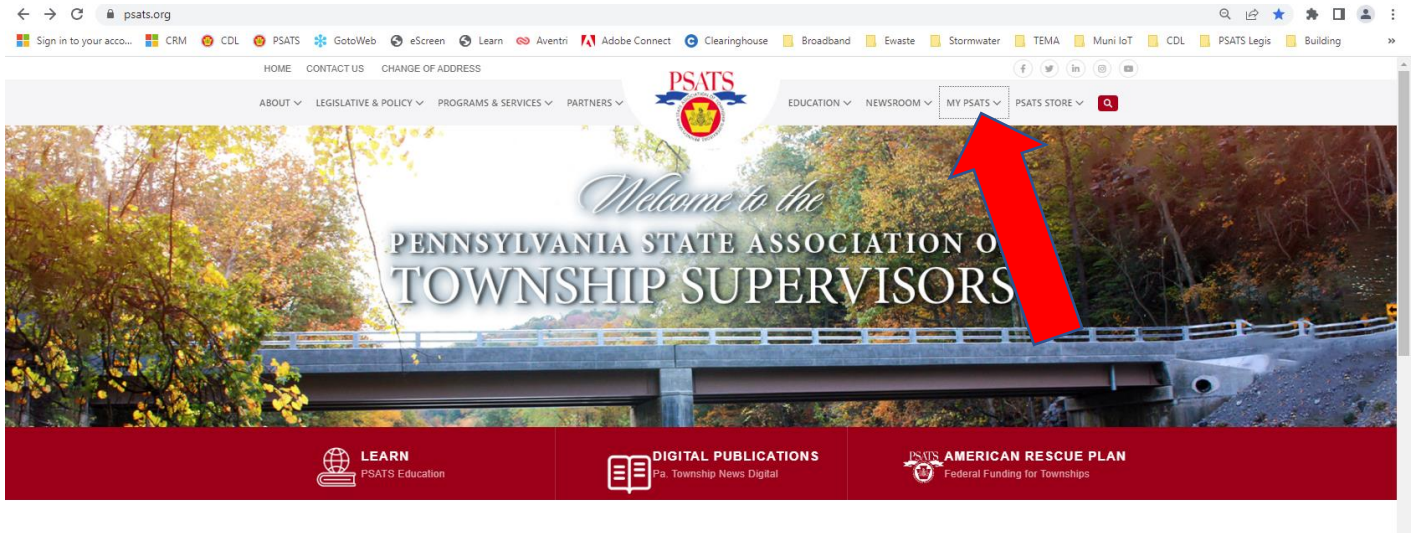


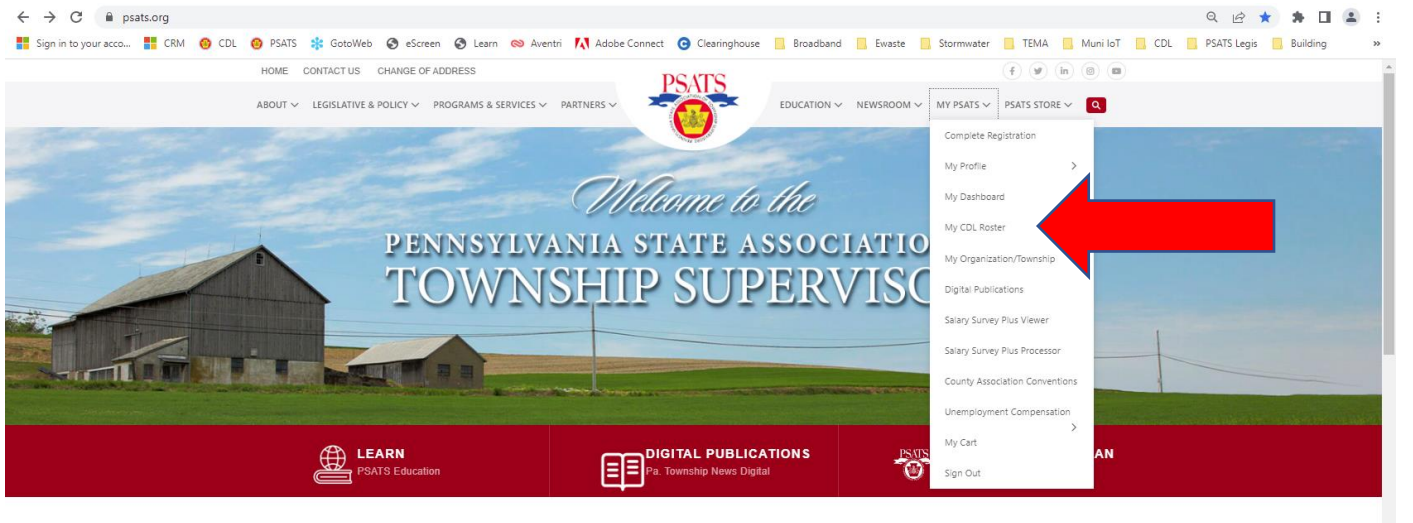
PSATS CDL Program Guidance

Changing Rosters Online

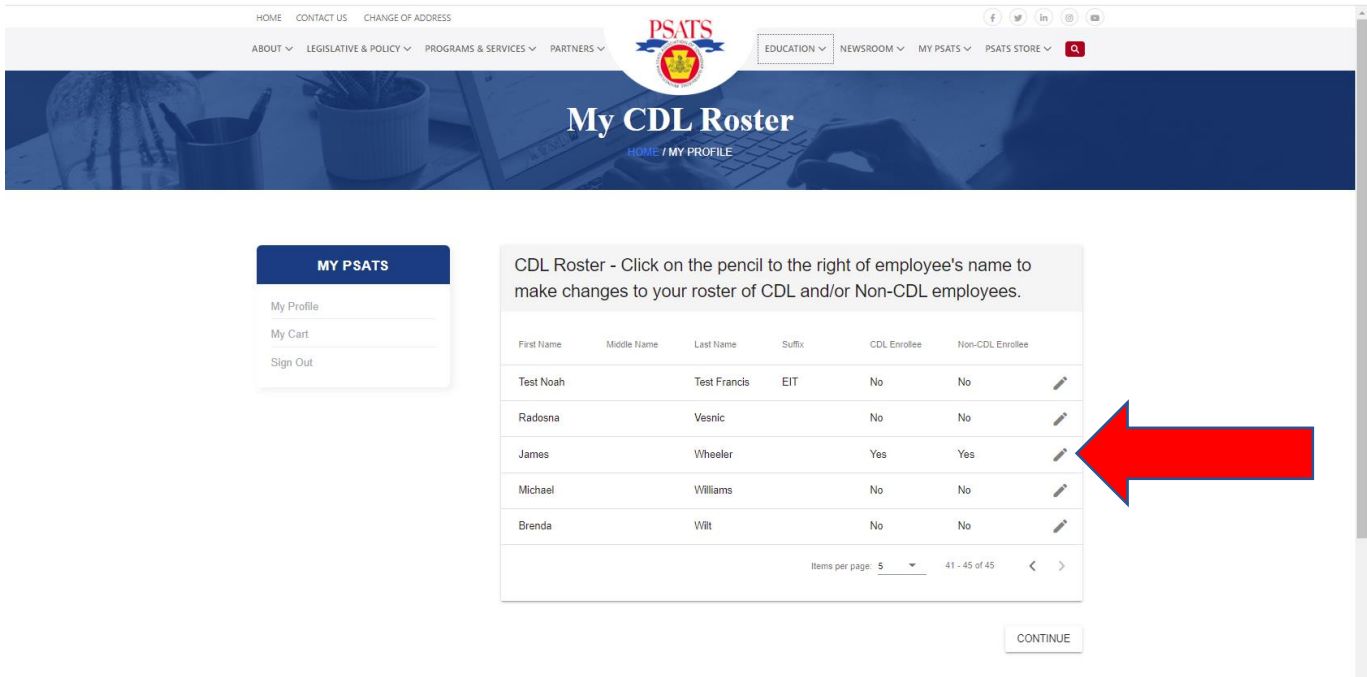
Members of the PSATS CDL Program can now log into their PSATS.org account (not their Myescreen.com account) and make changes to their CDL and non-CDL employee rosters. After logging in, first click on the “My PSATS” drop-down box as shown below:



Second, click on the “My CDL Roster” link as shown below:

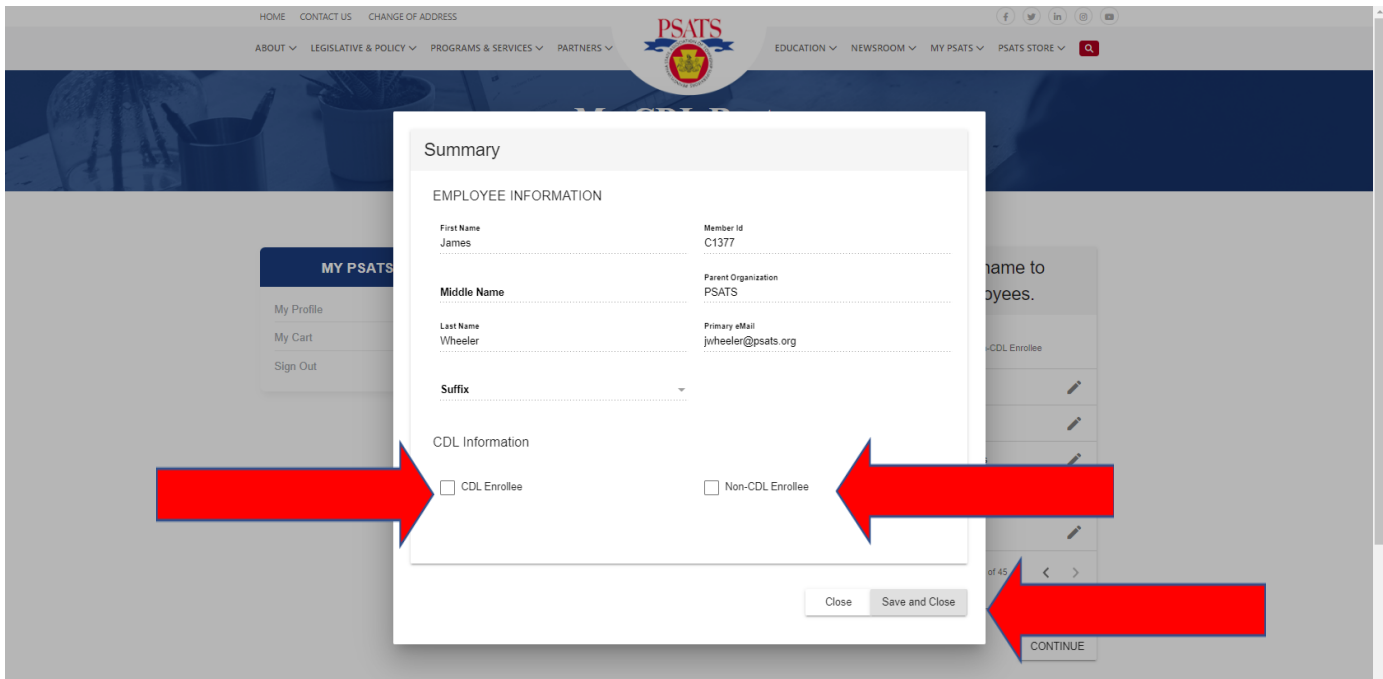


Third, click on the pencil to the right of the employee you want to make changes for as shown below:



This will open a new screen for that employee. Check the box to ADD that employee to a particular roster or uncheck the box to REMOVE that employee. Click on the "Save and Close" button and your changes to that employee will be saved.

NOTE: If you need to remove a CDL or non-CDL employee who no longer works for you, send an email to CDL@PSATS.org and we will remove the employee from your account.



After clicking on the “Save and Close” button, the roster page will reopen so you can continue making changes to other employees, if needed.

MY PSATS

- My Profile
- My Cart
- Sign Out

CDL Roster - Click on the pencil to the right of employee's name to make changes to your roster of CDL and/or Non-CDL employees.

First Name	Middle Name	Last Name	Suffix	CDL Enrollee	Non-CDL Enrollee		
Test	Noah	Test	Francis	EIT	No	No	
Radosna		Vesnic			No	No	
James		Wheeler			No	Yes	
Michael		Williams			No	No	
Brenda		Witt			No	No	

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CONTINUE

When you are done making roster changes, click on the “Sign out” button.

PSATS

ABOUT LEGISLATIVE & POLICY PROGRAMS & SERVICES PARTNERS EDUCATION NEWSROOM MY PSATS PSATS STORE

My Organization/Township

HOME / MY PROFILE

MY PSATS

- My Profile
- My Cart
- Sign Out

Townships/Organization Selection

Basic Information, Contacts, Positions, Etc. - Select the account you wish to manage.

Account	Role Name	
		Items per page: 5 0 of 0 < >

Invoices - Select the account you wish to manage.

Account	Role Name	
		Items per page: 5 0 of 0 < >

CDL Roster Changes - Select the account you wish to manage.

Account	Role Name	
Elizabeth Township, Lancaster County	CDL Primary Contact	
PSATS	CDL Primary Contact	
Sellers Contractors	CDL Primary Contact	
Tyone Township, Parry County	CDL Primary Contact	

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