Create A User in the upper right corner(3).
- 5. In the New User window, enter a username, first name, and last name in the fields provided. The username should be a valid email address. A valid email address ensures the welcome email containing the link to set a password is received. Only complete the fields specific to your GPS system. For example, listed systems include Geotab, Fleetistics Lite, Fleetistics One. Only fields associated with your system should be completed.

Ser	rgio Pardo ~	Home / Account / Users							Knowledge Base
*	Home							3	
0	Telematics & DashCam ⊞	Filter by:		Filter text:	Rows:		Status:	C C	reate User
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ø	Integrations	Last Name	First Name	Email	Group		Last Login		User Actions
≔	Quick Order	Kardash	Val	val@exitonsoftware.com	FLTEmployee 🗸		10/21/21 9:42 AM		
	Account 1	Arnold	Darryl	darryl.arnold@myfleetistics.com	Developer 🗸		5/11/20 3:14 PM		2
	Asset List	Pardo	Sergio	sergio.pardo@fleetistics.com	Developer 🗸		11/5/21 12:48 PM		62 8
	Asset Profile Billing & Orders ⊞	Santiago	Brandon	Brandon.Santiago@fleetistics.com	FLTEmployee 🗸		11/3/21 4:55 PM		2
	Cases	Ross	Eric	rossfamilyga@gmail.com	FLTEmployee 🗸		2/3/19 2:23 PM		2
-	Services 🛛	Arnold	Darryl	darryl.arnold@fieetistics.com	Developer 🗸		11/5/21 12:56 PM		6
Ē		Rios	Lynn	lynn.rios@fleetistics.com	FLTEmployee 🗸		10/25/21 5:33 PM		

## **MyFleetistics**

Edit   Warning! Inputs will not be saved unless all required fields are complete   Save									
MyFleetistics User Information									
Username*	First Name* 2	Last Name* 3							
1	1	1							
Job Title	Business Phone	Mobile Phone							
	Only numbers	Only numbers							
Address	Alternative Address	Alternative Address2							
24	24	24							
City	State	Zip Code							
A	jee -								
Geotab									
Username									
1									

**Additional Note:** Please do not hesitate to open a support case is assistance is needed. The link below contains instructions for creating a support case. https://www.fleetistics.com/support-cases-made-easy/.

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