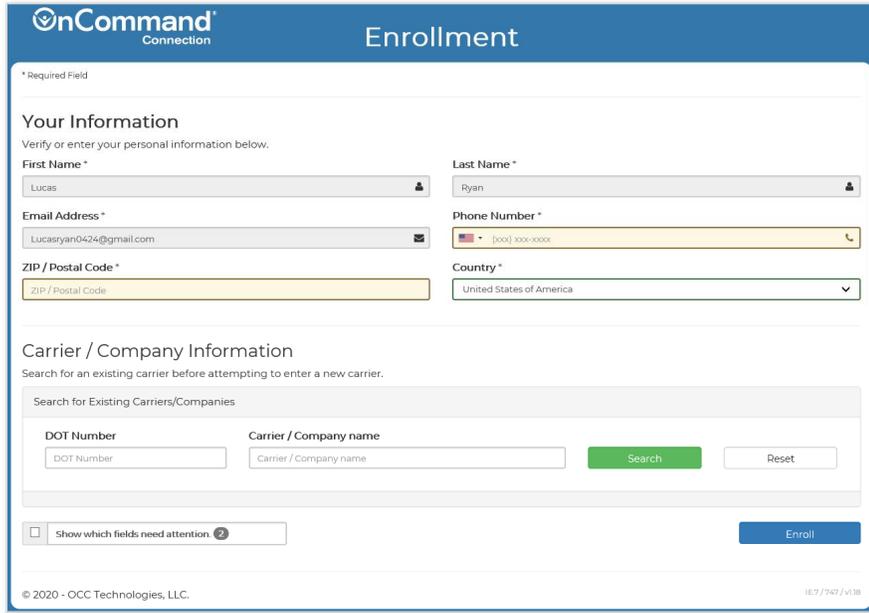


New Company Enrollment

After the registration process is done you can begin the company enrollment process. On this screen you will verify that the information is correct and enter any missing information, such as phone and zip code.



The screenshot shows the 'Enrollment' page with the following sections:

- Your Information:** Fields for First Name (Lucas), Last Name (Ryan), Email Address (Lucasryan0424@gmail.com), Phone Number, ZIP / Postal Code, and Country (United States of America).
- Carrier / Company Information:** Search for Existing Carriers/Companies section with input fields for DOT Number and Carrier / Company name, and buttons for Search and Reset.
- Footer:** © 2020 - OCC Technologies, LLC. and version number 1E7/747/v1.18.

Carrier / Company Information

- Enter part of the carrier /company name and click search, to see if it already exists
- If you see the company in the results, select the correct carrier/company
- If the company is not found:
 - Click the circle to enroll the new company

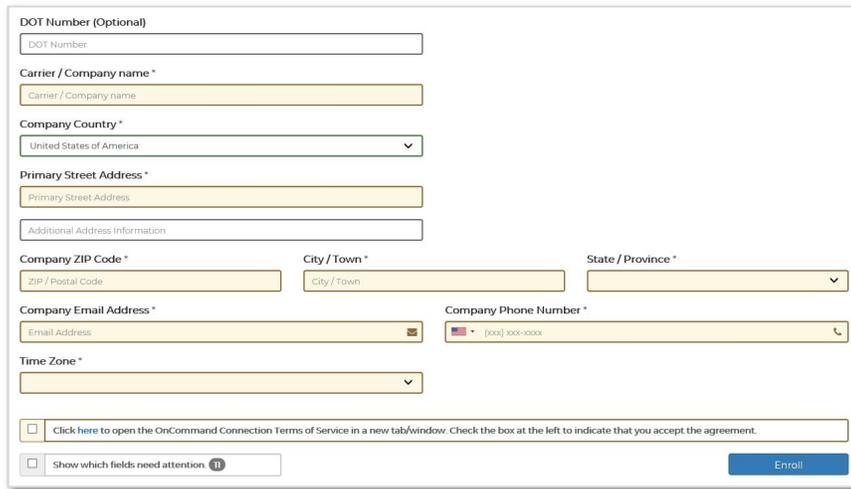


The close-up shows the search results table with the following structure:

DOT Number	Carrier / Location	Match Quality
<input type="radio"/>	Enroll a new company.	New

Below the table, a message states: "No companies found. If this is a new customer please select "Enroll a new company" above and fill out the form below."

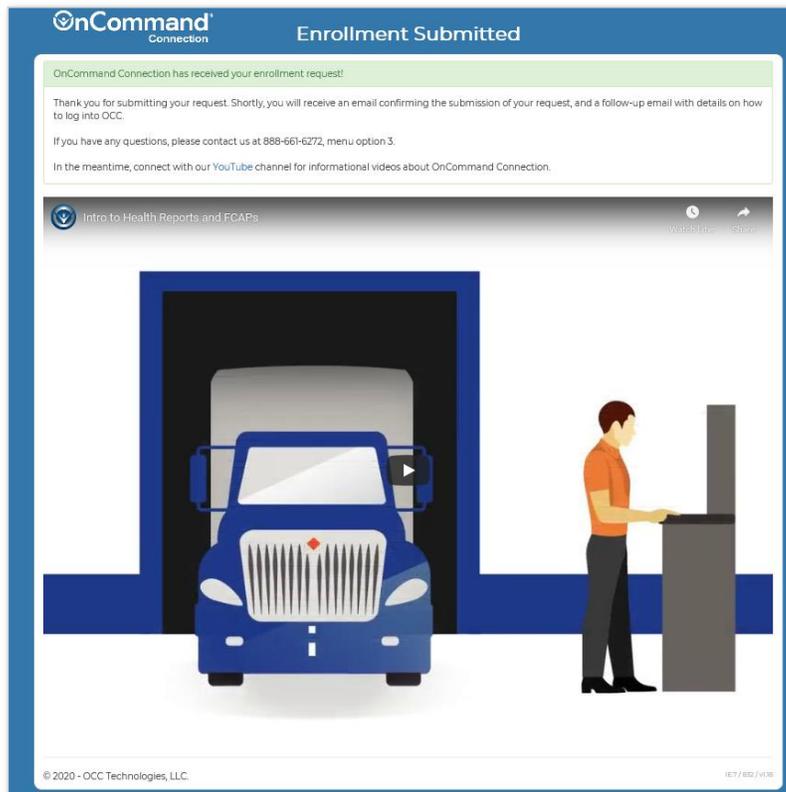
- o Enter all the required information



The form contains the following fields:

- DOT Number (Optional): Text input field.
- Carrier / Company name *: Text input field.
- Company Country *: Dropdown menu (United States of America).
- Primary Street Address *: Text input field.
- Additional Address Information: Text input field.
- Company ZIP Code *: Text input field.
- City / Town *: Text input field.
- State / Province *: Dropdown menu.
- Company Email Address *: Text input field with email icon.
- Company Phone Number *: Text input field with phone icon and placeholder [xxx] xxx-xxxx.
- Time Zone *: Dropdown menu.
- Acceptance checkbox: Click here to open the OnCommand Connection Terms of Service in a new tab/window. Check the box to the left to indicate that you accept the agreement.
- Show which fields need attention: [bell icon]
- Enroll: Blue button.

- Open and review the Terms of Service Agreement
- Click the checkbox on the left to accept the agreement
- Select Enroll



You will receive an email confirmation that the enrollment is received.

Once the enrollment is approved, you will receive another email, along with instructions on how to login and next steps.

Adding Vehicles to an Account Location

Vehicles may be added one at a time through the Add function in the Vehicle screen or through an upload process for adding multiple vehicles at once through the Import screen.

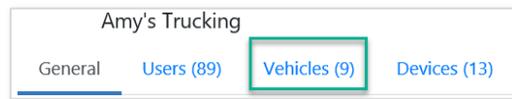
More detailed instructions can be found on the self-service page training!

To add vehicles one at a time:

- From the OCC Home Page, select Admin then select Self-Service.

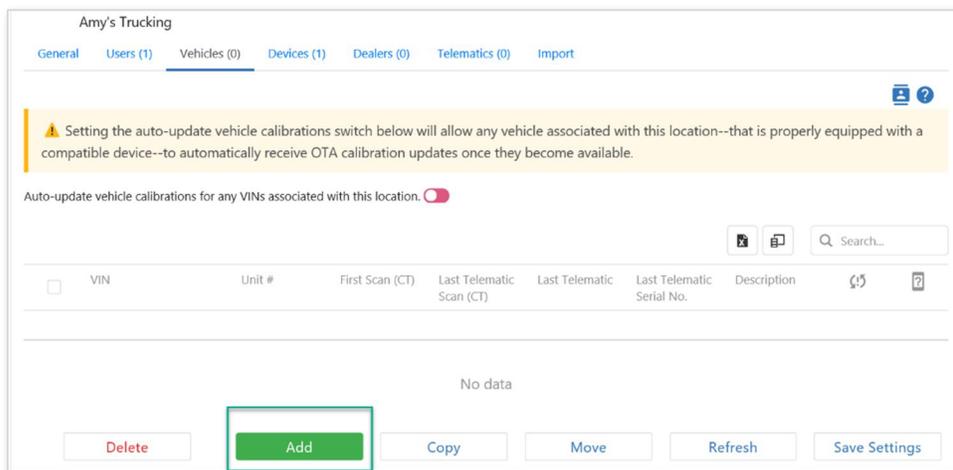


- From the Self-Service page select the Company Account Location

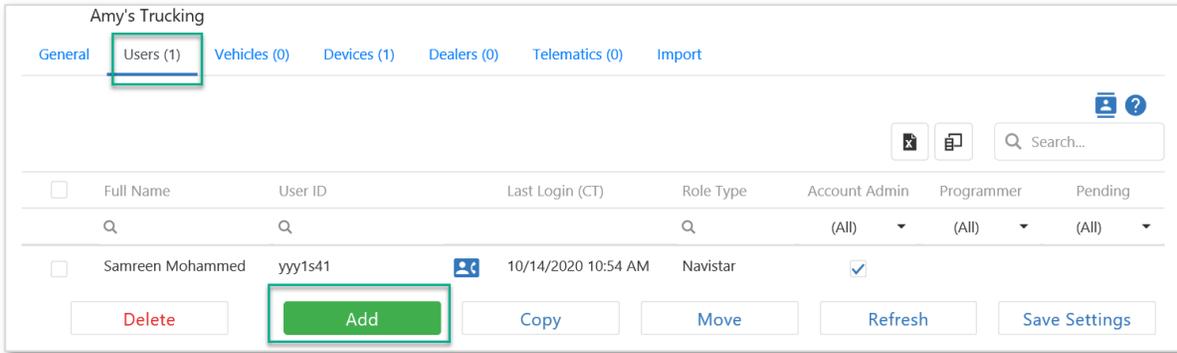


- Click Vehicles for the selected Account Location

Adding a Single Vehicle



Adding Users



- To add new users to your OCC Account Location:
- From the selected Company Account Location, select Users tab
- Click Add:
 - **Add Existing User** – User is already registered and has used OCC in the past.



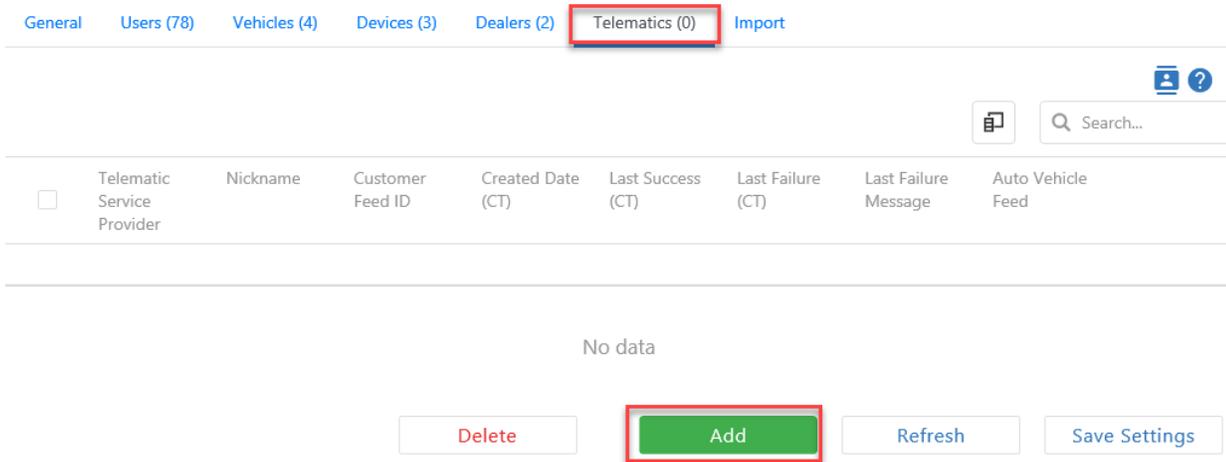
- Search the database by User ID or User Name then select Add
 - **Request New User** – User is not registered with OCC.
 - Fill in the required information and select Request New User at the bottom of the page
 - An email will be sent to the user with a link to Register their User Account. Once registered, they will be able to access OCC.



Add a Telematics Service Provider

To add a Telematic Service Provider to your OCC Account Location:

- From the selected Company Account Location, select Telematics tab



- Click Add
- Select a Telematic Provider from the list

Telematic

- Enter the required credentials
- Click Save

Note: If you are using an OCC Telematics Device, no credentials are required.