RJW Carrier Portal Manual

1. An invite email will be sent to the most up to date email on record, the email will provide with a predetermined login name that will be used for signing into the Carrier Portal. Click the provided link which will route you to the User Setup page.

2. In the User Setup page you will be prompted to choose your password and your security questions. Click "Register" once all forms are completed.

3. You will be routed to the login page, here you will input your provided login name and the password that was created in the User Setup page.

4. Once logged in you will be routed to the "Profile" tab, please take a minute to review that all of the information is correct and up to date. If any changes to this information are required please contact our MIS Department at misdept@rjwgroup.com

5. Clicking the "Invoices" tab will route you to our invoice table where we have provided our carriers with detailed information pertaining to the status of their open invoices along with information on paid invoices.

6. Clicking the "Upload Docs" tab will route you to our upload feature where carriers will be able to upload the following Documents:
   - Carrier Invoices
   - Signed Delivery Receipts
   - Signed Rate Confirmations
   - Unsigned Rate Confirmations
   - Drop Sheets

To upload a document, carriers must follow the following steps:
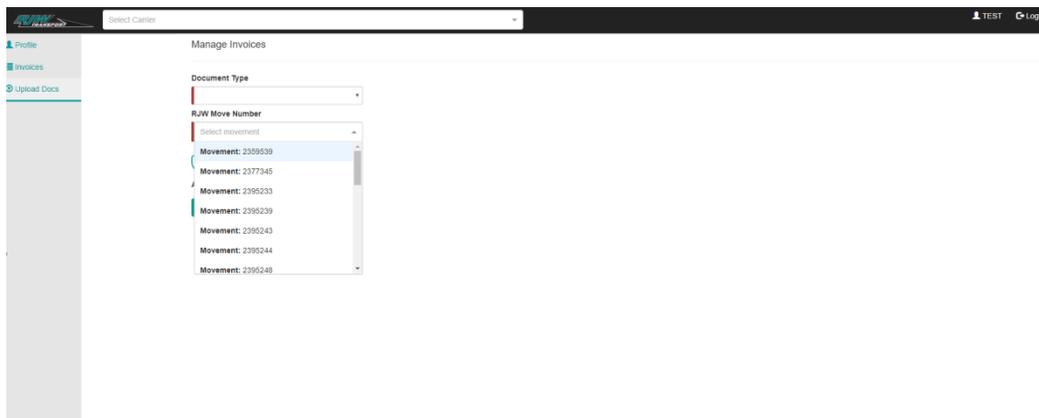
1. Choose what type of document is being uploaded.
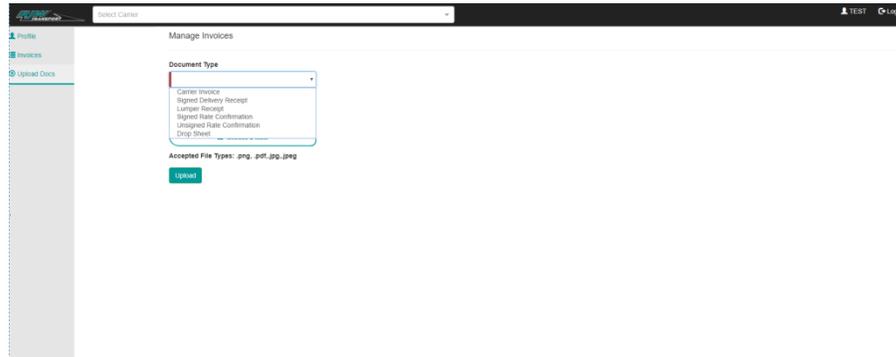
2. After choosing the document type, the carrier must then search for the movement number of the load they are taking care of:
   a. **The movement number can be found on all RJW Rate Confirmations.**
   b. **Movement Numbers found in this field are directly tied to the carrier**

3. In the case that a carrier has to upload Signed Delivery Receipts for multiple loads on a movement we have implemented a feature that will detect this scenario and add another field for specific Load numbers on the movement.
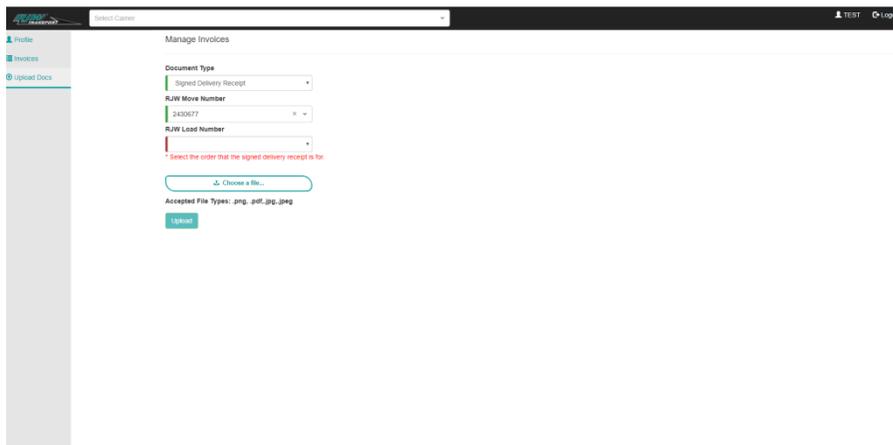
4. The carrier will then have to click the "Choose a file" button which will allow them to choose a file from their computer to upload
    a. The accepted file types are
        i. .PNG
        ii. .PDF
        iii. .JPG
        iv. .JPEG
    b. Files must not be over the 5mb limit or else they will be rejected
5. Finally, the carrier will click the "Upload" button and they will be shown an alert that will communicate the success of their upload.