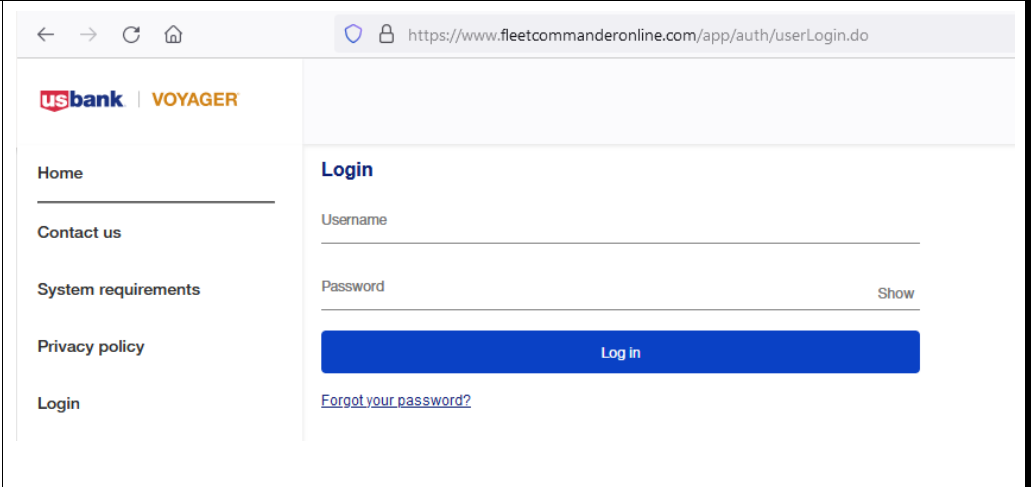
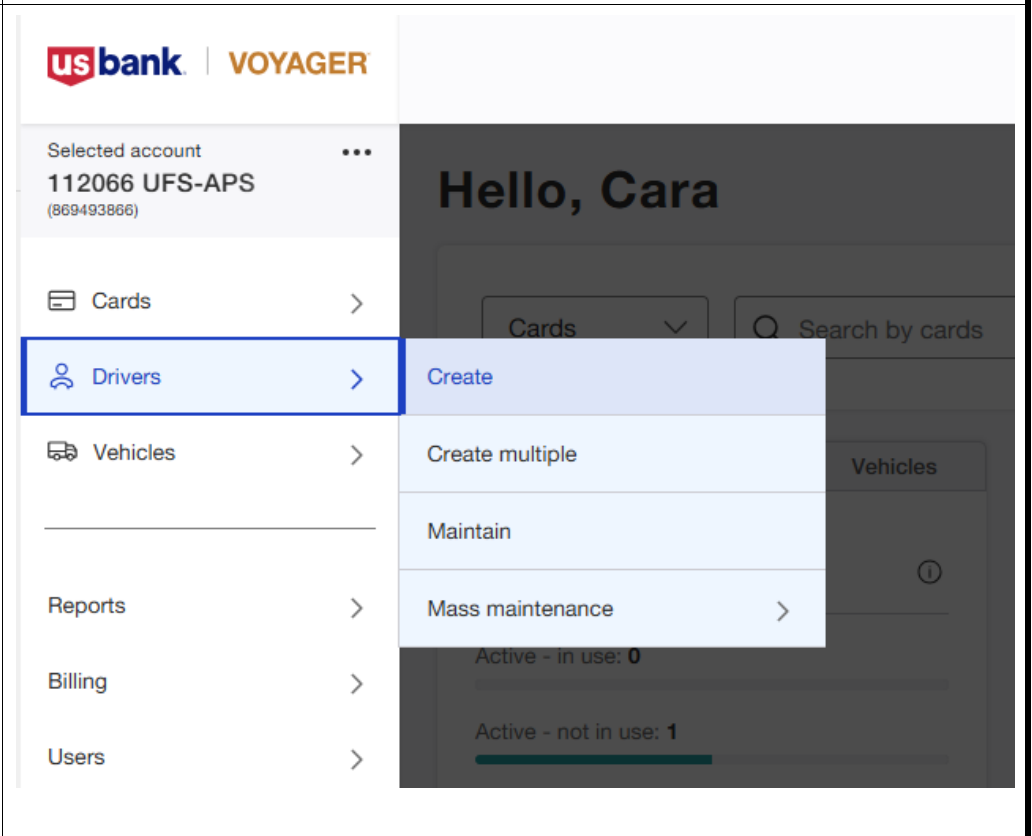


Voyager – Create New Drivers

Each driver must be created in Voyager Fleet Commander before a Voyager fleet card can be used. The employee’s Driver ID must be entered with each purchase.

Procedures	
<p>Sign into Voyager Fleet Commander Online (FCO) at fleetcommanderonline.com</p>	
<p>If you have access to more than 1 Voyager account, make certain the correct account is selected. If not, select the correct account.</p> <p>From the selection menu on the left of the screen, click on Drivers and Create.</p>	

Voyager – Create New Drivers

For Driver Information, complete the Driver ID, First Name, MI, and Last Name fields.

The other fields are optional and may be completed if desired by the department.

Click Go to Review.

CREATE DRIVERS

Enter your driver details.

Enter the information below to set up and maintain your drivers. Use tabs to navigate to your settings and preferences. Required sections are indicated on the tab heading with a red dot.

[Go to review](#)

[Driver information](#) [Supporting information](#) [Driver limits](#) [Temporary limits](#)

DRIVER INFORMATION

Driver ID (Required) _____

First name _____ MI _____ Last name _____

Full legal name _____ Date of birth _____ Show
mm/dd/yyyy

Driver license number _____ Show State
Select a state _____

Driver ID: This must be the last 6 digits of the new driver's UK Employee ID.

First Name, Middle Initial, Last Name: Add the new driver's first name, middle initial, and last name to the appropriate fields.

A summary of the information entered will be displayed.

Verify all information entered is correct and click Create Driver.

Make sure the information below is accurate before creating your driver.

[Go back to setup](#) [Create driver](#)

Basic information

Number of drivers being created: 1

Account name: 112066 ufs-aps

Account number: 869493866

Organization level driver assignment: UFS-APS

Driver information

Driver ID: 007777

First name: Jane

MI: M

Last name: Doe

Organization Level

Organization Level 1: SOURCEWELL-NON STATE

Organization Level 2: UNIVERSITY OF KENTUCKY

Organization Level 3: UFS-APS

Voyager – Create New Drivers

A verification that the new driver has been added will be received.

Once this confirmation is received, the driver can start using Voyager cards on this account immediately.

Click on Go Back to Home to complete any additional actions needed or Log Out, if finished.



New driver added to the account.

Driver ID 007777 has been successfully created.

Do you want to [create more drivers?](#)

[Go back to home](#)