

PSATS CDL Program
Instructions for Changing Employee Rosters

Existing Employees: To modify your current roster of CDL or non-CDL employees, follow these instructions:

1. Log into your PSATS account at connect.psats.org.
2. Click on the “My PSATS Account” tab.
3. Then click on the “CDL Roster Changes” link which will bring up a new page.
4. On the new page, click on the account name you want to manage, which will bring up a table listing all the current employees you have on file with PSATS.
5. Click on an employee’s name and a new page will appear.
6. The “CDL Information” chart at the bottom of the page indicates whether the selected employee is on your CDL or non-CDL roster.
 - a. To add the selected employee to your CDL and/or non-CDL employee roster, merely click on the appropriate “Yes” button and the employee will be added to that roster after you click the “Save” button.
 - i. A CDL employee can also be on your non-CDL roster if your non-CDL testing personnel policy requires; however, a non-CDL employee can never be on your CDL roster.

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- b. To remove the selected employee from your CDL and/or non-CDL roster, merely click on the “No” button and the employee will be removed from that roster after you click the “Save” button.

After making the appropriate changes, click the “Save” button and those changes will be made. You will then be returned to the full listing of your employees should you need to make changes to other employees.

Adding A New Employee: To add a new employee to your current list of employees, follow these instructions:

1. Log into your PSATS account at connect.psats.org.
2. Click on the “My PSATS Account”.
3. Then click on the “My Organization/Township” link which will bring up a new page.
4. On the new page, click on the account name you want to manage, which will open a new page listing your account settings.
5. Then click on the “Contacts” tab which will open a new page with a table listing all the current employees you have on file with PSATS.

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6. To add a new employee to this list, click on the “New” button, which will then open a new page for you to add basic information for a new employee.
 - a. You don’t need to add anything to their “Participations” or “Event Registration” tabs – that information will automatically be added as they take classes or register for special events.
7. Please enter all the information you have, and then click on the “Save” button to add them to your list of existing employees.
8. To put this new employee on your CDL or non-CDL roster, follow the “Existing Employees” instructions above.

Changing your contact person: To change your CDL contact person, which is the person who will receive notices of random drug and alcohol tests, send an email to cdl@psats.org with the name and email address of the new contact person.

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