

**DRIVER EXPIRY INSTRUCTIONS:
UPDATING DRIVER PROFILE WITH NEW DRIVER'S LICENSE AND INSURANCE DOCUMENTS**

Drivers must do two things to help avoid liability issues for STARS.

1. Keep Driver's License and Insurance documents current and uploaded.
2. Complete Liability Waiver Forms for each ride and submit them to Annie. (Leave on her porch at 498 North Wheeler Loop (community behind Ray's) or take a photo of the completed form and email it to annie72sisters@gmail.com)

Document updating procedures have changed slightly, but the basic concept is the same. **To update License/Insurance information follow these steps:**

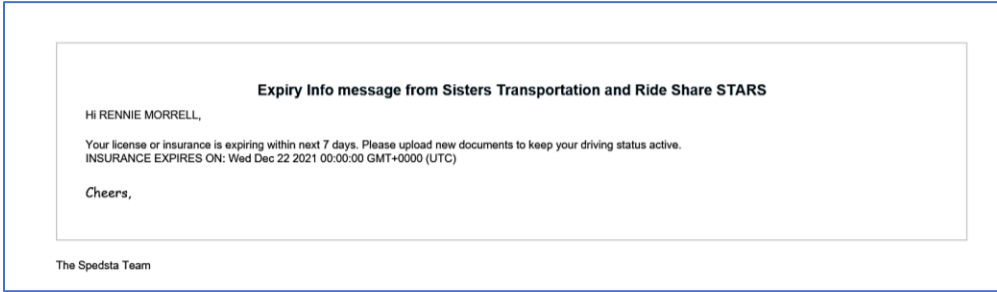
1. You will get an email from Spedsta telling you your documents will expire. **See Example 1.** If you do not update by your expiration (Expiry) date, Spedsta will change your status to "Not Valid" and you will no longer get daily ride email messages.
2. Open your Driver Dashboard.
3. Go to your Profile Page (Person icon on Navigation Bar)
4. Complete information about license/insurance on your profile page (License Number/Expiration Date and Insurance Liability Coverage/Insurance/Expiry Date are new fields) **See Example 2.**
5. Upload License/Insurance. Uploads work the same for both license and insurance. "Tap to upload Image or PDF" **See Example 3.** This action will place a file in your record that you may review by clicking on the link in the File Name Column. If you make a mistake, you can delete and do it again. Note: Some people have trouble with finding their files once they are on their computer. Recommend the following steps:
 - a. Take a photo of your document with your mobile phone and email it to an address you can access on your computer.
 - b. Save the photo file on your desktop. This is so it does not get lost in your files.
 - c. File>Save As>(where to save)>Navigate to Desktop>Save will put it where you can find it easily when uploading to Spedsta.
 - d. When uploading, select the file you want to upload from your computer (like the one you put on your Desktop), highlight it, and select OPEN.
6. **Save** by clicking the **UPDATE** button on your Profile Page. If you do not click UPDATE, your changes will not save.
7. Once completed, the Permissions Manager will get an email saying you have completed the task and you are marked as "Pending Review". **See Example 4.**
8. The Permissions Manager will review your profile and documents and once verified will set your permissions to "OK Valid". Once this happens you will resume getting daily email.

Note: View Status may have old documents there until June 2022.

It is not a difficult process, but we are glad to assist you with this at any time. You can reach the Permissions Manager by emailing Lauren at lrbeyerinck@gmail.com or Rennie Morrell at rennie@starsride.org.

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Example 1



Example 2

Drivers License Number:

Drivers License Expiry Date:

Driver License Status:

(Admin checked driver license: Sat Jan 1 2022 2:05pm)

Insurance coverage liability:

Insurance Expiry Date:

Insurance Status:

(Admin checked insurance on: Sat Jan 1 2022 2:05pm)

Example 3

Drivers License Upload

Drivers Insurance Upload

VIEW Status

Drag and drop files HERE

Max upload is 1MB

Search

Record ID	Time Uploaded	File Name (tap to download)	Delete
42	Sat Jan 1 2022 2:25pm	47-3696-2021-12-31T03-28-46-14511612046494-RenInsurance (4).png	<input type="button" value="Delete"/>

Example 4

****Driver has now been set to pending status. Broadcast emails to driver will not be sent until set to OK valid ****

HI SISTERS TRANSPORTATION AND RIDE SHARE STARS,

The following profile information has changed:
New insurance document has been uploaded.

Contact information for the member:
Email: rmorrell@bendbroadband.com
Mobile number: +15416102098

Cheers,
The Spedsta Team