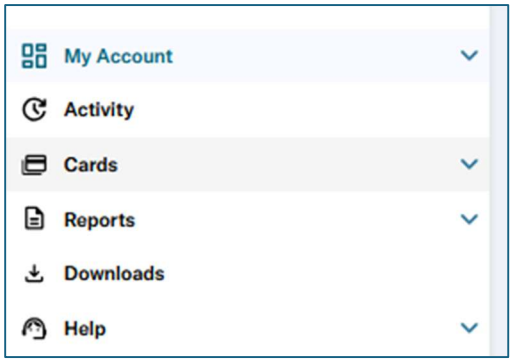
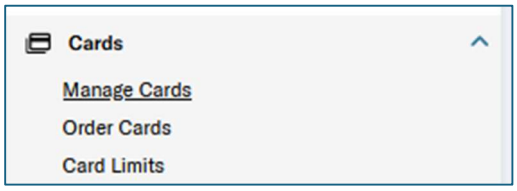
How to Activate and Deactivate Cards and Drivers using the Driven Portal

How To Deactivate a Driver or Card

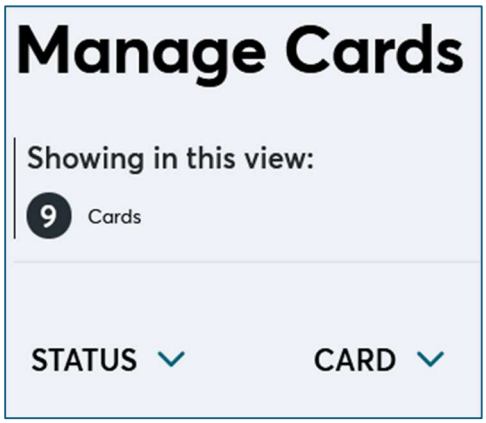
1. Log into the Driven Portal with your credentials.
2. In the left-hand menu, click on the Cards Dropdown Menu.



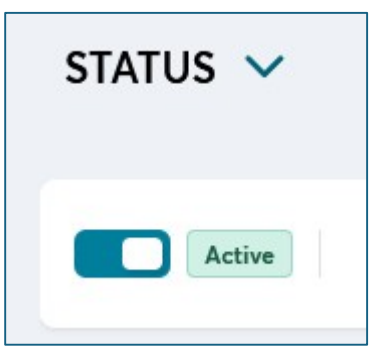
3. Click on Manage Cards.

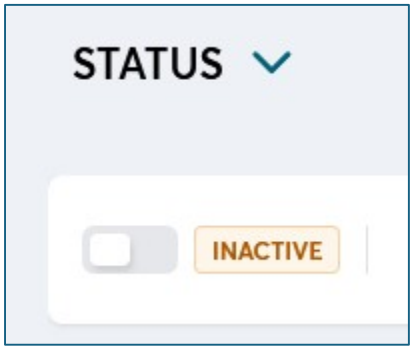


4. In the Manage Cards Screen, find the Status Column.



5. Find the driver or card you want to deactivate. On that same row, click on the slider button that displays “On” and Active to turn “Off” or inactivate the driver or card.



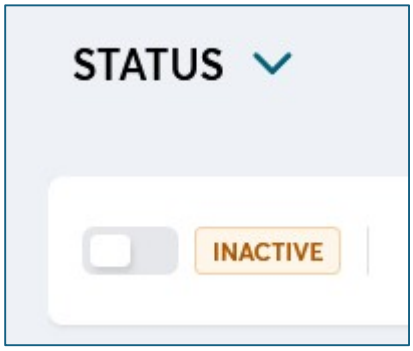


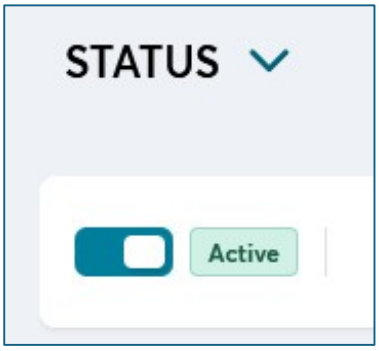
6. You will see that the screen will update to confirm that the change has been made with the message Card Status updated successfully.



How to Reactivate a Driver or Card

7. Find the driver or card you want to reactivate. On that same row, click on the slider button that displays “Off” and Inactive to turn back “On” and reactivate the driver or card.





8. You will see that the screen will update to confirm that the change has been made with the message Card Status updated successfully.



Please note that instructions and visual elements of the newly released DRIVEN portal may change over time to reflect updates on user experience.