Modify a Driver

You can easily modify a driver in Fleet Commander® Online.

1. Select the Account Maintenance tab.

2. If you manage multiple finance locations, you might be prompted to select an account. Click the account number link for the account associated to the driver you want to modify.
3. Review the account information. To select a different account, select the **Select an Account** task. The list of accounts displays again.

4. After you select the correct account, select the **Maintain Drivers** task.
To search by driver, specify search criteria.

To search by organization level, if needed, click the **Change Organization Levels** link and then navigate to the organization level, including your district, that has the driver you want to modify.

**Tip!** Your district number is at organization level 3. To select a specific organization level, click the level’s link. The organization tree lists the level number and the number of child organizations at that level.
Your district number is at organization level 3. In this case, the district number is 200. To select a specific organization level, click the level’s link.
7. Click the **Search** button.

8. Click driver ID link.
9. Modify only the information about the driver that you are authorized to change: name and user codes (including EIN).

10. Click the Save Changes button.
11. Click the Yes button.

### Driver Information

<table>
<thead>
<tr>
<th>Driver ID</th>
<th>Status Date: 10/19/2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>745831</td>
<td>Active</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**First Name:** CHRISTOPER  
**Middle Name:** P  
**Last Name:** SMITH  
**Driver License:** 1234567  
**Driver License State:** OR  
**Full Legal Name:** CHRISTOPHER PATRICK SMITH  
**Driver Address 1:** 123 MAPLE ST  
**DOB:** 01/01/1962  
**Driver Address 2:**   
**City:** SALEM  
**Country:** US  
**State:** OR  
**Zip:** 97309

- [Show Additional Information](#)

### Organization

**Org Level 1:** CLINTONVILLE AUTO DETAILI  
**Org Level 2:** RELIABLE ROGER INC

### User Codes

- **EIN:** 012345678  
- **Code 2:**   
- **Code 3:**   
- **Code 4:**   
- **Code 5:**   

- [Show Driver Authorization/Exception Rules](#)
Note the confirmation message.

Learn More: For information on terminating a driver ID, refer to the Terminate a Driver ID quick start guide. For information in creating a PIN for a driver, refer to the Create a PIN for a New Driver quick start guide.
Survey

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