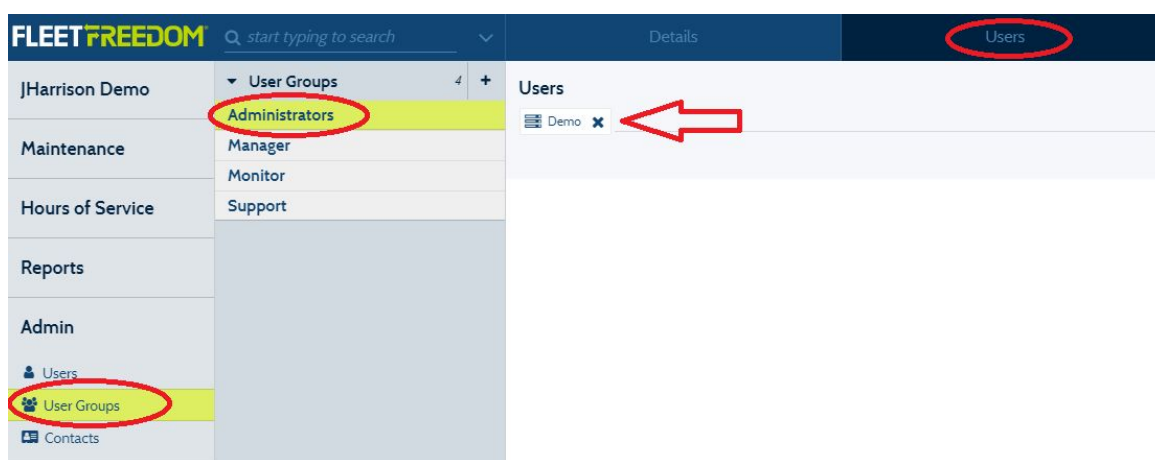




How to Add or Remove a User to an Existing User Group

Add

1. Select Admin.
2. Select User Groups and the User group you wish to add the User to.
3. Select Details.
4. Type name of User you wish to be added to the User Group and Save.



Remove

1. Select Admin.
2. Select User Groups and the User group you wish to add the User to.
3. Select Details.
4. Select the User you wish to delete and Save.



If you need assistance with your Account, please contact one of our Customer Service Representatives.

Office Hours: Monday to Friday 9:00 AM - 5:00 PM EST

Fleet Freedom Support Phone Number: 1 (866) 787-2548 Option 2 English or 9 French

Email: support@fleetfreedom.com