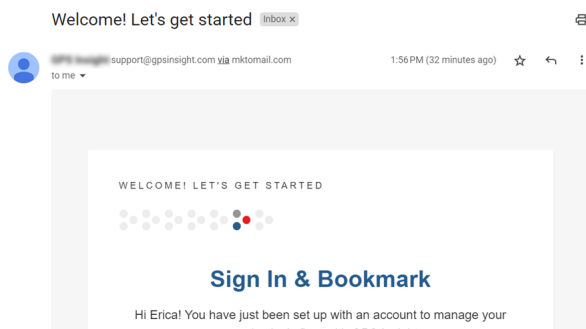


Welcome to Fleet Tracking! An account has been created for you and it's time to log in to your Fleet Tracking Portal to check out your new software tool.

Welcome Email

After an account has been created for you, you will receive an email from Support with the subject line "Welcome! Let's get started." This email includes your username and temporary password, along with instructions on how to log in for the first time.



Logging in to the Portal

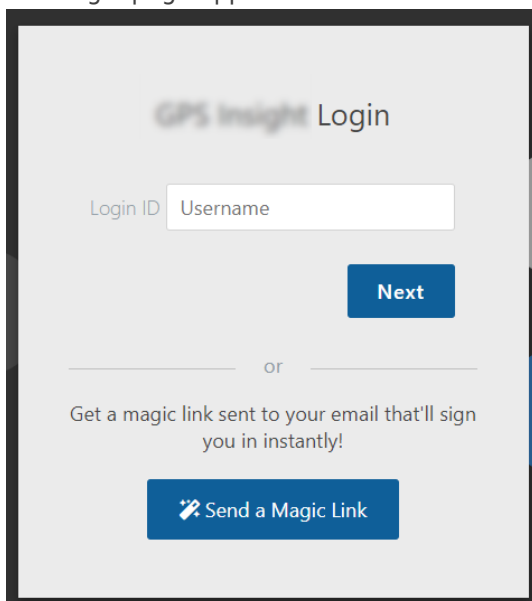
► How to log in:

1. In a browser tab, navigate to <https://portal.responsiblefleet.com>.



Tip! Bookmark this address, as this is where you'll sign in each time you use Responsible Fleet Fleet Tracking.

The Login page appears.



2. Enter your username as listed in the Welcome Email and click **Next**.

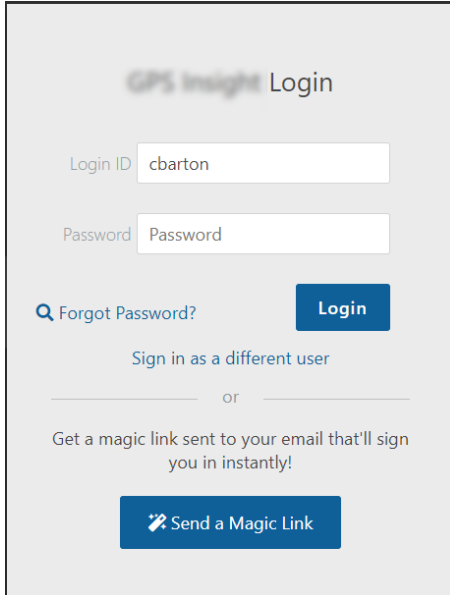


Note. Alternatively, you can click **Send a Magic Link** to get a magic link sent to your email



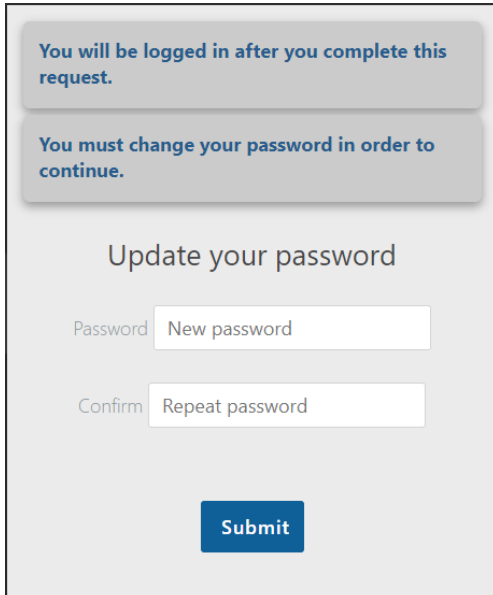
that'll sign you in instantly (see instructions for Magic Link login below).

The password field appears.

A screenshot of the GPS Insight Login page. The page has a light gray background. At the top, it says "GPS Insight Login". Below this, there are two input fields: "Login ID" with the value "cbarton" and "Password" with the value "Password". To the left of the password field is a magnifying glass icon and the text "Forgot Password?". To the right of the password field is a blue button labeled "Login". Below these fields is a link that says "Sign in as a different user". Further down, there is a line with "or" in the middle. Below that, it says "Get a magic link sent to your email that'll sign you in instantly!". At the bottom is a blue button with a magic wand icon and the text "Send a Magic Link".

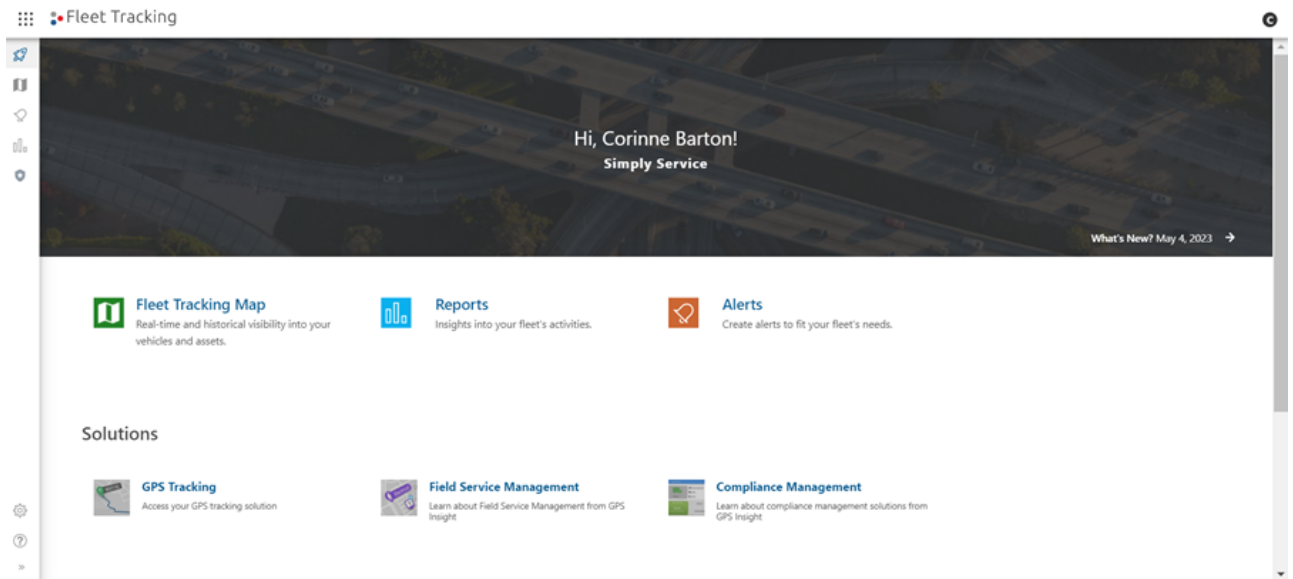
3. Enter the temporary password supplied in the Welcome Email and click **Login**.

You are prompted to change your password.

A screenshot of the "Update your password" page. At the top, there are two gray boxes with blue text. The first box says "You will be logged in after you complete this request." and the second box says "You must change your password in order to continue." Below these boxes, the heading "Update your password" is centered. Under the heading, there are two input fields: "Password" with the value "New password" and "Confirm" with the value "Repeat password". At the bottom is a blue button labeled "Submit".

4. Enter a new password in the New password field and confirm your new password by repeating it in the Repeat password field, then click **Submit**.

You are automatically redirected to the Portal and greeted with the **Explore page**. You are now logged in to the Portal.

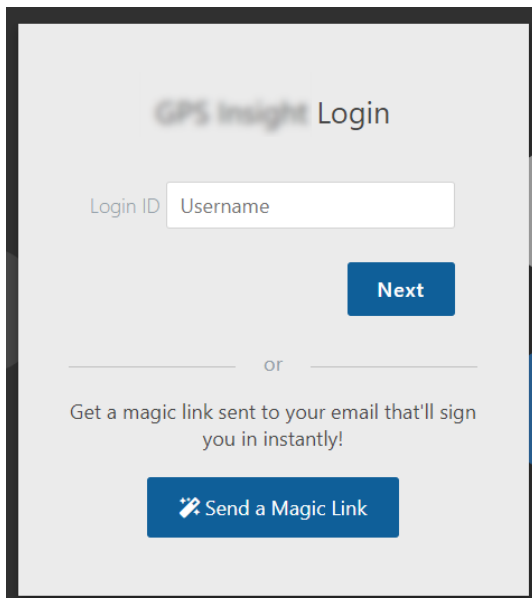


Using Magic Link

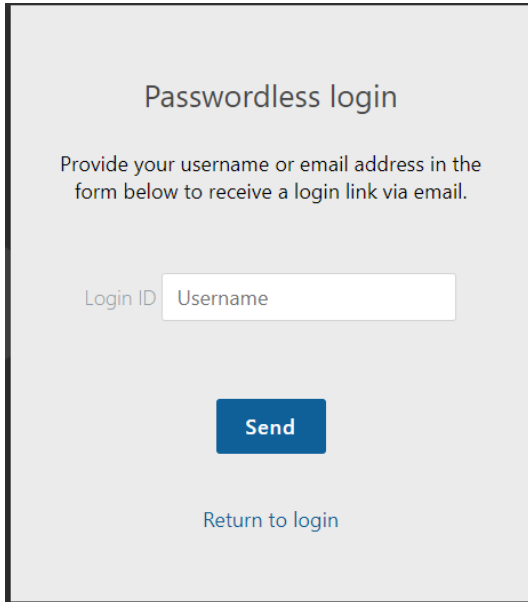
On the Login page, you have the option to use Magic Link to sign in to the Responsible Fleet Fleet Tracking Portal automatically after clicking a link sent to your email.

► How to log in using Magic Link:

1. On the Login page, click **Send a Magic Link**.



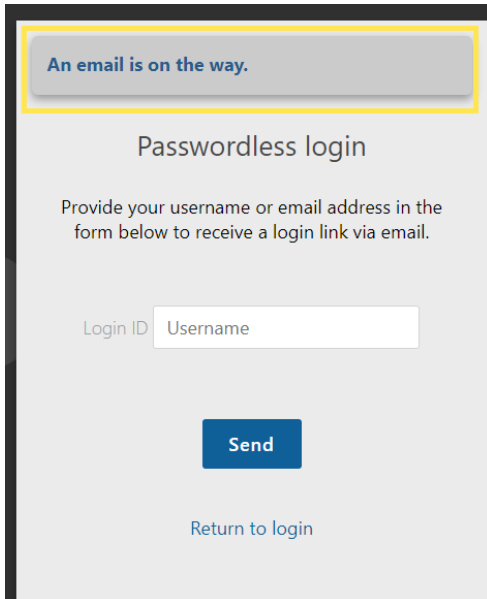
The Passwordless login form appears.



The screenshot shows a 'Passwordless login' form. At the top, it says 'Passwordless login'. Below that, it says 'Provide your username or email address in the form below to receive a login link via email.' There is a text input field labeled 'Login ID' with the placeholder text 'Username'. Below the input field is a blue button labeled 'Send'. At the bottom, there is a link that says 'Return to login'.

2. In the Login ID text field, enter your username or email address to receive a login link via email.
3. Click **Send**.

An email with the subject line of “Log into Responsible Fleet is sent to your email address containing your Magic Link.



The screenshot shows the same 'Passwordless login' form as before, but with a yellow box highlighting a message at the top: 'An email is on the way.' The rest of the form, including the 'Login ID' field, 'Send' button, and 'Return to login' link, remains the same.



Note. This link will be valid for 5 minutes, and may only be used once.

4. Click **Go To Portal** link in the email.

Link: <https://help.responsiblefleet.com/docs/logging-in-to-the-portal/> Last Updated: May 4th, 2023

Portal Magic Link

Corinne,

You have requested to log into Portal using this email address. If you do not recognize this request please ignore this email. This link will be valid for 5 minutes, and may only be used once.

[Go To Portal](#)

A browser tab opens and a pop-up message asks if you'd like to stay signed in.



5. Click **Yes** to reduce the number of times you are asked to log in.



Note. If the computer you are using is a shared device (e.g., a computer at a library), we recommend clicking **No** to keep your account as secure as possible.

You are automatically redirected to the Portal and greeted with the **Explore page**. You are now logged in to the Portal.

Link: <https://help.responsiblefleet.com/docs/logging-in-to-the-portal/> Last Updated: May 4th, 2023

