

## Registering for a Login

### Driver Procedures

- 1) Click on “Registering for a New Login” on the start-up screen.
- 2) Click on “Are You a Driver”.
- 3) The following message will come up:

*Only a Representative from the carrier company that is the supervisor should have access to this website. If you are a driver for the carrier company then please contact your office and have the appropriate person set themselves up in this website. Please contact Danatec Educational Services (Toll Free: 1-877-885-3366) for further information.*

- 4) Drivers are not allowed login access into the website this must be done by a confirmed carrier representative.

### Carrier Procedures

- 1) Click on “Registering for a New Login” on the start-up screen.
- 2) Click on “Are You a Carrier”.
- 3) Fill in the form completely. Any comments go at the bottom of the page.
- 4) Click on the “Register” button at the bottom of the page. A message confirming the registration submission comes up.
- 5) An email from “Canadian Fuels Driver Certification” will come to you with instructions on how to confirm your online account by clicking on the link.
- 6) Click on the link. A message comes up that the registration has been confirmed.
- 7) *If a company has more than one login then there needs to be one login that will have overall signing authority and grant permission for other registrations for their company into the system. Please advise the system administrator on who this will be. There will be an agreement to be checked the first time this signing authority person tries to get access into the website.*
- 8) Canadian Fuels will get an email advising of the new registration.
- 9) Canadian Fuels will then “Request Verification” of the email address that the carrier had submitted on the website. The status beside the email address is at “Pending”.
- 10) An email will come to that carrier and ask for confirmation by clicking on the link.
- 11) Click on link. A message comes up that the email address has been verified and the status beside the email address inside the website in the new registration is “Approved”. *It is VERY IMPORTANT that ANY CHANGES to your EMAIL ADDRESS is MADE ONLINE in the WEBSITE and VERIFIED.*

12) An email has gone out to the "Signing Authority" for the carrier (*if there is no signing authority then go to Step 16*) requesting confirmation of this registration by going into the website and "Search User". Then once inside the "Pending" file by clicking on "View" the carrier grants this user access by clicking on the red "Authorize" button. Once the system accepts this the "Authorize" button will disappear but the file will remain at "Pending" status.

13) An email will go to Canadian Fuels advising that the signing authority has authorized this login.

14) If the signing authority decides to "delete" this registration then an email will go out to the carrier informing them of this. The new registration will have to talk to the signing authority to find out the reasons.

15) Canadian Fuels *will not grant access to this new login until the signing authority has approved it and the email address has been verified.*

16) Canadian Fuels reviews all the registration information and activates the login. Canadian Fuels will change the status of the file to "Active" once all the approved information has come into the system. You will then receive an email message from Canadian Fuels advising that you can now use your login.

17) For the first time logged in you must accept the terms and conditions page. If you do not agree then it will not let you go any further into the website. If you wish to view this document at a later date after accepting or print this document off you will find a Terms & Condition button inside the website (on the left side near the bottom).

### **Terminal Procedures**

1) Click on "Registering for a New Login" on the start-up screen.

2) Click on "Are You a Terminal".

3) Fill in the form completely. Any comments go at the bottom of the page.

4) Click on the "Register" button at the bottom of the page. A message confirming the registration submission comes up.

5) An email from "Canadian Fuels Driver Certification" will come to you with instructions on how to confirm your online account by clicking on the link.

6) Click on the link. A message comes up that the registration has been confirmed.

7) *If a terminal has more than one login then there needs to be one login that will have overall signing authority and grant permission for other registrations for their terminal into the system.* Please advise Canadian Fuels on who this will be. There will be an agreement to be checked the first time this signing authority person tries to get access into the website.

8) Canadian Fuels will get an email advising of the new registration.

9) Canadian Fuels will then "Request Verification" of the email address that the terminal had submitted on the website. The status beside the email address is at "Pending".

- 10) An email will come to that terminal and ask for confirmation by clicking on the link.
- 11) Click on link. A message comes up that the email address has been verified and the status beside the email address inside the website in the new registration is "Approved". *It is VERY IMPORTANT that ANY CHANGES to your EMAIL ADDRESS is MADE ONLINE in the WEBSITE and VERIFIED.*
- 12) An email has gone out to the "Signing Authority" for the terminal (*if there is no signing authority then go to Step 16*) requesting confirmation of this registration by going into the website and "Search User". Then once inside the "Pending" file by clicking on "View" the terminal grants this user access by clicking on the red "Authorize" button. Once the system accepts this the "Authorize" button will disappear but the file will remain at "Pending" status.
- 13) An email will go to Canadian Fuels advising that the signing authority has authorized this login.
- 14) If the signing authority decides to "delete" this registration then an email will go out to the terminal informing them of this. The new registration will have to talk to the signing authority to find out the reasons.
- 15) *Canadian Fuels will not grant access to this new login until the signing authority has approved it and the email address has been verified.*
- 16) Canadian Fuels reviews all the registration information and activates the login. Canadian Fuels will change the status of the file to "Active" once all the approved information has come into the system. You will then receive an email message from Canadian Fuels advising that you can now use your login.
- 17) For the first time logged in you must accept the terms and conditions page. If you do not agree then it will not let you go any further into the website. If you wish to view this document at a later date after accepting or print this document off you will find a Terms & Condition button inside the website (on the left side near the bottom).