

Inviting and Linking Self-Paid Drivers

07/03/2025 1:42 am AEDT

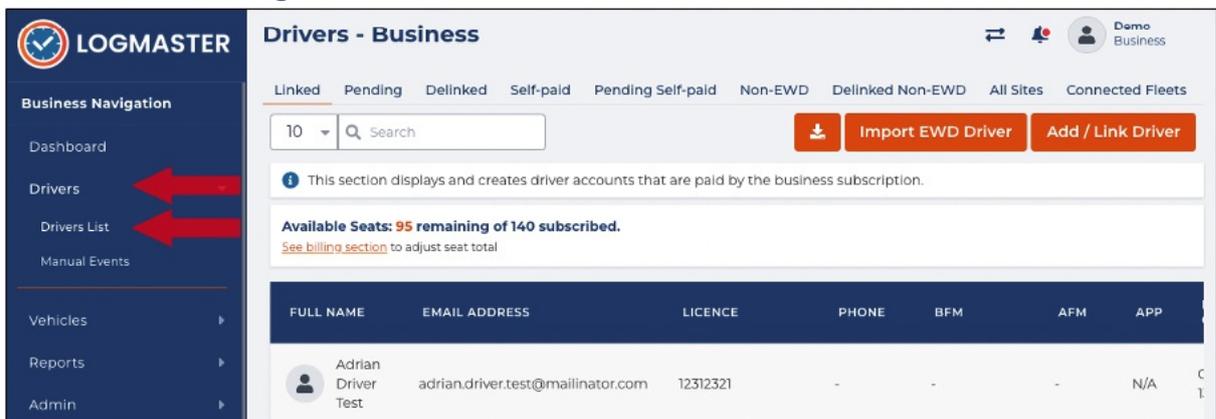
In this article, you will learn how to invite and link self-paid drivers in Logmaster. The sections below will walk you through each feature under the Self-Paid tab:

- [Inviting Self-Paid Drivers](#)
- [Downloading CSV Template](#)
- [Inviting Self-Paid Drivers by CSV](#)
- [Link Self-Paid Drivers](#)

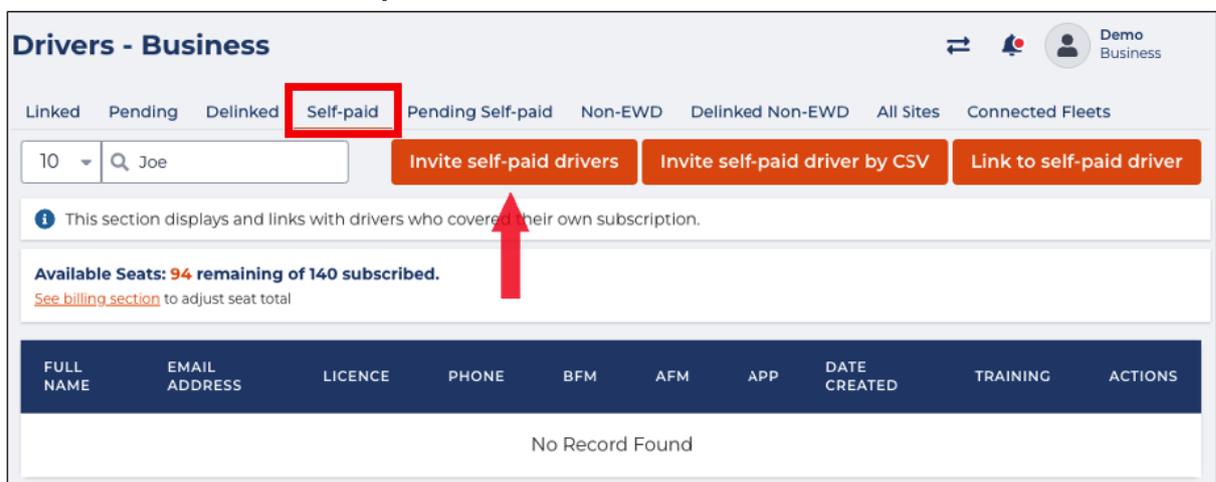
Inviting Self-Paid Drivers

This section will guide you on the entire process of sending invitations to self-paid drivers.

1. In the **Business Navigation Menu**, click **Drivers** and select **DriversList**.



2. You will be directed to the **Drivers - Business** page. Click the **Self-Paid Drivers** tab to access the list of self-paid drivers.
3. Find and click the **Invite self-paid drivers** button.



4. The **Invite to self-pay** window will appear. In the **DRIVER DETAILS** section, specify the following information:

Invite to self-pay ✕

DRIVER DETAILS

SELECT DRIVERS

SEND INVITES

Email Address

Base Location

Record Keeper Address

Base Time Zone

Region

BFM Number if applicable

Next

Field	Instructions
Email Address	Enter the self-paid driver's email address
Base Location	Enter the self-paid driver's base location.
Record Keeper Address	Enter the record keeper's address.
Base Time Zone	Click the drop-down arrow to select the appropriate self-paid driver's time zone.
Region	Click the drop-down arrow to select the region.
BFM Number if applicable	Enter the self-paid driver's BFM Number (if applicable).

5. After specifying the driver details, click the **Next** button to continue.

Base Time Zone

Region

BFM Number if applicable

Next

6. You will be directed to the **SELECT DRIVERS** section. In this section, a table with a list of

drivers will appear. Find the self-paid driver you want to invite and select the **Checkbox** beside the driver's name.

Invite to self-pay ✕

DRIVER DETAILS SELECT DRIVERS SEND INVITES

You can only select **94** drivers.

<input type="checkbox"/>	EMAIL ADDRESS	TIMEZONE
<input checked="" type="checkbox"/>	joe.gale19@gmail.com	ACT +10:00

Next

7. Click the **Next** button to continue. You will be directed to the **SEND INVITES** section. Check the selected driver's email and status from the table and click the **Send Invite** button to proceed.

Invite to self-pay ✕

DRIVER DETAILS SELECT DRIVERS SEND INVITES

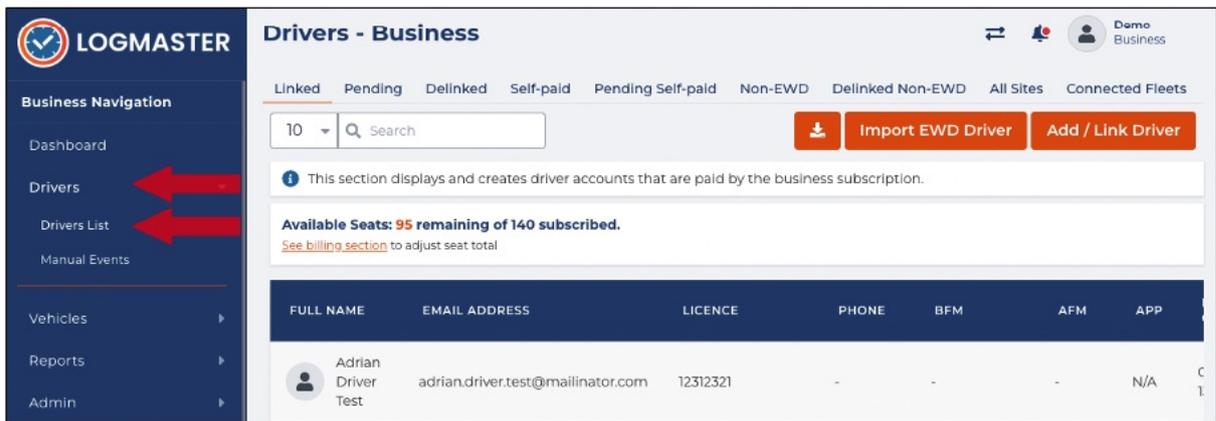
EMAIL ADDRESS	STATUS
joe.gale19@gmail.com	Pending

Send Invite

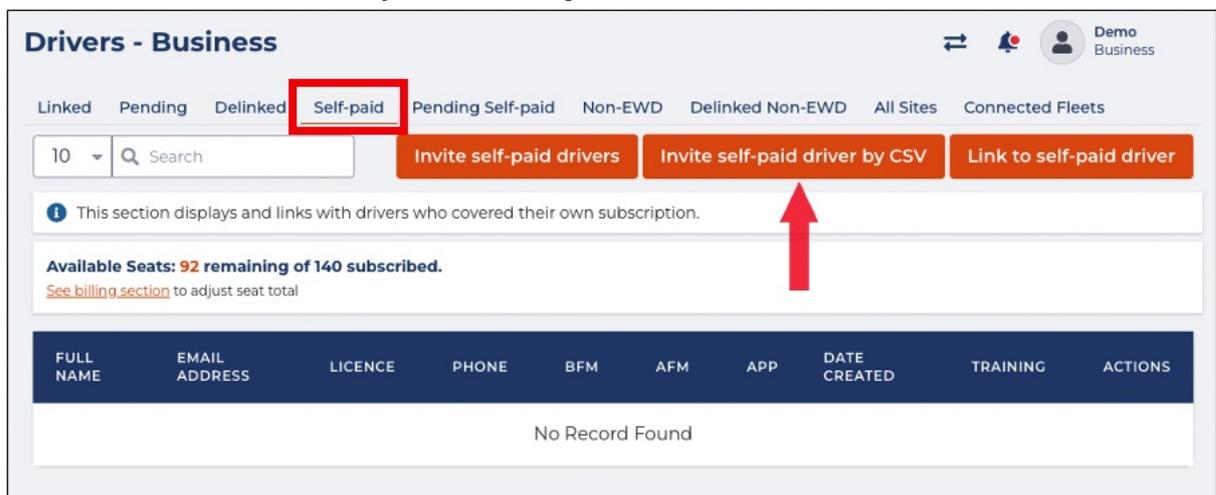
Downloading CSV Template

This section will guide you on how to download the CSV Template that you can use to invite multiple self-paid drivers by CSV.

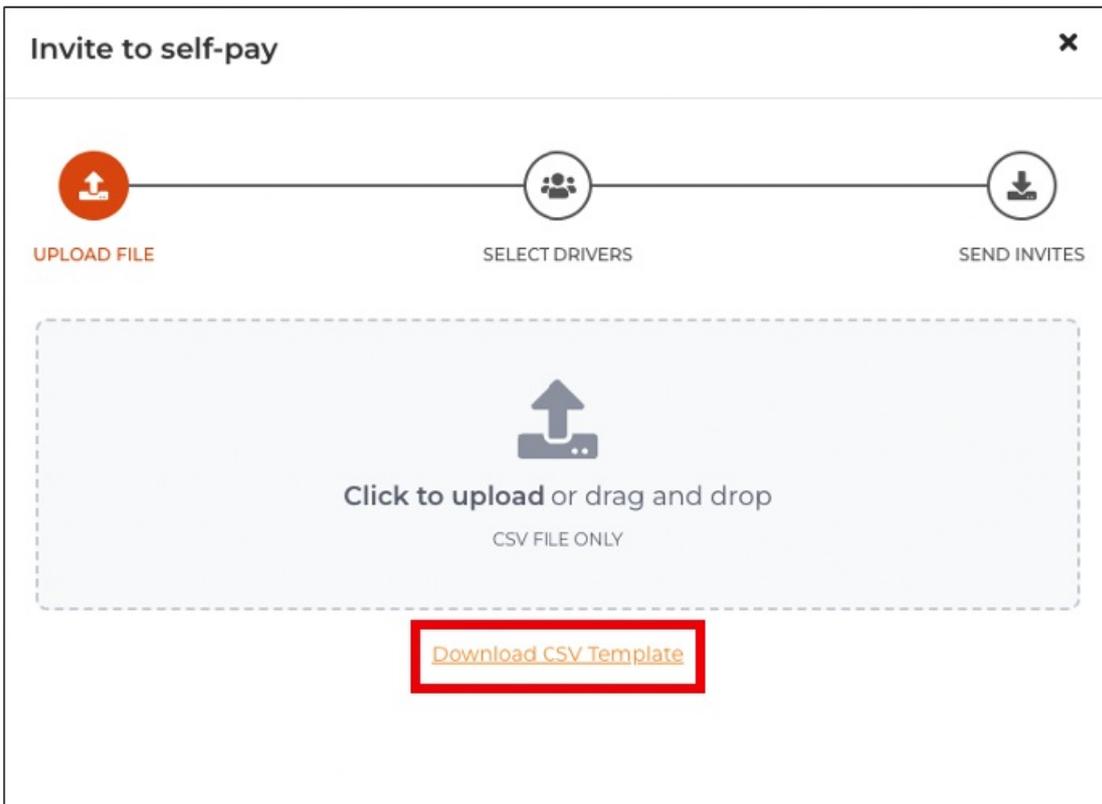
1. In the **Business Navigation Menu**, click **Drivers** and select **Drivers List**.



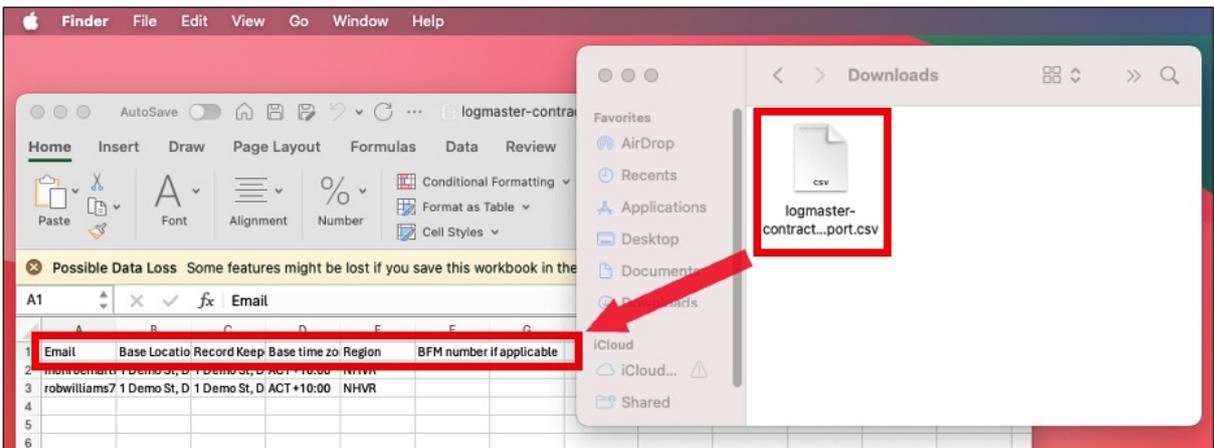
2. You will be directed to the **Drivers - Business** page. Click the **Self-Paid Drivers** tab to access the list of self-paid drivers.
3. Find and click the **Invite self-paid drivers by CSV** button.



4. The **Invite to self-pay** window will appear. Click the **Download CSV Template** link to download the template.



5. The **Import Self-Paid Drivers by CSV** template will be downloaded to your device. Go to your **Download** folder and open the downloaded file.



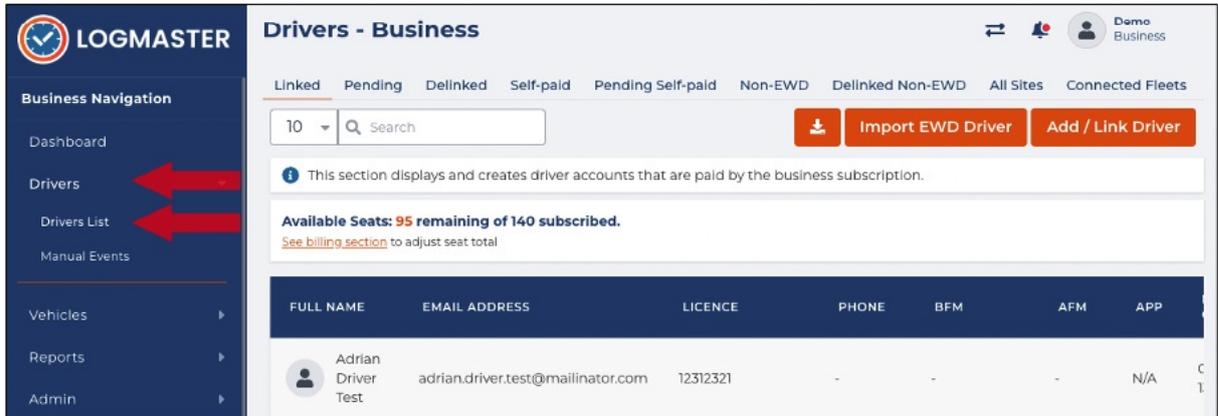
6. The template will require the following information:

- a. Email
- b. Base Location
- c. Record Keeper Address
- d. Base Time Zone
- e. Region
- f. BFM Number if applicable

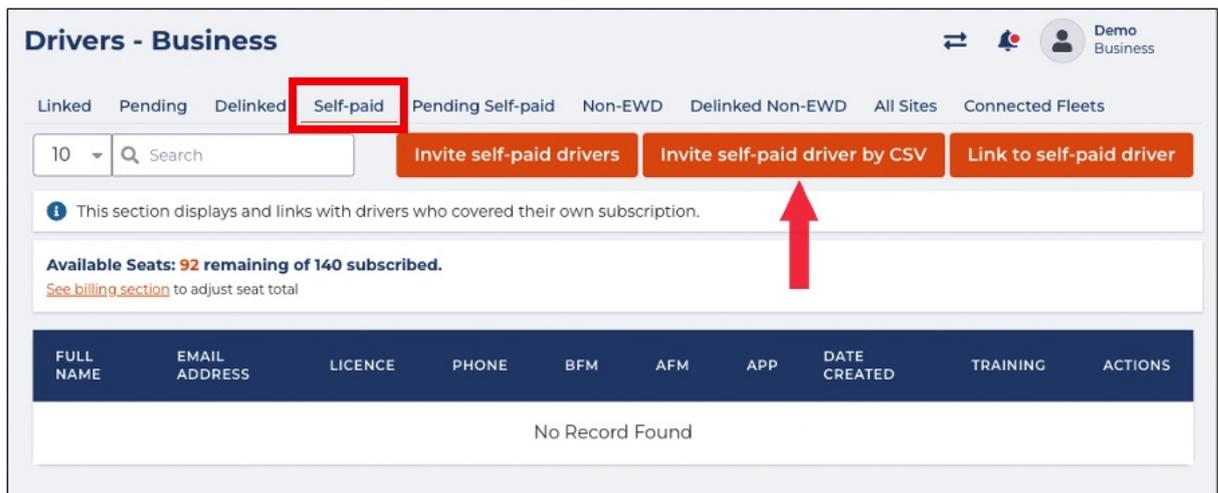
Inviting Self-Paid Drivers by CSV

This section will guide you on how to invite multiple/bulk self-paid drivers by CSV.

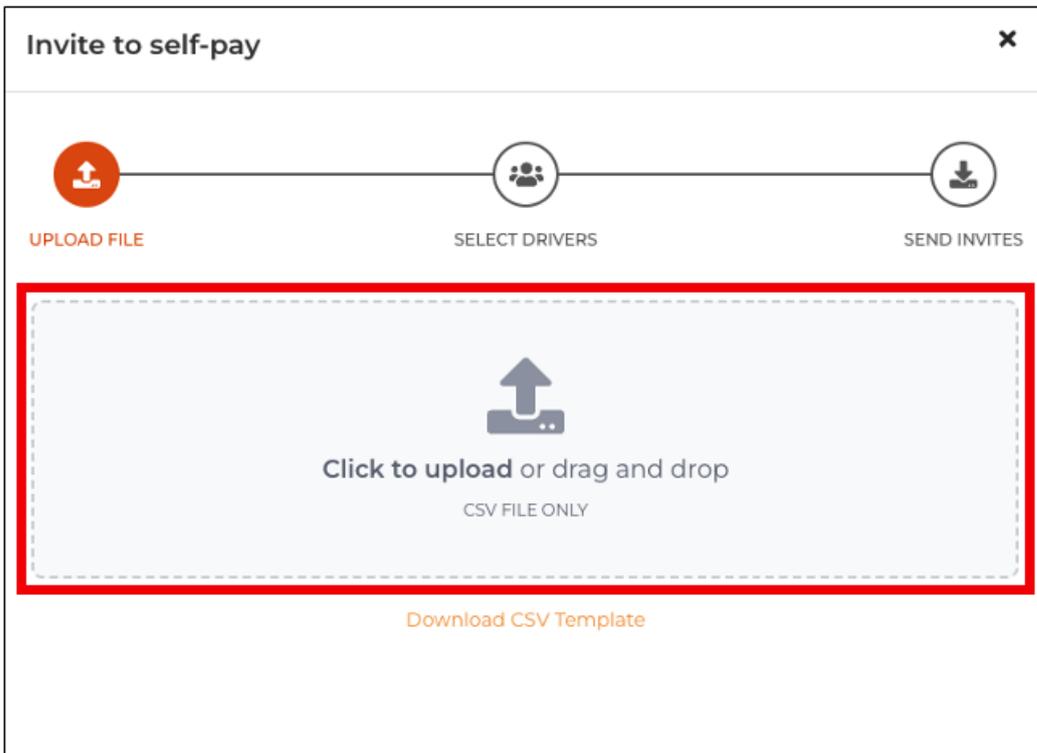
1. In the **Business Navigation Menu**, click **Drivers** and select **DriversList**.



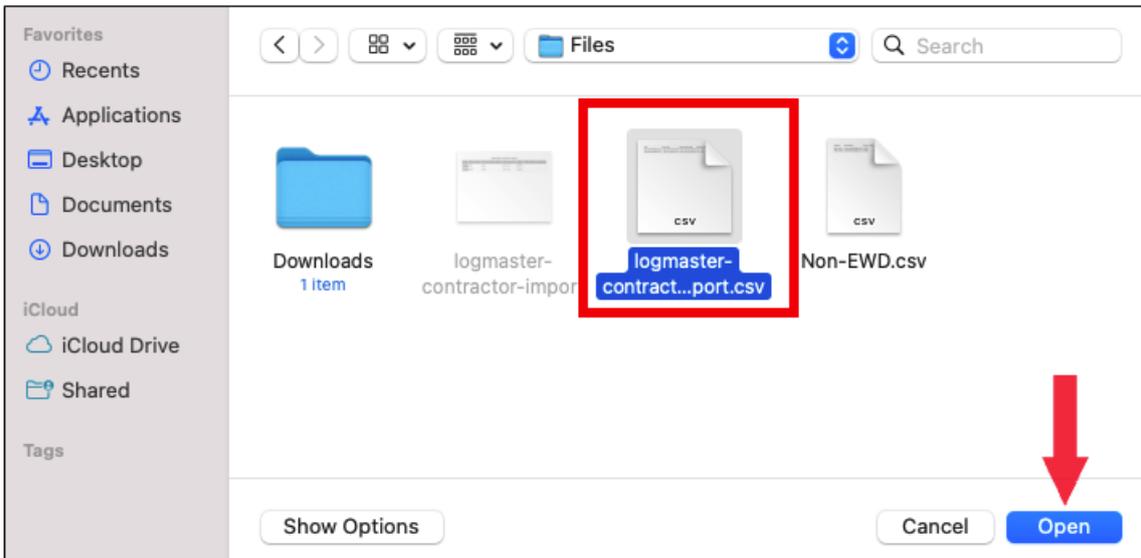
2. You will be directed to the **Drivers - Business** page. Click the **Self-Paid Drivers** tab to access the list of self-paid drivers.
3. Find and click the **Invite self-paid drivers by CSV** button.



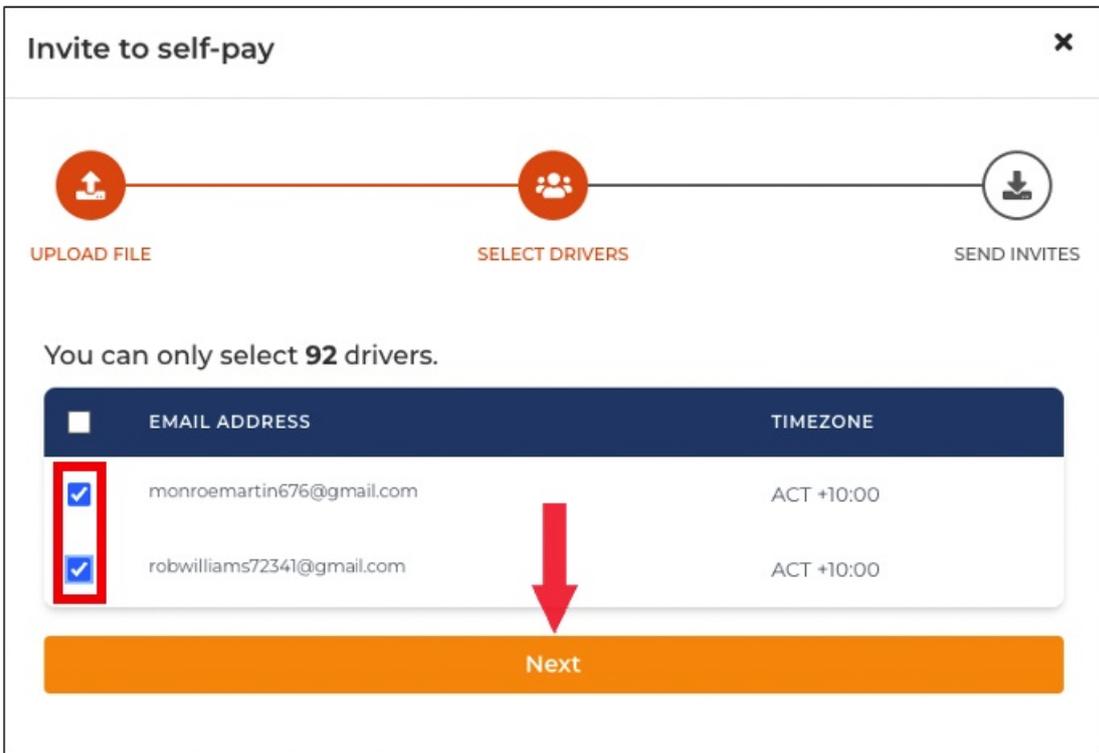
4. The **Invite to self-pay** window will appear. Click the **Upload Panel** to access the **File Location** window in the **UPLOADFILE** section.



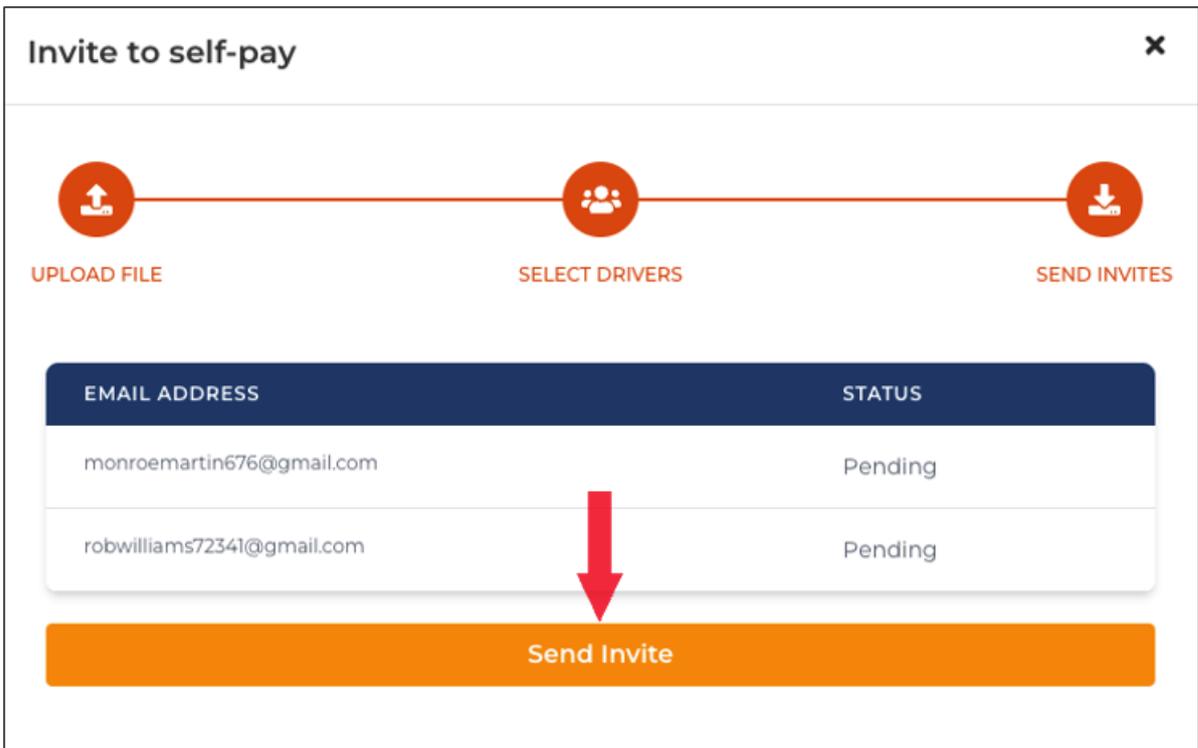
5. In the **File Location** window, find and select the **Self-Paid Drivers CSV** file. Click the **Open** button to continue.



6. You will be directed to the **SELECT DRIVERS** section. In this section, a table with a list of drivers will appear. Find the self-paid drivers you want to invite and select the **Checkbox** beside the drivers' names.



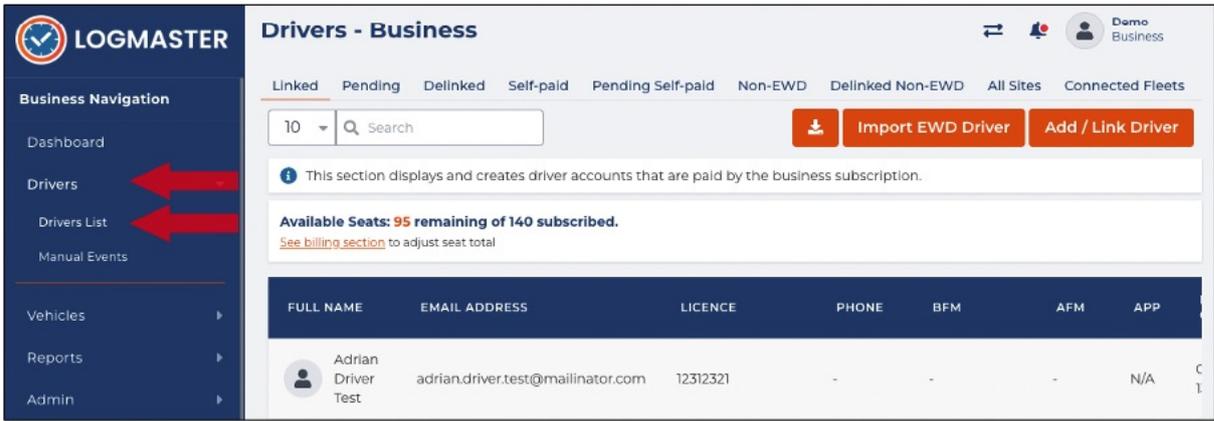
7. Click the **Next** button to continue. You will be directed to the **SEND INVITES** section. Check the selected drivers' email and status from the table and click the **Send Invite** button to proceed.



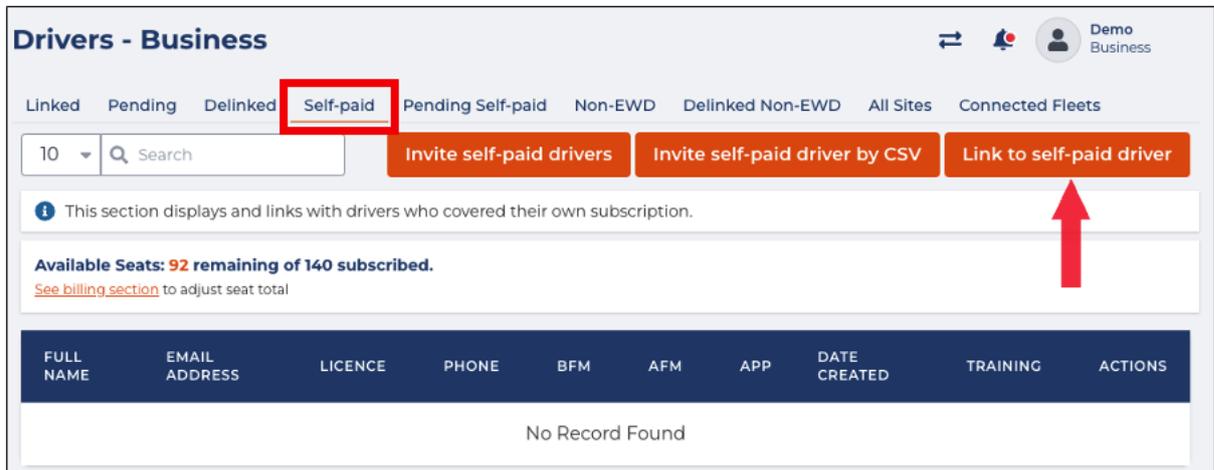
Linking Self-Paid Drivers

This section will guide you on how to link self-paid drivers to Logmaster.

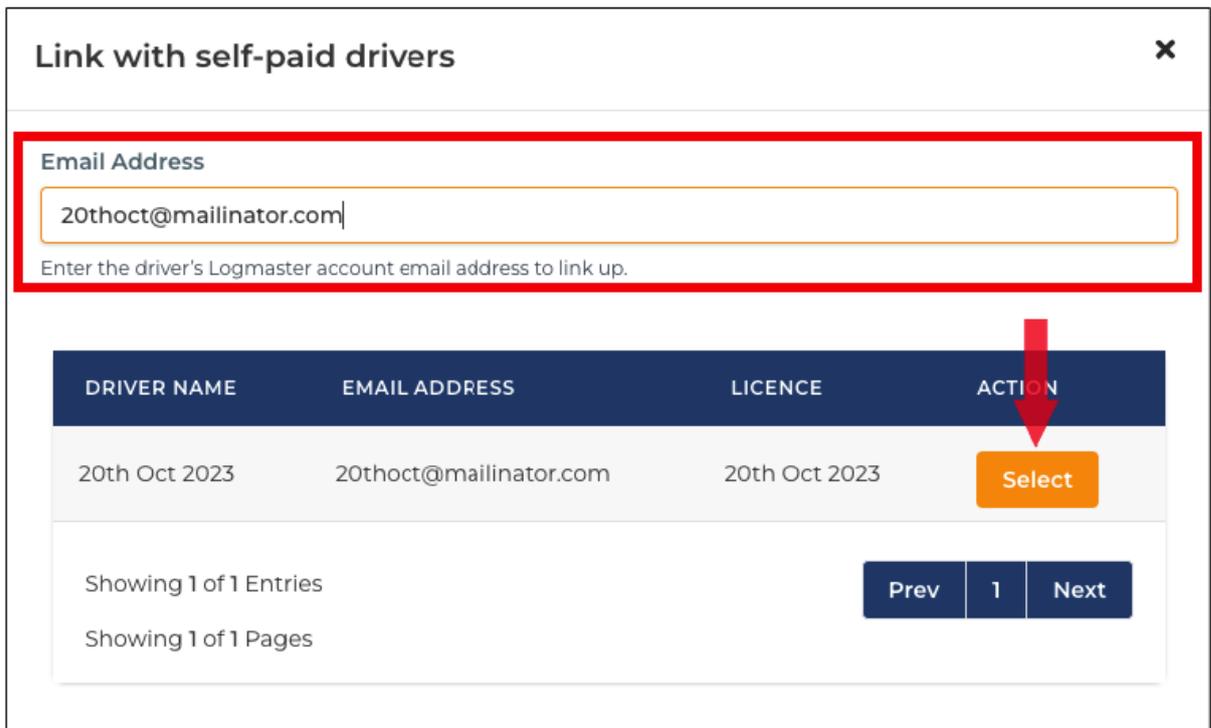
1. In the **Business Navigation Menu**, click **Drivers** and select **DriversList**.



2. You will be directed to the **Drivers - Business** page. Click the **Self-Paid Drivers** tab to access the list of self-paid drivers.
3. Find and click the **Link to self-paid drivers** button.



4. The **Link with self-paid drivers** window will appear. In the **Email Address** field, enter the driver's email address.



5. After entering the email address, it will appear in the table below. Click the **Select** button.
6. The **Linked with self-paid drivers** window will appear. In the **Business Details** field, specify the following:

Link with self-paid drivers [X]

20th Oct 2023
ACTIVE

Driver Details

Email Address
20thoct@mailina

Licence
20th Oct 2023

Business Details

Record Keeper Address
3 Demo St. Dem

Base Location
3 Demo St. Dem

Base Time Zone
ACT +10:00

Region
NHVR

Accreditation (Optional)
+ Select from accreditation list

BFM Number

Send Invitation

- a. Record Keeper Address
- b. Base Location
- c. Base Time Zone
- d. Region
- e. Accreditation (Optional)
 - i. BFM Number

7. After specifying the required information, click the **Send Invitation** button.
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