Semi-annual Driver Certification

Before you complete your semi-annual driver certification, you must run a Driver Inventory report to ensure that all drivers have an employee identification number (EIN) and that all driver information is correct. For information on completing this required task, refer to the Run a Driver Inventory Report quick start guide.

After you are sure your drivers are correctly set up and have EINs, you can easily certify your drivers.

1. Select the Home tab.
2. Select the Certify Drivers task.
Click the finance number link.

Read the certification text.

Click the I certify button.

You have successfully certified the drivers. Note the certification.
Learn More: If you need to modify a driver, refer to the Modify a Driver quick start guide. If you need to assign a new driver a PIN, refer to the Create a PIN for New Driver quick start guide. If you need to terminate a driver, refer to the Terminate a Driver quick start guide.
Survey

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