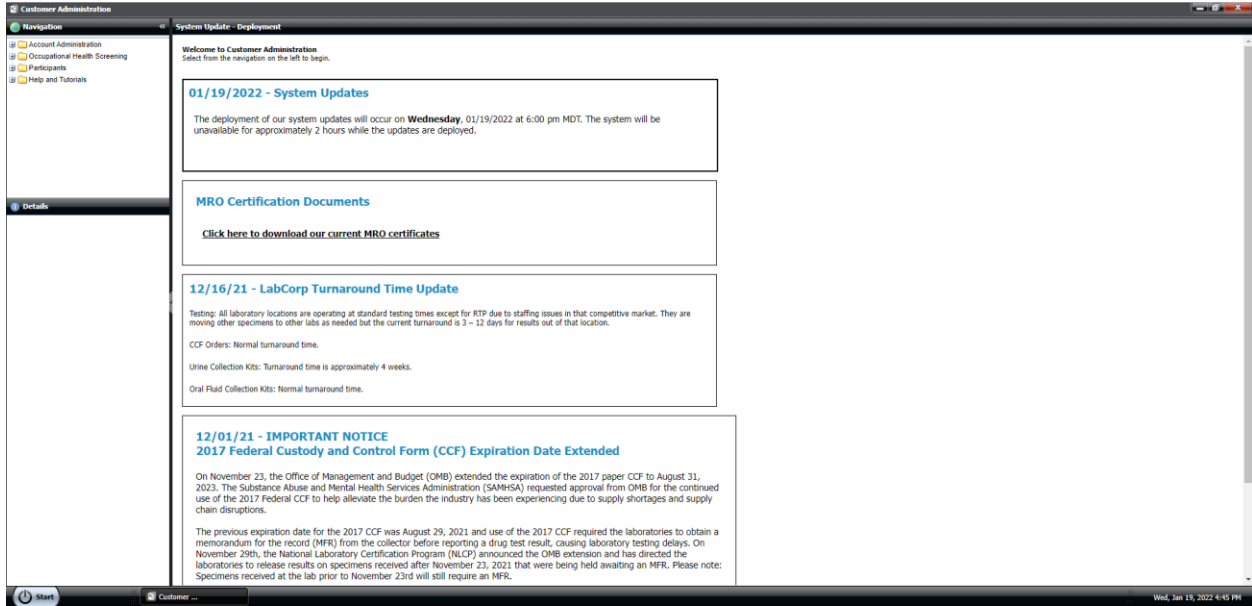# HOW TO ADD PARTICIPANTS
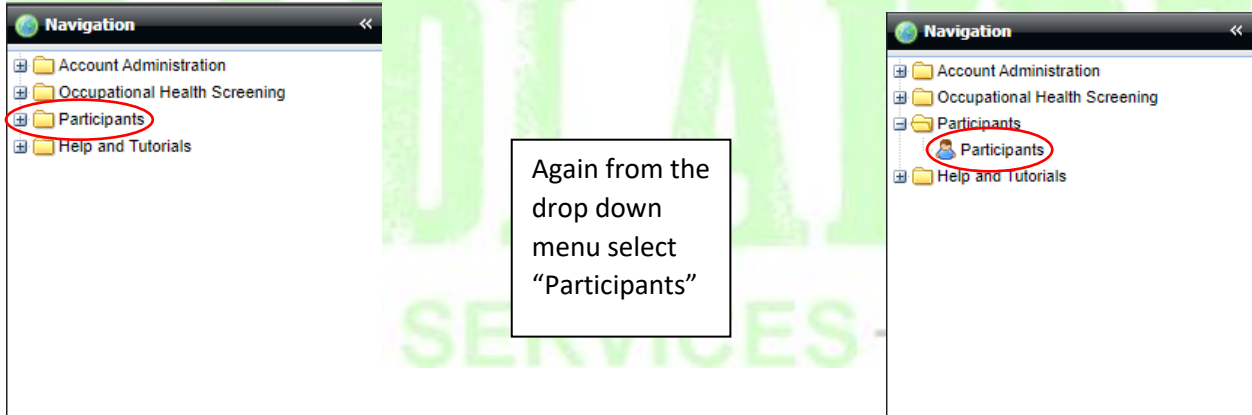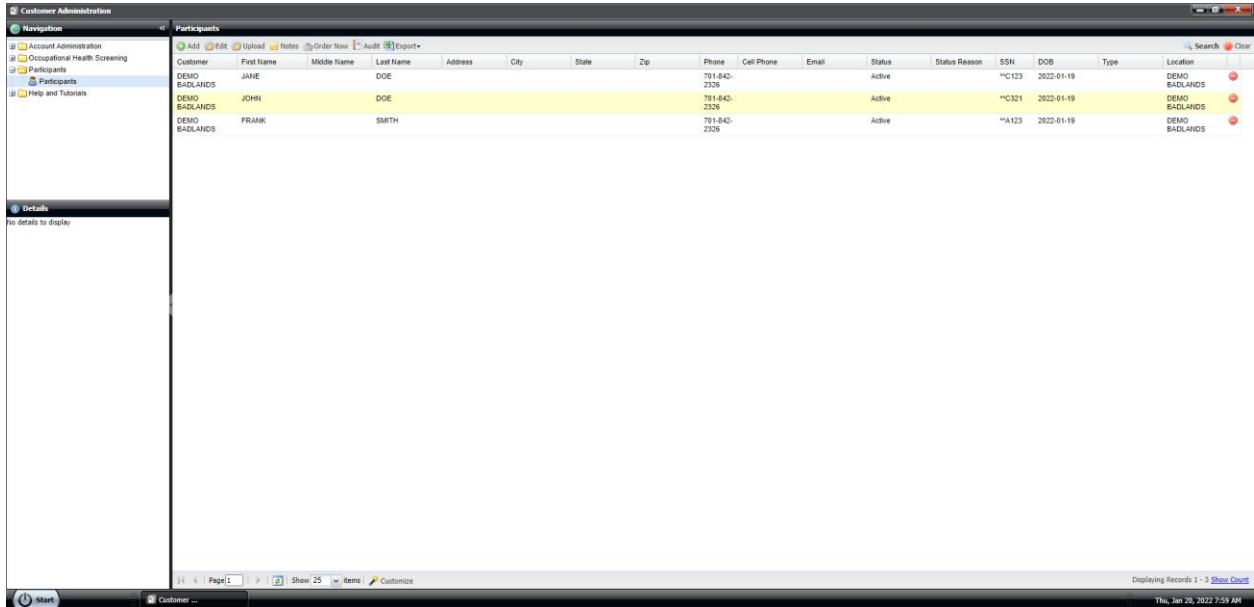
After logging in your screen should look like the image below:

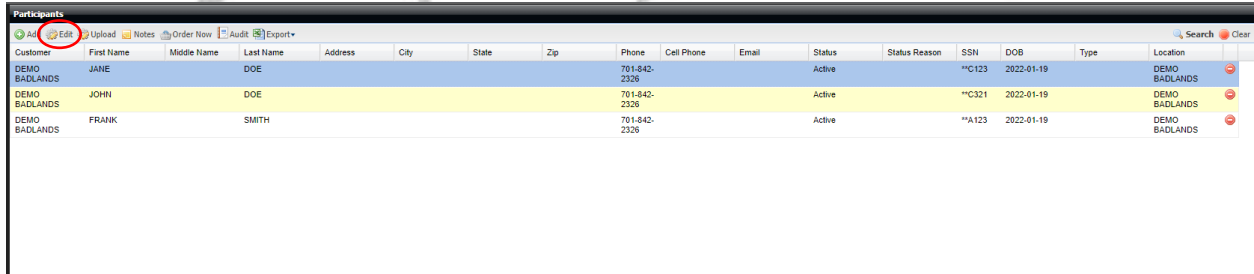Under the navigation tab you will select "Participants"

Again from the drop down menu select "Participants"

Your screen should now look similar to the one below:

Select the Participant you wish to add to a pool and select "Edit" from the page Menu.

At this point you'll have this pop-up window appear. Check to make sure the information here is correct before moving on. Remember **BOLD** selections must be filled out.

Once you've confirmed all the information is correct scroll down to find the "Participant Details" section

Check to make sure right above this section where it says "Status" in bold the employee is marked "Active"

From this screen select the drop down menu under "Participant Type" and select "Random Participant DOT/Non-DOT". Then select the "Participant Position" drop down menu and select the best choice. (note: for DOT select either "Driver" for FMCSA or "PHMSA" for PHMSA employees)

To search for specific positions start typing in the box rather than selecting the drop down menu.

Don't forget to click submit on the pop-up window to save the changes you've made.