Add the EIN to Reports

You can easily add the EIN field to your profile so that the system includes the EIN on all your reports.

1. Click the Manage your Profile link.
In the Customized Fields area, click the Edit link.
In the Driver area, select the User Code 1 checkbox and type EIN in the corresponding field. This step gives this user code 1 field the name EIN in your reports.

4. Click the Save Changes button.
5. Ensure that the system saved your changes.
Tip! Select the EIN checkbox to include the EIN in any report you run, including the Driver Inventory report.

Note the EIN checkbox and column name.

Learn More: If you need to run a Driver Inventory report to make sure each driver has an EIN before driver certification, refer to the Run a Driver Inventory Report quick start guide.
Survey

Please take a few minutes to respond to a short survey on our training.