

ELD

DRIVER GUIDE



Services provided by **HELP Inc.**

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Getting Started with PrePass ELD

Enroll in the PrePass ELD Program

For a Carrier – Enroll in the ELD Service

To add the PrePass ELD service to your existing PrePass account or to create a new PrePass account, please contact 1-800-PrePass (1-800-773-7277). A PrePass team member will establish a Fleet Manager account and provide instructions for ordering your On-Board Diagnostics (OBD) device(s) and adding drivers to your account.

For a Driver – Get Driver Login Information

The Fleet Manager, created at the time of enrollment, is responsible for providing each driver his or her PrePass ELD login information. Please contact your Fleet Manager for driver login information.

For Owner-Operators

Owner-Operators will need both a Fleet Manager account and a driver account. The Fleet Manager account will be used to administer drivers on the Admin portal. The driver account is used to log in and use the mobile app.

Install the Adapter

Instructions to install the adapter will be included with the compliant OBD hardware. Please follow the instructions provided with the device to ensure proper setup. Software pairing instructions as well as troubleshooting information is provided in the “Launch and Sign into the Application” section later in this guide.

Mount Your Mobile Device

Securely mount your device in an accessible location to ensure safety and application performance. Confirm that the device is plugged into a power source.

Download the Application

Install the Application on any compatible Android or Apple mobile tablet or smartphone¹. You must have a data plan linked to the device to send and receive data. Please check the correct App Store page to ensure that your device and operating system version are compatible with the ELD app.

For Android devices:

1. Download the PrePass ELD app from Google Play.
2. Look for the app on your screen and open the application.
3. Tap **INSTALL**.

For Apple (iOS) devices:

1. Download the PrePass ELD app from the Apple App Store.
2. Look for the app on your screen.
3. Tap **GET** and then **INSTALL**.

¹ Android version 4.4 or higher (API level 19+) iOS 7+

Set Up a Bluetooth Connection

(Pairing Your Phone to Your OBD Adapter)

Apple iOS



1. On your iOS device, tap **Settings > Bluetooth**. Stay on this screen until you complete all of the steps to pair your OBD adapter.

2. Place your adapter in discovery mode and wait for it to appear on your iOS device. If you don't see it or aren't sure how to make it discoverable, check the instructions that came with it or contact the manufacturer.

3. On your phone screen, tap your adapter's name to pair. You might need to enter the PIN or passkey. If you aren't sure what your PIN or passkey is, check the documentation for your adapter.

When pairing is complete, you can use the Bluetooth adapter with your mobile device. You can pair multiple Bluetooth accessories with your iOS device. Just follow the steps above to pair additional accessories.

Android



To connect via Bluetooth, first turn on your phone or tablet's Bluetooth. When you use a new Bluetooth accessory, pair it with your phone or tablet. After pairing, devices can connect with each other automatically.

Important: On a tablet that people share, each person can change the overall Bluetooth settings.

Note: Some of these steps work only on Android 8.0 and up. Depending on your OS version, these instructions may vary. Consult your phone user guide if you cannot find your Bluetooth settings icon.

To turn Bluetooth on or off:

1. Open your device's Settings app.
2. Tap the **Bluetooth** icon.
3. Turn **Bluetooth** on or off.

At the top of your screen, a Bluetooth icon shows when Bluetooth is on.

Launch and Sign into the Application

Sign in using your driver login information. Make sure that the vehicle is running before you attempt to connect.



Enter your **Username** and **Password** and tap **SIGN IN**.

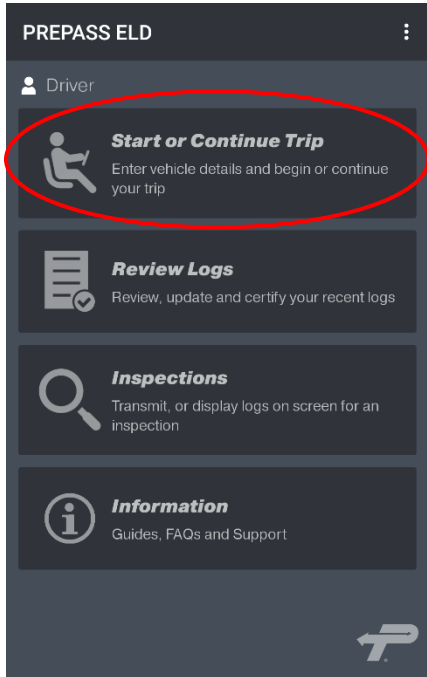
Don't have an account? Call 1-800-PrePass (1-800-773-7277).

Don't have a driver login? Contact your Fleet Manager for assistance.

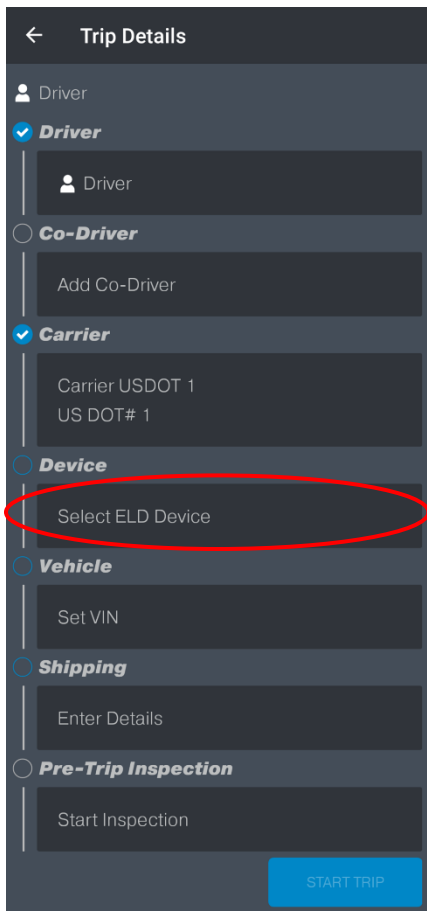


If you drive for more than one USDOT, you will be prompted to select the appropriate USDOT in the **Select Carrier** field.

Starting a Trip



Tap **Start or Continue Trip** to enter your vehicle details and begin your trip.



The **Driver** and **Carrier** field is populated based on your login credentials.

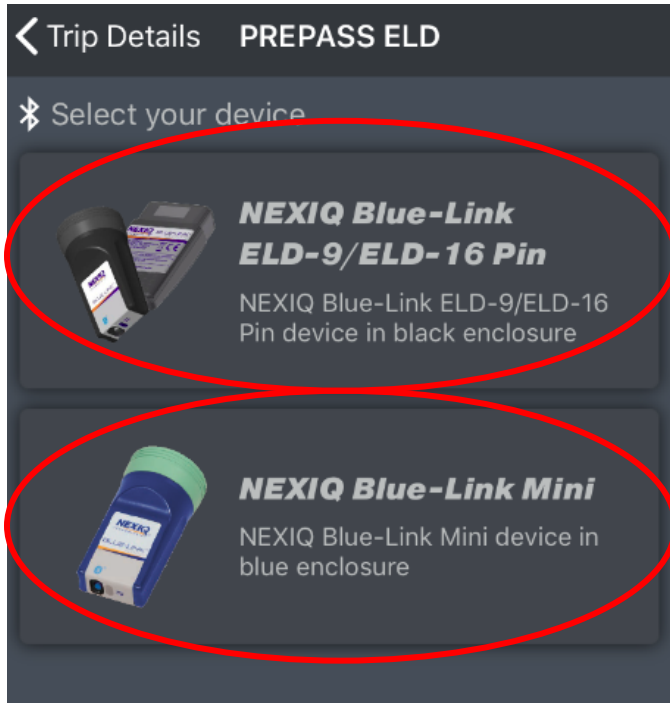
Note: **Co-Driver** and **Pre-Trip** are optional.

Note: If you are a Co-Driver, see the **Adding a Co-Driver** section for more details.

In the **Device** field to connect to an OBD device, tap **Select ELD Device**.

Note: Follow the instructions in the “Connecting the App to a Paired OBD Device”.

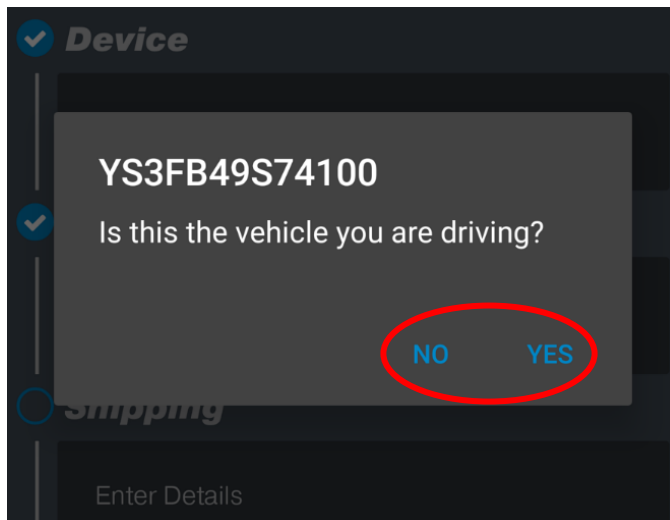
Connecting the App to a Paired OBD Device



Tap the **ELD Device** that you want to use for your trip.

Note: The OBD must be paired in the device operating system's Bluetooth settings or it will not display. For further details, see the pairing instructions above.

Note: Having trouble? See the **Troubleshooting** section at the end of the guide.

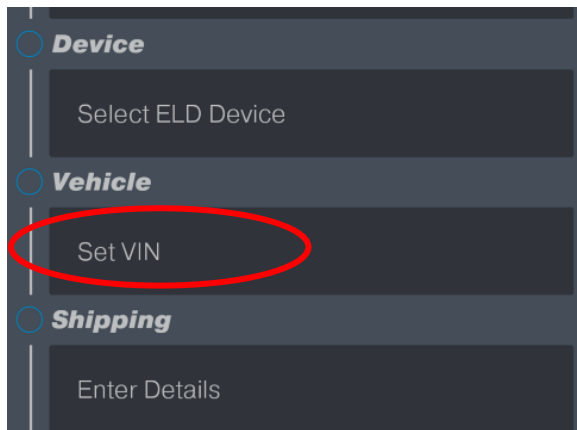


Automatic VIN Retrieval

If your truck's Engine Control Module (ECM) supplies the truck's VIN, you will be asked to confirm the VIN that was retrieved.

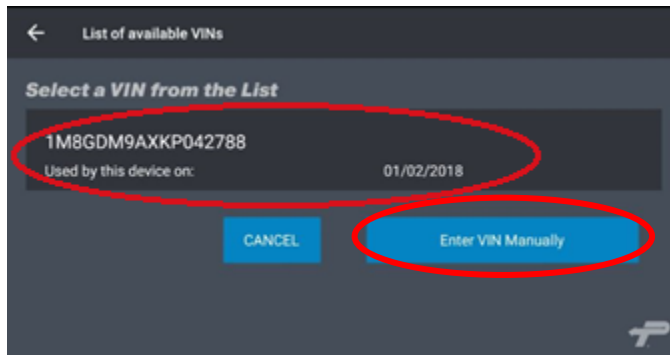
Tap **YES** and the VIN will be saved.

If the VIN is not correct, tap **NO** to be taken to the **List of available VINs** screen where you can manually enter the correct VIN.



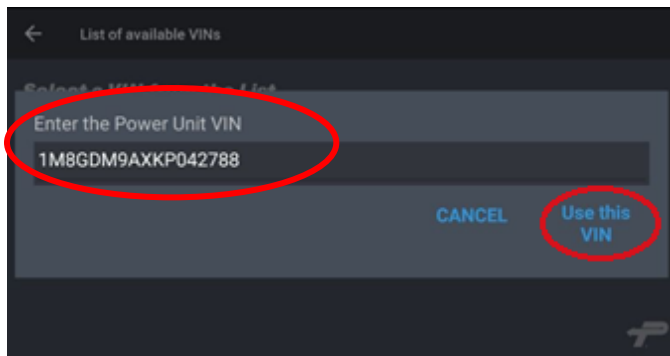
Manual VIN Entry

If your truck's ECM does not supply the truck's VIN, tap **Set VIN**.



Select your VIN from the list.

Note: If there are no VINs in the list, or if your VIN is not included, tap **Enter VIN Manually**.



Manually enter your **VIN** using the number listed on your Cab Card or registration form. Then tap **Use this VIN**.

To be accepted, the VIN must:

1. Be 17 characters long.
2. Not contain the letters "O" (oh), "I" (eye) or "Q" (queue).
3. Pass the standard VIN validation test.

The screenshot shows a mobile application interface for entering shipping information. At the top, there is a back arrow and the title "Shipping". Below this is the "Shipment Information" section, which includes a sub-header and a description: "Enter shipping details, including the Shipping Document Number, Vehicle Power Unit Number, and identifiers for any trailers attached". There are two input fields: "Shipping Document Number" with the value "AZ1234" and "Vehicle Unit Number" with the value "KT1234". Below these is the "Trailer Information" section, which asks "How many trailers are attached?" and "Touch the number below:". There are four buttons representing the numbers 0, 1, 2, and 3, each with a corresponding trailer icon. The number 1 is selected. Below the buttons is a "Trailer 1" input field with the value "TR1". At the bottom right, there is a blue "SAVE" button.

Shipping Information

Enter your **Shipping Document Number** and **Vehicle Unit Number** (CMV Power Unit).

Note: If you do not have shipping information, you must enter a minimum of two characters in both the **Shipping Document Number** and **Vehicle Unit Number** fields (i.e., 00).

In the **Trailer Information** section, tap on the number of trailers that are attached.

When you tap on a trailer number, the trailer field will appear. Enter the required information and tap **SAVE**.

Note: The default trailer number is zero (0).

Logging Your Pre-Trip Inspection (Optional in the App)

Although logging the required pre-trip inspections in the app is not mandatory, the PrePass ELD gives drivers a convenient option for recording their inspection findings.

Truck

	Pass	Repair		Pass	Repair
Air Compressor	<input checked="" type="radio"/>	<input type="radio"/>	Clutch	<input checked="" type="radio"/>	<input type="radio"/>
Air Lines	<input checked="" type="radio"/>	<input type="radio"/>	Coupling Devices	<input checked="" type="radio"/>	<input type="radio"/>
Battery	<input checked="" type="radio"/>	<input type="radio"/>	Exhaust System	<input checked="" type="radio"/>	<input type="radio"/>
Bolts and Nuts	<input checked="" type="radio"/>	<input type="radio"/>	Drive Line	<input checked="" type="radio"/>	<input type="radio"/>
Body	<input checked="" type="radio"/>	<input type="radio"/>	Engine	<input checked="" type="radio"/>	<input type="radio"/>

Remarks

- Condition of the above vehicle is satisfactory
- Above defects corrected
- Above defects need not be corrected for safe operation of vehicle

SAVE

Truck

Complete the **Pre-Trip Inspection** form by indicating whether or not each item passes inspection or requires repair.

To add a trailer, tap **ADD TRAILER** and complete the form.

Enter any notes in the **Remarks** box.

At the bottom of the form, place a check (✓) in the appropriate box and tap **SAVE**.

Trailer One

	Pass	Repair		Pass	Repair
Brake Connections	<input checked="" type="radio"/>	<input type="radio"/>	Coupling (King) Pin	<input checked="" type="radio"/>	<input type="radio"/>
Brakes	<input checked="" type="radio"/>	<input type="radio"/>	Doors	<input checked="" type="radio"/>	<input type="radio"/>
Coupling Devices	<input checked="" type="radio"/>	<input type="radio"/>	Hitch	<input checked="" type="radio"/>	<input type="radio"/>

Trailer Two

	Pass	Repair		Pass	Repair
Brake Connections	<input checked="" type="radio"/>	<input type="radio"/>	Coupling (King) Pin	<input checked="" type="radio"/>	<input type="radio"/>
Brakes	<input checked="" type="radio"/>	<input type="radio"/>	Doors	<input checked="" type="radio"/>	<input type="radio"/>
Coupling Devices	<input checked="" type="radio"/>	<input type="radio"/>	Hitch	<input checked="" type="radio"/>	<input type="radio"/>

ADD TRAILER

Trailer

Complete the **Trailer Pre-Trip Inspection** form by indicating whether or not each item passes inspection or requires repair.

Note: Drivers can add up to three trailers.

Driver Signature

I hereby certify that I am the driver of the vehicle being inspected.

Julie Driver

NOT READY AGREE

After tapping **SAVE**, the Driver Signature box opens with the driver's name pre-populated.

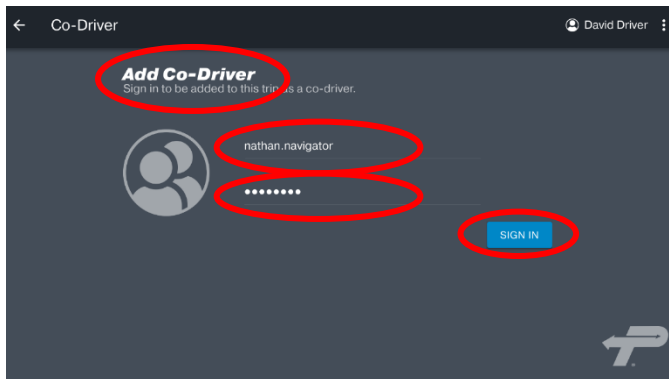
Tap **AGREE** to confirm and certify the driver's name.



If all items passed inspection in the previous step, this box (Mechanic Signature) will not appear.

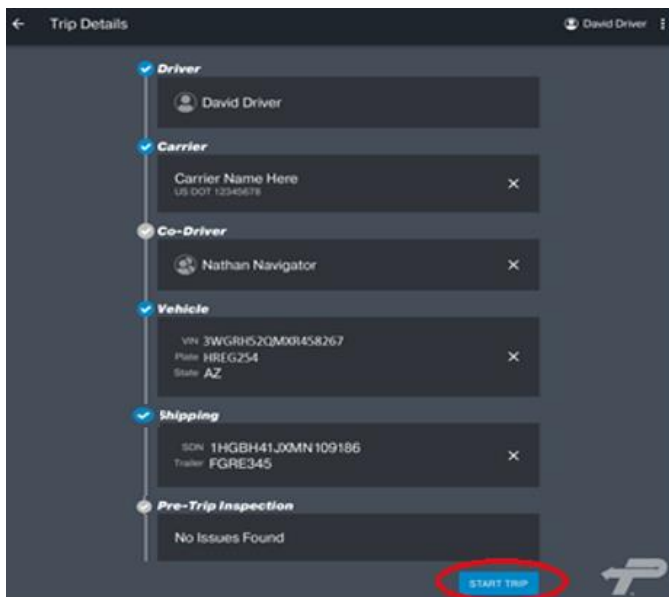
Note: If you don't have a mechanic, leave this blank and tap **AGREE**. Otherwise, have your mechanic review and certify your inspection findings.

Adding a Co-Driver (Optional)



To add a co-driver, tap **Add Co-Driver**.

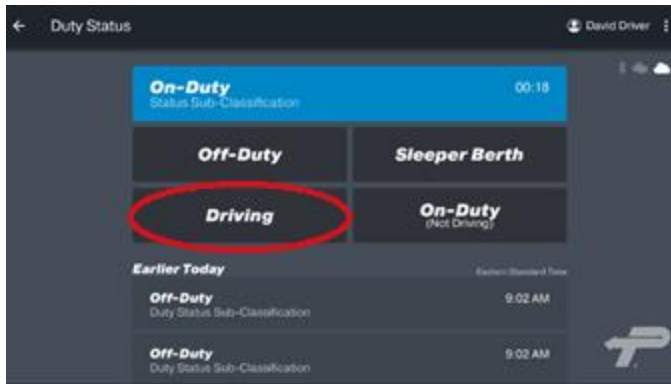
Have the co-driver enter their **Username** and **Password** and tap **SIGN IN**.



Your co-driver is now logged in, but is NOT currently assigned as the driver.

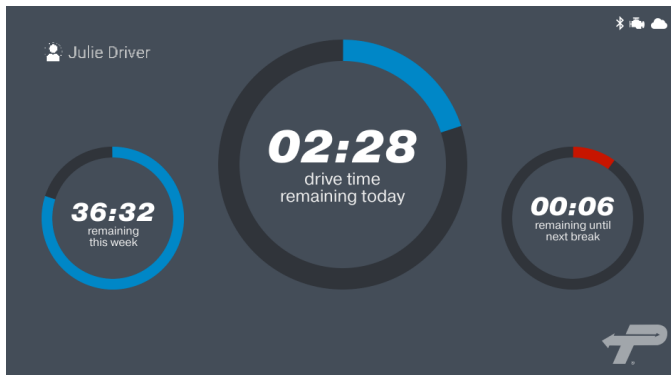
Note: For more details, see the **Co-Driver Features** section in the guide.

Once the **Trip Details** screen is complete, tap **Start Trip**.



The **Duty Status** screen will open.

If you are ready to drive, tap **Driving**.



Note: If you do not change your driving status to **On-Duty > Driving**, the ELD app will automatically change your status after approximately one minute of driving more than five MPH.

It will also display the **Driving Mode** screen.

During a Trip

Change Duty Status



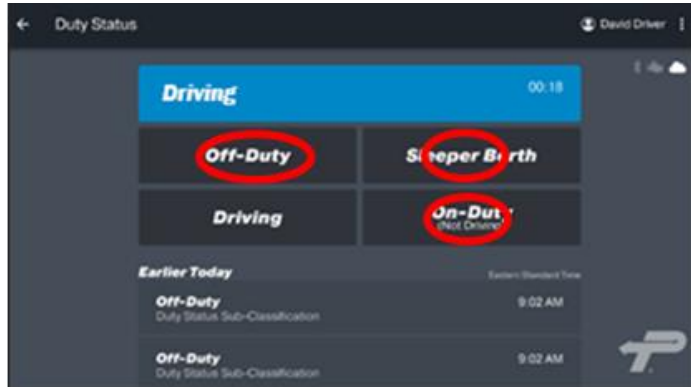
When you are connected to a vehicle, the app will automatically record driving status as **On-Duty Driving** once the vehicle is going five MPH or greater.

If the vehicle has not moved in a short period of time, the **CHANGE STATUS** button will appear in the upper left corner of the screen. Once the vehicle starts moving again, the button will disappear.

ONLY tap the **CHANGE STATUS** button if you ready to change your status.



If you tap **CHANGE STATUS**, the **Duty Status** box will open and say **Driving**.

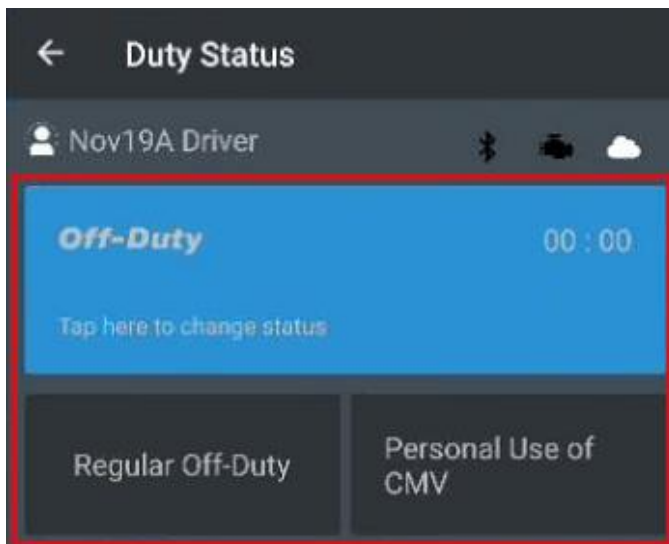


Select one of the duty statuses that appear below the blue **On-Duty** box.

Tap **Off-Duty** to go off-duty.

Tap **On-Duty (Not Driving)** to remain on duty without driving.

Note: Drivers should always change their duty status before they turn off their truck to ensure accurate logs.

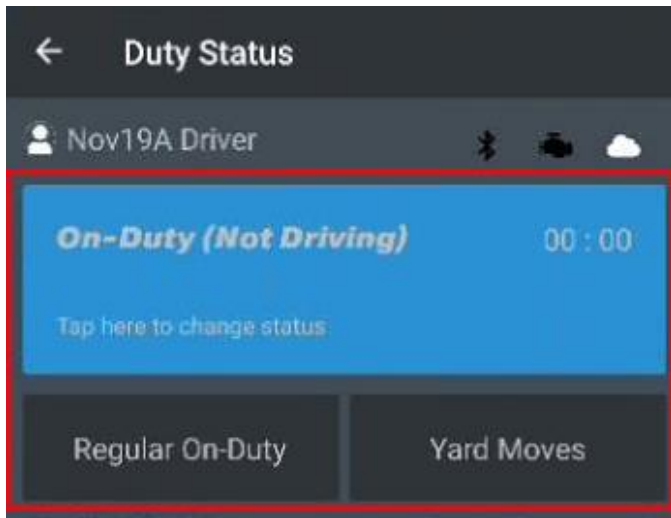


If you have **Personal Use** permissions, tap **Off-Duty**.

Note: Refer to FMCSA proposed regulatory guidance about using a CMV for personal conveyance.

Tap **Personal Use of CMV**.

Tap **SAVE**.

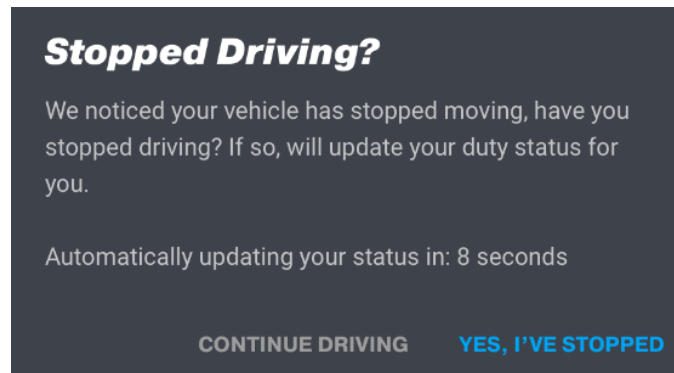


If you have **Yard Moves** permissions, tap **On-Duty (Not Driving)**.

Tap **Yard Moves**.

Tap **SAVE**.

Stopped Driving – Automatic Detection



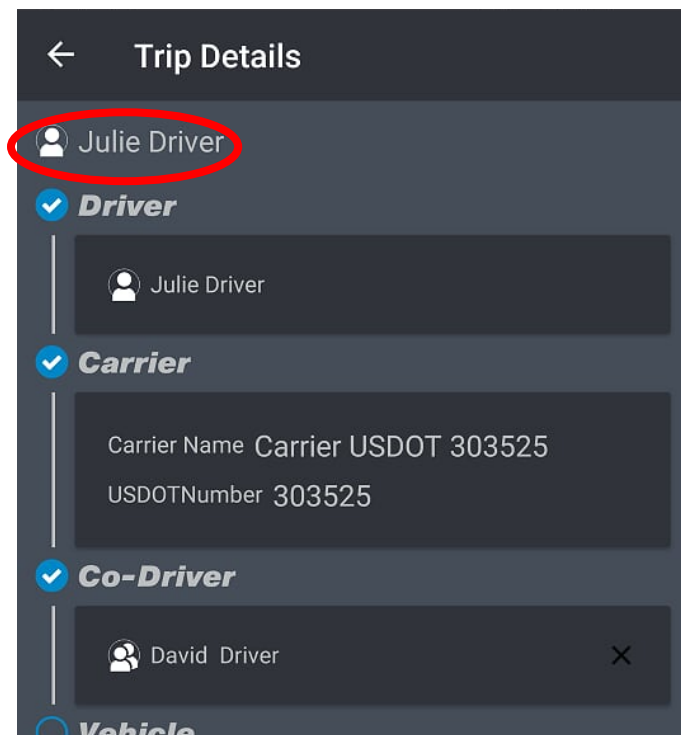
After the vehicle has stopped moving for approximately five minutes, the app will detect that and will show a **Stopped Driving?** message.

Tap either **CONTINUE DRIVING** or **YES, I'VE STOPPED**.

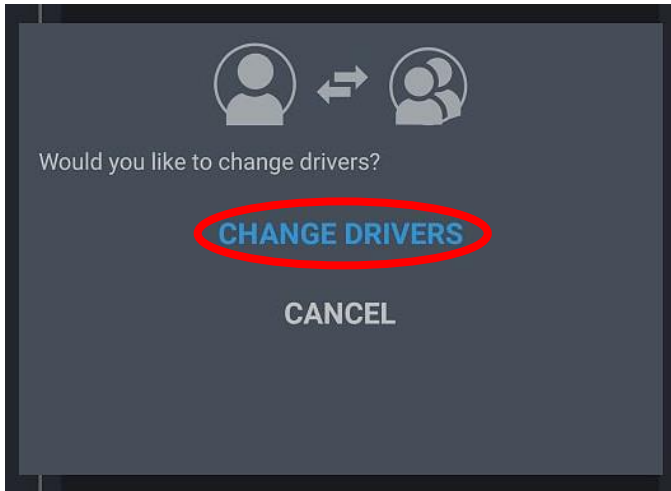
If you do not respond within 60 seconds, the app will automatically change the duty status to **On-Duty (Not Driving)**.

Co-Driver Features

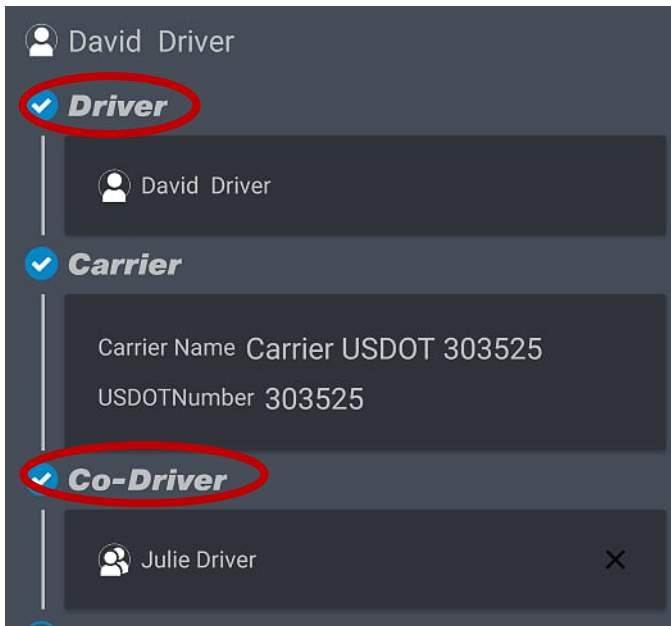
Changing Drivers



Tap the driver **Person Icon** on the upper left corner of the screen.



If you want to change drivers, tap **CHANGE DRIVERS**.

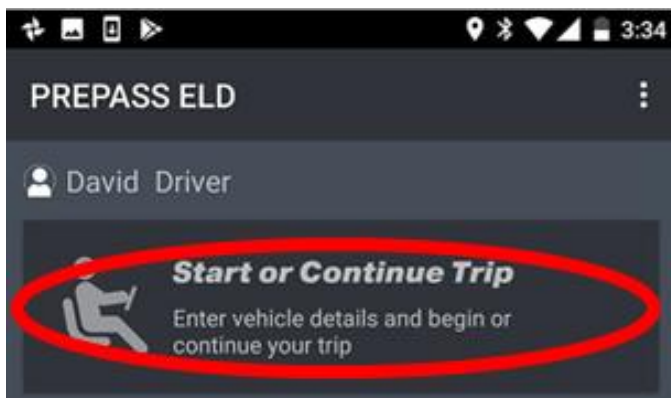


The trip details will now show that the drivers have changed roles.

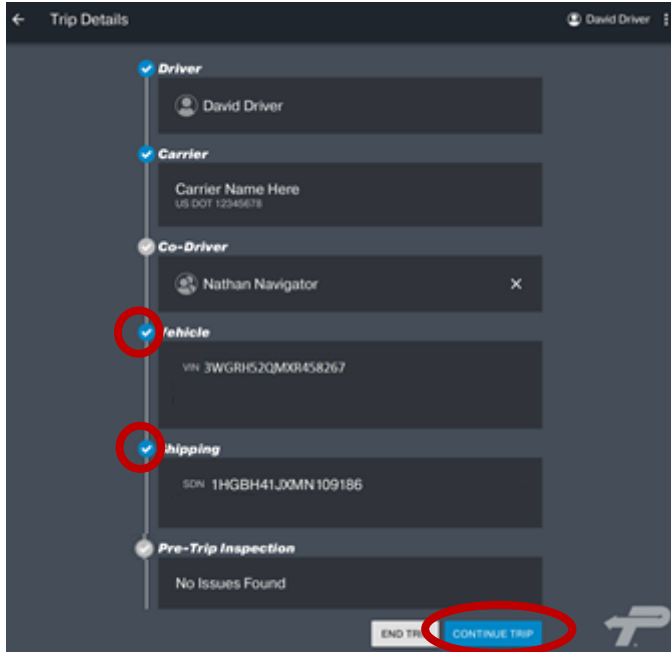
Note: Logs and Inspection Data will be switched and available in the **Review Logs and Inspections** areas in the app.

Tapping the **Co-Driver's** name will take you to that driver's **Review Log** section, where their logs can be adjusted or certified even if they are not active as the Driver.

Continuing a Trip



If you are on any status other than **On-Duty Driving**, when you resume driving, tap **Start or Continue Trip**.

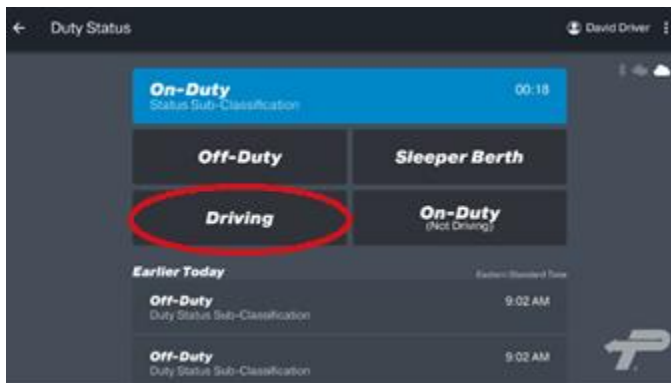


The **Trip Details** screen will open.

Ensure that the required fields have a blue check (✓). If not, reselect them.

Note: **Co-Driver** and **Pre-Trip** are optional.

Tap **CONTINUE TRIP**.

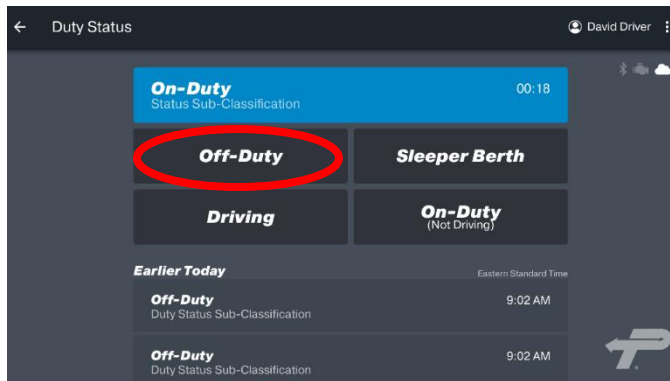


The **Duty Status** screen will open.

If you are ready to drive, tap **Driving**.

Note: If you do not change your driving status to **On-Duty > Driving**, the app will automatically change your status after approximately one minute of driving more than five MPH. It will then display the **Driving Mode** screen.

Ending your Day (Go Off-Duty)



When you are done driving for the day, tap **Off-Duty** in the **Trip Duty Status** section.

Note: For more details, see **Change Duty Status** in the **Start Trip** section above.

Note: The ELD app cannot automatically place a driver in **Off-Duty** status. **DRIVERS ARE RESPONSIBLE FOR THEIR DUTY STATUS CHANGES.** If you forget, you can add a manual duty status using the **Review Logs** app feature.

Ending a Trip



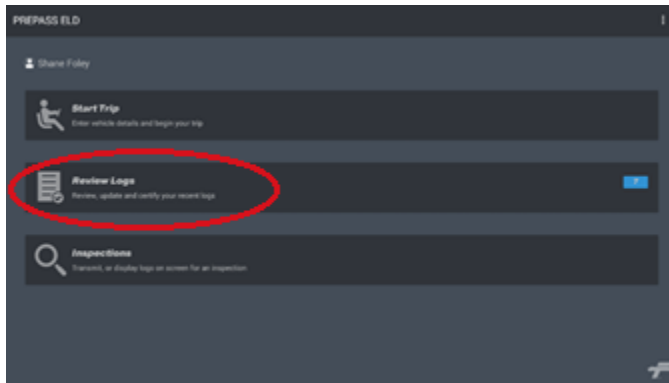
When switching loads, tap **END TRIP** and update your shipping data.

Note: A “trip” is considered a vehicle and load combination. A trip can last as long as required to haul a load.

Note: You are not required to “end a trip”, but you are required to ensure that the vehicle and the load for each trip are accurate. **End Trip** is a feature of the app that helps identify a load or vehicle change.

Reviewing and Modifying Your Logs

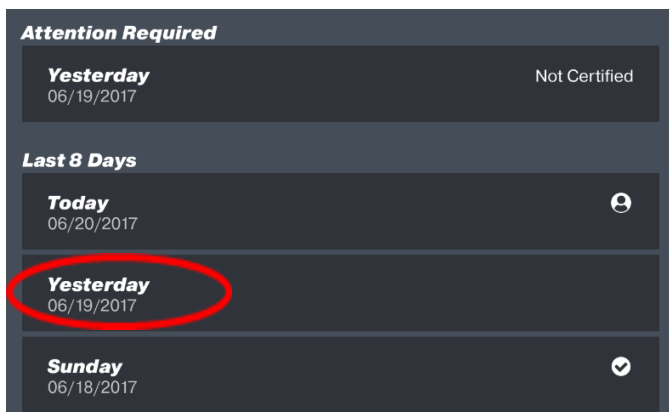
FMCSA regulations specify that all certified ELD applications must allow drivers to edit their own logs. Drivers have the responsibility to make the final determination on their log entries, and they must certify that their logs are correct.



To review, update and certify your logs, tap **Review Logs**.

Note: Logs that still need to be certified are flagged in blue on the **Home** screen.

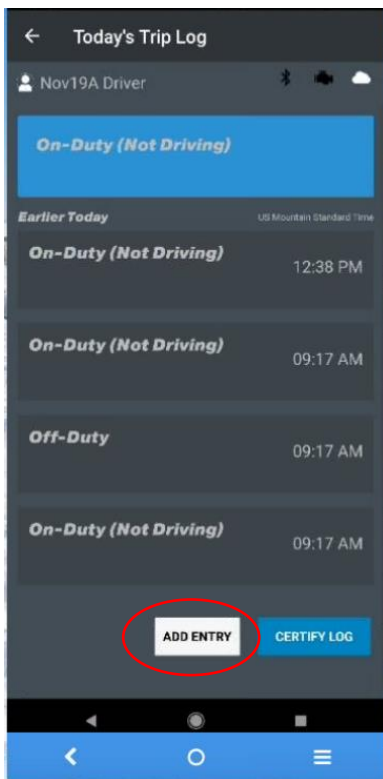
Note: You must certify your daily logs, even if you have no activity for that day.



In **Review Logs**, tap the **Day** to review.

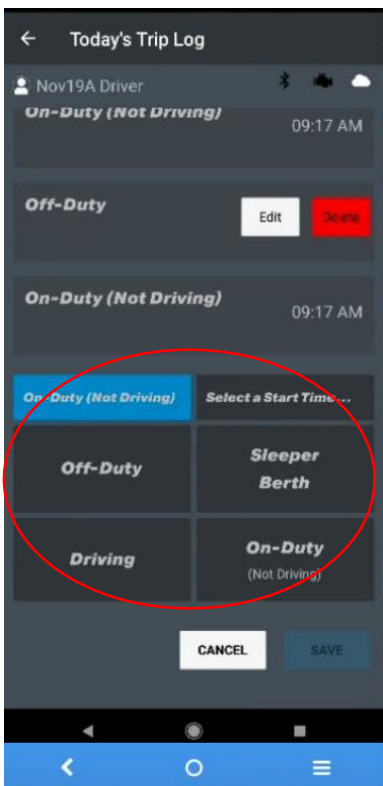
Review the log for accuracy and completeness and certify it when ready.

Modifying a Log



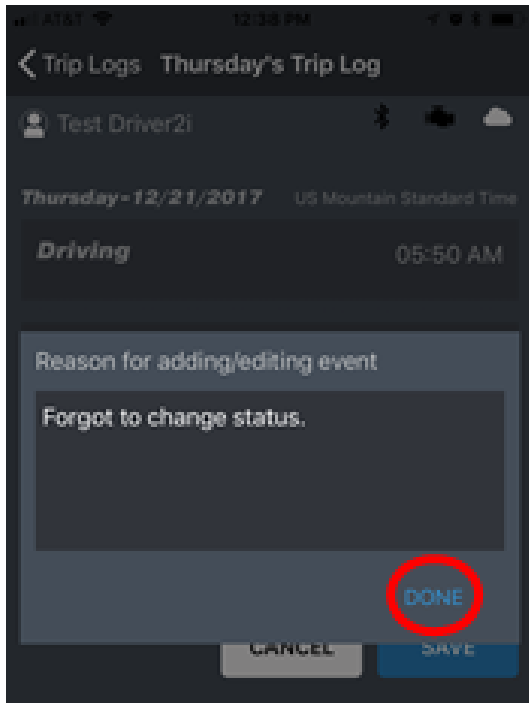
If you want to insert a duty status or make an entry or a correction, tap **ADD ENTRY**.

Note: Automatically recorded driving time cannot be edited.



Select one of the duty statuses.

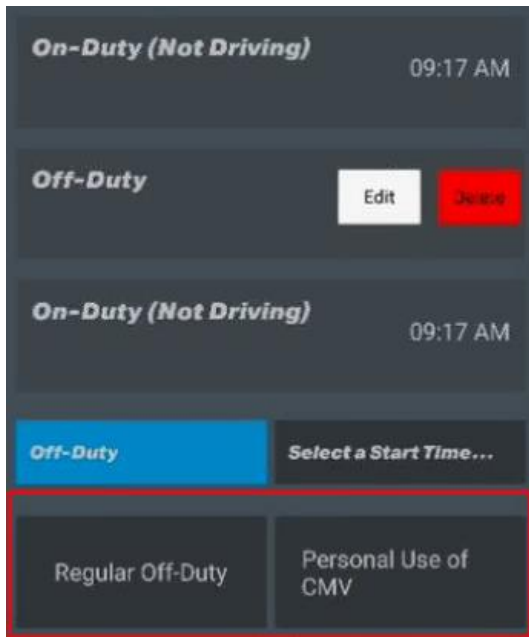
Tap **SAVE**.



Enter notes in **Reasons for adding/editing event**.

Note: Manual entries MUST have notes. Regulations require that drivers explain why they are changing their status.

Tap **DONE**.

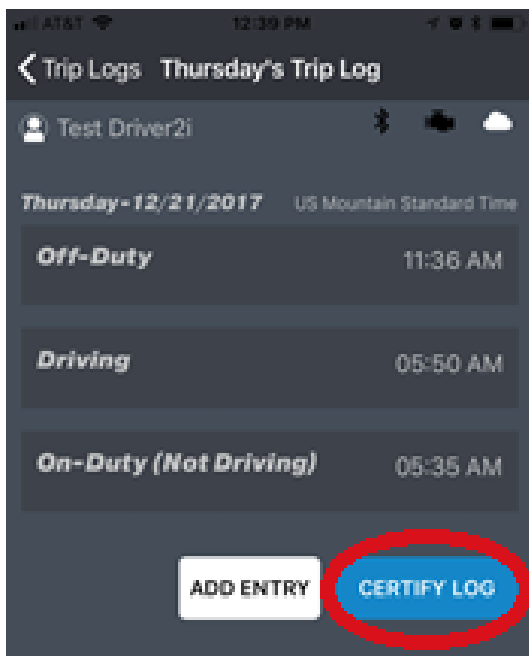


If you have personal use permissions, you can select **Regular Off-Duty** or **Personal Use of CMV**.



The **Start Time** scroll bar appears.

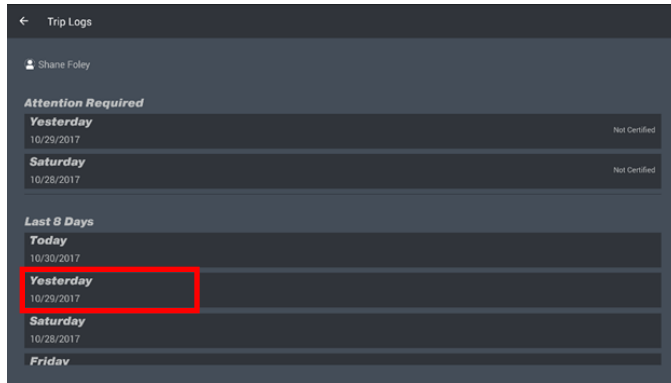
Select a Start Time and tap **SAVE**.



To certify your log, tap **CERTIFY LOG**.

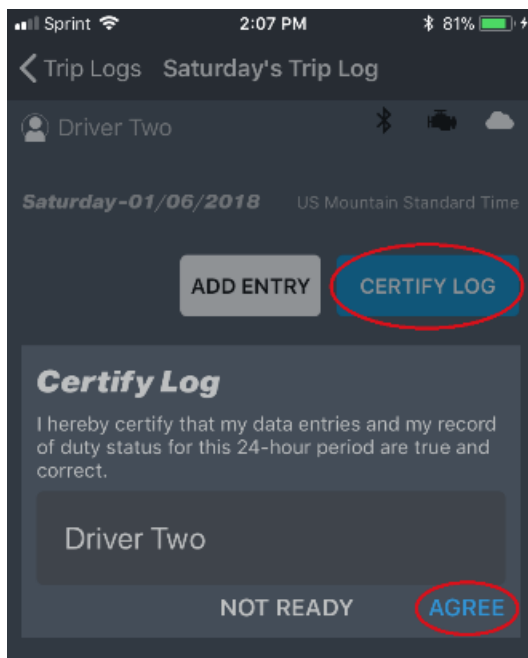
End-of-Day Log Certifying

At the end of each day, you must certify your driving logs. All drivers must certify their daily logs every 24-hour period.



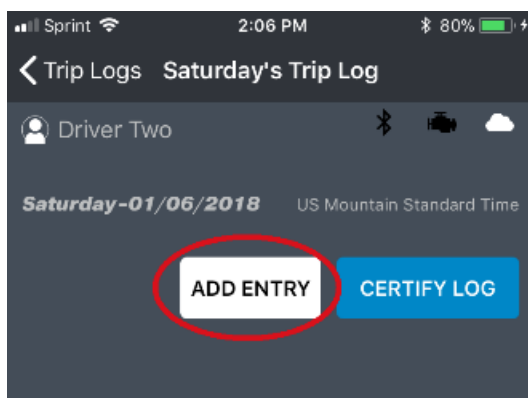
To start the certification, tap **Review Logs**. **Trip Logs** will display. Tap the log that you want to certify.

Note: A green check mark (✓) next to a log on the **Trip Logs** screen indicates that the log is certified.



If you are ready to certify your logs, tap **CERTIFY LOG**.

In the **Certify Log** signature box tap **AGREE**.

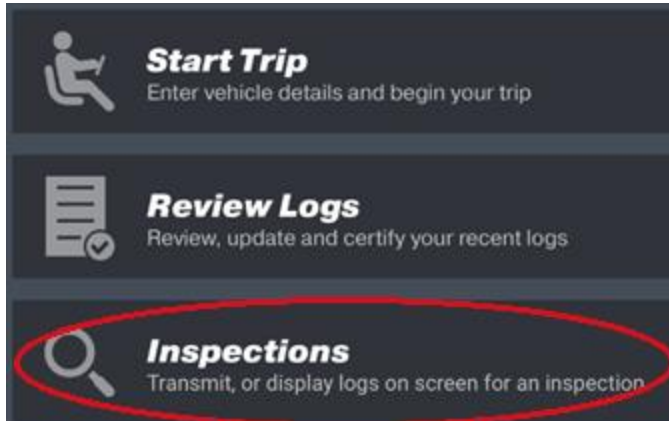


If you are not ready to certify your log, tap **ADD ENTRY**. See the **Edit Logs** section for more information.

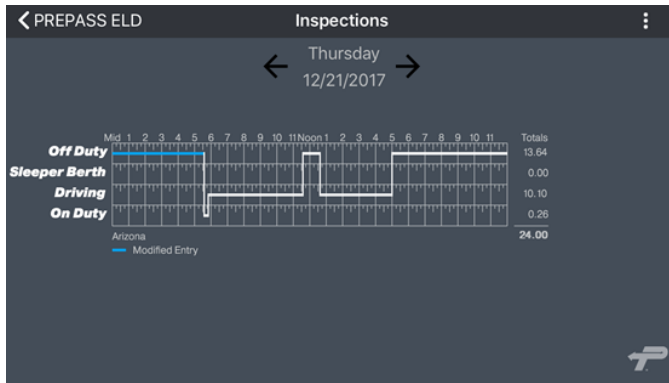
Note: If you make any edits to a log, you will need to recertify it.

Inspections

Roadside Inspection Information



To access the eight-day USDOT roadside inspection information, log into the application and tap **Inspections**.



The graphic section of a full day's log appears.

Pick the trip date to review. Use the arrows to scroll to the correct date.

Note: FMCSA regulations require that a driver must be able to show his or her logs to an inspector on their device screen.

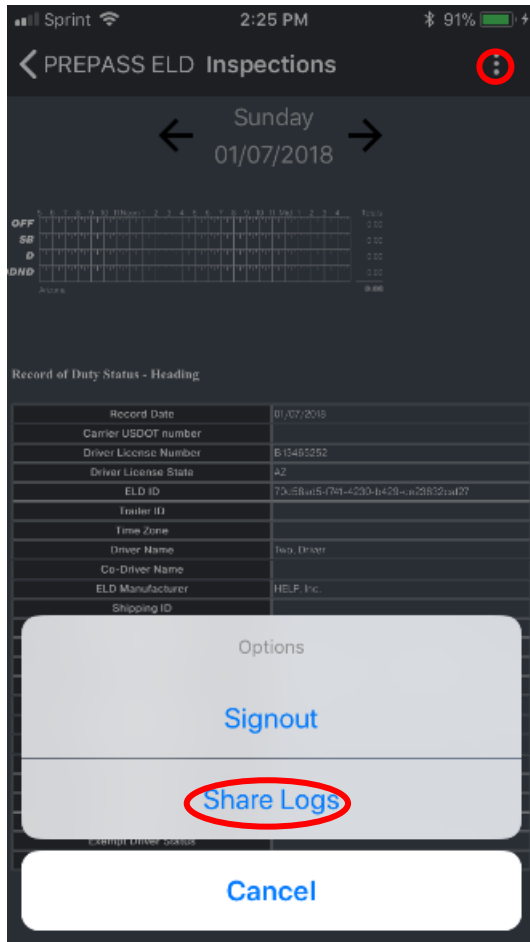
Here is a **sample** of log detail. All ELD events are stamped with Time, General Location, Odometer and Engine Hours when connected with the vehicle.

All logs start with the last known duty status that was recorded from the previous day worked.

Time	Location	Odometer	Eng hours	Event type/status	Origin	Comment
11/20/2017						
15:20		48841	1102.3	Off Duty	Driver	
11/21/2017						
8:43		0	0	Logout	Auto	
9:06		0	0	Login	Auto	
10:27		48840	1102.2	Clear YM, Pers Use	Auto	
10:27	2.5 miles NW of Tempe, AZ	48840	1102.1	ODND	Auto	On-Duty(Not Driving)
10:28	2.5 miles NW of Tempe, AZ	48840	1102.2	Driving	Auto	Driving
10:35	3.4 miles WNW of Tempe, AZ	48841	1102.3	Driving	Auto	Driving
10:43	2.9 miles NW of Tempe, AZ	48843	1102.4	Driving	Auto	Driving
12:40		0	0	Login	Auto	
12:45	2.9 miles NW of Tempe, AZ	48849	1103.4	Driving	Auto	Driving
13:02	3.4 miles WNW of Tempe, AZ	48852	1103.6	SB	Driver	Sleeper Berth
13:02	3.4 miles WNW of Tempe, AZ	48852	1103.6	ODND	Driver	On-Duty(Not Driving)
13:04	3.4 miles WNW of Tempe, AZ	48852	1103.7	Driving	Driver	Driving
13:16		48853	1103.9	Clear YM, Pers Use	Auto	
13:16	2.5 miles NW of Tempe, AZ	48853	1103.9	ODND	Auto	On-Duty(Not Driving)
13:38		0	0	Logout	Auto	
15:06		0	0	Login	Auto	
15:32		48857	1104.8	Login	Auto	
15:34		48857	1104.8	Clear YM, Pers Use	Auto	
15:34	2.5 miles NW of Tempe, AZ	48857	1104.8	ODND	Auto	On-Duty(Not Driving)
15:37	2.5 miles NW of Tempe, AZ	48857	1104.9	Driving	Driver	Driving
16:10		48865	1105.4	Clear YM, Pers Use	Auto	
16:10	2.5 miles NW of Tempe, AZ	48865	1105.4	ODND	Auto	On-Duty(Not Driving)
16:14	2.5 miles NW of Tempe, AZ	48865	1105.5	SB	Driver	Sleeper Berth
16:19	2.5 miles NW of Tempe, AZ	48865	1105.6	ODND	Driver	On-Duty(Not Driving)
16:24		48865	1105.7	Diagnostic	Auto	
16:24		48865	1105.7	Diagnostic	Auto	
16:25	2.5 miles NW of Tempe, AZ	48865	1105.7	Driving	Driver	Driving
16:51		48868	1106	Clear YM, Pers Use	Auto	
16:51	2.5 miles NW of Tempe, AZ	48868	1106	ODND	Auto	On-Duty(Not Driving)
16:51	2.5 miles NW of Tempe, AZ	48868	1106	Off Duty	Driver	Off-Duty

Share Logs With Inspection Officer

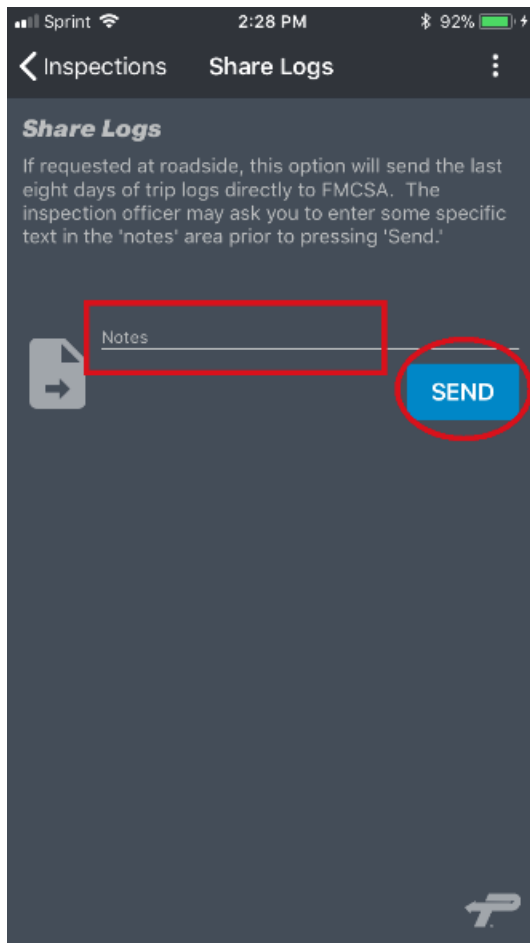
Inspection Screen



While on the **Inspections** screen, tap the menu button (three dots) in the upper right corner.

This will display the following options:
Sign Out, Share Logs and Cancel.

Tap **Share Logs**.



This will open the **Share Logs** page.

The Inspection Officer will give you information to type into the **Notes** field.

Once done, tap **SEND** to send your logs to FMCSA, where the inspector can retrieve them.

Note: If you are unable to send your logs, you will need to show them on your device screen to the inspector.

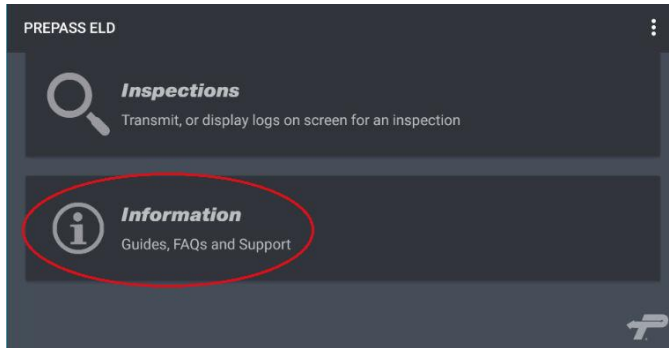
NOTE: FMCSA regulations require that you keep eight days of blank paper logs, as backup, with the vehicle at ALL times.

NOTE: Your mobile device must be connected to the internet to electronically submit files.

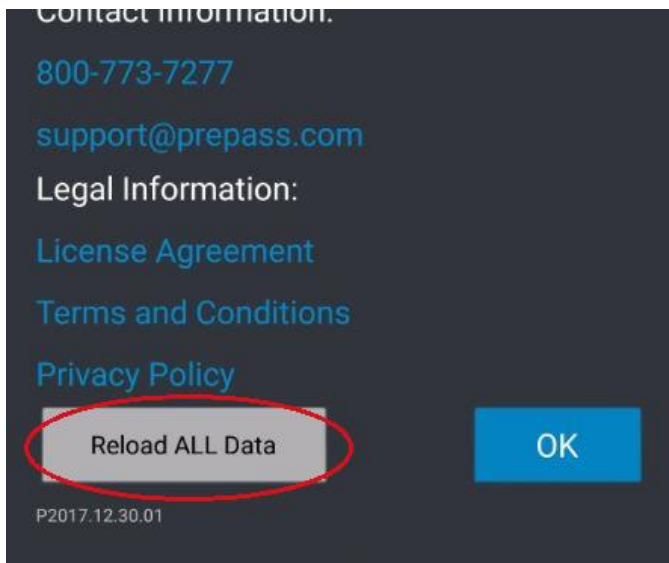
NOTE: If your ELD is showing a diagnostic error code, you must maintain paper logs until the error is resolved.

Manual Data Reload

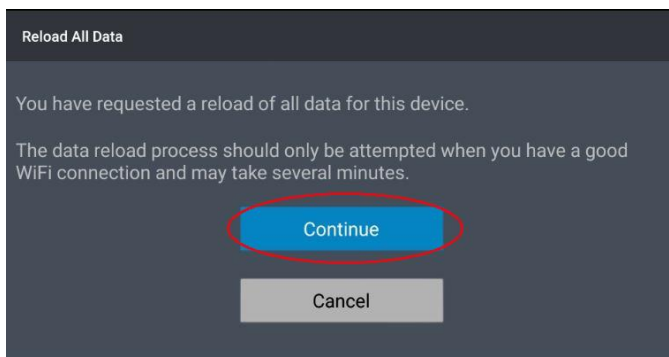
In the event of a prolonged disconnection from the internet, or if connection errors cause data transfers to fail, you can safely reload a master copy of your data to your device. This master copy is maintained in the cloud by PrePass. Performing a manual data reload does not destroy any data on your device.



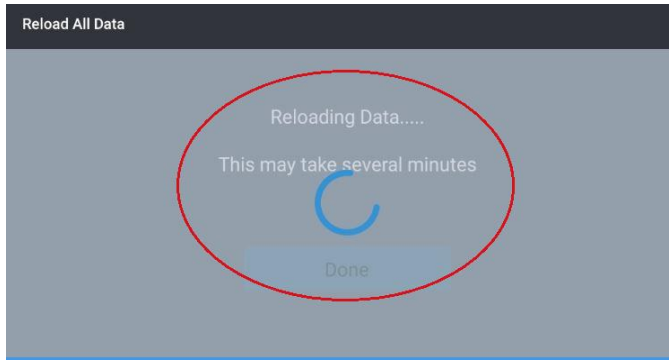
On the **Home Page**, tap **Information**.



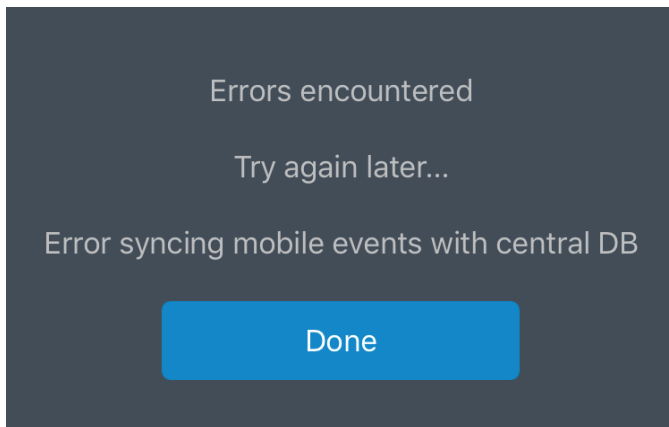
On the **Information** page, tap **Reload ALL Data**.



You will be asked to verify your internet connection. If you have a good quality connection, tap **Continue**.



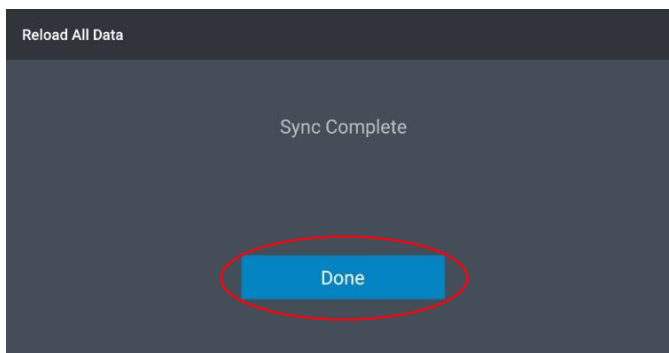
While the reloading is in process, you will see a status screen.



You will see this screen if the reload is not successful.

Tap **Done**.


Try the reload process again at a later time. If you have multiple unsuccessful reload attempts, contact PrePass ELD support.





When the process is complete, you will see this screen.


If the screen shows **Sync Complete**, tap **Done**.

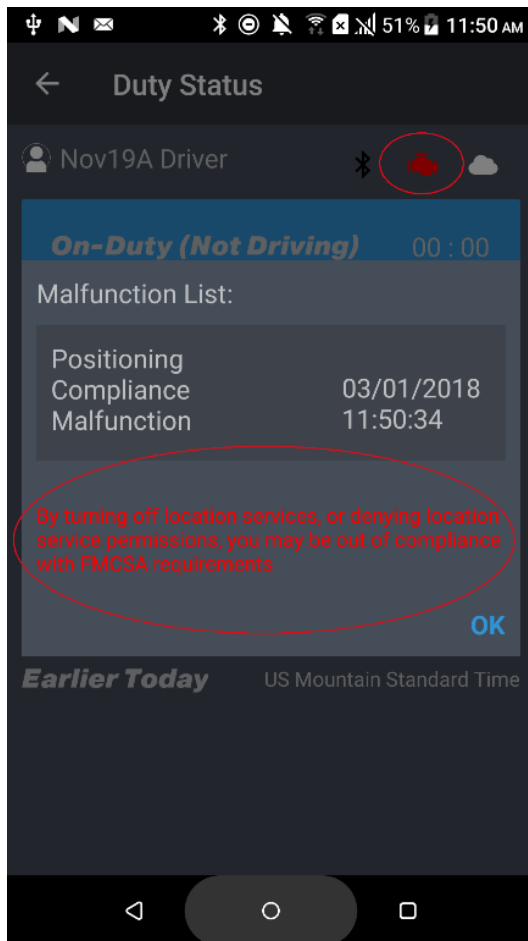
System Icons / Indicators

 **Co-driver:** Tap the double-person icon to review logs, make manual changes to log entries and certify logs. **Note:** Only the co-driver can do this while the vehicle is in motion.

 **Bluetooth:** Indicates if you are connected to your OBD device. A black Bluetooth icon indicates that you are not connected.

 **Engine:** A black engine icon means that the app is not connected to the engine. A red engine icon means that there is an error condition. If the engine icon is red, tap the icon and an error message will display. See image below. A white engine icon means the application is connected to the engine and there are no errors.

 **Cloud:** A white cloud means that the app is connected to the internet. A black cloud means no internet connectivity. However, the app continues to operate even if connectivity is lost. Once an internet connection is re-established, logs will synchronize.



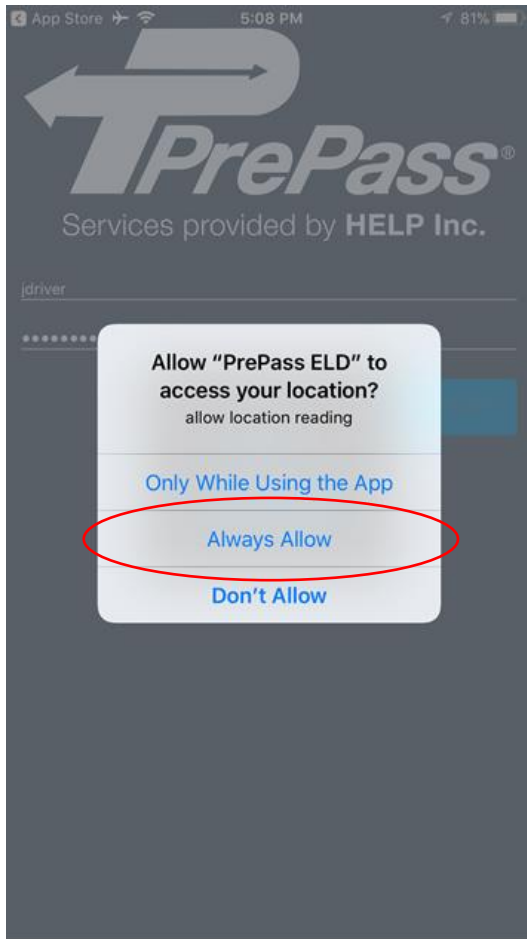
A red engine icon means that there is an error condition.

The engine icon will turn red if the ELD detects a positioning compliance malfunction, which can be triggered if you turn off Location Services or deny the PrePass ELD application permission to use Location Services.

The message shown in red – **By turning off location services or denying location service permissions, you may be out of compliance with FMCSA regulations** - will appear if you tap on the red engine icon.

Alerts

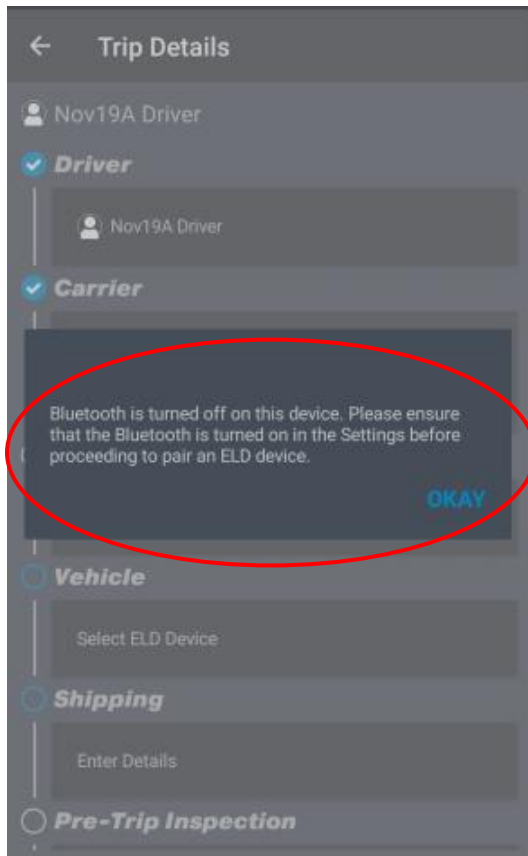
Location Alert



This alert appears when you launch the ELD app on Apple devices.

Always tap **Always Allow**.

Bluetooth Not On Alert

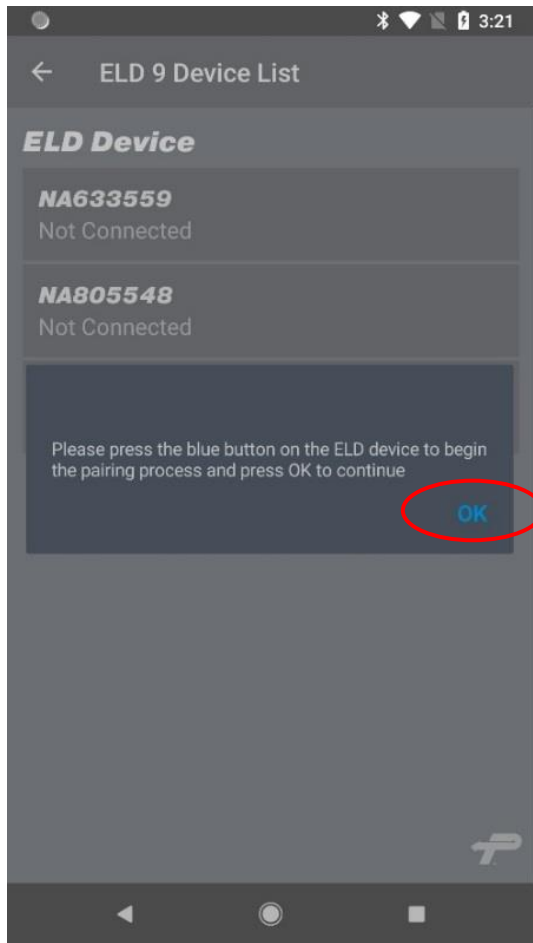


This alert appears when your device's Bluetooth is turned off.

Tap **OK** to clear the message.

Turn on your Bluetooth to proceed.

Start Pairing Alert

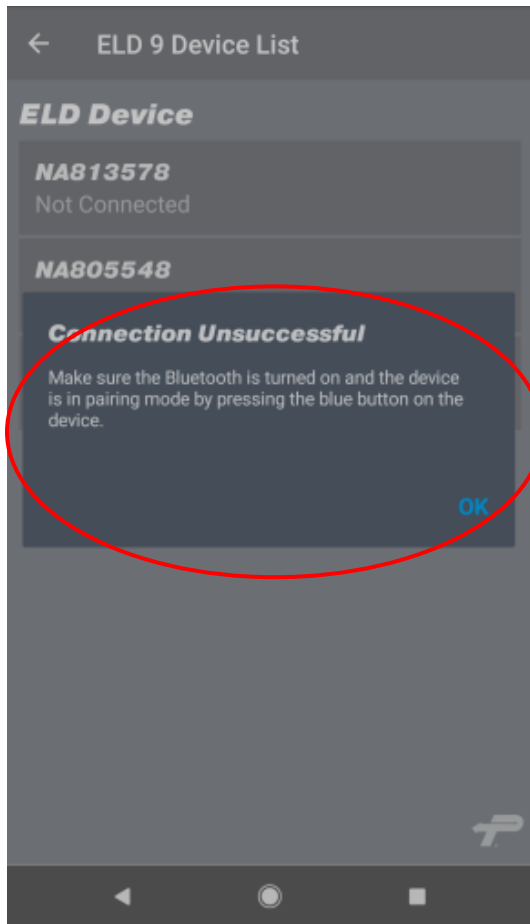


This alert appears when you begin the pairing process.

Tap **OK** to clear the message.

Press the blue button on the OBD device to proceed.

Unsuccessful Connection Alert

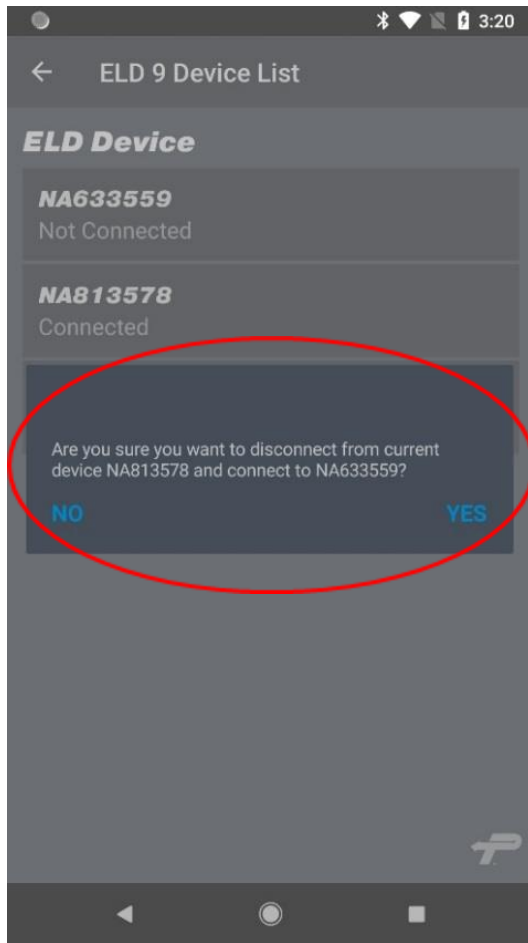


This alert appears when the pairing attempt was unsuccessful.

Tap **OK** to clear the message.

Try the pairing process again.

Change Connected Device Alert

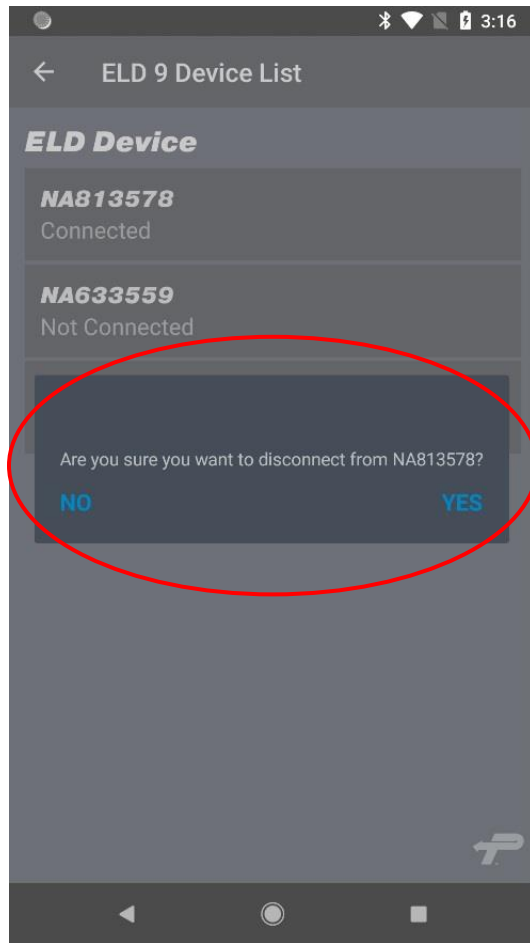


This alert appears when the app detects that you are already connected to one device, but you are trying to pair with another one.

Tap **YES** to change devices.

Tap **NO** to stay paired with the original device.

Disconnection Alert



This alert appears when the app detects that you are trying to disconnect from the OBD device.

Tap **YES** to disconnect.

Tap **NO** to stay connected.

Troubleshooting the OBD Bluetooth Connection

Installation instructions will be included with the OBD device. Please follow the instructions closely to ensure proper installation.

1. Bluetooth must be active on your device and paired through the device operating system (see pairing instructions above). On your tablet or smartphone, go to **Settings > Bluetooth**. Tap the **Bluetooth** icon and make sure that it is turned on.
2. Make sure that the Bluetooth adapter is on (indicator light is green) and that the adapter and/or cable is firmly connected to the truck's diagnostic port. If you are unsure of where to connect the device in the cab, please refer to the manufacturer's instructions.
3. If you are using two different devices, make sure that your other device is not paired to the adapter. If the adapter will not go into pairing mode, unplug the adapter and plug it back in. Try to pair the adapter to the device again.
4. Location services must be enabled on the mobile device.
5. Internet connectivity (mobile data plan) must be available.

If the adapter does not pair after following these steps, please contact PrePass at 1-800-PrePass (1-800-773-7277), Option 7. Then pick Option 3 for Technical Support.

Customer Service

For any application or account-related customer service issues, call 1-800-PrePass (1-800-773-7277) or email support@prepass.com.

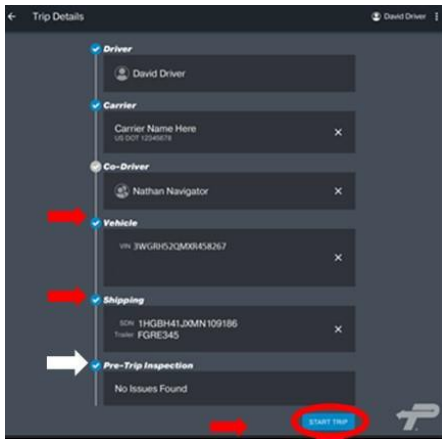
For issues with the OBD device or adapter, contact the equipment supplier or manufacturer.



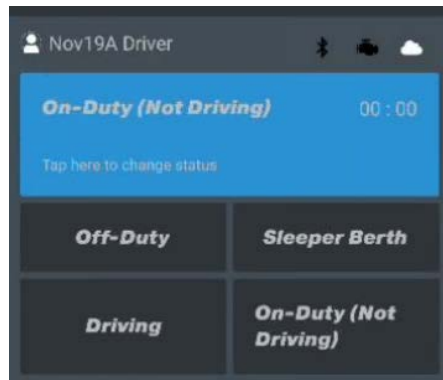
PrePass ELD Quick Start Guide

Important Note: Drivers are responsible for changing their duty status and maintaining their logs.

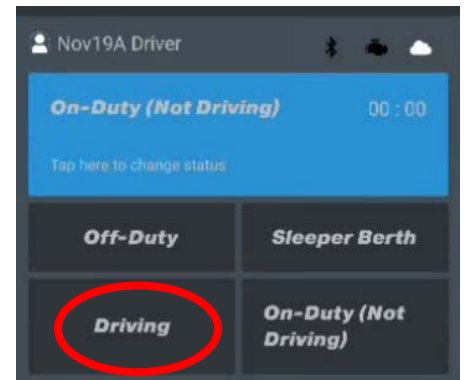
If you need to amend your **Duty Status**, you can add manual **Duty Status** changes in the Review Logs section. All drivers must certify their logs at the end of each day. (See the Change Status Guide for more information). Drivers can view their logs in the **Inspections** tab.



Step 1
Complete the required **Vehicle** and **Shipping** information. Completing The **Pre-Trip Inspection** information is optional. Tap **START TRIP**.



Step 2
The **Duty Status** screen opens.



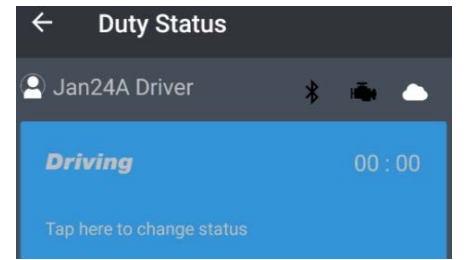
Step 3
Tap **Driving** to start driving.



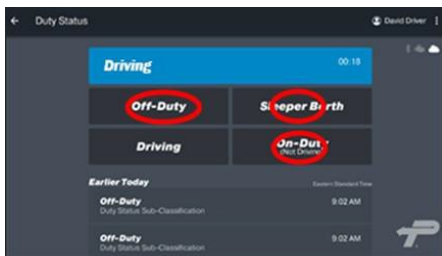
Step 4
The **Driving Mode** screen opens.
This screen remains open and active while in **Driving** status.



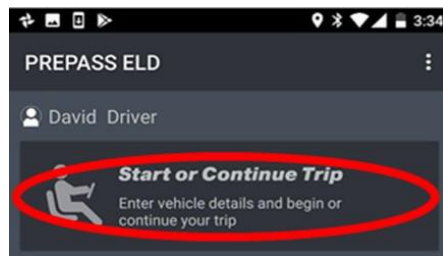
Step 5
If the vehicle is stopped for several seconds, the **Change Status** button appears.
ONLY tap this if you are done driving and ready to change your status.
Once the vehicle starts moving again, the button will disappear.



Step 6
If you tap the **Change Status** button, the **Duty Status** bar screen opens.
Tap the **Duty Status** bar to change your status.



Step 7
The **Status Options** boxes open.
Tap the appropriate status.



Step 8
If you stop driving and exit the application, when you are ready to resume driving, tap **Continue Trip** and repeat the above process.

Note: A trip is considered a load. A trip can last as long as required to haul a load. When switching loads, tap **End Trip** and update your shipping data.

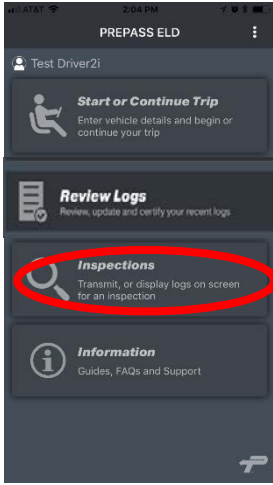
Appendix B

Did you forget to change your duty status?

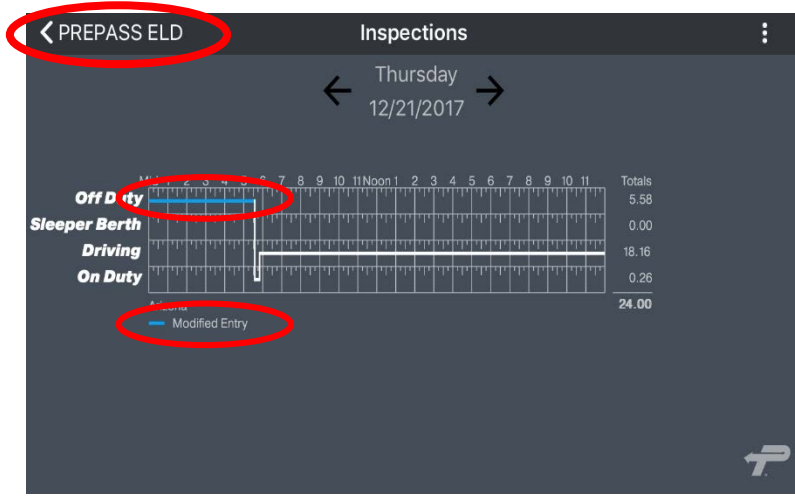


If you forget to change your duty status, you can amend your driver logs.

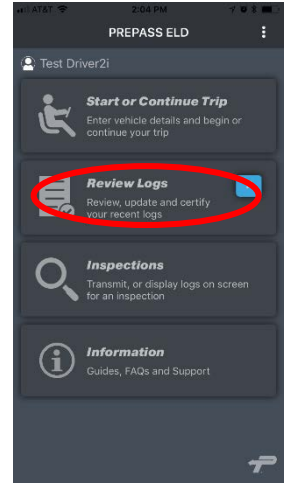
Please note: Manual entries must include notes. Inspection officers will examine manual entries closely because those entries won't show odometer and engine hours for the time(s) that the manual events occurred.



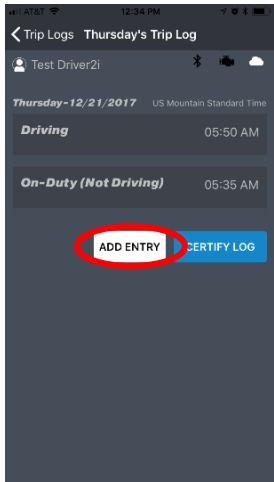
On the Home screen, tap **Inspections**.



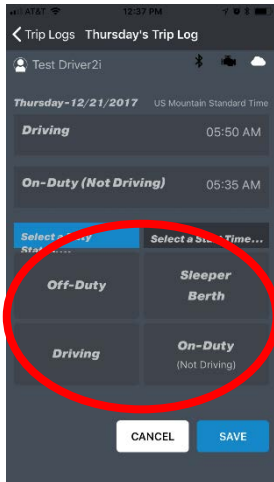
Find the log you need to edit. Tap **<PREPASS ELD** to return to the Home screen to add a manual driver log entry.



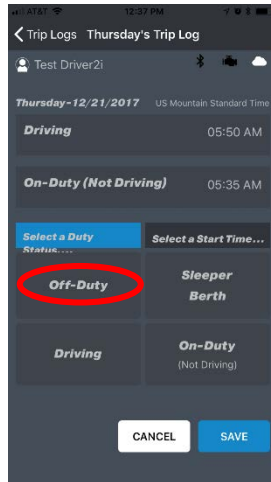
On the Home screen, tap **Review Logs**.



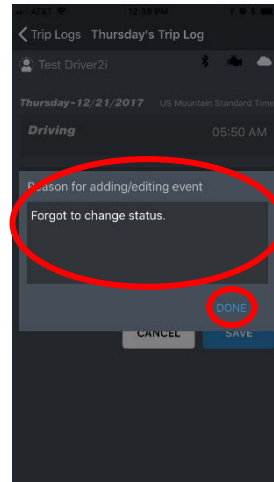
Tap **ADD ENTRY**.



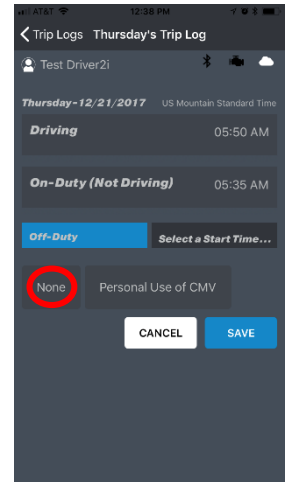
The Duty Status options appear.



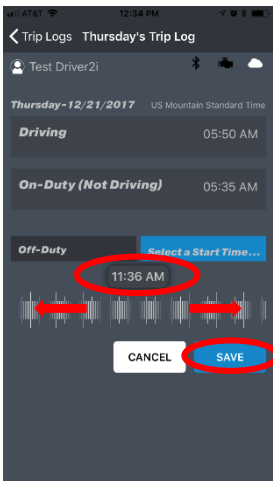
Tap the correct (1 of 4) Duty Status.



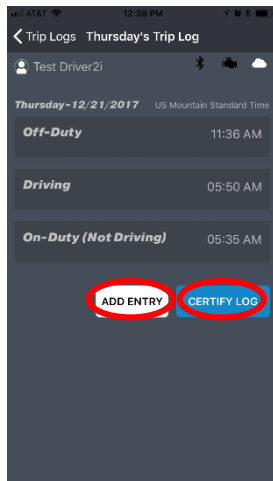
Add notes (required). Tap **DONE**.



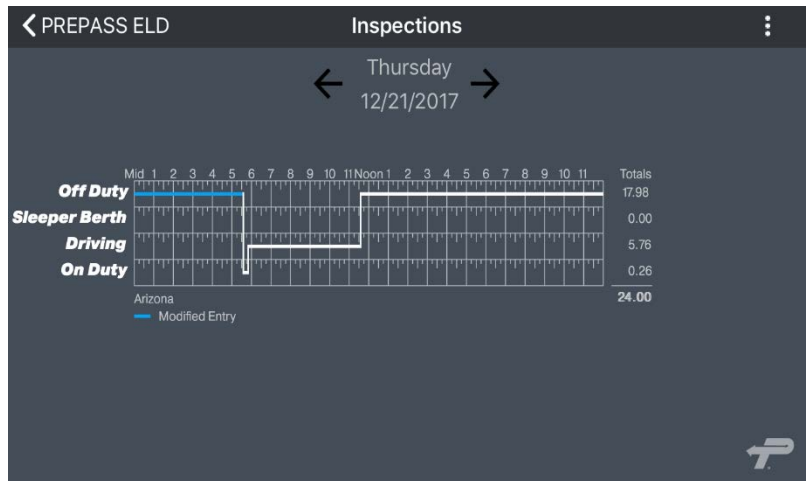
If you have special permissions, tap the correct one (see page 2 for more info). Otherwise, tap **None**.



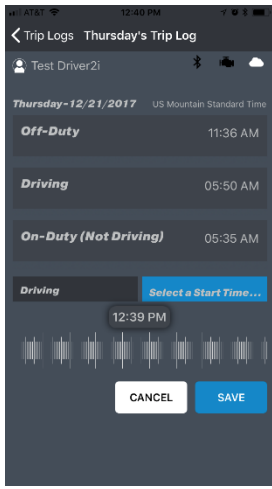
Select the correct **Start Time**. Tap **SAVE**.



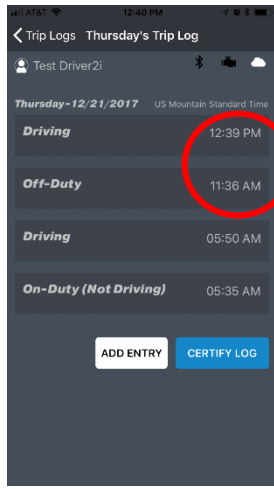
To add another edit, tap **ADD ENTRY**. Otherwise, tap **CERTIFY LOG**.



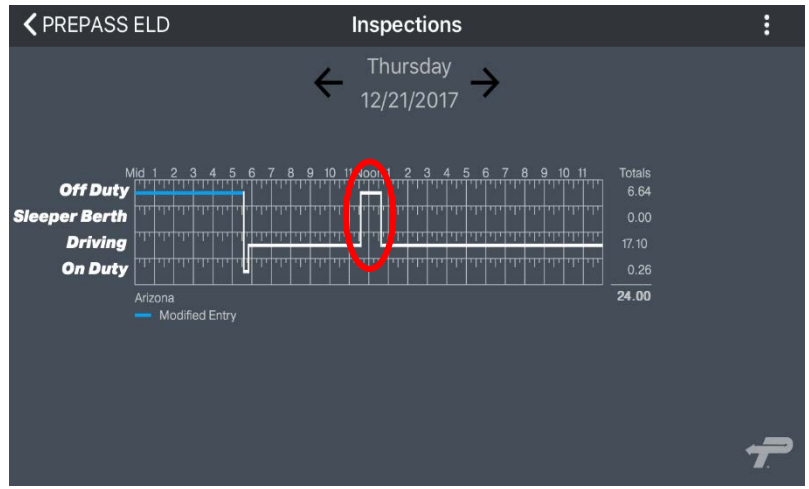
Review the edited log.



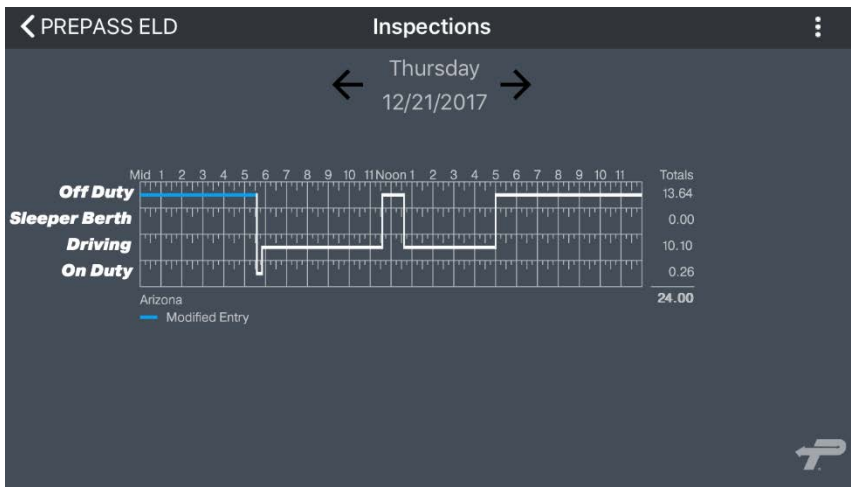
To add another duty status, repeat the previous steps.



Example: Displays a one-hour **Off-Duty** break status on trip timeline.

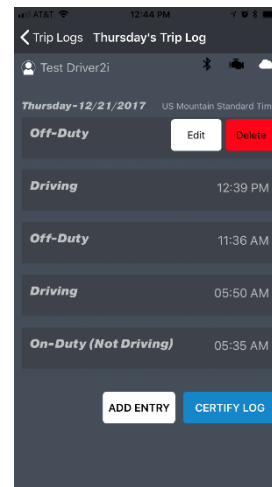


Example: Displays a one-hour **Off-Duty** status on trip log graph screen.



Basic Log Example

This image is an example of a very basic log. To view your log graphs, tap **Inspection** on the application **Home** screen.



Editing Log Entries

You cannot amend automatic duty status events that were added by the ELD software. You can add manual entries between automatic status events to adjust your daily log as needed.

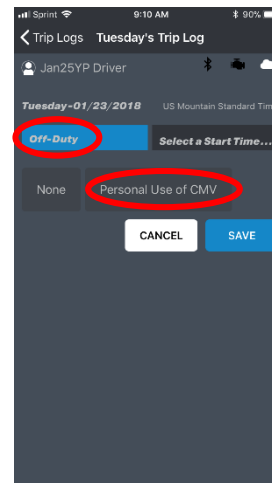
To edit and delete manually entered duty status events, tap the event, select edit and then either select a new status and time or delete the entry.

Time	Location	Odometer	Eng Hours	Event Type/Status	Origin	Comment
12/20/2017						
14:03		56867	1383.5	Off-Duty	Driver	Off-Duty
12/21/2017						
05:35		0	0.0	Clear YM, Pers Use	Driver	
05:35		0	0.0	ODND	Driver	Example
05:50		0	0.0	Driving	Driver	Example

Automatic ELD events are stamped with Time, General Location, Odometer and Engine Hours when connected with the vehicle.

It is critical to change your duty status in the application every time your duty status changes. All logs start with the last known duty status that was recorded.

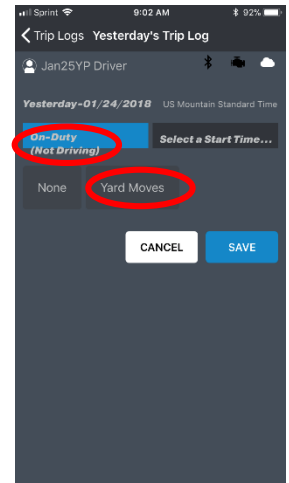
Manual entries that are created when the application is disconnected from the vehicle will not record miles, hours or location information. Be as accurate as possible and record detailed notes when making manual entries.



Personal Use Option

If you have Personal Use special permissions, tap **Off-Duty**.

Then tap **Personal Use**.



Yard Moves Option

If you have Yard Moves special permissions, tap **On-Duty (Not Driving)**.

Then tap **Yard Moves**.