

Quick Reference Guide - Candidate Packages

When sending an invitation to a candidate to complete their profile through Profile Advantage, refer to the charts below for assistance selecting the appropriate package combination types based on the vehicle size the candidate intends to operate, *not the type of license the candidate currently holds.*

Independent Service Provider Agreement (ISP) Candidates				
	L05 Alternative Vehicle Program	L10 Under 10,0001 lbs. GVWR	L20 Less than 26,001 lbs. GVWR	Non-Driver
Company ID	300	300	300	300
Facility ID	FedEx Station/Hub	FedEx Station/Hub	FedEx Station/Hub	FedEx Station/Hub
Package Type	D	D	A*	C
Position Type	D	D	A	C
Driver Type	V	U	X	--

*Select based on what the candidate needs at the time of qualification (Physical Needed vs. Not Needed)

Upgrading an active ISP driver?
 To upgrade to a larger vehicle, refer to MyGroundBiz, Keyword: Qualification Certification

 To upgrade to a TSP driver, refer to the Changing Qualification Type section

Transportation Service Provider Agreement (TSP) Candidates				
	LH – Entry Level Driver Program	LH – Experienced with Training Cert	LH – Experienced	Non-Driver
Experience	< 6 months	6 -11 months	1 year	--
Company ID	120	120	120	120
Facility ID	FedEx Station/Hub	FedEx Station/Hub	FedEx Station/Hub	FedEx Station/Hub
Package Type	B*	B*	B*	C
Position Type	B	B	B	C
Driver Type	E	Q	Q	--

*Select based on what the candidate needs at the time of qualification (Physical Needed vs. Not Needed)

Changing Qualification Type	
<i>Changing how a candidate is qualified?</i>	<ol style="list-style-type: none"> 1. PRIOR to placing a new order, deny the pending person request through the MGBA Service Provider Employee Association Details Page. 2. Send a new invitation to the candidate and select the appropriate Package, Position Type & Driver Type.
<i>Changing an Active ISP Driver to a TSP Driver?</i>	<ol style="list-style-type: none"> 1. Send invitation to candidate, selecting the appropriate TSP package and place order once the profile is completed by the candidate. 2. Verify all qualifications have been completed including: <ul style="list-style-type: none"> ✓ Eligible Commercial Driver’s License ✓ Eligible MVR with proper self-certification of CDL ✓ Eligible FMCSA Drug & Alcohol Clearinghouse ✓ Negative DOT Drug Screen ✓ Compliant Driver Qualification File(DQF) ✓ Compliant Medical Certificate in DQF ✓ Compliant Tractor Road Test in DQF ✓ Verification of tractor trailer driving experience and/or training certificate in DQF 3. Email FedEx Service Provider Resource Support with the candidate’s name, FedEx ID & First Advantage order number advising that all components to upgrade the ISP driver to TSP have been completed so that the upgrade can occur.
<i>Changing an Active TSP Driver to an ISP Driver?</i>	<ol style="list-style-type: none"> 1. Ensure Qualification Certificate training is complete. 2. Upload Qualification Certificate training certificate to the DQF. 3. Email FedEx Service Provider Resource Support with the candidate’s name and FedEx ID requesting that the TSP driver be updated to ISP. They will move them to company 300 so they may provide services as an ISP driver.
<i>No longer qualifying a candidate?</i>	When determined that the qualification process will not be completed, you may deny the pending person request through the MGBA Service Provider Employee Association Details Page.

Further information regarding the MGBA Service Provider Employee Association Details page may be found on MGBA > Helpful Links > Workforce Assoc.

FedEx Service Provider Resources Support email addresses may be found on the [First Advantage Documentation and Resources page](#).