


Bulk Invite Contractors


11/10/2023 3:58 pm AEDT

To bulk invite contractors that aren't on the system but your business is doing a driver self paid method of EWD, select the Invite Contractors button on the contactor tab in drivers list.


Invite Contractor Driver ✕




UPLOAD FILE



SELECT DRIVERS



SEND INVITES



Click to upload or drag and drop
CSV FILE ONLY

[Download CSV Template](#)

Download the CSV Template.

	A	B	C	D	E	F
1	Email	Base Location	Record Keeper Address	Base time zone	Region	BFM number if applicable
2						
3						
4						
5						

Add the drivers email, base location, record keeper location, base time zone, region and BFM number if applicable

Regions: NHVR or WAHVA

Base Time Zone is the state with the time offset. e.g. VIC +11:00

Click the upload and select the file you wish to upload (drag and drop doesn't work on some browsers)

any invalid data will show up as below.

Invite Contractor Driver



Drivers Email to invite

<input type="checkbox"/>	EMAIL ADDRESS	TIMEZONE	
	Driver data has invalid fields.		Edit

Next

Click Edit and fix any fields that require attention.

Select the drivers that you wish to invite.

Invite Contractor Driver



Drivers Email to invite

<input checked="" type="checkbox"/>	EMAIL ADDRESS	TIMEZONE
<input checked="" type="checkbox"/>	bob.bob@mailinator.com	VIC +11:00

Next

Click next and then import.

Please wait for it to process all drivers before closing the screen.

Drivers will get invite emails and will fill out the rest of the required data.