



# DRIVEN FOR COMDATA™

## Self-CIP

(Customer Identification Program)

## STEPS TO SELF-CIP

### Instructions for an Individual (Self-CIP):

---

1. **Fleet manager or admin** retrieves new card and assigns to cardholder by adding a **name**
2. Legal first name and last name on the card record must match the first and last name on the DRIVEN FOR COMDATA™ account that the card is added to and **employee ID**
3. **Admin** directs cardholder to sign up (**Legal first name and last name, phone number, username, email address and password**) in the DRIVEN FOR COMDATA™ app
4. **Cardholder** adds the card (card information: card number, employee ID – must match with what admin provided or the card, expiration date, security code, card nickname)
5. **Cardholder** completes Cardholder Information for Individual CIP (full address, SSN, date of birth)
6. **Cardholder** reviews and confirms

### Instructions for a Business (Self-CIP):

---

1. **Fleet manager or admin** retrieves new card and assigns to cardholder by adding a **name** (BEST PRACTICE: Business name on the card record must match the business name on the Driven account that the card is added to) and **employee ID**
2. **Admin** directs cardholder to sign up (**First name, Last name, business name, phone number, username, email address and password**) in the Driven for Comdata™ app
3. **Cardholder** adds card (card information: card number, employee ID – must match with what admin provided for the card, expiration date, security code, card nickname)
4. **Cardholder** completes Cardholder Information for Business CIP check:
  - A. Category 1:
    - Applicant job title
    - Business address
    - Business Tax ID (Employer Identification Number “EIN” / Social Security Number “SSN”)
    - Optional: US DOT Number, Motor Carrier Number

B. Category 2 – same as above and:

- Manager information (job title, first name, last name, personal address, date of birth, Manager's Personal Identification Number)
- Owner information – For each person who owns >25% of business please provide information:
  - o Job Title*
  - o First Name, Last Name*
  - o Personal Address*
  - o Date of Birth*
  - o Owner's Personal Identification Number (ex: SSN or passport number if not US resident)*
  - o % Business Owned (only needed if >25% of business)*

C. Category 3:

- Applicant Job Title
- Business Address
- Business Tax ID (Employer Identification Number "EIN" / Social Security Number "SSN")
- Manager Information (job title, first name, last name, personal address, date of birth, Manager's Personal Identification Number)
- Optional: US DOT Number, Motor Carrier Number