

# FleetRiskManager

## Quick Start Guide for Drivers

This guide for drivers is provided to help you quickly and easily access the FleetRiskManager website, set up your own account and start using the various modules.

### What You Will Need

If you are registering for the first time, you will need the following:

- A personal company email address (This must be unique to you).
- Your 16 digit Driver Number found on your driving licence (where applicable).
- A Registration Key or system generated invitation email.

## Creating Your Own Account

### Step 1

Access the FleetRiskManager website. The Internet Address (URL) will be given to you by your Company, or provided in an automated invitation email.

If you receive a system generated invitation email go to Step 4

### Step 2

The *Account Log On* page will appear. Select **Register** under New Users. The *Registration* form will appear.

### Step 3

Enter the Registration Key in the box provided.

### Step 4

Enter your work email address in the username box and create a password.

#### Passwords

Your personal password should be at least 6 characters in length and made up of at least one upper case letter, one lower case letter, one number and one special character (such as !£\$? etc.).

#### Remember

The password command is case sensitive. i.e. the exact same combination of upper and lower case letters must be repeated when you log on.

#### Lost Password

If you should ever forget your password, you can retrieve it by going to the Account Log On page and selecting Forgotten Your Password?

### Step 5

Confirm that you have read and agree with the *Privacy Policy* and *Terms and Conditions* by clicking on the tick box.

### Step 6

Click on **Register**

#### What next?

**Option 1** If the *Personal Details* page appears, go to Step 7.

**Option 2** If the *Add a Licence* page appears, go to Step 8.

**Option 3** If your *Driver Home Page* appears, go to Step 21.



## Entering your Personal Details

### Step 7

Complete the *Personal Details* page, and select **Submit**.

#### What next?

**Option 1** If the *Add a Licence* page appears, go to Step 8.

**Option 2** If your *Driver Home Page* appears, go to Step 21.

## Completing LicenceCheck

### Step 8

Please enter your **16 digit Driver Number**.

#### Remember!

If your licence was issued by DVLA, your driver number is 16 characters long - please do not include the two or three digit issue number which is typically shown to the right of the driver number.

If you have entered a valid driver number, then a *Current Address* form will appear

If this does not appear please check your driver number as it may be entered incorrectly.

### Step 9

Enter your **current address**.

If this is not the address on your driving licence, then tick the relevant box. An additional Address on Licence form will appear below the Current Address form to allow you to enter the address listed on your licence. Then select **Save**.

### Step 10

Once the Download Mandate page appears, download the mandate by selecting the **Click here to download your data protection mandate** link.



### Step 11

When the *File Download* box appears, select Open, and then print the document. Check, sign and date the mandate, then scan it and upload by selecting Upload Scanned Mandate at the bottom of the Download Mandate page. If you are unable to scan it, then post to the address shown on the mandate.

#### Remember!

You must sign and date the mandate before returning it to AA DriveTech. Otherwise it will be rejected or returned, and your Company may face additional charges.

### Step 12

Select Finish which will take you to the *Driver Home* page.

#### What next?

**Option 1** If you need to add details of additional drivers, go to Step 13.

**Option 2** If you are the sole driver of your vehicle, or have already added details of additional drivers, go to Step 21.

## Adding Nominee (Additional) Drivers

### Step 13

From the *Driver Home Page*, first select **My Details and History**, then pick the LicenceCheck tab and select **Add New Licence** from the bottom of the page.

### Step 14

Ensure '**I am adding this for a nominee, not myself**' box is ticked and enter the additional (nominee) driver's 16 digit Driver Number found on their driving licence .

## Step 15

Enter the Name(s) and Date of Birth of the additional (nominee) driver.

## Step 16

Enter the additional (nominee) driver's current address.

If this is not the address on your driving licence, then tick the relevant box. An additional Address on Licence form will appear below the Current Address form to allow you to enter the additional (nominee) driver's address listed on additional (nominee) driver's licence.

## Step 17

Select **Save** to store the information.

## Step 18

Once the Download Mandate page appears, download the mandate by selecting the **Click here to download your data protection mandate** link.

## Step 19

When the *File Download* box appears, select Open and Print the document.

Ask your additional (nominee) driver to check, sign and date the mandate, then scan it and upload by selecting **Upload Scanned Mandate** at the bottom of the *Download Mandate* page. If you are unable to scan it, then post it to the address shown on the bottom of the document.

### Remember!

Your additional (nominee) driver must sign and date the mandate before returning it to AA DriveTech. Otherwise it will be rejected or returned, and your Company may face additional charges.

## Step 20

Select **Finish**. The *Driver Home Page* will be displayed.

### The Next Step

**Option 1** If you need to enter details of more nominee drivers, go back to Step 13.

**Option 2** If you have finished, go to Step 21

## Taking Your Assessment

### Step 21

Select **Take Assessment** from the Task List and follow the on-screen instructions to complete the AssessOnline module.

Once you have completed the assessment, you will (where applicable) be provided with a list of suggested training to complete.

### Step 22

When you have completed your assessment your result will be displayed on screen. You can view details of your assessment by clicking on the **click here** link text.

If you were suggested any online learning subjects these will be listed on this page. To complete them click on the name of the subject you wish to complete. If you were suggested more than one subject click on the link underneath the list of suggested subjects and you will be taken through each subject in order.

If you do not wish to complete the subjects now you can return at any time in the future. Simply log into the website and select the **Take Suggested Training** link from the Task List on your Driver Home page.

### Important!

You need to complete each LearnOnline module in one go. Your results will not be saved until you have completed the whole session. If you abandon a session in the middle, you will need to start again from the beginning.

Note: Once you have completed the above Assessment and Training modules, those tasks will disappear from your personal Driver Home page.



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