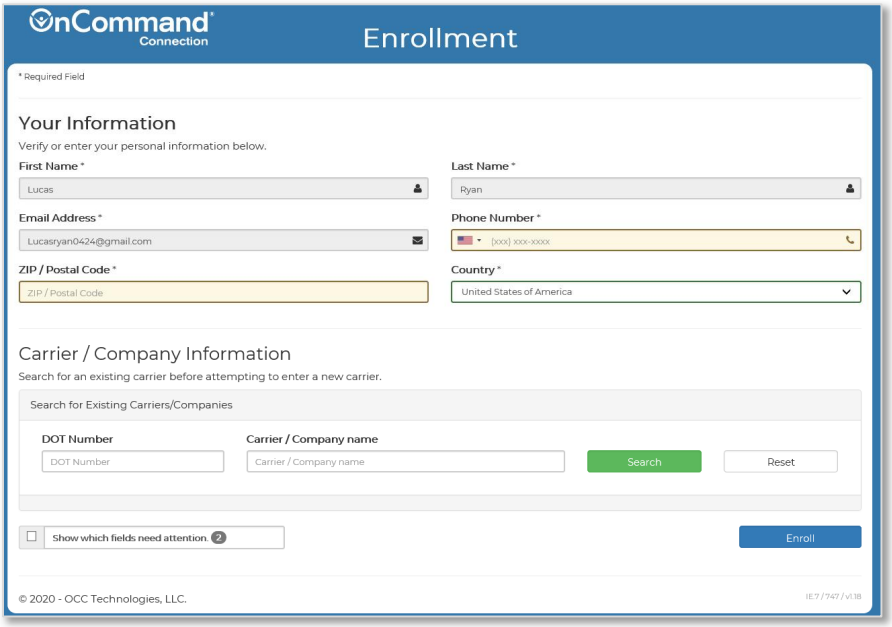
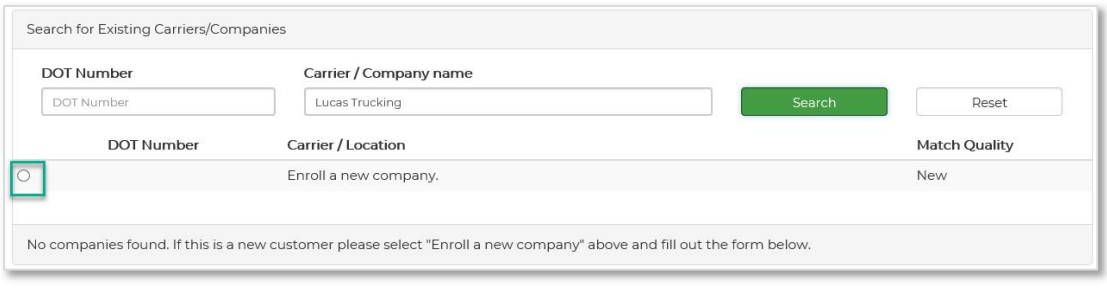
New Company Enrollment

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.

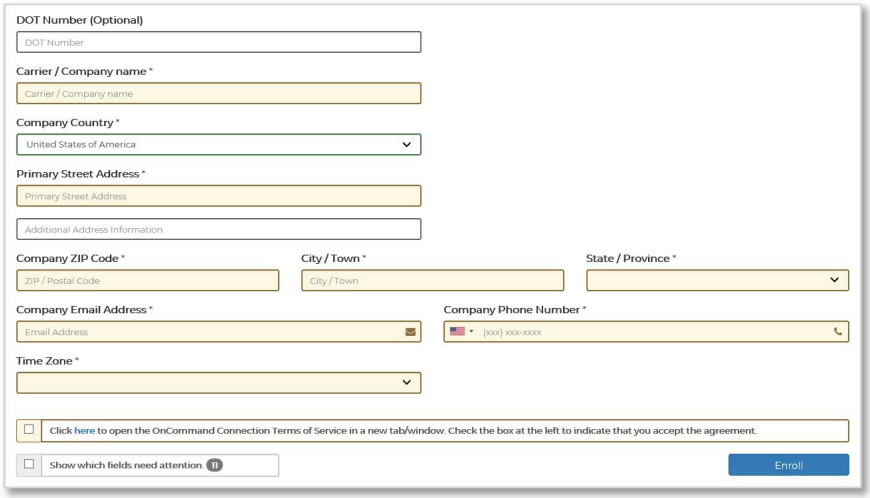


Carrier / Company Information

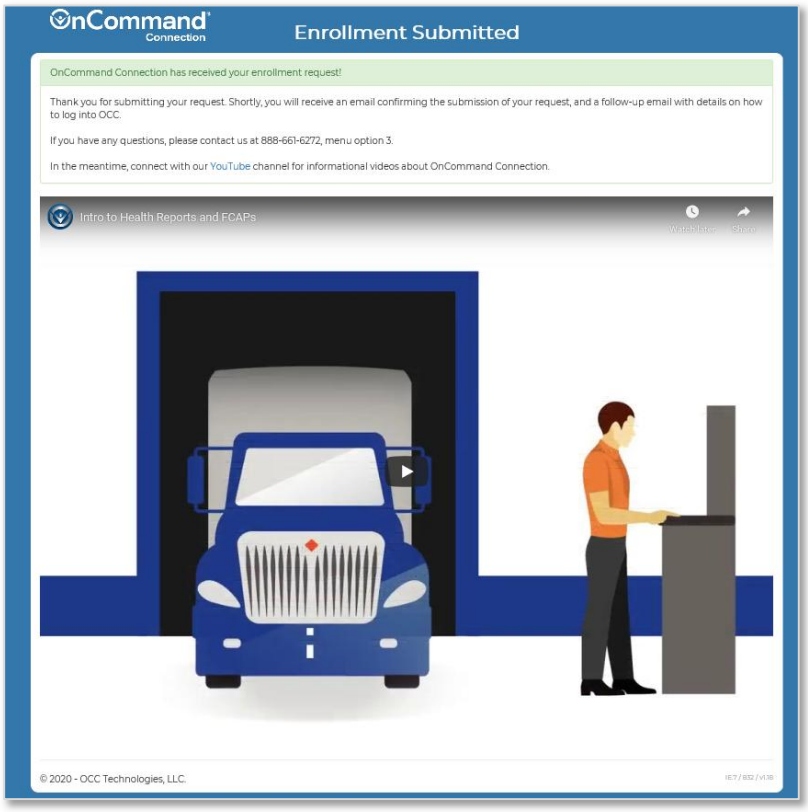
- Enter part of the carrier /company name and click search, to see if it already exists
- If you see the company in the results, select the correct carrier/company
- If the company is not found:
    - Click the circle to enroll the new company



- Enter all the required information



- 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.

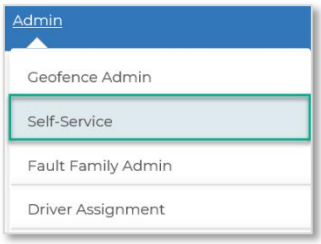
Adding Vehicles to an Account Location

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.

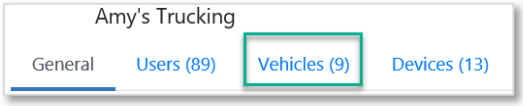
More detailed instructions can be found on the self-service page training!

To add vehicles one at a time:

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

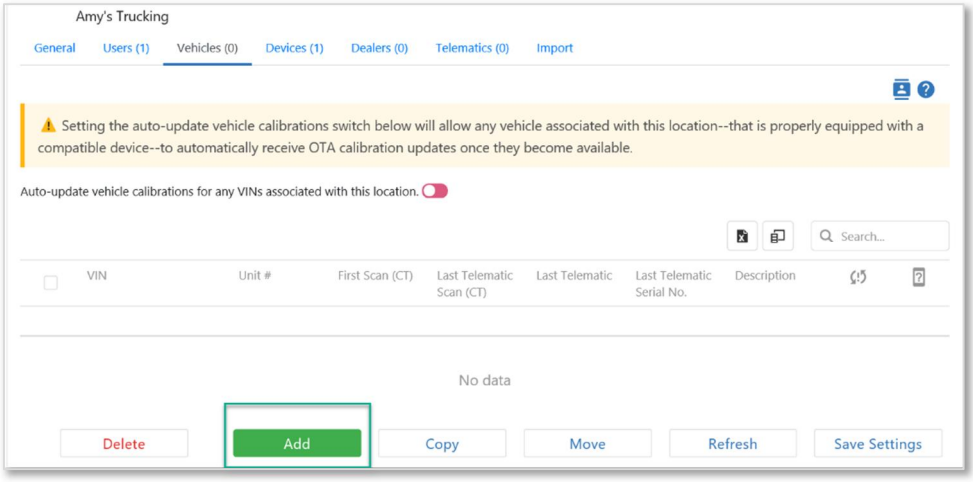


- From the Self-Service page select the Company Account Location



- Click Vehicles for the selected Account Location

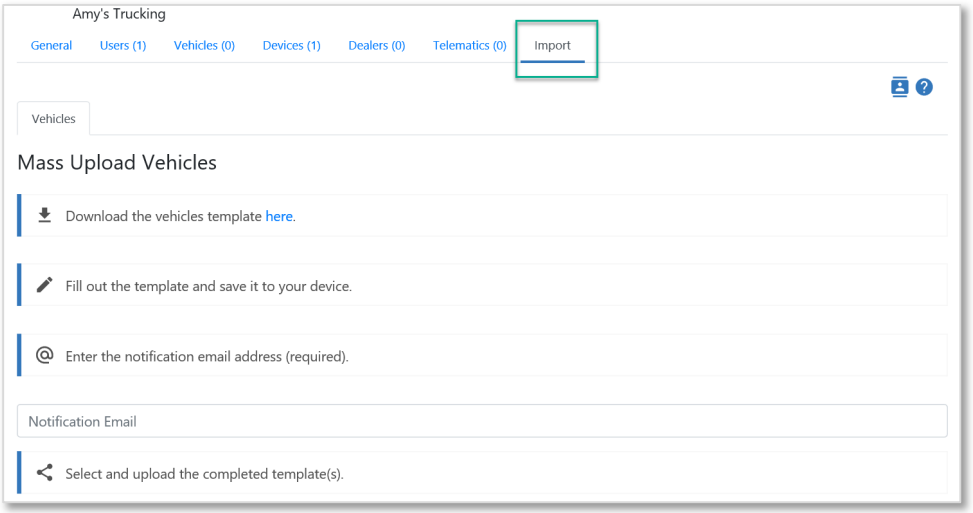
Adding a Single Vehicle



To add a single vehicle

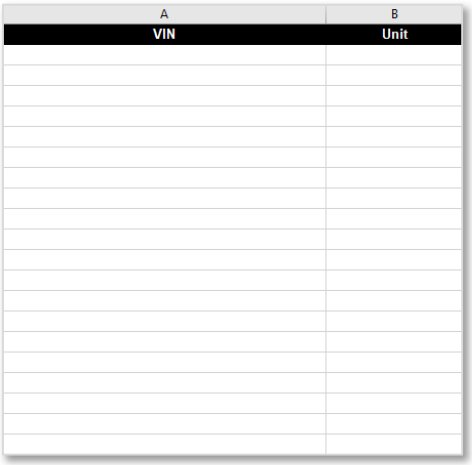
- Select the add button at the bottom of the page
- On the next page add the full 17-digit VIN number
- Enter the Unit Number
- Click Save

Adding Multiple Vehicles

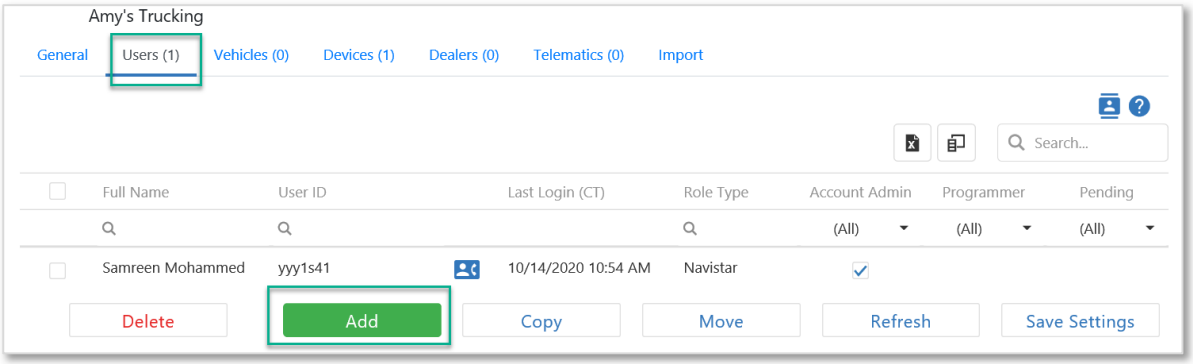


To add multiple vehicles:

- From the selected Company Account Location, select Import
- Download the vehicle template
- Fill out the template
- Follow instructions to upload the completed template



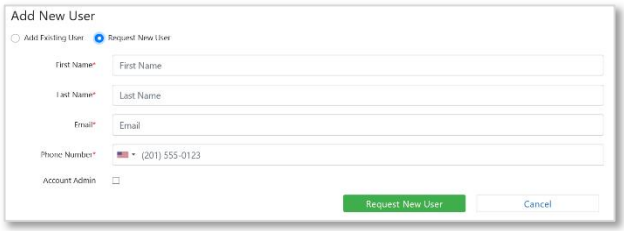
Adding Users



- 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

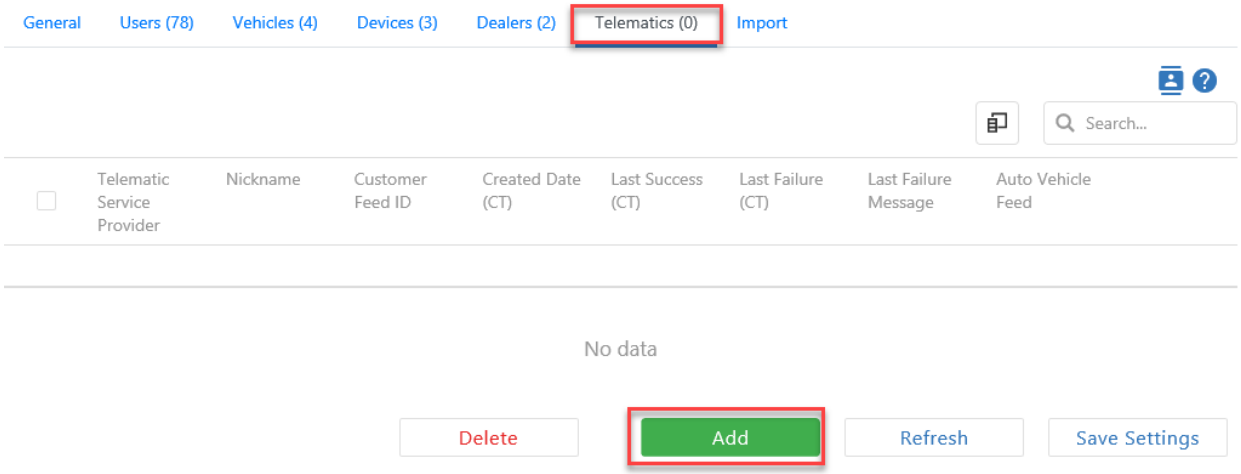
    - **Request New User** – User is not registered with OCC.
        - Fill in the required information and select Request New User at the bottom of the page
        - An email will be sent to the user with a link to Register their User Account. Once registered, they will be able to access OCC.



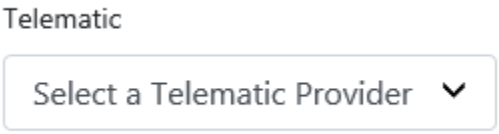
Add a Telematics Service Provider

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



- Enter the required credentials
- Click Save

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