PSATS CDL Program
Instructions for Changing Employee Rosters

If your township employs drivers who are responsible for operating CDL vehicles, then it is the township's responsibility to make sure your random testing program has a current listing of these CDL employees. Follow the instructions below if you want to change an existing employee, add a new employee, or change your CDL Contact Person.

Changing Rosters for Existing Employees:

1) Log into your PSATS account at connect.psats.org.
2) Click on the "My PSATS Account" tab and choose the "CDL Roster Changes" link from the drop-down menu. This will bring up a new page.
3) On the new page, click on the account name you want to manage, which will then bring up a new page listing all the current employees on file with PSATS for that account indicating whether they are in the CDL pool and/or the non-CDL pool.
4) To revise which roster an existing employee is in, click on the employee's record and a new page will appear. At the bottom of this new page is the "CDL Information" chart which indicates whether the selected employee is on your CDL or non-CDL roster.
   (a) To add an existing employee to a CDL and/or non-CDL roster, merely click on the appropriate "Yes" button and the employee will be added to that roster after you click the "Save" button.
      1. A CDL employee can also be on your non-CDL roster if your non-CDL testing personnel policy so requires; however, a non-CDL employee can never be on your CDL roster.
   (b) To remove an existing employee from a roster, merely click on the "No" button and the employee will be removed from that roster after you click the "Save" button.

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(c) After changing each employee's record, you will be returned to the full listing of your employees (the "CDL Roster Changes" page) should you need to make changes to other employees. When done making changes to employee records, you must click the "Save" button at bottom of your "CDL Roster Change" page to finalize those changes.

Adding a New Employee to a Roster:

1) Log into your PSATS account at connect.psats.org.
2) Click on the "My PSATS Account" tab and choose the "My Organization/ Township" link from the drop-down menu. This will bring up a new page.
3) On the new page, click on the account you want to manage, which will open a new page listing with a number of tabs, including the landing page which is your "Manage Account" settings of your basic contact information.
4) After saving any needed changes to your basic information, 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.
   (a) To add a new employee to your list, click on the "New" button, which will then open a new page. You only need to fill in the fields in "Basic Information" for a new employee.
   (b) The "Member ID" field will be automatically filled in.
5) Enter all the information you have, particularly their personal email address, and then click on the "Save" button to add them to your list of existing employees.
6) To put this new employee on your CDL or non-CDL roster, follow the "Changing Rosters for Existing Employees" instructions above.

Changing your contact person:

1) 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 employer's new contact person's name and

email address, and we will send them their personal login information and instructions.

2) To ensure that the new contact person's Myescreen.com account is "verified" and fully set-up, follow the instructions in #1 = Myescreen.com Account Settings Instructions above.

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