

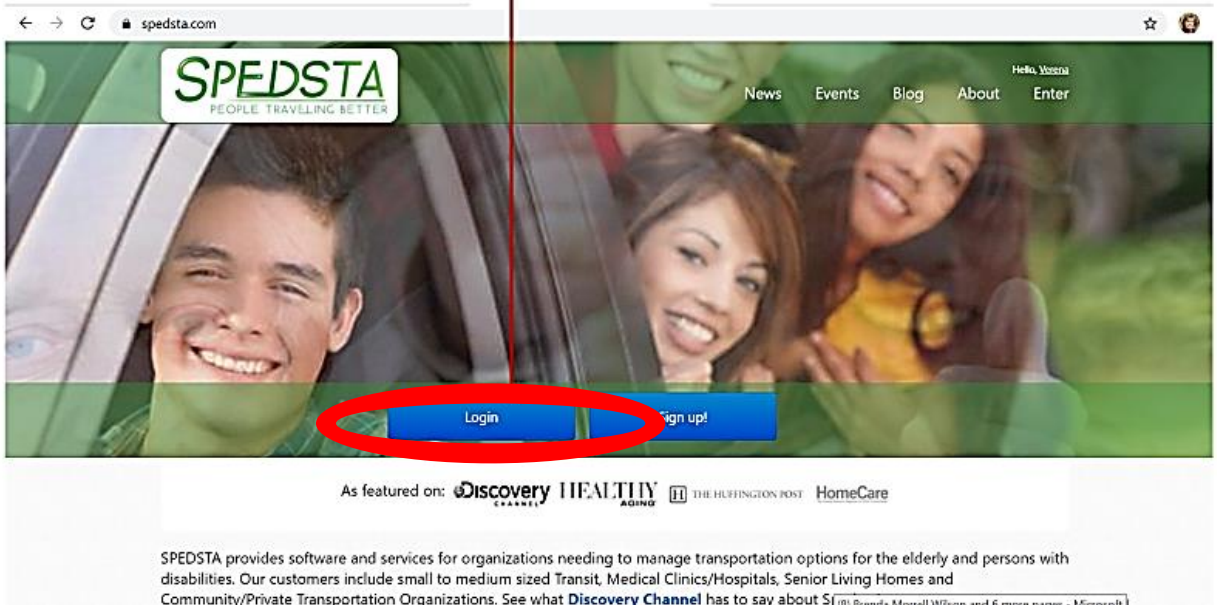
## Sisters Transportation and Ride Share SPEDSTA Profile – Quick Start Guide – updated 11-3-2020

### INTRODUCTION

- Upon applying online to become a driver for STARS, you have agreed to provide your contact, vehicle, insurance, and background information. The Drive Manager has created an account with your First and Last Name, Email Address and assigned a User ID and Password. Dispatchers do not have to provide license and insurance information.
- You will use your email address as your login User ID.
- Your initial Password will be: stars4*firstname*
- Once your account is set up you will be notified by the Driver Manager and they will ask to complete your profile using this guide.
- You will need to login using these instructions and complete your profile, upload your driver's license, and upload your insurance card photos. Go to <https://www.spedsta.com/> to begin this process.
- The attached pages will provide more detailed explanations about creating your profile.

### Logging into Stars Account

This is Spedsta's HOMEPAGE where you will Login with your Email and Password provided by the Drive Manager

A screenshot of the Spedsta website homepage. The browser address bar shows 'spedsta.com'. The page features a green header with the Spedsta logo and navigation links for News, Events, Blog, About, and Enter. Below the header is a large image of a smiling man in a car. At the bottom of the image, there are two blue buttons: 'Login' and 'Sign up!'. The 'Login' button is circled in red. Below the image, there is a section titled 'As featured on:' with logos for Discovery Channel, Healthy Aging, The Huffington Post, and HomeCare. At the bottom, there is a paragraph of text describing Spedsta's services for elderly and disabled individuals.

Click Login on this Page to go to a page where you will enter your Login ID and Password.

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You will get this screen to Login and this will also be the screen presented if you logout of your Dashboard

Spedsta Login

Not a member? Email support@spedsta.com

email

password

Remember me  
 Show password

Submit

Forgot Password?

## Introduction to Drivers Dashboard – Basic Navigation

My SPEDSTA

1

Ride Dashboard

2

Rennie

Rennie Morrell  
★★★★★(0)  
Reliability: TBD% (0/0)  
Response Time: TBD

Set driving schedule

Select Date Range

Export to spreadsheet CALENDAR VIEW

Pickup Time Name Ride Status Origin Destination

Search

This is what your Driver's Dashboard will look like when you login. When you receive training, you will be instructed how to use all needed functions, but for now you are simply creating a profile so will need to select the "Profile" icon. Understanding how to open Navigation tools and how to go to your dashboard will help you navigate back and forth:

1. To open **Navigation Tools** at **any time**, click on the lines in the left-hand corner.
2. To go to your **Driver Dashboard** at **any time**, you can click on your name in the right-hand corner. This will always be your personal Home Page.

Ride Dashboard

My SPEDSTA

Set Driver Schedule

Rides Upcoming

Tools

Bank Info

Profile

Ride History

Settings

Log Out

Type here to search

To complete your profile, you will click on the Profile Button on the Navigation Bar

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**Updating Your Driver Profile – Please complete all fields**

The screenshot shows the 'Driver Profile' update form in the SPEDSTA system. The form is titled 'Driver Profile' and is for user 'Verena'. The form includes the following fields and sections:

- Profile Information:** Name (Rennie Morrell), Reliability (TBD% (0/0)), Response Time (TBD).
- Personal Information:** Name (Rennie Morrell), Address (PO Box 3500-143 Sisters, OR 97759), Email (rmorrell@bendbroadband.com), Phone Number ((541) 610-2098).
- Vehicle Information:** Car Year\*, Car Make and Model\*, Seats\*, License Plate Number\*.
- Buttons:** Cancel, Update (circled in red).
- Additional Sections:** Drivers License, Drivers Insurance.

A large red watermark 'just an Example' is overlaid on the form. The 'Update' button is circled in red.

When you initially Login, you may be directed to a page where you will need to finish your profile. If not, you will need to click on "Profile" in the Navigation Pane to complete your profile and you will get this form.

The information requested is straightforward. Please make sure you complete all boxes.

If you want to add a profile photo simply click where the photo goes at top left and it will allow you to search your files for a photo.

**ALWAYS be sure to click on "Update" before you leave this screen! If you do not, all new information entered will be lost.**

You will also need to upload a copy (photo) of your driver's license and insurance card. Before you do this, take a photo or scan each and put them in a folder where you can find them on the device where you are completing your profile. For example: If you take the photos with your phone, you can email them to yourself and save them on your computer. Just remember where you save them.

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**Uploading Driver’s License and Insurance Document**

**Drivers License**

 [VIEW Status](#)

**Drivers Insurance**

 [VIEW Status](#)

The arrows open up screens which allows your uploads. Clicking on “Upload” will display the files and folders on your device. Find the photo of your license and insurance card, and click upload the file. You can take photos of these documents with your phone, but if you are using another device, you will need to make sure you send (email to yourself) the documents to the device where you will be creating your profile and save it where you can find it.

**ALWAYS be sure to click on “Update” before you leave this screen!**

Once you have completed the profile and uploaded your information, send an email to [4starsapplication@gmail.com](mailto:4starsapplication@gmail.com) to notify the Driver Manager you have completed this action. Subject Line Should read “COMPLETED PROFILE”.

You can also send an email to [4starsapplication@gmail.com](mailto:4starsapplication@gmail.com) to request assistance, but will need to put “NEED HELP WITH PROFILE” in the subject, provide your phone number, and allow 24 hours for help.

**IMPORTANT!!!!**

Once your Profile is done and Training is completed:

1. STARS will initiate your background process through STERLING VOLUNTEERS who will request additional information from you.
2. You will then send information directly to STERLING.
3. AFSC Vetting Advisor Chris West will be notified when the background check has been completed.
4. AFSC Vetting Advisor Chris West will notify you and the Driver Manager when the background check is completed.

Once your Background Check is completed:

1. STARS Driver Manager will validate you as a Driver.
2. You will begin to receive Daily Broadcast Email.
3. You will be able to accept rides.