Inviting and Linking Self-Paid Drivers

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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.

	Drivers - Bu	usiness			₽	*	Demo Business
Business Navigation	Linked Pendin	g Delinked Self-paid	Pending Self-paid	Non-EWD Delinke	d Non-EWD All Si	tes Conne	cted Fleets
Dashboard	10 🔻 Q, Sea	rch		📩 imj	oort EWD Driver	Add / Li	nk Driver
Drivers	1 This section of the section of	displays and creates driver	accounts that are paid	by the business subscri	ption.		
Drivers List	Available Seats:	95 remaining of 140 subs	scribed.				
Manual Events	See billing section t	o adjust seat total					
Vehicles 🕨	FULL NAME	EMAIL ADDRESS	LICENC	E PHONE	BFM	AFM	АРР
Reports 🕨	Adrian	adrian driver test@ma	ilinator.com 1231232	1 -			N/A C
Admin 🕨	Test						i.

- 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.

Drivers -	Busine	SS						≓ 🌵 🛔	Demo Business
Linked Pe	nding Deli	nked Self-paid	Pending Self-paid	i Non-EW	D Deli	nked Nor	n-EWD All Site	s Connected Fl	eets
10 - Q	Joe		Invite self-paid	drivers	Invite	self-paid	driver by CSV	Link to self	-paid driver
This sect	ion displays a	nd links with driver	rs who covered their	r own subscr	iption.				
Available Se See billing sec	eats: 94 rema tion to adjust se	ining of 140 subsc eat total	ribed.						
FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	АРР	DATE CREATED	TRAINING	ACTIONS
			N	o Record Fo	bund				

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		
joe.gale19@gmail.com		
Base Location		
1 Demo St. Demosville 4000]
Record Keeper Address		
1 Demo St. Demosville 3000		
Base Time Zone		
ACT +10:00		~
Region		
NHVR		~
BFM Number if applicable		
	Next	
	- HOAC	

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.
	Click the drop-down arrow to select the
Base Time Zone	appropriate self-paid driver's time zone.
Pagion	Click the drop-down arrow to select the
Region	region.
REM 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.

ACT +10:00	~
Region	
NHVR	~
BFM Number if applicable	
Y	
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.



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.



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.

	Drivers - Business			₽	*	Demo Business	
Business Navigation	Linked Pending Delinked Self-paid Pending Self-	paid Non-EWD	Delinked No	n-EWD All	Sites Conne	cted Fleet	ts
Dashboard	10 - Q search		🛃 Import	EWD Driver	Add / Lir	nk Drivei	r
Drivers	This section displays and creates driver accounts that are	paid by the busin	ess subscriptio	n.			
Drivers List	Available Seats: 95 remaining of 140 subscribed.						
Manual Events							
Vehicles 🕨	FULL NAME EMAIL ADDRESS L	ICENCE	PHONE	вғм	AFM	APP	
Reports 🕨	Adrian	710701				N/A	с
Admin 🕨	Test					N/A	1.

- 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.

nked Pe	ending Delinked	Self-paid	Pending Self-pa	aid Non-E	WD Del	inked Nor	-EWD All Sites	Connected Fl	eets
10 - Q	Search		Invite self-pa	id drivers	Invite	self-paid	driver by CSV	Link to self-	-paid drive
and the second second			who covered th	oir own subs	cription				
🚺 This sec	ction displays and lir	nks with drivers v	who covered th	en own subs	scription.	_			
This sec	ction displays and lir	nks with arivers (who covered th	en own subs	scription.	-1			
This sec Available S See billing se	tion displays and lin teats: 92 remaining ction to adjust seat tot	of 140 subscrib	ed.	en own sub:	scription.				
This sec Available S See billing se	tion displays and lin	of 140 subscrib	ed.		Scription.	1			
This sec Available S See billing se FULL NAME	tion displays and lit eats: 92 remaining ction to adjust seat tot EMAIL ADDRESS	of 140 subscrib al	ed.	BFM	AFM	АРР	DATE	TRAINING	ACTION
This sec Available S See billing se FULL NAME	tion displays and lit eats: 92 remaining ction to adjust seat tot EMAIL ADDRESS	of 140 subscrib al LICENCE	ed.	BFM	AFM	АРР	DATE CREATED	TRAINING	ACTION

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

Invite to self-pa	ау	×
UPLOAD FILE	SELECT DRIVERS	SEND INVITES
(
	t	
	Click to upload or drag and drop	
	CSV FILE ONLY	
	Download CSV Template	

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

Finder File Edit View Go Window Help				
	000	< > Downloads	88 \$	»Q
○ ○ ○ AutoSave 💭 🏠 🛱 🦻 🥍 ▾ 💍 … 🔅 logmaster-contra	Favorites			
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Posta	🙏 Applications	logmaster-		
Cell Styles V	🚍 Desktop	contractport.csv		
Possible Data Loss Some features might be lost if you save this workbook in the	Documente			
A1 \ddagger $\times \checkmark f_x$ Email	C Downloads			
A B C D E E G				
1 Email Base Locatio Record Keep Base time zo Region BFM number if applicable				
3 robwilliams7 1 Demo St. D 1 Demo St. D ACT+10:00 NHVR				
4	📑 Shared			
5				

- 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.

	Drivers - Business			‡	*	Demo Business	
Business Navigation	Linked Pending Delinked Self-paid Pend	ling Self-paid Non-EV	VD Delinked No	on-EWD All Sit	tes Conne	cted Fleets	
Dashboard	10 - Q Search		🛓 Import	EWD Driver	Add / Li	nk Driver	
Drivers	This section displays and creates driver account	s that are paid by the bu	isiness subscriptio	n.			
Drivers List Manual Events	Available Seats: 95 remaining of 140 subscribed. See billing section to adjust seat total						
Vehicles •	FULL NAME EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	АРР	
Reports 🕨	Adrian	12312321				N/A	с
Admin 🕨	Test						1.

- 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.

Drivers	- Business							= * 1	Demo Business
Linked Pe	ending Delinked	Self-paid	Pending Self-pa	aid Non-E	WD De	linked Non	-EWD All Sites	Connected Fl	eets
10 - Q	Search		Invite self-pa	id drivers	Invite	self-paid	driver by CSV	Link to self	-paid driver
This sec	ction displays and link ceats: 92 remaining o ction to adjust seat total	s with drivers f 140 subscrib	who covered th	eir own sub	scription.	1			
FULL NAME	EMAIL ADDRESS	LICENCE	PHONE	BFM	AFM	АРР	DATE CREATED	TRAINING	ACTIONS
				No Record	Found				

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

Invite to self-pay	y .	×
UPLOAD FILE	SELECT DRIVERS	SEND INVITES
	Click to upload or drag and drop CSV FILE ONLY	
	Download CSV Template	

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

Favorites Recents 	✓ > ₩ • ➡ Files Q Search
 Applications Desktop Documents Downloads 	Downloads logmaster- live contracts rept on
iCloud iCloud Drive Shared Tags	Titem contractor-impor
	Show Options Cancel Open

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.

Invite	to self-pay			×			
	FILE	SELECT DRIVERS		SEND INVITES			
You c	an only select 92 drivers.		TIMEZONE				
	monroemartin676@gmail.com	-	ACT +10:00				
	robwilliams72341@gmail.com		ACT +10:00				
Next							

 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**.

	Drivers - Business \rightleftarrows \clubsuit \textcircled{a} $\overset{\text{Demo}}{\underset{\text{Business}}{\text{Business}}}$	
Business Navigation	Linked Pending Delinked Self-paid Pending Self-paid Non-EWD Delinked Non-EWD All Sites Connected Fleet	s
Dashboard	10 V Q Search Add / Link Driver	
Drivers	This section displays and creates driver accounts that are paid by the business subscription.	
Drivers List	Available Seats: 95 remaining of 140 subscribed. See billing section to adjust seat total	
Manual Events		
Vehicles 🕨	FULL NAME EMAIL ADDRESS LICENCE PHONE BFM AFM APP	
Reports 🕨	Adrian Driver adrian driver test@mailinator.com 12312321	с
Admin 🕨	Test	1

- 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.

Drivers - Business \rightleftarrows le Demo										
Linked P	ending	Delinked	Self-paid	Pending Self-pai	d Non-E	ND D	elinked Non	-EWD All Site	s Connected Fl	eets
10 - 0	🕽 Search			Invite self-pai	d drivers	Invit	e self-paid	driver by CSV	Link to self	-paid driver
This section displays and links with drivers who covered their own subscription.										
Available Seats: 92 remaining of 140 subscribed. See billing section to adjust seat total										
FULL NAME	EM/ ADI	IL PRESS	LICENCE	PHONE	вғм	AFM	АРР	DATE CREATED	TRAINING	ACTIONS
No Record Found										

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

oaid drivers		×
vr.com		
ster account email address to link up.		
EMAIL ADDRESS	LICENCE	
20thoct@mailinator.com	20th Oct 2023	Select
tries	Pre	v 1 Next
	baid drivers br.com ster account email address to link up. EMAIL ADDRESS 20thoct@mailinator.com tries	baid drivers br.com ster account email address to link up. EMAIL ADDRESS LICENCE 20thoct@mailinator.com 20th Oct 2023 tries Pre

- 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 ×	
_	20th Oct 2023	
Driver Details	Base Time Zone ACT +10:00 Register	~
Licence 20th Oct 2023		~
Business Details	Accreditation (Optional) + Select from accreditation list	
3 Demo St. Dem	BFM Number	
Base Location 3 Demo St. Dem		
	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.