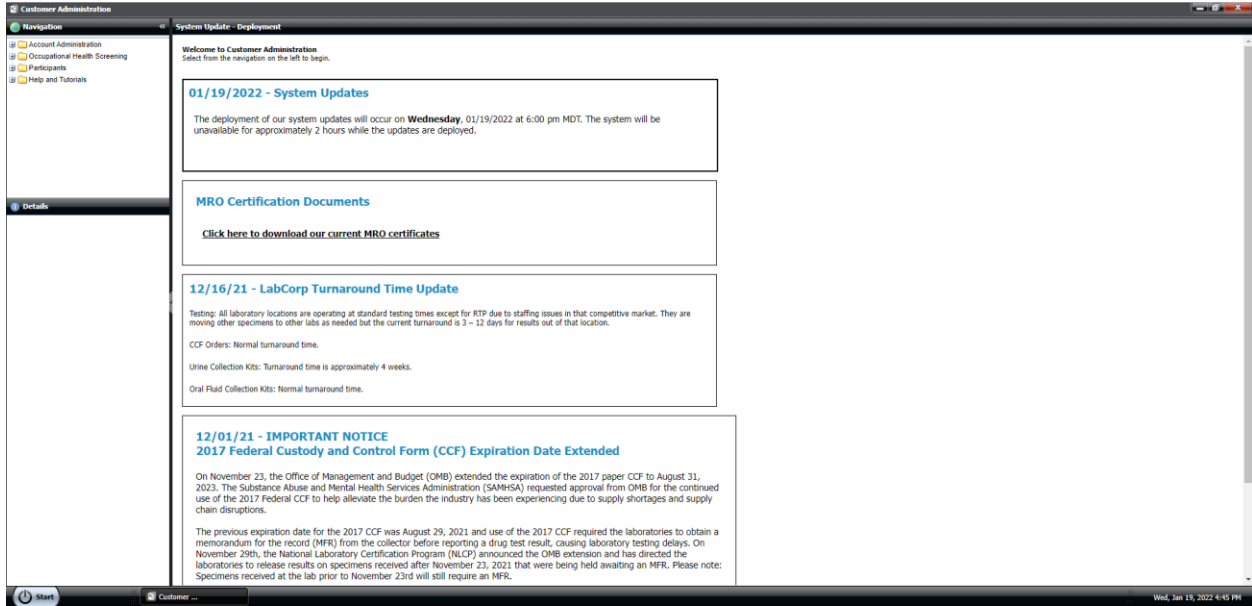
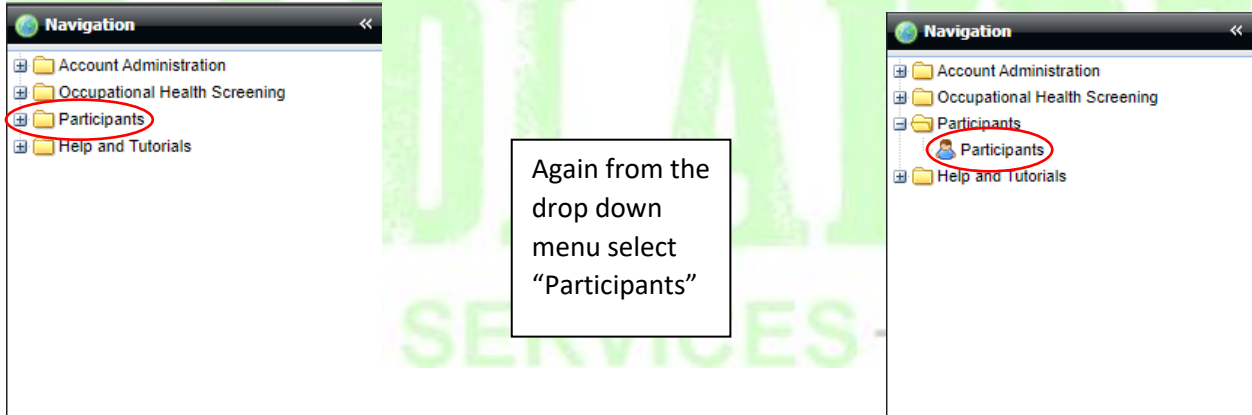


HOW TO ADD PARTICIPANTS

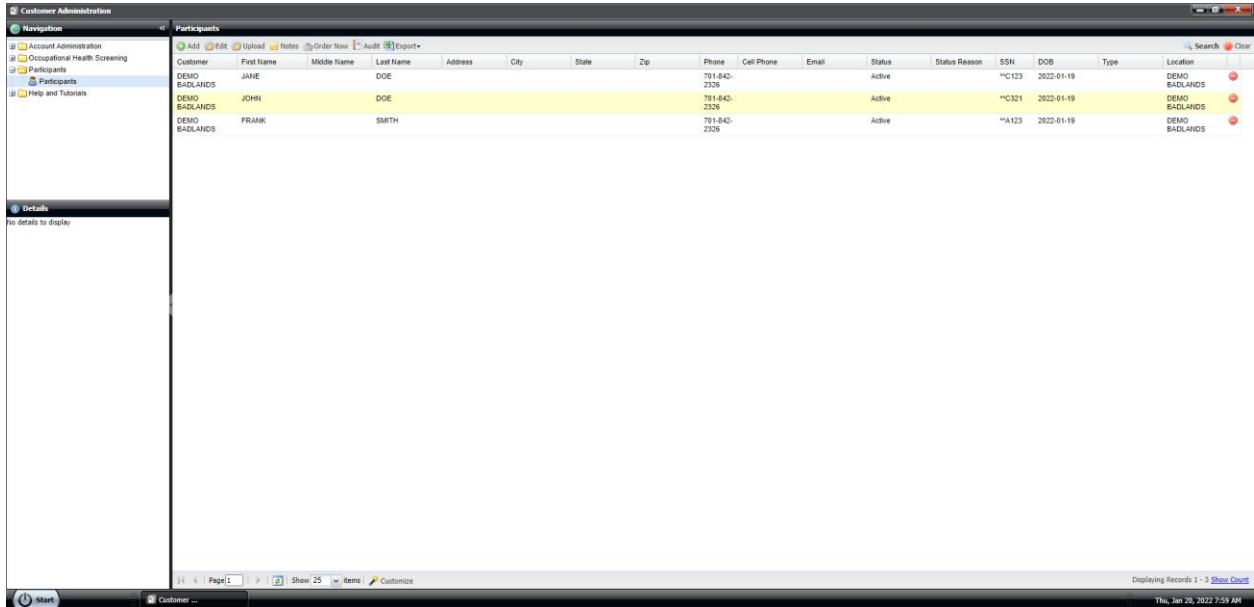
After logging in your screen should look like the image below:



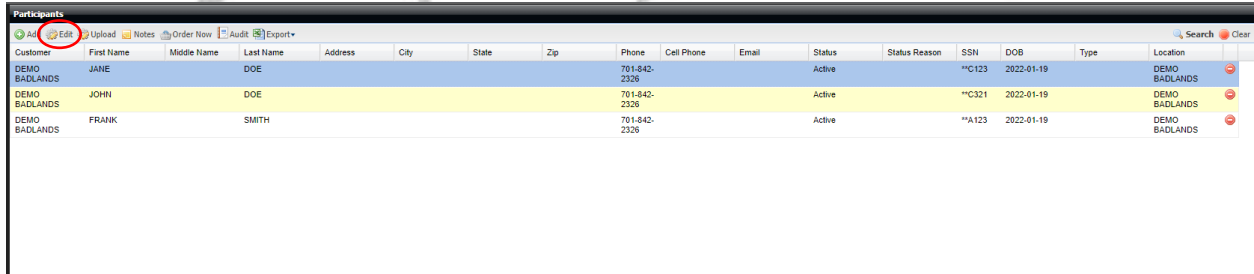
Under the navigation tab you will select "Participants"



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.

Edit Participant

Use this form to Edit a Customer Participant. All required fields are in bold.

Participant Information

First Name: Middle Name: Last Name:

SSN or Primary ID: Alternate ID: Alternate ID 2:

Primary ID Type: Alternate ID 1 Type: Alternate ID 2 Type:

DOB:

Customer:

Location:

Address:

City: State: Zip:

Phone: Fax: Phone 2:

Email:

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

City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____ Phone 2: _____
701-942-2326
Email: _____
Status: Active Status Reason: _____
Participant Details
Participant Type: _____ Participant Position: _____
Supervisor: _____ Division: _____
Custom Info
Custom Info 1: _____
Custom Info 2: _____
Custom Info 3: _____
Attributes
Submit Cancel

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)

Participant Type:
Administrator
Company Principal
Driver
Electrician
Janitor
Management
Nurse
Nurse Practitioner
Paramed Examiner
Physician
Plumber
Random Participant DOT
Random Participant NONDOT
Sales

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

Participant Position:
ACCOUNTANT
ACCOUNTING H
ACCOUNTING H
ACCOUNTS PAYABLE ASSOCIATE
ACCOUNTS PAYABLE SUPERVISOR
ACCOUNTS RECEIVABLE ASSOCIATE
ACTING CONTROLLER
ACTING CUSTOMER SERVICE SUPERV...
ACTING ENGINEERING MANAGER
ACTING FISCAL MANAGER
ACTING REGULATORY COMPLIANCE S...
ACTING WATER QUALITY SPECIALIST
admin
Administration Assistant IV
ADMINISTRATIVE ASSISTANT
Administrative Assistant
Administrative Assistant I
Administrative Assistant II
ADMINISTRATIVE CLERK
Administrative Technician

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