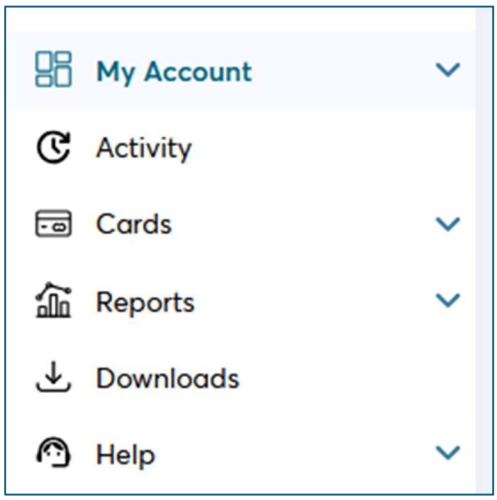
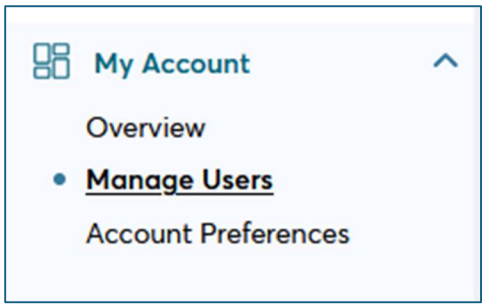
Adding an Administrator, Manager, or Viewer on the DRIVEN Portal

Context: This process is for Administrators only.

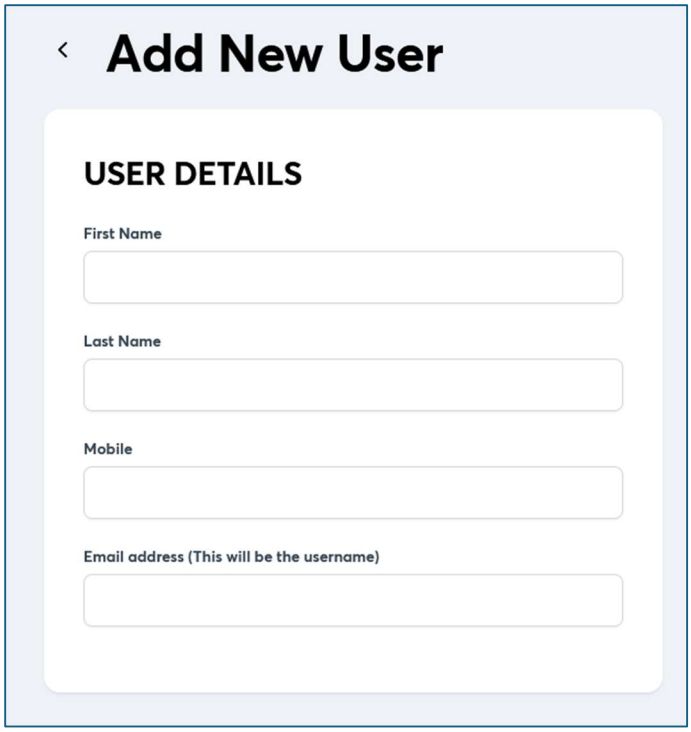
1. Log into the Driven Portal with your credentials.
2. In the left-hand menu, click on the My Account Dropdown Menu.



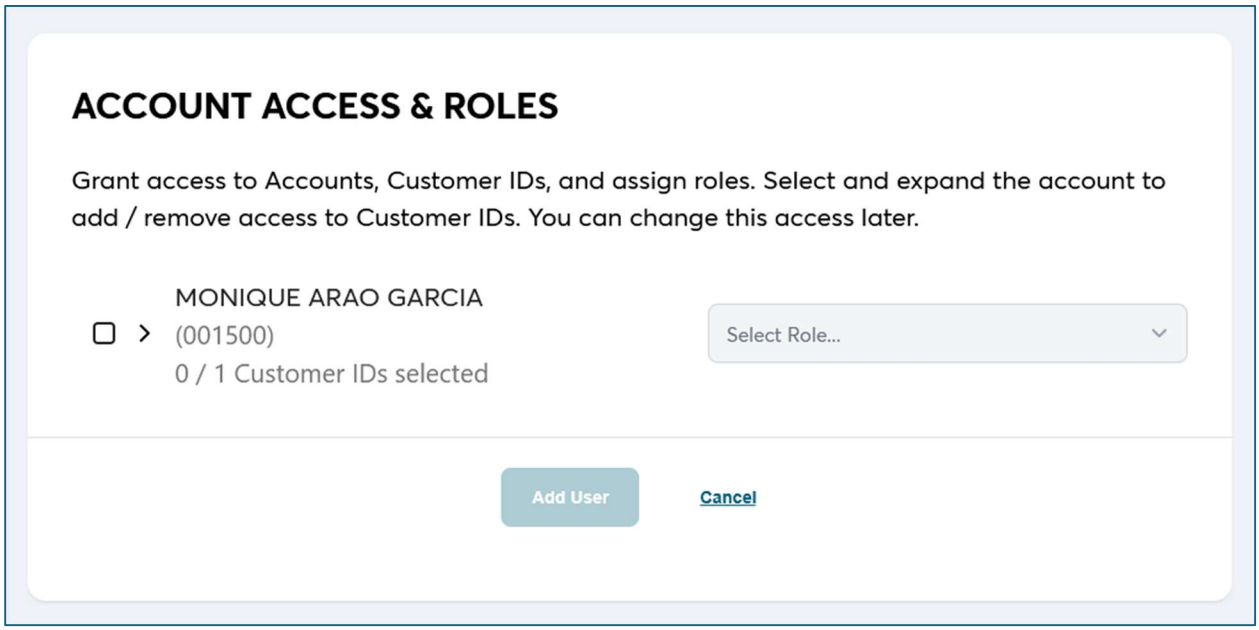
3. Click on Manage Users.



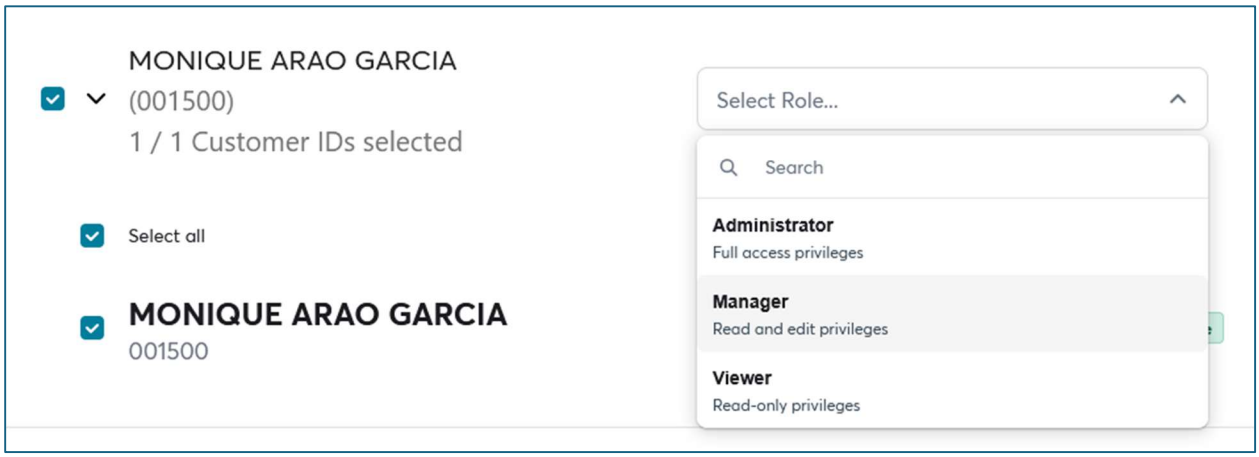
4. In the New User Screen, enter the First Name, Last Name, Cell Phone Number (Mobile), and Email address under User Details. Please note that the user can use their cell phone number, email address, or both.



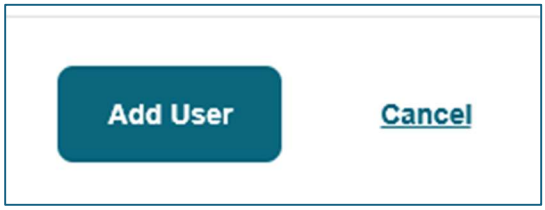
5. Under Account Access & Roles, click on the account(s) that you would like to add this new user to. Click on the checkbox to enable the dropdown menu.



6. Click on the dropdown menu and select the privileges you want to grant the user. Administrators can create new users and have read/write/edit privileges, managers have read/write/edit privileges, while Viewers have read-only privileges.



7. Click on the Add User button.



8. A message will display confirming that the User has been created successfully. The User will receive a text message or email asking the user to activate their account and create a password. They will then verify their own 2FA verification methods before logging in for the first time.

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