Create a PIN for a New Driver

You can easily create a PIN for a new driver. Fleet Commander® Online automatically generates a specific, six-digit PIN for a driver when you create a driver without a card. The driver enters the PIN at the time of sale to get an authorization for the purchase.

1. Click the Maintain Driver link.
2. Select the **Create Driver w/o Card** task. The system generates a PIN automatically when you create a driver without a card.
3. Specify driver information.

4. Review and change the organization if needed.

5. Type the EIN for the driver. Each driver needs an EIN before you can certify your drivers. If the EIN begins with a zero, include that preceding zero.

6. Click the Create Driver button. The system saves your driver and generates a PIN.
Learn More: If you need to modify a driver, refer to the Modify a Driver quick start guide. If you need to terminate a driver, refer to the Terminate a Driver ID quick start guide. 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. For information on completing your semi-annual driver certification, refer to the Semi-annual Driver Certification quick start guide.
Survey

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