

NATIONAL FLEET DATABASE
BROKERS MANUAL

1 BROKER OVERVIEW

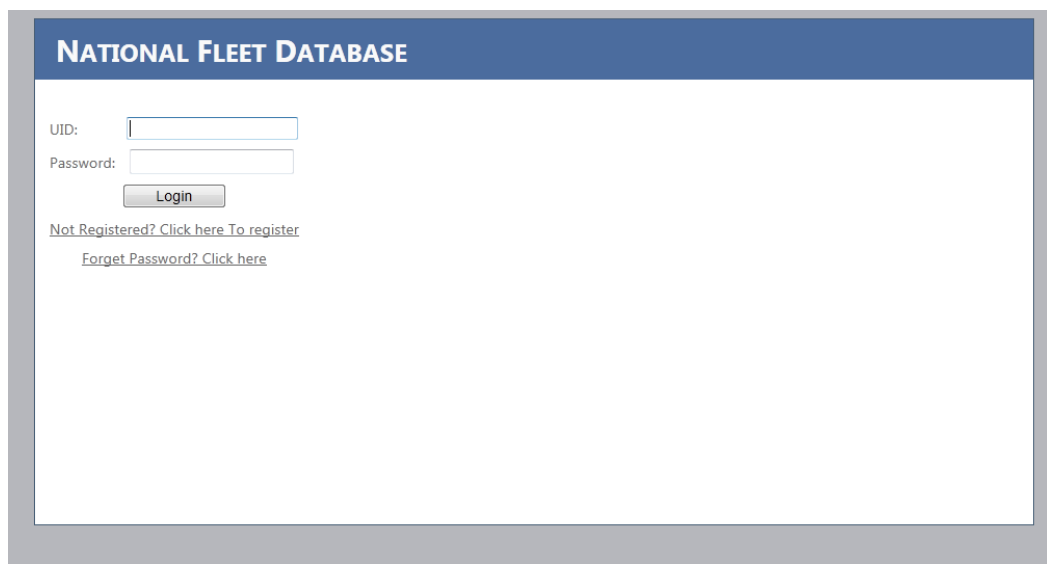
As a broker you can manage fleets on behalf of your clients on the National Fleet Database. To do this you must

- 1) Register on www.nfd.ie
- 2) Ask your client to assign you as their broker on the NFD

These steps are explained in this document.

1.1 REGISTERING ON THE NFD SITE

The first time a broker goes to www.nfd.ie they must register on the site. They can do this by clicking on the "[Not Registered? Click here to Register](#)" link on the page, shown below.



The screenshot shows the login interface for the National Fleet Database. At the top, there is a blue header with the text "NATIONAL FLEET DATABASE". Below the header, there are two input fields: "UID:" and "Password:". A "Login" button is positioned below the password field. Underneath the login fields, there are two links: "Not Registered? Click here To register" and "Forget Password? Click here".

This will direct the user to the registration page shown in the following screen shot

As a broker, you will NOT have been issued with your own UID, consequently, you must tick the "I do not have a UID" tick box, and select "broker" box.

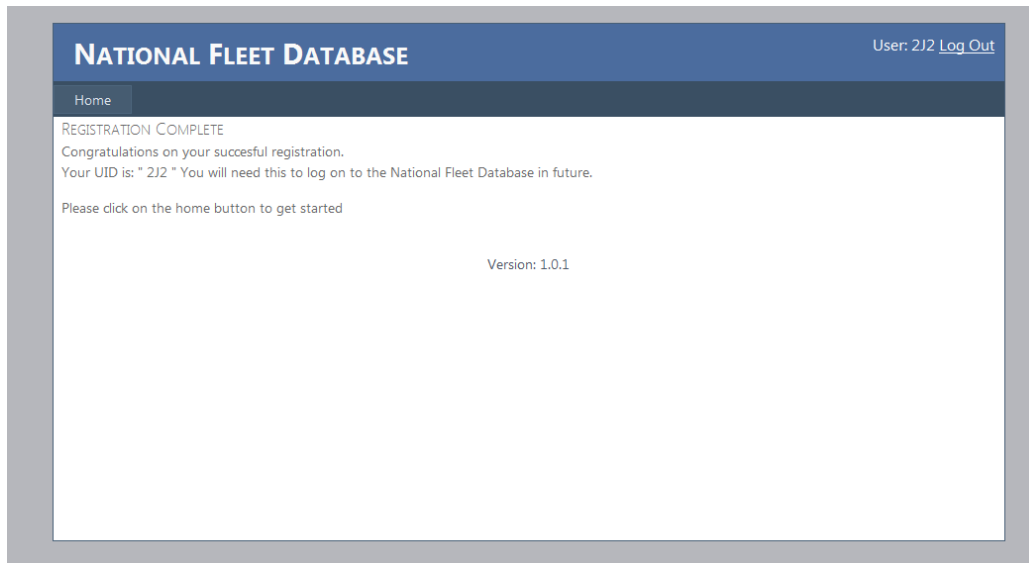
The screenshot shows a web form titled "NATIONAL FLEET DATABASE" with a "Registration" section. The form contains several input fields: UID, Password, Company, First Name, Surname, Email, Work Phone, Mobile Phone, Address Line 1, Address Line 2, Address Line 3, and County (a dropdown menu). To the right of the fields, there is a "Note" about UID, instructions for users seeking insurance, a checkbox for "I do not have a UID", and radio buttons for "Fleet Owner" and "Broker". A "Register" button is located at the bottom right of the form.

The following fields are mandatory.

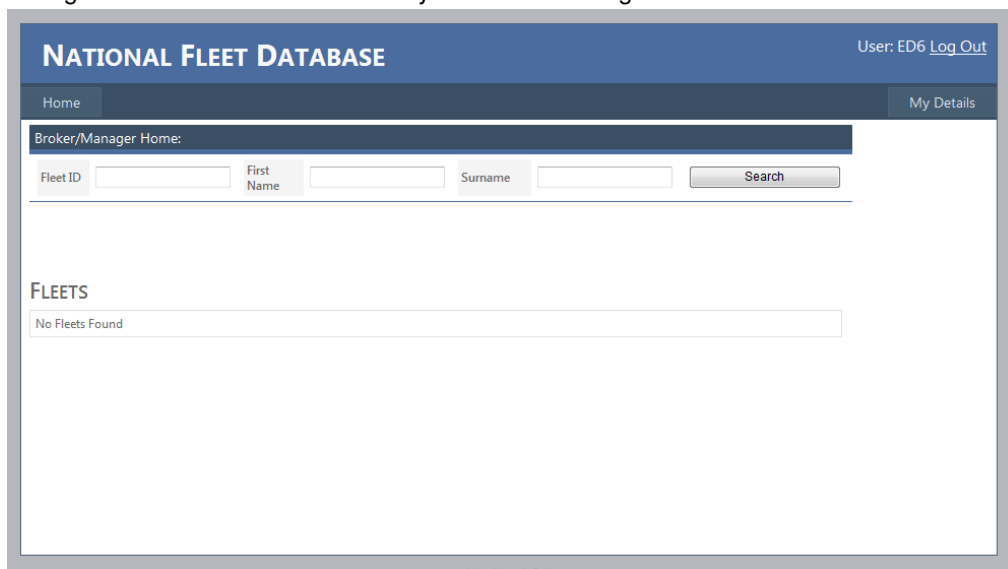
1. Password (**Make up your own**)
2. Company name.
3. First name.
4. Surname.
5. Email.
6. Work phone.
7. Mobile phone.
8. Address line 1.
9. Address line 2.
10. County.

Click on the register button.

If registration is a success then the following screen will be displayed



Clicking on the home button will direct you to the following screen.



As can be seen there are no fleets assigned to you at this point. To manage a fleet your client(s), fleet owners/motor traders, must assign you as their broker, as described in the Fleet Owner/Motor Trader manual page 9.

When your client assigns you as their broker you can then upload registrations on his behalf. To do this please follow the simple steps outlined in the Fleet Owner/Motor Trader manual.

NOTE. If you manage this information on behalf of a fleet/motor trader owner and the decision is made to change underwriters then **you must provide the new underwriter with your client's UID.** Your client's registrations will then be notified to the Garda ANPR system as insured. **If not notified, your client's vehicles will be stopped by the Gardai.**