

Managing Pending Self-Paid Drivers

07/03/2025 1:48 am AEDT

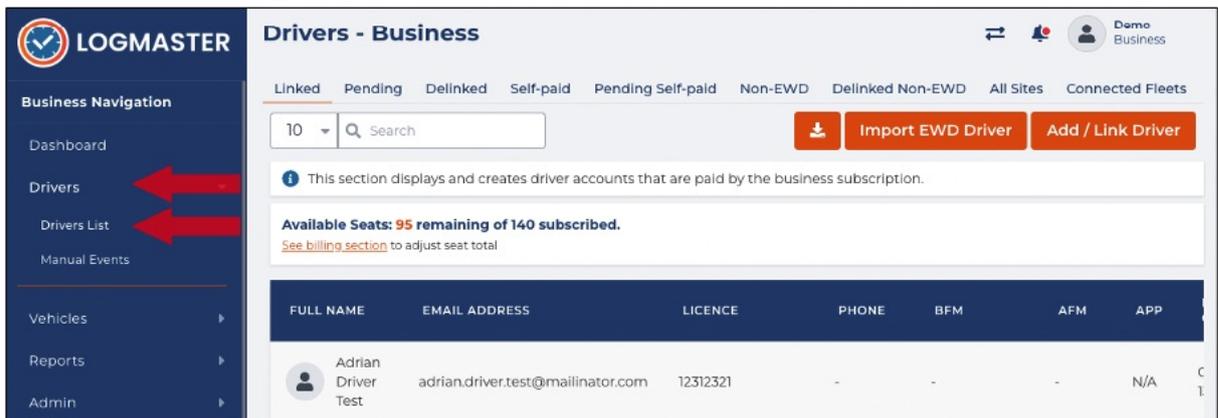
In this article, you will learn how to manage pending self-paid drivers. The sections below will walk you through each process; from viewing the list of pending self-paid drivers, resending invitations, to rescinding invitations.

- [Pending Self-Paid Drivers](#)
- [Resend Pending Self-Paid Drivers' Invitation](#)
- [Rescind Pending Self-paid Driver's Invitation](#)

Pending Self-Paid Drivers

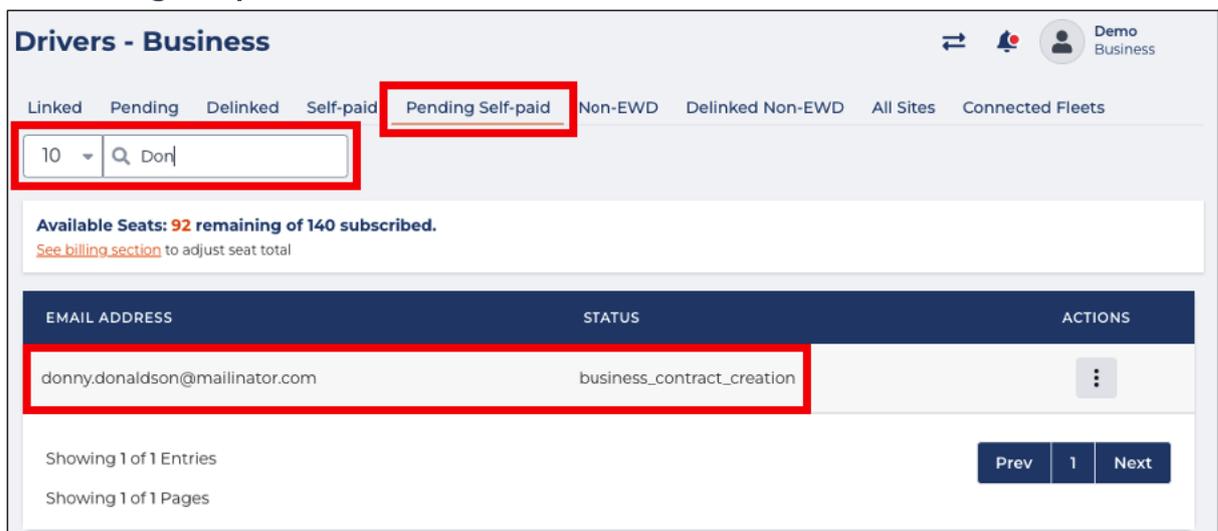
This section will guide you on how to access and view the list of pending self-paid drivers.

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



The screenshot shows the LOGMASTER interface. On the left is the Business Navigation Menu with 'Drivers' and 'Drivers List' highlighted by red arrows. The main content area is titled 'Drivers - Business' and features tabs for 'Linked', 'Pending', 'Delinked', 'Self-paid', 'Pending Self-paid', 'Non-EWD', 'Delinked Non-EWD', 'All Sites', and 'Connected Fleets'. Below the tabs is a search bar with '10' selected and a search icon. There are two buttons: 'Import EWD Driver' and 'Add / Link Driver'. A message states: 'Available Seats: 95 remaining of 140 subscribed. See billing section to adjust seat total'. Below this is a table with columns: FULL NAME, EMAIL ADDRESS, LICENCE, PHONE, BFM, AFM, APP. The table contains one entry for 'Adrian Driver Test' with email 'adrian.driver.test@mailinator.com' and licence '12312321'.

2. You will be directed to the **Drivers - Business** page. Click the **Pending Self-paid** tab to access the **Pending Self-paid Drivers** list.



The screenshot shows the 'Drivers - Business' page with the 'Pending Self-paid' tab selected. The search bar contains 'Don' and the dropdown is set to '10'. A message states: 'Available Seats: 92 remaining of 140 subscribed. See billing section to adjust seat total'. Below this is a table with columns: EMAIL ADDRESS, STATUS, ACTIONS. The table contains one entry for 'donny.donaldson@mailinator.com' with status 'business_contract_creation'. At the bottom, it says 'Showing 1 of 1 Entries' and 'Showing 1 of 1 Pages' with 'Prev', '1', and 'Next' buttons.

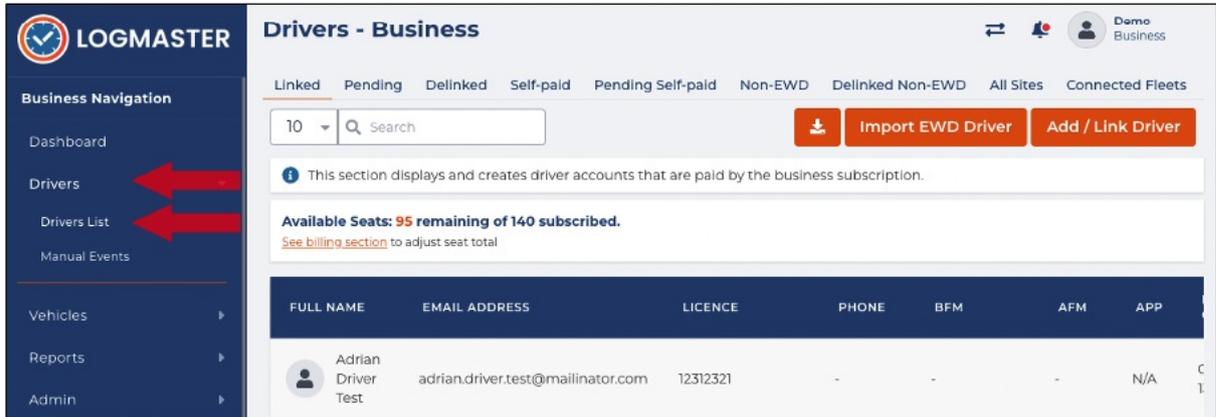
3. Search/filter the list using the **Search** field to view pending self-paid drivers. You can also set the list display to 10, 20, or 50 using the drop-down arrow beside the **Search** field.

- The relevant search results will appear in the list below. In this list, you can view the **Email Address** and **Status** of the invitation.

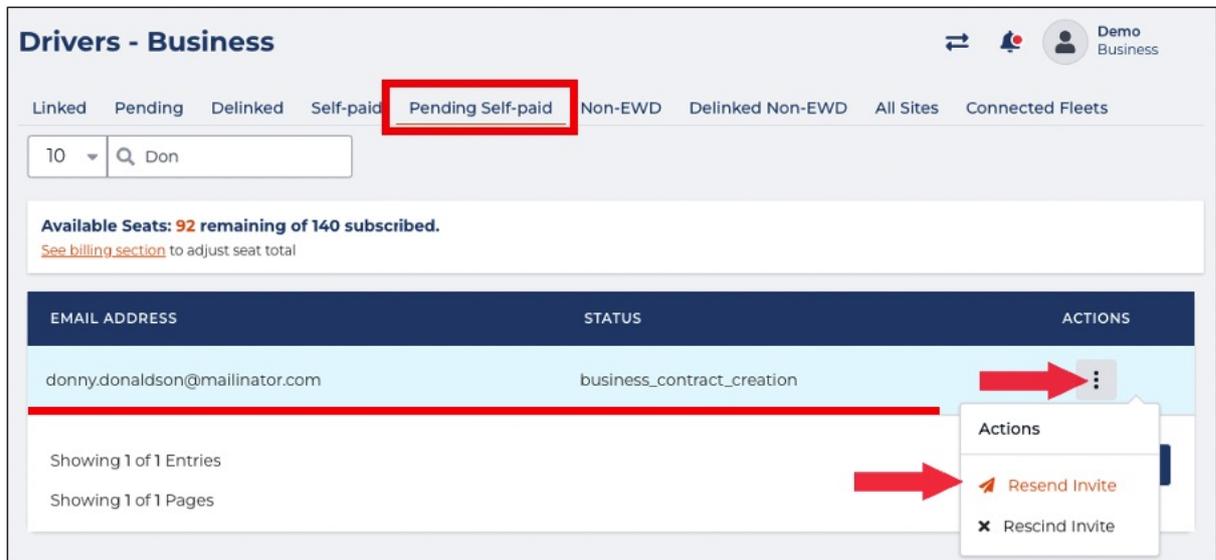
Resend Pending Self-Paid Drivers' Invitation

This section will guide you on resending invitations for pending self-paid drivers.

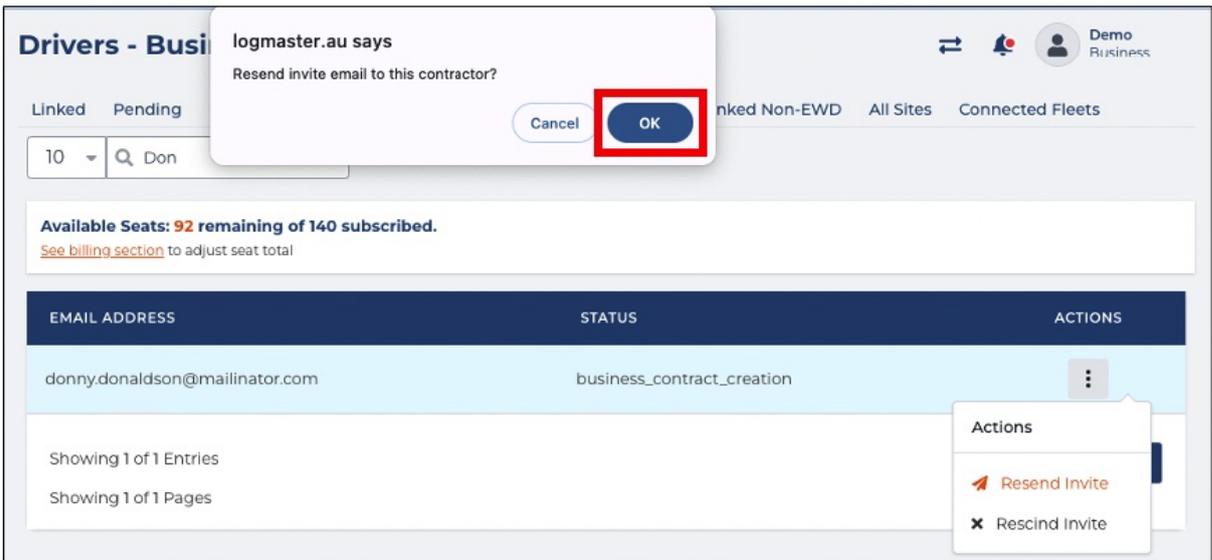
- In the **Business Navigation Menu**, click **Drivers** and select **Drivers List**.



- You will be directed to the **Drivers - Business** page. Click the **Pending Self-paid** tab to access the **Pending Self-paid Drivers** list.
- Search/filter the list using the **Search** field to view pending drivers. You can also set the list display to 10, 20, or 50 using the drop-down arrow beside the **Search** field.



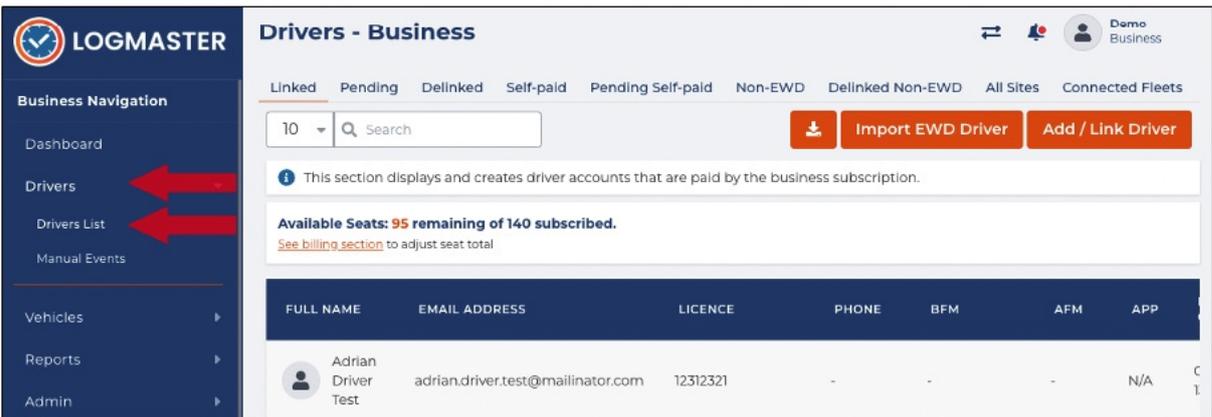
- Find the driver from the list and click its **Action** icon. The **Actions** menu will expand, select **Resend Invite**.
- A **Confirmation** dialog box will appear, click **OK** to continue resending the invitation.



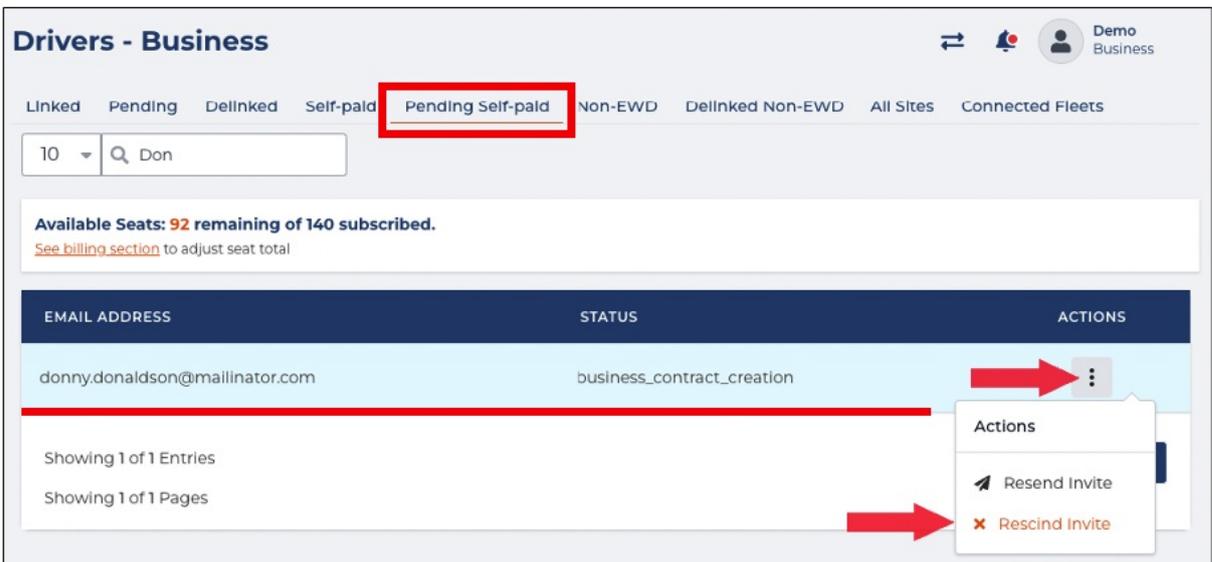
Rescind Pending Self-paid Driver's Invitation

This section will guide you on rescinding invitations for pending self-paid drivers.

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



2. You will be directed to the **Drivers - Business** page. Click the **Pending Self-paid** tab to access the **Pending Self-paid Drivers** list.



3. Search/filter the list using the **Search** field to view pending drivers. You can also set the list display to 10, 20, or 50 using the drop-down arrow beside the **Search** field.
4. Find the driver from the list and click its **Action** icon. The **Actions** menu will expand, select **Rescind Invite**.
5. A **Confirmation** dialog box will appear, click **OK** to continue rescinding the invitation.

The screenshot shows a web application interface for managing drivers. A confirmation dialog box is open, asking "Are you sure to rescind this contractor invite? You can't undo this." The dialog has "Cancel" and "OK" buttons, with the "OK" button highlighted by a red square. The background interface includes a header with "Drivers - Busi", a search bar with "10" and "Don", and a table with columns "EMAIL ADDRESS", "STATUS", and "ACTIONS". The table contains one entry for "donny.donaldson@mailinator.com" with status "business_contract_creation". An "Actions" menu is open for this entry, showing "Resend Invite" and "Rescind Invite" options. A notification banner at the top indicates "Available Seats: 92 remaining of 140 subscribed." and a user profile "Demo Business" is visible in the top right.

logmaster.au says
Are you sure to rescind this contractor invite? You can't undo this.

Cancel OK

Available Seats: 92 remaining of 140 subscribed.
[See billing section](#) to adjust seat total

EMAIL ADDRESS	STATUS	ACTIONS
donny.donaldson@mailinator.com	business_contract_creation	⋮

Showing 1 of 1 Entries
Showing 1 of 1 Pages

Actions
Resend Invite
Rescind Invite