Driver instructions for account activation

START HERE →
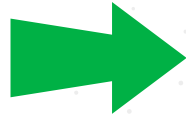
Have you requested or received an activation code?

- **No** → Request activation code by visiting www.lightfoot.co.uk/driverrewards → Activation codes are checked manually and are generally sent the next working day
- **Yes** → **Have you already created an account in either the app or the Lightfoot web portal?**

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- **No** → Copy the link in the activation email into your web browser - this will enable you to set up and activate your account at the same time → You can now use your email address and chosen password to login to the Lightfoot Drivers app or the Lightfoot web portal
- **Yes** → **Are you using the Lightfoot Drivers' app or web portal?**

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- **app** → Once you've logged in, when opening the Lightfoot Drivers' App do you see an option to 'Join a fleet'?
  - **Yes** → Click the 'join the fleet' button and enter your activation code
  - **No** → Contact Lightfoot Support: support@lightfoot.co.uk
- **web** → When using the Lightfoot web portal (my.lightfoot.co.uk) do you see your 'My account' details on the first page once you've logged in?
  - **No** → Click the arrow next to your name in the top right cornet of your screen → Click on 'My Account' → Click on the second tab labelled 'Settings'
  - **Yes** → Click on the second tab labelled 'Settings'

Click on the second tab labelled 'Settings' → Copy and paste your activation code into the box below 'Activation code:' → Click the green 'Activate link' button

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