
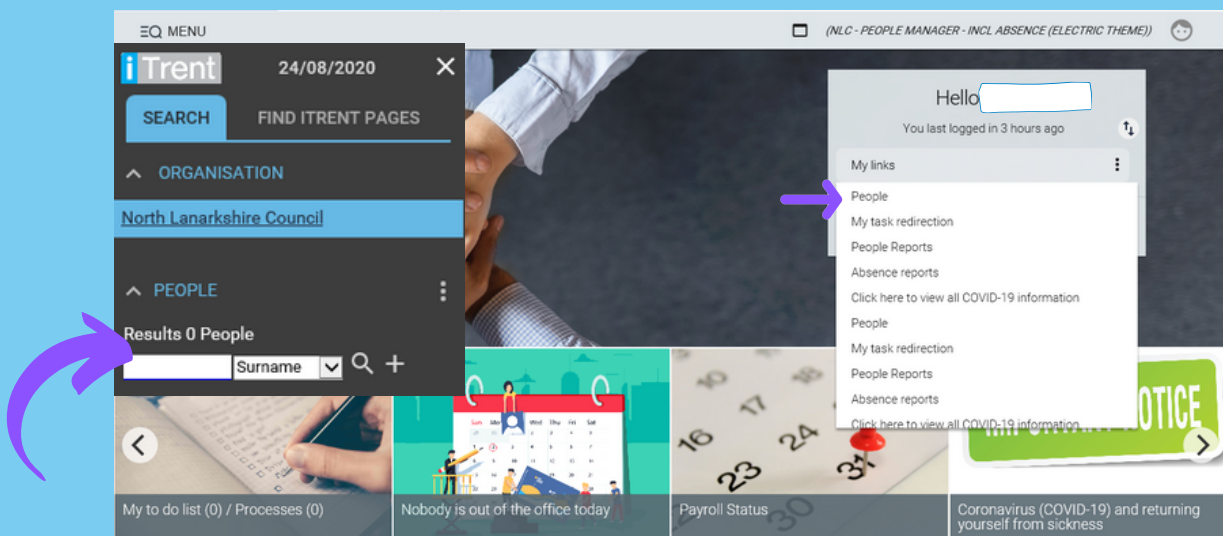
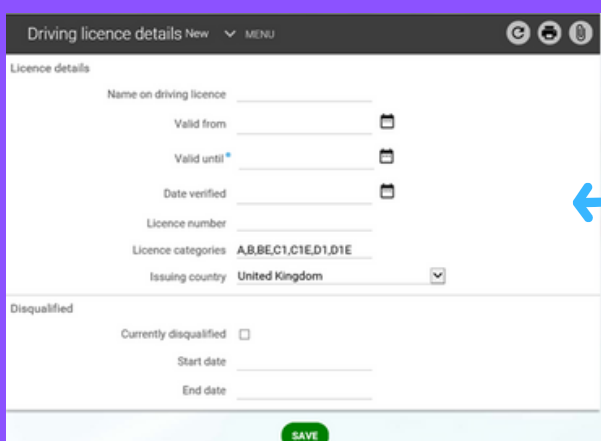
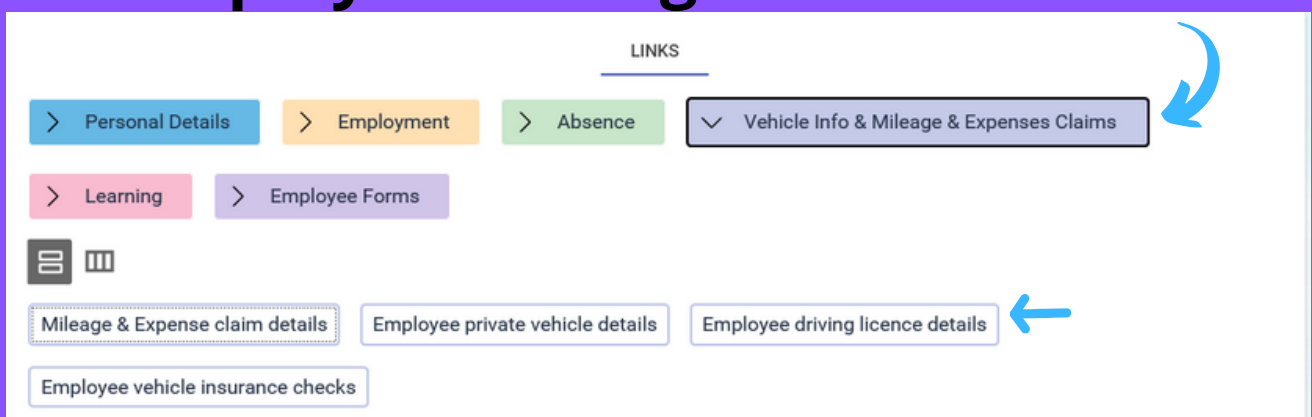


A quick guide on how to review employee driving licence details and vehicle insurance information within 

After logging into myTeam select '**People**' and then search for the employee at the left hand side.



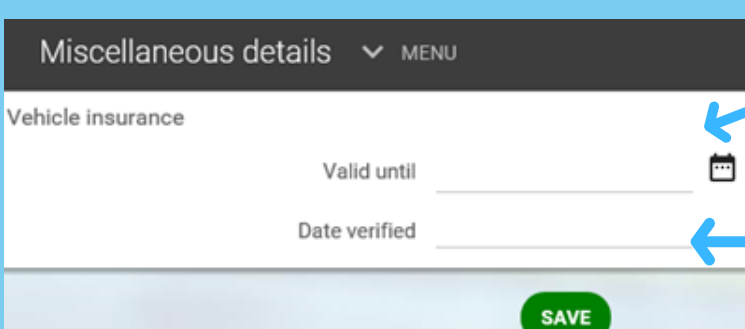
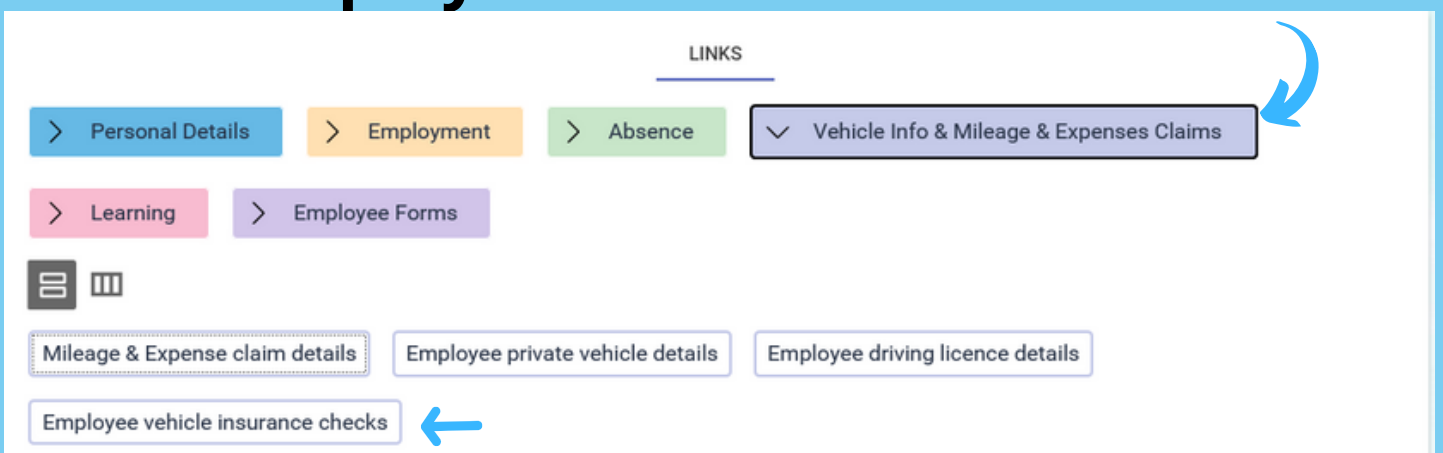
Within the employees record select '**Vehicle Info & Mileage & Expenses Claims**' and then select '**Employee driving licence details**'.





You will then complete all details required on screen and select



Within the employees record select '**Vehicle Info & Mileage & Expenses Claims**' and then select '**Employee vehicle insurance checks**'.



Enter the vehicle insurance expiry date and select 

Enter the date you verified the information and select 

Now click on the  and select '**Document Attachments**'.

You will now be required to upload a copy of the employee's vehicle insurance certificate.

If there is a previous attachment, select any from the list at the left hand side and then select **'New'**.

If there has been no previous documents attached on this page, the screen will populate similar to the screenshot below

The screenshot shows a form titled "Document attachment details New". The form contains the following fields and options:

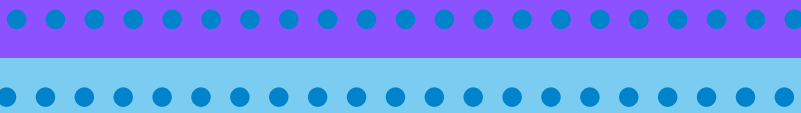
- Document**: A text input field.
- Document type**: A dropdown menu with "Vehicle Insurance Certificate" selected.
- Link**: A checkbox, currently unchecked.
- Visible in Self Service**: A checkbox, currently checked.
- Last updated date**: A text input field.
- Last updated time**: A text input field.
- Filename**: A text input field.
- Select a file ...**: A file selection button with a "Browse..." link.
- SAVE**: A green button at the bottom of the form.

Callout boxes provide instructions for each field:

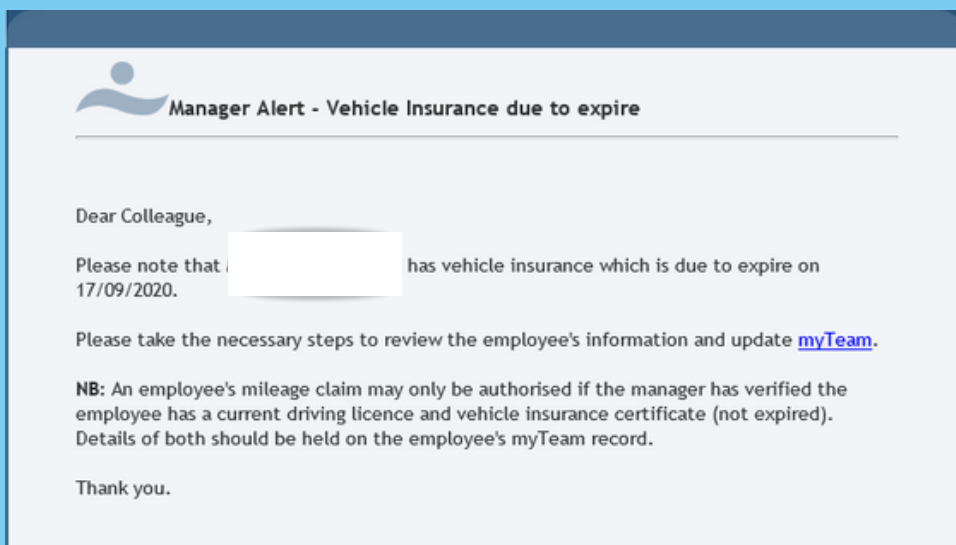
- Top left: "Input the employee name followed by **Insurance Certificate**."
- Top right: "Select **'Vehicle Insurance Certificate'** from the drop down list."
- Bottom left: "Input all information required and tick **'Visible in self service'**."
- Bottom right: "Click **'Browse'** and select the insurance certificate copy that you have saved on file."

Once you have completed all of the above information and you have selected the vehicle insurance document select **SAVE**

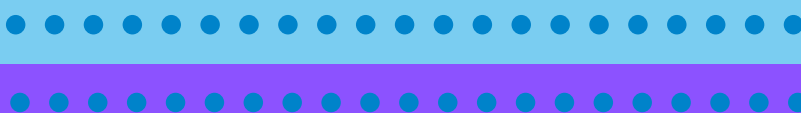
Please note: No claims can be authorised if an employee does not have a valid driving licence / vehicle insurance certificate has expired.



When the vehicle insurance date is due to be reviewed, you will be reminded by email **28 days in advance** of the expiration date.



Please ensure the steps are followed as per the instruction on the email.



You have now successfully updated/reviewed the employees driving licence details and insurance information



If you need any further support, please call the ESC People Helpdesk on 01698 403151 or email esc-helpdeskteam@northlan.gov.uk