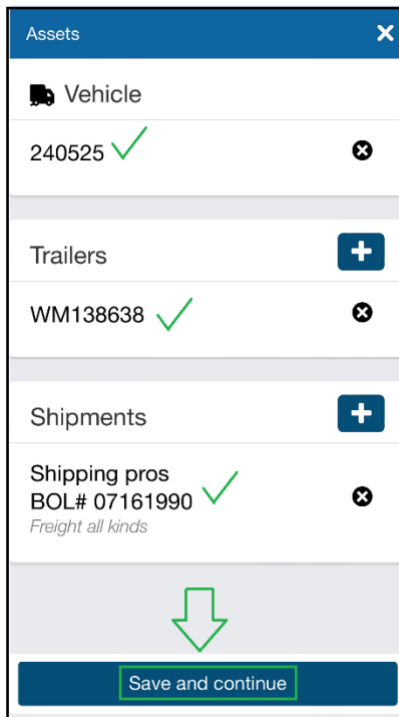# FIRST TIME LOGGING INTO GEOTAB

- First, let's talk about how to login to Geotab for the very first time:
  - When you head into the shop for your swap from Zonar to Geotab, the installation process should take between 35 minutes to 1 hour and 15 minutes in general.
    - Old ELD components will be removed, new components will be installed, and your in-cab tablet will be reformatted.
  - When you get back into your truck after installation, your tablet will be reformatted and you will be prompted to login to KT Mobile) with the username and password that you already know and use currently.
  - Once you have completed your login, you will be taken through a series of prompts.

1.) **Geotab End User Agreement:** you will select the "**ACCEPT**" button to continue to the next prompt:

2.) **Select Vehicle:** your tablet will load a list of available vehicles, and you will select your truck from the list, or type in your truck number and then click on your truck. Then you will be taken to the next prompt.

3.) **Trailer and shipment information:** you will need to manually add/remove your trailer and shipment information each time you pickup or drop a trailer, and each time you are dispatched on a new load. This will be automated in the future, but for this phase of testing you will need to manually add it to your logs each time. Simply click the "**+**" button beside Trailers and either select or search your trailer and then click continue. And then click the "**+**" button next to Shipments, enter your shipment information, click add, and then click continue.

4.) Once you have added your truck, trailer, and shipment information, click save and continue to be taken to the next prompt.

5.) **Review, accept, and certify** your prior 8 days of logs:

- o During this login period, Geotab will pull in your prior 8 days of logs data from your Zonar logs and display them for you on this prompt screen. You will need to review each day for accuracy, then once you are satisfied, click the "Accept and Verify" button, and the "Agree" button for each day of logs to have the prior 8 days of logs added to your new set of Geotab logs.
  - ▪ Because your prior 8 days of logs will transfer automatically from Zonar, you will not need to do an extra 10 or 34 hour reset.

- You can get the ELD swap done in the middle of a shift, and your logs will transfer appropriately as long as you review and then accept and verify them upon your initial login.

- This will complete your initial login and 8 day log transfer process and you can now move into the ELD application.