Arizona Driver Onboarding

1. **RideBits – you will need Admin permission to add a user**
   a. Click **Settings**
   b. Click **Users & drivers**
   c. Click **Add new user** in the top right corner
   d. Enter their email, legal first name and nickname in parenthesis e.g. **Daniel "Dan"**
   e. Enter their last name in the following format **Smith (602) 123-4567** including their cell phone number
   f. Have the driver open their email, accept the invitation and setup a password
   g. It's important that they allow all of the permissions for the app to work properly
   h. It will be blank at first until new trips are assigned
   i. After they accept, click their name under Users & drivers, Edit, and add their phone number in the following format 602-123-4567, then click Update Admin user
   j. Drivers can access the app on their computer and on their cell phone via the RideBits Go App. Tell them it's important to update their status like accepting trips, en route, arrived and picked up.

2. **Gas Card – login an add driver** https://www.myfleetcardlogin.com/login
   a. Click Cards on the left
   b. Click Add Driver
   c. Enter the legal Last Name and First Name
   d. Enter the Last 4 of SSN under Driver Prompt ID
   e. Select Arizona Drivers or Texas Drivers under Driver Department
   f. Click Add in the bottom right

3. **PHX Airport – login and add driver**
   https://badging.skyharbor.com/SAFESelfService/ssl/login.aspx?ReturnUrl=%2fsafeselfservice%2fDefault.aspx
   a. Click New Applicant on the top left
   b. Enter all information and make sure everything is correct
   c. Click the Privileges tab on the top left
   d. Under Badge Type, choose Ground Transportation GT Credential, click Add
   e. Click Submit, enter your PIN, and once the application comes up with all the information filled in, you're done.
   f. Open the **QLess – Queuing Software** App
   g. Under search type **Sky Harbor Security Badging Office** or badging
   h. You can choose the first one on the list that says **Day Of – Badging/Fingerprints** if not closed or the last one on the list that says **Appointments – Fingerprints ONLY**
   i. Make an appointment for the driver to get their fingerprints done by entering their information. They can also try walking in when they open.

4. **Schedule – Write Down Hours, Days, Preferences, Non-Airport, Start Date and Days Off**