

MyFleetistics Portal

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.

The screenshot displays the 'Users' management interface in the MyFleetistics portal. The top navigation bar shows the user 'Sergio Pardo' and the current page 'Home / Account / Users'. The left sidebar contains a menu with 'Account' (1) and 'Users' (2) highlighted. The main content area features a table of users with the following data:

Last Name	First Name	Email	Group	Last Login	User Actions
Kardash	Val	val@extonsoftware.com	FLTEmployee	10/21/21 9:42 AM	[Edit] [Delete]
Arnold	Darryl	darryl.arnold@myfleetistics.com	Developer	5/11/20 3:14 PM	[Edit] [Delete]
Pardo	Sergio	sergio.pardo@fleetistics.com	Developer	11/5/21 12:48 PM	[Edit] [Delete]
Santiago	Brandon	Brandon.Santiago@fleetistics.com	FLTEmployee	11/3/21 4:55 PM	[Edit] [Delete]
Ross	Eric	rossfamilyga@gmail.com	FLTEmployee	2/3/19 2:23 PM	[Edit] [Delete]
Arnold	Darryl	darryl.arnold@fleetistics.com	Developer	11/5/21 12:56 PM	[Edit] [Delete]
Rios	Lynn	lynn.rios@fleetistics.com	FLTEmployee	10/25/21 5:33 PM	[Edit] [Delete]

At the top of the table, there are filters for 'Filter by:', 'Filter text:', 'Rows:' (set to 10), and 'Status:' (set to Active). A 'Create User' button (3) is located in the top right corner of the table area.

MyFleetistics Portal

Edit

Warning! Inputs will not be saved unless all required fields are complete

Save

Cancel

MyFleetistics User Information

Username*

1

First Name*

2

Last Name*

3

Job Title

Business Phone

Mobile Phone

Address

Alternative Address

Alternative Address2

City

State

Zip Code

Geotab

Username

Additional Note: Please do not hesitate to open a support case if 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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