### Hitch

# **ADDING A DRIVER**

This job aid shows you how to add a driver to your Hitch account.

#### STEP 1: CLICK "Account Management" FROM THE DROP-DOWN MENU.



#### STEP 2: SELECT "Drivers".

#### STEP 3: CLICK "Add Driver".

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## **STEP 4: ENTER THE DRIVER'S INFORMATION & THEIR TRUCK'S INFORMATION.**

#### STEP 5: CLICK "Save".

Add Driver					
Driver Information					
Mike	Thomas				
Email Address mthomas@hoyeboye.com	Phone Number +1 555-5555				
TWIC Card	FAST Clearance				
1 Residential Verified	RESIDENTIAL QUALIFICATIONS				
	Background Check				
	Motor Vehicle Record (MVR)				
Truck Information Truck Identifier Mike's Truck					
Payout Percentage 10	% Truck Capacity 4				

