Complete Self Registration

You can easily register yourself on Fleet Commander® Online. Navigate to the following web site:

https://www.voyagerfleetpartners.com/partner/usps

1. Navigate to the USPS web site.

2. Click the Register on-line today! link.
3. Be sure you have your six-digit finance number and eight-digit employee identification number (EIN) before you begin.

4. Click the Terms and Licensing Agreement link.

5. Read the conditions carefully. Be sure to scroll down to read everything.
Complete Self-Registration Quick Start Guide: Version 1-3

Self-Registration: Getting Started
Welcome to online self-registration! In just three easy steps, you will be able to create a User Profile and begin using the tools to manage your Finance Number. You should only perform self-registration if you are authorized to view/manage the finance number. Unauthorized access will be tracked and may be prohibited.

Online User Setup Checklist
You will need just a few things to complete the registration:

- Finance Number(s) and Employee Identification Number (EIN). You will need to know the Finance Number you will be managing and your EIN.
- Work Contact Information. This includes your general contact information, including email and a telephone number.

Before continuing, you must agree to the Terms and Licensing Agreement.

1. Click the I Agree… check box.

2. Click the Begin Registration button.

3. Type your user ID and password. Use your ACE ID for your user ID. Create your own password. Note the password requirements.

4. Select questions and answers to use if you ever forget your password.

5. Click the Next button.

6. Select the I Agree… check box.

7. Click the Begin Registration button.

8. Type your user ID and password. Use your ACE ID for your user ID. Create your own password. Note the password requirements.

9. Select questions and answers to use if you ever forget your password.

10. Click the Next button.

All Users
Proprietary and Confidential
11. Specify your contact information. Required fields have red asterisks.

12. Click the Next button.
13. Select the notifications you would like to receive.

14. Click the Next button.
15. Type your six-digit finance number (without any dashes) and complete, eight-digit EIN.
16. If you manage multiple locations, validate the finance numbers listed on this screen. If you need to add a finance number, then click the Add Finance Number button and then repeat Step 13 to add finance numbers for additional locations.

17. Click the Complete Registration button.
Learn More: To update this information, log in to the system and click the Manage your Profile link. You can update your login information, contact information, data access, and customized fields. You can also review your permissions.
**Fleet Commander® Online**

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**Self-Registration: Successfully Registered**

1. **Login**
2. **Contact Info**
3. **Notifications**
4. **Data Access**
5. **Summary**

Congratulations, you have successfully registered for the site. Your User Profile is below.

Do you want to [Enter the Fleet Commander Online site?](#)

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**User Type and Login Information**

- **User ID:** cpsmith25  
- **Authentication Question:** What is your pet’s name?  
- **Answer:** basics

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**Contact Information**

- **Name:** Chris P Smith  
- **Address:** 100 First Street Suite 100 Los Angeles, CA 90003
- **Job Title:** Site Manager
- **Company:** USPS
- **Phone:** (323) 321 - 1234 Ext: 5678
- **Cell Phone:** (323) 321 - 4321
- **Email Address:** cpsmith@usps.gov

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**Data Access**

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Org ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>174701 USPS TRAINING</td>
<td>500074701</td>
</tr>
</tbody>
</table>

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**Learn More:** To update this information, log in to the system and click the **Manage your Profile** link. You can update your login information, contact information, data access, and customized fields. You can also review your permissions.
Survey

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