



## 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.

- 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](mailto:misdept@rjwgroup.com)

Carrier Profile

Contact Information

Carrier Name:  Login ID: TEST

Contact:  MC Number:

Phone Number:  DOT Number:

Change Password

Address Information

Address:

City:

State:

- 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.

Load Number	Invoice Number	Mile Number	Check Number	Invoice Status	Amount	Invoice Recv Date
1713279	23719	2395039		Open	1400	2018-04-12
1713280	23890	2395040		Open	1400	2018-04-12
1716752	23592	2377327		Open	1400	2018-04-04
1716718	23696	2377345		Open	1400	2018-04-12
1716719	23689	2377347		Open	1400	2018-04-12
1713442	23434	2397148		Open	1400	2018-04-04
1716627	23734	2395233		Open	1400	2018-04-12
1716611	23642	2395239		Open	1400	2018-04-18
1716615	23656	2395240		Open	1400	2018-04-18
1716616	23682	2395244		Open	1400	2018-04-18
1716623	23640	2395245		Open	1400	2018-04-18
1716621	23642	2395249		Open	1400	2018-04-23
1716623	23844	2395251		Open	1400	2018-04-23
1716624	23678	2395252		Open	1400	2018-04-18

- 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

Manage Invoices

Document Type:

AUM Mile Number:

Select document

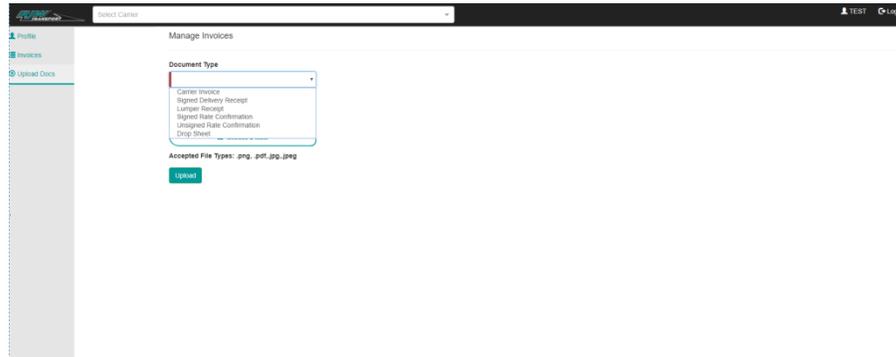
Choose a file

Accepted File Types: .png, .pdf, .jpg, .jpeg

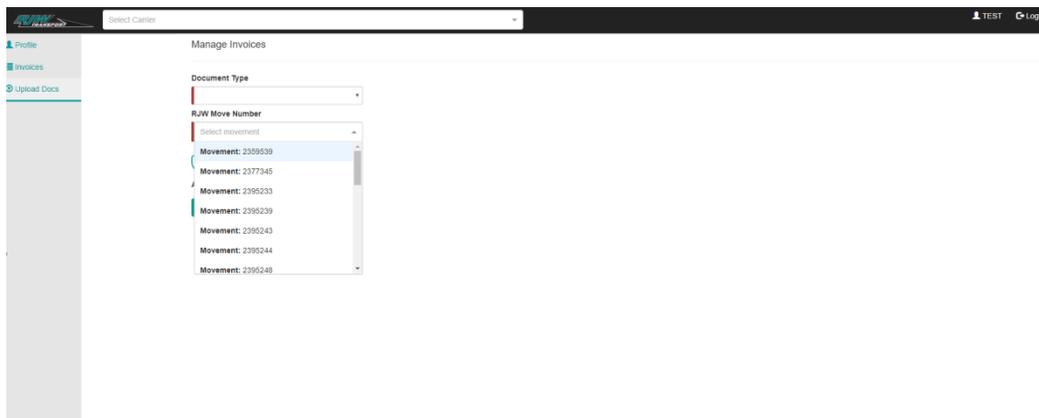
Upload

**To upload a document, carriers must follow the following steps:**

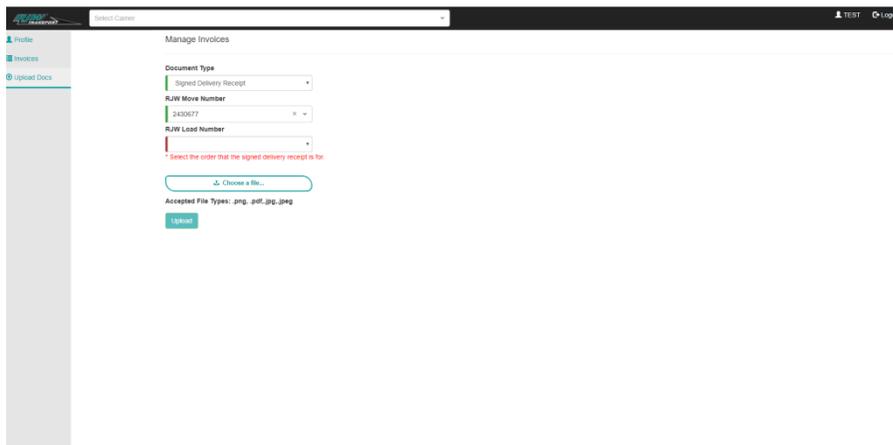
1. Choose what type of document is being uploaded.



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.