

MyFleetistics Portal

How to add a user in MyFleetistics (employees)

1. Go to: <https://www.fleetistics.com/login/> Enter your credentials and login.

Internet Explorer is no longer supported. Firefox is recommended. Why?

Login

Username

sergio.pardo@fleetistics.com

Password

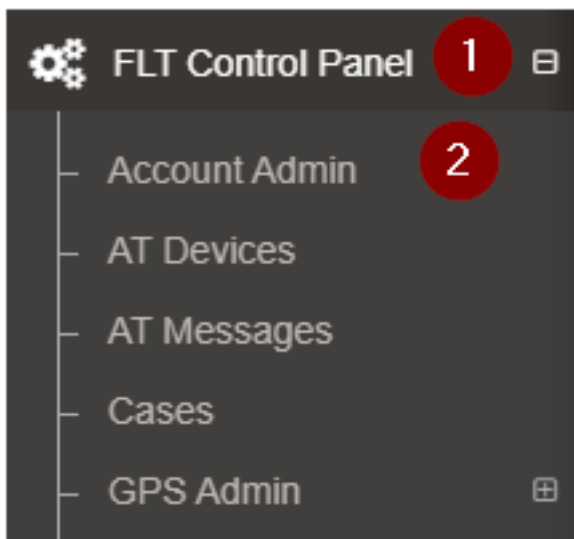
.....

☒ Remember me

Log in

[Forgot password?](#)

2. On the left side menu click on FLT Control Panel. Click on FLT Account Admin.



3. In the search bar enter the name of the account, (1) and then click on the name (2) to open the administrative options for that account.

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Account: iller group, inc. ① ✕ Clear Create Company

iller Group, Inc. ②

iller Group, Inc. 2

4. Choose the Users option which is the third option down.

Account Info

Services

Users

Groups

Devices

5. On the right-hand side of the page click on Create User.

Create User

Flush All

Send Message

6. Enter the user information, ensuring the fields with asterisk's are filled out.

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Username*	First Name*	Last Name*
<input type="text" value="test@testemail.com"/>	<input type="text" value="Default"/>	<input type="text" value="User"/>
City	State	Zip Code
<input type="text" value="New York"/>	<input type="text" value="NY"/>	<input type="text" value="10007"/>
Address	Alternative Address	Alternative Address2
<input type="text" value="2604 Cypress Ridge Blvd"/>	<input type="text"/>	<input type="text"/>
Business Phone	Home Phone	Mobile Phone
<input type="text" value="8004811319"/>	<input type="text" value="8139917765"/>	<input type="text" value="Only numbers"/>

7. Under the Account section, make sure that the Status field is set to Active, and the Account Type is set to Customer. **For customers these settings should always be chosen and should not be changed.**

Account		
Email*	Status*	Job Title
<input type="text" value="test@testemail.com"/>	<input type="text" value="Active"/>	<input type="text"/>
TimeZone	Account Type	User State
<input type="text" value="Eastern Standard Time"/>	<input type="text" value="Customer"/>	<input type="text" value="First Login"/>
Geotab		
Username	Password	
<input type="text" value="test@testemail.com"/>	<input type="text"/>	

Must be Active for all users

Must be Customer for all users

8. For Geotab users scroll down to the bottom right hand corner and click on Save.

NOTE: For Geotab users nothing else needs to be done. Do not make any changes in the Geotab section and leave the password field blank. If this is not done it may cause login issues.

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Account

Must be Active for all users

Email*

Status*

Job Title

TimeZone

Account Type

User State

Geotab

Username

Password

Must be Customer for all users

9. Once saved, look for the user you just added and choose the desired permissions.

Last Name	First Name	Email	Group	Last Login	FLT Support	User	Reset/Flush	Edit
user	test	testuser@fleetistics.com	<input type="text" value=""/>	1/1/01 12:00 AM				

Group

Admin

Admin

Billing

Default

Dispatcher

Driver

Login

Manager

Map

Nothing

View only

Unique solution ID: #1029

Author: n/a

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URL: <https://kb2.myfleetistics.com/index.php?action=faq&cat=29&id=30&artlang=en>

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