



PERMISHARE

PERMISHARE USER GUIDE

WEB PORTAL SETUP

Introduction

As a new subscriber, first and foremost, welcome to PermiShare!

This user guide has been created to assist you with setting up your PermiShare account and ensuring you take advantage of all the great features the PermiShare Portal has to offer.

Motor carriers of all types and sizes are required to navigate the challenges of regulatory compliance and the requirement of ensuring their team has access to crucial information, documents and permits. At the same time, governments throughout North America continue their slow but steady progress in the issuance and roadside acceptance of electronic credentials. With PermiShare, carriers can access, display and transmit permits, licenses, tax receipts and many other types of electronic credentials anytime, anywhere!

Are you wasting time and resources trying to stay on top of expiries? PermiShares alert manager ensures you are always ahead of the curve. Users can monitor upcoming expirations and elect to receive a daily email alert to ensure expiring credentials are never forgotten and always renewed in a timely fashion.

Today's workforce is mobile and PermiShare is leveraging your company's existing technology to provide document access from the back office to the highway. The PermiShare mobile app virtually eliminates the need for a driver to carry a paper-based permit book in the cab of their vehicle. Credentials, licenses, and permits issued to regulated entities, their drivers and assets are added to your PermiShare portal and securely shared with your drivers via the PermiShare mobile app with just one click!

Welcome again to PermiShare. We believe you will find the PermiShare portal and mobile app to be an important tool in ensuring your drivers, safety and compliance personnel and administrators remain compliant, informed, and safe.

Sincerely,
The PermiShare Team

Table of Contents

Introduction.....	2
Best Practices	5
Corporate Setup	6
Step 1. Add Corporate Information and Choose a Carrier Type	6
Step 2. Add Corporate Documents.....	6
Driver Setup.....	8
Step 1. Add a Driver	8
Driver Active/Inactive Date.....	8
Step 2: Add Driver Documents	8
Update a Driver.....	9
Driver Import/Export Templates.....	9
Send app link	9
Fleet Setup.....	10
Step 1: Add a Fleet	10
IRP Fleets	10
Asset Setup	11
Step 1: Add an Asset	11
Asset Active/Inactive Date.....	11
Step 2: Add Asset Documents	12
Update an Asset.....	12
Asset Import/Export Templates	12
IRP Setup	13
Step 1: Add a Registration Year.....	13
Step 2: Add a Weight Group.....	13
Step 3: Add a Document	14
IFTA Setup	15
Step 1: Add a Year.....	15
Step 2: Upload an IFTA Licence	15
Step 3: Create an IFTA Decal Assignment.....	15
Decal Assignment Import/Export Templates	16

Comments.....	16
IRS Heavy Vehicle Use Tax (HVUT) Setup.....	17
Step 1: Add a Tax Year	17
Step 2: Add a Document	17
Admin Setup	18
Settings	18
Primary/Secondary Notification Emails.....	18
Document Expiry Follow-up Days	18
Alerts.....	19
Dismiss an Alert	19
Users	19
User Types	20
Roles & Permissions	20
Add a New Role.....	20
Update Permissions	21
History	21
Document History	21
Asset History.....	22
Changing your Password	23
Viewing and Updating your Subscription	24
Add more Assets	24
Unsubscribe from PermiShare	24

Best Practices

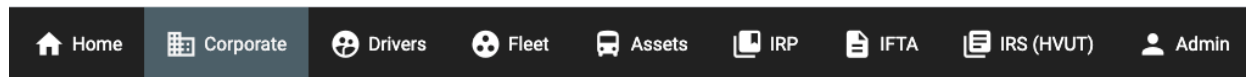
Documents, permits, licenses and related documents being added to your PermiShare Portal should first be scanned and stored on your PC or server. File naming conventions should be carefully considered to ensure consistency of the terms used, thereby ensuring all members of your team can easily recognize the specific document that they seek.

Only select the “App Access” check box if you require your drivers to have access to a permit, license, or document. Do not worry if you accidentally select app access for a document you later realize a driver should not have mobile access to. Simply uncheck the App Access box and the document will no longer be accessible in the PermiShare mobile app.


Corporate Setup

Step 1. Add Corporate Information and Choose a Carrier Type

When you log into your PermiShare account for the first time you will see a number of tabs at the top of the screen.



To begin your setup, click on the Corporate tab and begin filling out your company details on the left-hand side of the screen. All fields with an * are required fields.


At the upper right-hand side of the corporate screen, you will see the  icon. Click this icon and choose the carrier type that best describes your operations.

Carrier Type:

☐ U.S. based - U.S. travel only
 ☐ U.S. based - International travel

☐ Canada based - Canada travel only
 ☐ Canada based - International travel

You will notice that as you click the various carrier types the fields below will change. Once the carrier type is selected, begin filling in your compliance account information. When your information has been

entered into each of the applicable fields, click the  icon at the bottom right of the screen to save your corporate information.

Step 2. Add Corporate Documents


At the bottom of the corporate screen there is an Add Documents area. This area can be used to create a database of corporate related documentation that you want to keep in a safe location, share amongst your team and to track expiries.

Add Documents:

Document Name	Issue Date	Expiry Date	App Access	Document	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/>	<input data-bbox="1258 1512 1274 1533" type="button" value="+"/>

To add a document, select the “Choose File” icon and locate the document on your computer. Once the document is selected you are prompted to:

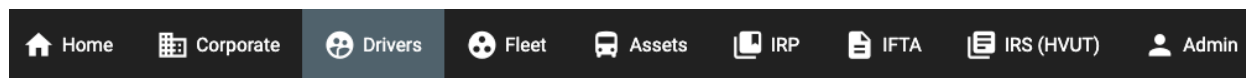
- Add a document name (i.e. Business Licence, US DOT pin letter, Insurance policy, etc.)
- Select an issue date for the document, this is for your internal tracking and is NOT a mandatory field.
- Select an expiry date for the document. When you choose an expiry date you will receive an automated alerts email to remind you to renew well in advance of expiration. This is NOT a mandatory field.


- App Access – Click the check box if this document should be available to drivers within the Permishare mobile app.
- Click the  icon at the bottom right to save your document
- Repeat this process and add more important corporate documents to your Permishare portal

Driver Setup

Step 1. Add a Driver

The Drivers screen in PermiShare is where you store information and documents related to both your active and inactive driver pool. The Driver screen is also used to register your drivers for access to the PermiShare mobile app, giving drivers instant access to permits and documents.




To add a driver, click on the  icon at right side of screen and begin filling in the Driver Details. You will note that all fields with a * are required fields.

Driver Active/Inactive Date

PermiShare requires you to enter in an active date to have a record of when each driver began working for your company.


Active Date: *	<input type="text" value="MM/DD/YYYY"/>
Inactive Date:	<input type="text" value="MM/DD/YYYY"/>

If a driver leaves your company, you can edit the drivers record and add an “Inactive Date” that will indicate that the driver is inactive in the main driver screen. **We recommend that you never delete a record!** Instead, move it to inactive so you can maintain the information and documents of drivers who

are no longer employed or under contract. Once the Driver Details are completed the  icon will display, click and move onto Address Details.

Step 2: Add Driver Documents

Once you have entered the Driver and Address Details, the Documents screen will appear.

Add Documents:					
Document Name	Issue Date	Expiry Date	App Access	Document	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="Choose File"/> No file chosen	


From this screen you can upload driver related documentation. Driver documents do not have to be added as part of the driver setup, documents can be added at a later time.

To add a document, select the “Choose File” icon and locate the document on your PC or server. Once the document is selected you are prompted to:

- Add a document name (i.e. Drivers Licence, Letter of employment, Driver Abstract, etc.)
- Select an issue date for the document, this is for your internal tracking and is NOT a mandatory field.

- Select an expiry date for the document. When you choose an expiry date you will receive automated alerts via email to remind you to renew well in advance of expiration. If there is no expiration for the document, leave that field empty.
- App Access – Click the check box if this document should be available to drivers within the Permishare mobile app.
- Click the “Save” icon at the bottom right to save your driver and added document(s).
- Each added driver will receive an email with instructions on setting a password and downloading the Permishare mobile app!

Update a Driver

Once a driver has been added to your Permishare portal you can edit their information and add new documents by selecting the  icon in the “Actions” tab.


Driver Import/Export Templates

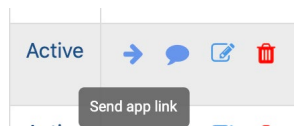
When adding your Drivers to Permishare, you can utilize our import template.



In order to use this feature, click on the “Template” icon and open the Driver Import Template file. Fill in the required information – All fields are mandatory with the exception of the Comments field – and save the document. Select the “Import” button, locate the file on your computer and import your Driver list. Refer to “Update a Driver” to easily add documents to your Drivers once their information has been imported.

Send app link

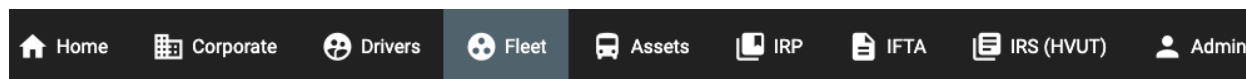
When drivers are imported in Permishare they are not automatically registered for mobile app access as they are when added individually. In the actions tab, imported drivers will have an additional  icon that can be manually clicked which triggers the app activation emails to that specific driver.




Fleet Setup

Step 1: Add a Fleet

The Fleet screen in PermiShare is used to setup and manage fleet levels in your company.

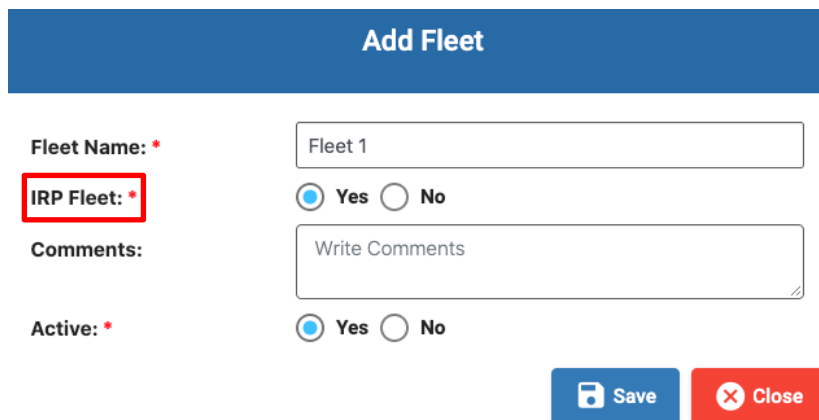


Often companies may have numerous IRP fleets, Intra-jurisdictional fleets, or a fleet type that includes only certain vehicles. Once fleets are created, they will be used to organize your assets and enable you

to sort your assets by fleet name. To add a fleet, click the  icon at the right-hand side of the screen and fill in the required fields. You will note that all fields with a * are required fields.

IRP Fleets

One of the required fields in the Add Fleet screen is selecting whether a fleet is an IRP fleet.


 A screenshot of the 'Add Fleet' form. The form has a blue header bar with the text 'Add Fleet'. Below the header, there are four fields: 'Fleet Name: *' with a text input containing 'Fleet 1'; 'IRP Fleet: *' with a red rectangular highlight around the label and two radio buttons labeled 'Yes' (selected) and 'No'; 'Comments:' with a text area containing 'Write Comments'; and 'Active: *' with two radio buttons labeled 'Yes' (selected) and 'No'. At the bottom right, there are two buttons: a blue 'Save' button and a red 'Close' button.

When this is set to “Yes” the fleet will automatically be added to the IRP tab in your PermiShare portal. Navigate to the IRP Setup section of this guide to learn more about setting up your IRP fleet information.

Asset Setup

Step 1: Add an Asset

The assets screen is where subscribers add their assets (vehicles and trailers) and store related permits, documents and information.



[+ Add Asset](#)

To add an asset, click on the [+ Add Asset](#) icon. Enter information or select from the choices in each dropdown box. Fields with an asterisk * are required fields.

In the Add asset screen there are drop down fields for “Fleet Name” and “Asset Type”.

Add Asset

1 Asset Detail
2 Asset Details Cont.
3 Add Documents

Asset ID: *

Fleet Name: *

Asset Type: *

Year: *

Make: *

Model: *

-- Select Fleet --

-- Select Asset Type --

-- Select Year --

-- Select Make --

Click the field and select the option that corresponds to that asset. Refer back to the Fleet Setup section

if you do not see the fleet that asset belongs to. Once the Asset Details are completed the [Proceed](#) icon will be available. Click and move onto the next section.

[→ Proceed](#)

Asset Active/Inactive Date

Enter an active date to record the acquisition date or first use of an asset.

Active Date: *

Inactive Date:

MM/DD/YYYY

MM/DD/YYYY

When an asset is sold or otherwise disposed of enter the “Inactive Date”. Asset status will display as inactive on the asset information screen. **We recommend that assets be inactivated not deleted!** Sort assets by status to review historical information and comments.

Step 2: Add Asset Documents

Once you have entered the required Asset Details, the Add Documents screen will appear.

Add Documents:


Document Name	Issue Date	Expiry Date	App Access	Document	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Choose File"/> No file chosen	<input data-bbox="1258 352 1279 380" type="button" value="+"/>

From this screen you can upload asset related documentation. Share amongst your team and track expiries. Asset documents do not have to be added as part of the asset setup, you can add documents at a later time.

To add a document, select the “Choose File” icon and locate the document on your computer. Once the document is selected you are prompted to:

- Add a document name (i.e. Vehicle Ownership, Emissions Test, Bill of Sale, Lease, etc.)
- Select an issue date for the document, this is for your internal tracking and is NOT a required field
- Select an expiry date for the document. When you choose an expiry date you will receive automated alerts email to remind you to renew in advance of expiration. If there is no expiration for the document leave this field empty
- App Access – Click the check box if this document should be available to drivers within the Permishare mobile app.
- Click the “Save” icon at the bottom right to save your Asset and the document(s) added

Update an Asset

After an asset has been added to your Permishare portal you can edit its information and add new documents by selecting the  icon in the “Actions” tab.

Asset Import/Export Templates

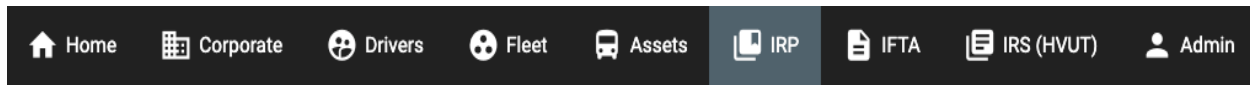
When adding your Assets to Permishare, you can utilize our import template.




In order to use this feature, click on the “Template” icon and open the Asset Import Template. Fill in the required information – All fields are mandatory except for the Comments field – and save the file. Ensure that you select a fleet name and asset type as shown in the portal add asset drop-down list. Click the “Import” button, locate the file, and import your Asset List. Refer to “Update an Asset” to easily add documents to your Assets!

IRP Setup

The IRP screen is used to create and record registration years and store relevant IRP documents.



Step 1: Add a Registration Year

To set up your IRP fleet year click the  icon, select the fleet name and add a registration years effective and expiry dates.

Add Year

Fleet Name: *

IRP Fleet 1

Effective Date: *

3/1/2019

Expiry Date: *

2/29/2020

Save

Close

Once you have selected the fleet and dates, click



Step 2: Add a Weight Group

Your IRP fleet may have numerous weight categories with unique gross or combined gross vehicle weights and axle combinations.

Add Weight Group

Fleet Name: *

IRP Fleet 1


Weight Group*

Weight	Axles	Action
80,000 lbs / 36,000 kgs	5	+

Save

Close

From the add weight group screen enter a weight group number and gross weight(s). To add an additional weight group simply click the + icon under the actions tab. Once you have entered in your

weight groups, click .



Step 3: Add a Document


Once the registration year and weight group(s) have been setup, you can begin adding IRP documentation. Suggested documents may include Apportioned Cab Cards, Distance Declarations, Fee Notices, Renewal Applications and Supplemental Applications.

To add a document, select the  icon and enter the required information:

Add Document

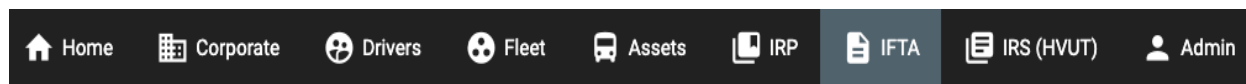
Document Name: *	<input type="text" value="Fleet 1 Renewal Application"/>
Fleet Name: *	<input type="text" value="IRP Fleet 1"/>
Effective Year: *	<input type="text" value="Mar 2019 - Feb 2020"/>
Document: *	<div><input type="button" value="Choose File"/> <input type="text" value="Renewal Application.pdf"/></div>



- Add a document name (i.e. Renewal Application, IRP Cab Card, etc.). Use consistent naming conventions for ease of recognition throughout your organization.
- Select the fleet name to associate with the document
- Select the effective Year to associate with the document
- Click  at the bottom right to save your document
- Repeat this process to add more IRP documents

IFTA Setup


The IFTA screen is where you store your IFTA licence and maintain a record of IFTA decal assignments (a regulatory recordkeeping requirement) showing the decal serial numbers issued to each qualified vehicle. This information along with any unused decals must be retained for at least 4 years.

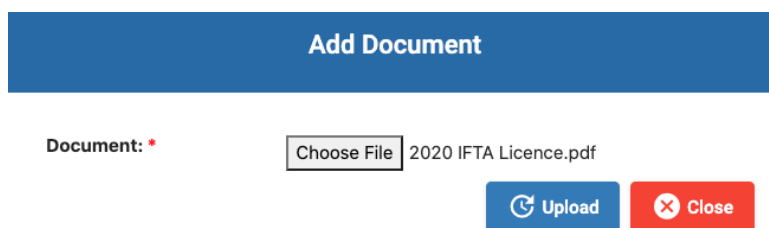


Step 1: Add a Year

To begin setting up your IFTA information, click the  tab and select a year from the drop-down list. Once the year is selected, click  to add the registration year.

Step 2: Upload an IFTA Licence

The IFTA tab can be used to store a copy of each calendar years IFTA licence. To add an IFTA licence, select the calendar year from the add year column click .



Click the "Choose File" icon to locate the IFTA licence on your computer or server, select it and click the "Upload" button. Your IFTA license is then stored and associated to the selected year.

Step 3: Create an IFTA Decal Assignment

One of the record-keeping requirements under IFTA is that each IFTA registrant tracks the decals that are assigned to each of their vehicles. At audit you must present this information for the last 4 calendar years. With PermiShare, we make tracking your IFTA decal assignments easy. To assign IFTA decals to an


asset, start by clicking the  icon and fill in the required information.

Add Asset

Fleet Name: *	IRP Fleet 1
Asset ID: *	Unit 101
Year: *	2019
Decal#1: *	10155
Decal#2: *	10156

Save
 Close

If you do not see the 'Fleet' or 'Asset' desired in the dropdown list, return to those sections and ensure they have been created.


Once all information is entered, click the  button to save this information in your PermiShare portal.

Decal Assignment Import/Export Templates


When completing your IFTA decal assignment in PermiShare, you can utilize our decal import template.



In order to use this feature, click on the "Template" icon and open the Import Template. Fill in the required information – All fields are mandatory – and save the document. Ensure that you enter in the

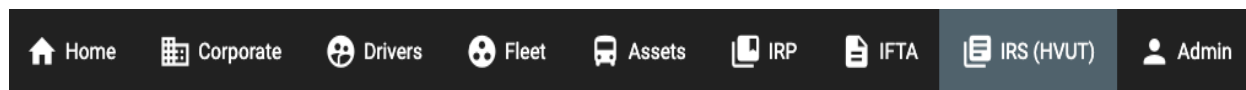
fleet name and an asset ID that has been previously added to your account. Click the  button, locate the file and import your decal assignment list.

Comments


In the IFTA tab you will notice a  button. Use comments to note relevant facts related to IFTA decal assignments, lost or destroyed decals or additional decal orders. This is also a great place to include the location of unused IFTA decals – remember unused IFTA decals must be retained for at least 4 years from the end of the calendar year for which they are issued.

IRS Heavy Vehicle Use Tax (HVUT) Setup

The IRS (HVUT) tab is used to create a library of your current and prior tax year IRS Form 2290 Heavy Vehicle Use Tax Returns and Stamped Vehicle Schedules. Associating assets to your schedules promotes accurate record keeping and easy recall.



Step 1: Add a Tax Year

To setup your IRS HVUT Information, click the  to add a tax year. The IRS HVUT tax year runs from July 1st to June 30th of the following year.

Step 2: Add a Document

Once the tax year has been created, you can begin adding IRS HVUT documentation into your PermiShare portal.

To add a document, select the  icon and enter in the required information:

Add New Document

Year : Jul 2019 - Jun 2020


Document Name:

Upload Document: 2290 Form Filed July 2019.pdf

Please assign assets to this document

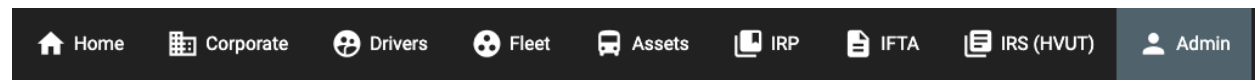
<input checked="" type="checkbox"/>	Unit 101
<input checked="" type="checkbox"/>	Unit 102
<input type="checkbox"/>	Unit 100

- Add a document name (i.e. IRS 2290 form filed, Schedule 1, etc.)
- Upload a document by clicking the “Choose File” icon and then locate and select the document on your computer.
- Users are encouraged to assign an asset(s) to the document to quickly recall which assets were filed on each document. Simply select from the asset list those assets that are included on the document you are uploading. If you do not see the asset you are looking to assign, refer to the “Asset Setup” section of this guide.

- Click the  icon at the bottom left to save your document and asset assignment
- Repeat this process to add more IRS Heavy Vehicle Use Tax documents

Admin Setup

When a subscriber hovers their mouse over the Admin tab four options are presented. Settings, Users, Roles & Permissions and History.




Settings

The settings screen displays a number of important settings in your PermiShare portal.

Primary/Secondary Notification Emails

When documents are added to your PermiShare portal, an expiry date can be set. As these documents approach their expiry, a daily Alerts email notification will be sent to the addresses listed in the primary and secondary notification email fields.


Primary Notification Email	Primary Notification Email	admin@permishare.com	Enter Primary Notification Email	Save
Secondary Notification Email	Secondary Notification Email	example@example.com	Enter Secondary Notification Em	Save

These email addresses can be change by entering a new email address into the New Value field and clicking .

Document Expiry Follow-up Days

The document expiry follow-up day value sets the number of days prior to a document expiry that an alert will be generated. Alert notifications are transmitted via email to the primary and secondary addresses.

Driver Default Document Expiry Follow-up Days	30	Enter Follow-up Value	Save
Asset Document Expiry Follow-up Days	30	Enter Follow-up Value	Save
IRP Document Expiry Follow-up Days	30	Enter Follow-up Value	Save
IRS Document Expiry Follow-up Days	30	Enter Follow-up Value	Save
IFTA Document Expiry Follow-up Days	30	Enter Follow-up Value	Save
Corporate Information Document Expiry Follow-up Days	30	Enter Follow-up Value	Save

Your PermiShare expiry follow-up day value is defaulted to 30 days. These values can be changed for each section of the PermiShare portal by entering in a new value and clicking . Unless an Alert is “Dismissed” on your PermiShare Home screen, you will continue to receive a daily alerts email reminder until the document reaches its expiry date.





Alerts



On the Home screen of your PermiShare portal the upcoming document expiries (alerts) are displayed. Each alert will include the document name, document origin (the section of the portal this document is saved in), the reference (the specific driver or asset associated with the document) and the number of days until that document expires. Users can view the document via the “Download Document” button.

Dismiss an Alert

As you receive alert emails and complete the renewal of expiring permits and related documents, you can choose to “Dismiss” an alert. Dismissing an alert means it will no longer be included in your daily Alerts Email and will not display on the Home screen.



Alerts:

Document Name	Document Origin	Reference	Expiry Date	Expiry in (Days)	Download Document	Dismiss
Drivers License	Driver	Collin C (Driver Name)	2020-07-22	16		
Ownership	Assets	Unit 101 (Asset ID)	2020-07-30	24		

To accomplish this navigate to the home screen of your PermiShare portal, locate the document that has been renewed and click the  icon. The below message will appear, click  to dismiss the alert.


Dismiss Alert

Are you sure you want to dismiss this alert? This record will no longer be included on your daily alerts email

 Proceed
 Close

Users

The Users screen is where PermiShare subscriber administrators add additional users. With PermiShare you can add as many users as required.

To add a new user, click the  icon on the right side of the screen and fill out the required fields.

Add User

User Name: *

User Type: *

Super Admin
▼

Email ID: *

Cell Phone: *

Save

Close

When all fields are completed, click the **Save** button. Saving a new user automatically sends an email to the new user containing a link to set a password and a login area to access your company's PermiShare portal.

User Types

There are two user types that default in your PermiShare portal: Super Admin and Read-Only. The Super Admin user type provides full access to your entire PermiShare portal. **It is recommended that only one individual in your company be assigned this user type.** Read-Only user type provides read access to the entire application. A Read-Only user may not create, update or delete information and documentation. To add a new user type, refer to the "Roles & Permissions" section of this user guide.

Roles & Permissions

The Roles & Permissions screen allows PermiShare subscribers to create new user types and adjust the permissions for each type of role.

Add a New Role

To add a new role in your PermiShare portal, click the **Add Role** icon and enter Role name (i.e. Safety and Compliance, Operations, Dispatch, HR, etc.), select active status click the **Save** icon.

Add Role


Add Role: *

Status: *

Active
▼

Save


Close

Once a new role is created it is added to your Role list with the permissions displaying as **0/44**. To grant or deny permissions for this role type, click on the **0/44** in the Permissions column and select the actions to assign to the role - Create, Read, Update and Delete. Once completed, click the  **Save** icon in the upper right to save your changes.

Screen Name	Create	Read	Update	Delete
Home	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Drivers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fleet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assets	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IRP	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IFTA	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IRS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roles & Permissions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Important Note: Only provide permissions to the “Subscriptions” screen to select users. Having permissions for this screen will allow that user to update your subscription and unsubscribe your account.

Update Permissions

At any time, you can navigate to the Roles & Permissions screen to adjust the permissions for a specific role. To change the permissions, simply click on the Permissions field for that user role and make your selections. Once completed remember to click the  **Save** icon in the upper right to save your changes.

History

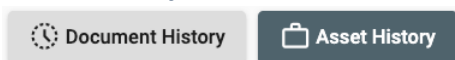
The history screen provides PermiShare admin users with two areas to view the activity of their drivers while using the PermiShare mobile app.

Document History




The document history screen provides a detailed listing of which documents a driver has shared to law enforcement via the PermiShare mobile app. This includes the drivers first and last name, the type of document and name of the document that was shared, a copy of the document, the email of the recipient of the shared documents as well as the date of which it was shared. This information provides admin users with complete transparency over when documents are required to be verified at roadside.

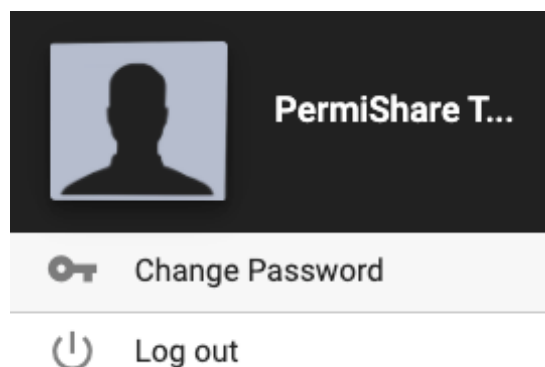
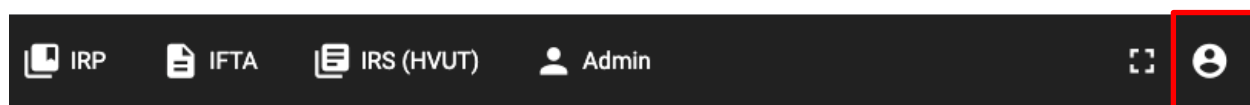
Asset History




The asset history screen provides a detailed listing of your company's assets and the drivers that have had those assets active in their PermiShare mobile app. This screen lists each asset, the driver(s) that are currently associated to that asset and a historical listing of drivers, associated dates and end dates for each asset.






Changing your Password

At any time, users can change the password for their PermiShare portal by clicking the  icon in the upper right corner.




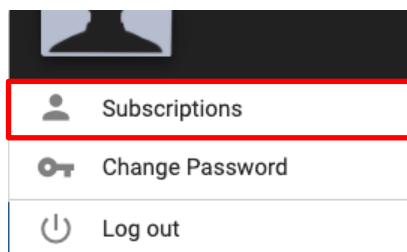
Click “Change Password”, fill in the required fields and click the  icon to change your password. Remember to utilize the suggest password combinations to ensure your login is secure.

Suggested Password Combinations

-  At least **one letter**
-  At least **one capital letter**
-  At least **one number**
-  At least **one special character**
-  Be at least **8 characters**


Viewing and Updating your Subscription

Subscribers to PermiShare initially choose the number of assets they will manage in their portal. To view the subscription details of your current plan, click the  icon in the upper right corner and then click “Subscriptions”.



The Subscription Details on the left side of the screen displays your current plan, how many assets can be managed, the date your plan is active until and the date of your next renewal.

Add more Assets

PermiShare subscribers may wish to increase their subscription to manage more of their assets. To update your plan and add more assets, click the  icon in the upper right corner and then click “Subscriptions”. On the right side of the screen subscribers can select a new package level from the drop-down list.


Update Plan

Package Level: *

L10

Asset Size:

151-175


Subscription Type:

Monthly


Price:


\$520

 Upgrade

You will notice that when a new package level is selected, the asset size and price fields will prepopulate with the new plan information. To proceed with the new package level, click the  Upgrade icon.

Unsubscribe from PermiShare

PermiShare subscribers may choose to cancel the renewal of their account. To unsubscribe from PermiShare, click the  icon in the upper right corner and then click “Subscriptions”. Under

Subscriptions Detail on the left side of the screen you will see the  button, click that button to proceed with cancelling your renewal. Once processed users will continue to have access to their PermiShare account until the “Valid Up To” date. Once that date is reached, access to your PermiShare account will no longer be provided.