

MOTION

CARRIER ADMINISTRATIVE PORTAL USER GUIDE



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Introduction

The PrePass MOTION Carrier Administrative Portal, <https://motion.prepass.com>, lets Carrier Administrators create and manage user (driver) accounts.

Drivers will utilize their user account to access the MOTION application on their tablet or smartphone within their vehicle.

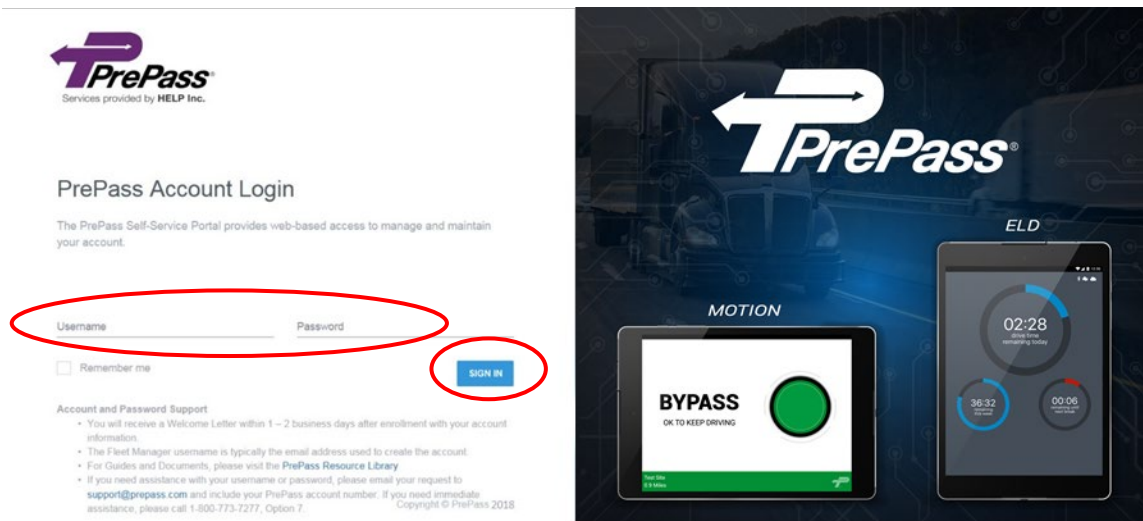
For instructions on how to log into the MOTION application, please follow the MOTION Driver Guide, which you can find at www.prepass.com > Resource Library.

Account Login

Log into the Portal to manage your account. Enter your Carrier Administrator **Username** and **Password** and click **SIGN IN**.

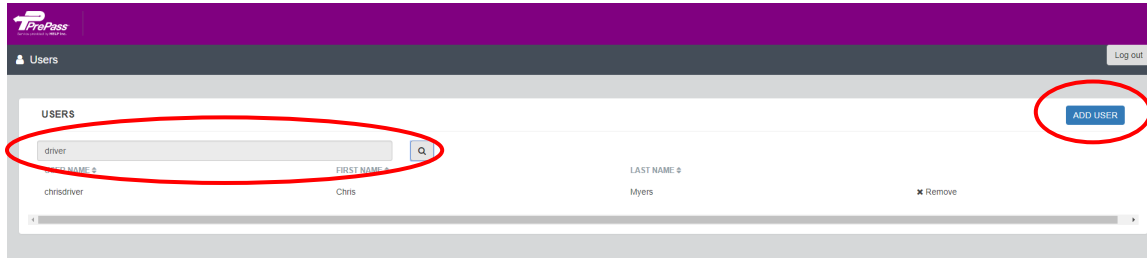
Note: Username = use the username sent via email, Password = use the password sent via email.

Note: Only use the Remember Me checkbox if the computer is private and secure.



Home Page

Once you log in, the **Home** page will open. Here, you can search for an existing user (driver) or add a new one.

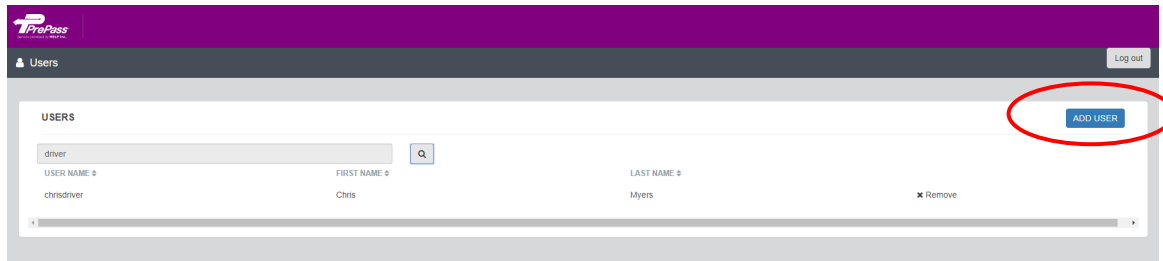


Working with Users (Drivers)

The page shows all users (drivers) that have been assigned to one of the carriers that you have the authority to access and manage.

Adding Users (Drivers)

To add a user (driver), click **ADD USER**.



The **ADD USER** page opens.

To create a new user (driver), complete all required (*) fields:

- **USER NAME:** Driver's email address. If a driver does NOT have an email address, we recommend that you develop a driver user name standard for the carrier that can be unique for each driver. Examples: JDriver1234, JulieDriver1234, JDriverAZ1234.

Note for Owner Operators and other Carrier Administrators who are also Drivers: You cannot use the same email address for your Carrier Administrator and your Driver login credentials. We recommend using your primary email address for your Carrier Administrator login and a secondary or placeholder email for your driver login.

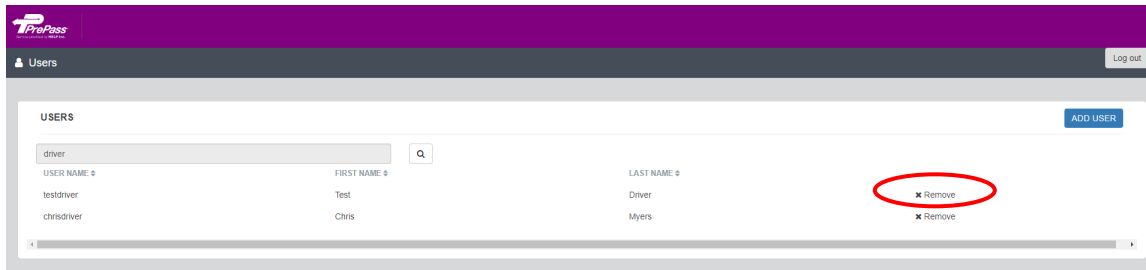
- **PASSWORD:** Create and assign a unique password for each driver. Passwords must contain at least 8 characters with a minimum of 1 uppercase letter and 1 number.

Note: The system will show a warning message if an invalid password is entered.

- **Email:** Use the driver's company email address. If the driver does NOT have a company email address, you should create a placeholder email. We recommend the following pattern for that value: **username@noemail.com**. Example: JDriver1234@noemail.com.
- **ACTIVE USER:** Click down arrow and select Yes.
- **FIRST NAME:** Driver's first name.
- **LAST NAME:** Driver's last name.
- **Account Number:** Select the account the user (driver) will be associated with.

Click **ADD USER**.

The **Carrier Administrator Home** screen appears and shows the newly-added driver. If you do not immediately see the new driver in the list, refresh your screen.



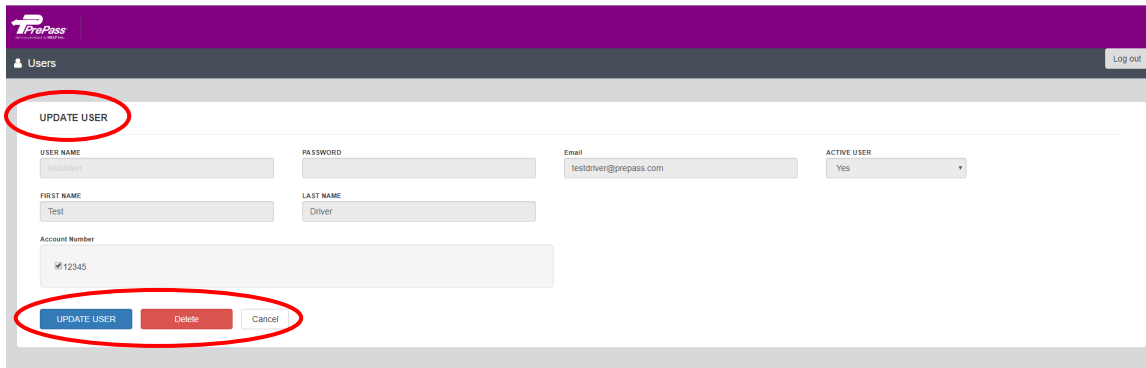
Note: You can quickly and easily remove a user (driver) by clicking **x Remove**.

Editing Users

Once you create a user (driver), you can edit their information on the **UPDATE USER** screen.

If you make any changes, click **UPDATE USER** to save them.

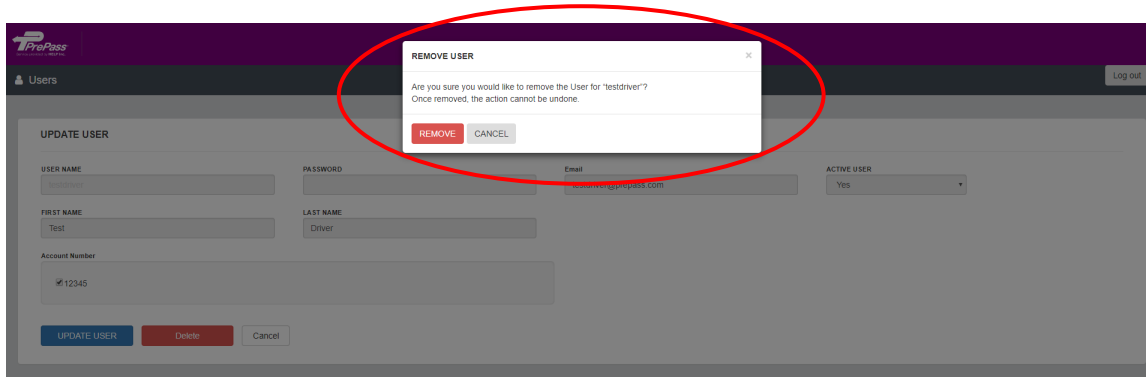
Note: If you click **Cancel**, it will not save your changes and will take you back to **Search** page.



If you need to remove a user (driver), click **Delete**.

When you click **Delete**, a **REMOVE USER** message will appear. Click **REMOVE**.

Note: If you click **CANCEL**, the user (driver) will not be deleted and you will go back to **UPDATE USER** page.



Logging Out

Click **YES** to log out or **CANCEL** to return to the **Users** list on the **Home** page.

