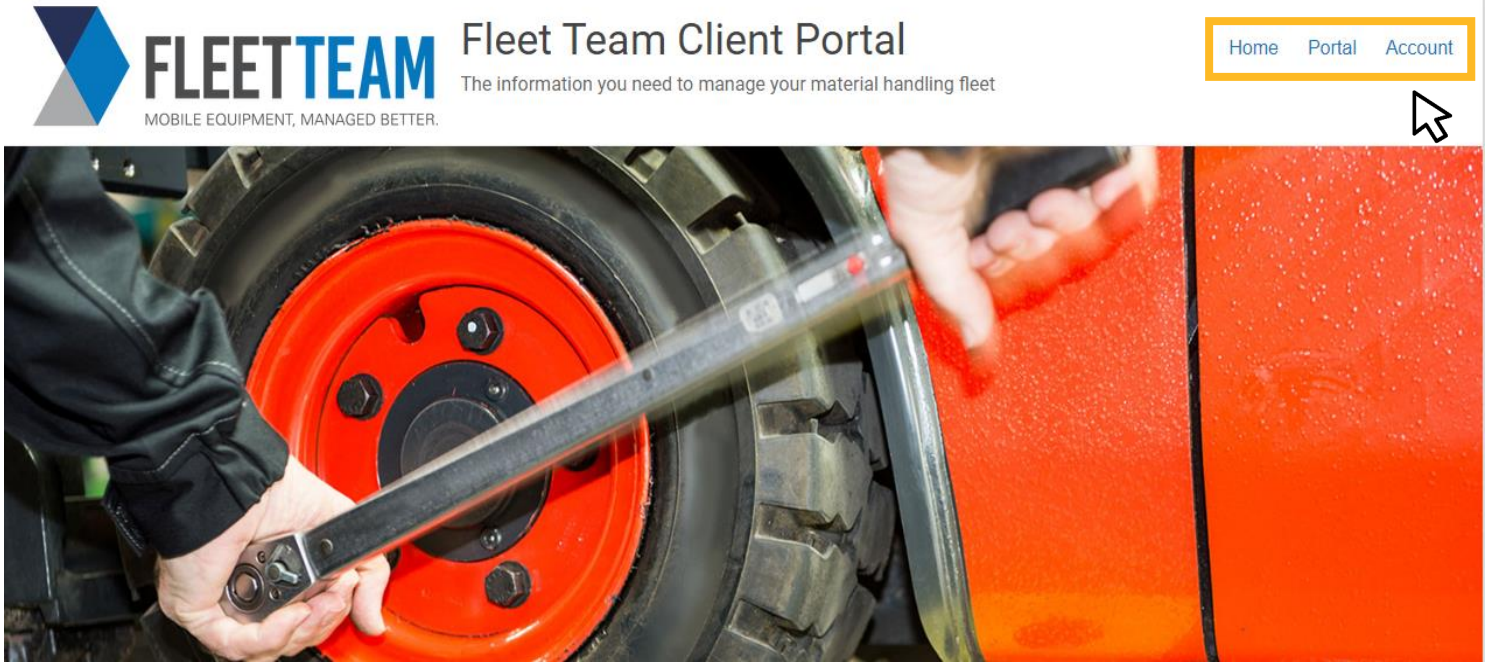


Fleet Team - New User Guide

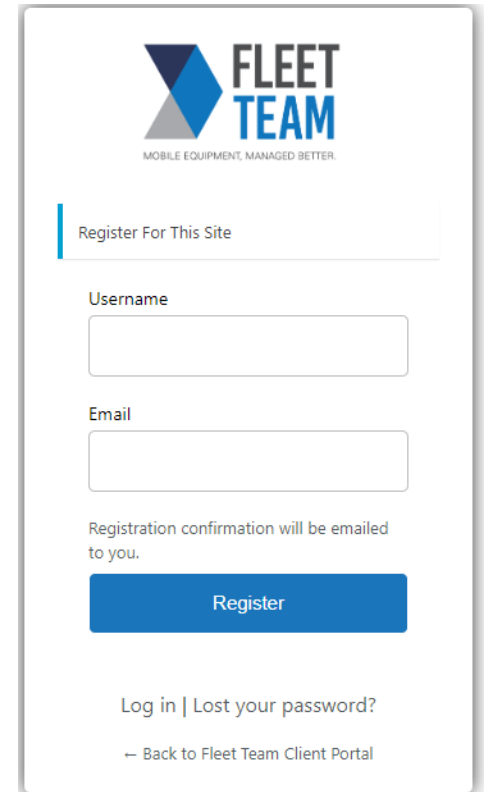
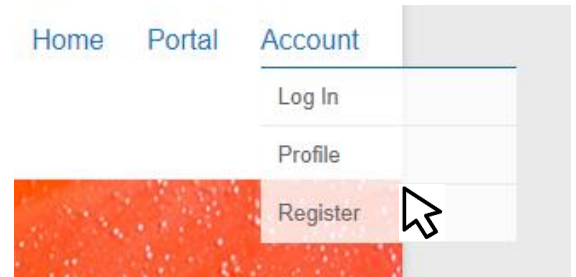
Welcome to the Fleet Team Client Portal! This guide will help you 1) Set up your new account, 2) View your dashboard, and 3) Reset your password.

When you first arrive on the website you should be greeted with this home page.



How to Create An Account:

- 1) Hover on **“Account”** in the top right and click **“Register”**
- 2) **Username** – Create a Username and add your Work Email.
 - a. Most clients use first letter and their first and last name as their username.
 - b. Hit Register
- 3) **Password** - After username/email registration, you will receive a confirmation email to create a password. This email could end up in your junk/spam/trash folder, so please check there as well!



**FLEET
TEAM**
MOBILE EQUIPMENT, MANAGED BETTER.

Register For This Site

Username

Email

Registration confirmation will be emailed to you.

[Register](#)

[Log in | Lost your password?](#)

[← Back to Fleet Team Client Portal](#)

Important Note

Following Username & Password Creation - you will not have instant access to your account.

Our administrators must validate your access. We will do it as quickly as possible, but in the meantime you can still log in to verify that your account has been created successfully.

How to View Your Company's Dashboard

Once your account has been approved, log in and you'll be redirected to the homepage.

- 1) Head over to fleetteamclients.com
- 2) Hover on the "Portal" Button in the Top Right and click Your Customer's Name

Home Portal Account

Sample Customer Name



- 3) You are now on your Customer Page. From here, select the Dashboard you'd like to see.

Sample Customer Name

You are here: Fleet Team Client Portal >

General

- Dashboard
- Dashboard

Password Recovery:

If you forgot your password or cannot log in, double check your username or account details. If you still cannot login:

1. On the Home Page, follow the link "CLICK HERE" in the paragraph regarding Password Reset.

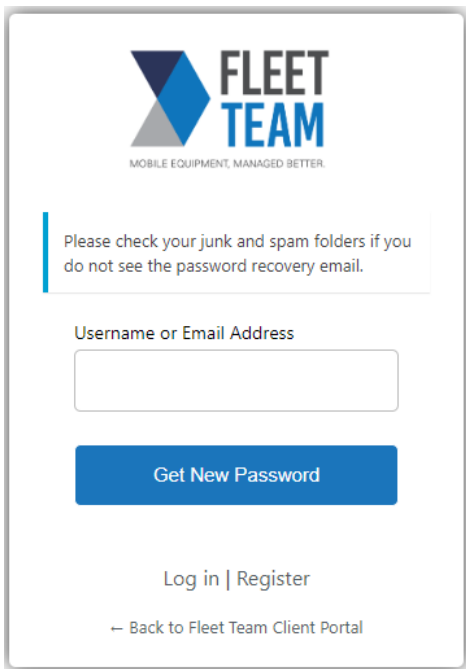
Welcome

You've arrived at the customer landing page. Please login to view your account and dashboards.

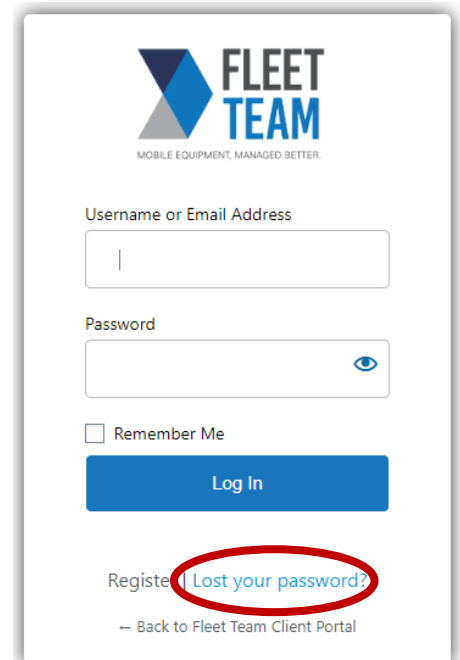
New users, please [CLICK HERE](#) for the Fleet Team Client Portal New User Guide. When registering for the first time, please check your inbox, clutter, spam, or junk email folders for the confirmation email.

If you are having difficulty logging in, please [CLICK HERE](#) to reset your password. Please check your clutter, spam, or junk email folders if you do not receive a password reset email in a timely manner.

- a. You can also click "Lost your password?" on the Login Page
2. Enter the email used in registration.
 3. Wait for the Password recovery email.
 4. Login to the site. Let us know if any issues persist.



The screenshot shows the 'Get New Password' page. At the top is the Fleet Team logo. Below it is a message: 'Please check your junk and spam folders if you do not see the password recovery email.' There is a text input field for 'Username or Email Address' and a blue button labeled 'Get New Password'. At the bottom, there are links for 'Log in | Register' and a link to 'Back to Fleet Team Client Portal'.



The screenshot shows the login page. At the top is the Fleet Team logo. Below it are two text input fields: 'Username or Email Address' and 'Password'. There is a 'Remember Me' checkbox and a blue 'Log In' button. At the bottom, there are links for 'Register' and 'Lost your password?' (circled in red), and a link to 'Back to Fleet Team Client Portal'.