



## RJW Carrier Portal Manual

1. An invite email will be sent to the most up to date email on record, this email will provide carriers 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:

Address Information

Address:

City:

State:

[Change Password](#)

- In order to choose what carriers to work click the dropdown menu found at the top of the portal. Once clicked the user can select anyone of the carriers assigned to them. Once a carrier is selected all information in the portal will be updated for the selected carrier.

Select Carrier

DMV TRANSPORTATION INC. - DMV/TWIL

Document Type

R/W Move Number

Select Document

[Choose a file...](#)

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

[Upload](#)

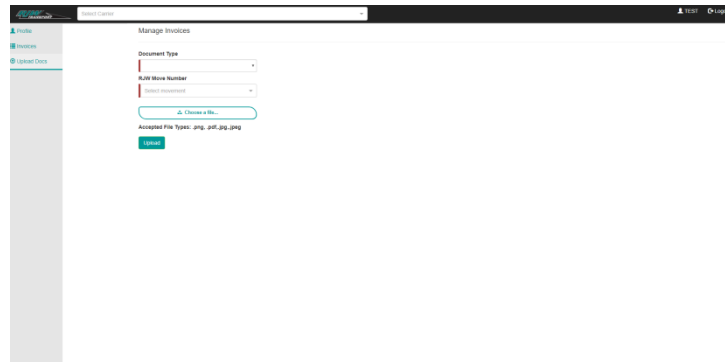
- Clicking the “Invoices” tab will route you to our invoice table where we have provided our carriers with detailed information pertaining to the status of their open invoices along with information on paid invoice.

Invoice Number	Invoice Number	Move Number	Check Number	Invoice Status	Amount	Invoice Post Date
1753276	25719	2395539		Open	1400	2018-04-12
1753286	25890	2395549		Open	1400	2018-04-12
1748712	25992	2377327		Open	1400	2018-04-04
1748713	25898	2377345		Open	1400	2018-04-12
1748719	25889	2377347		Open	1400	2018-04-12
1751445	25834	2391748		Open	1400	2018-04-04
1754467	25734	2392333		Open	1400	2018-04-12
1754471	25842	2392339		Open	1400	2018-04-19
1754473	25836	2392340		Open	1400	2018-04-19
1754482	25832	2392344		Open	1400	2018-04-19
1754420	25848	2392348		Open	1400	2018-04-19
1754421	25842	2392349		Open	1400	2018-04-25
1754423	25844	2392351		Open	1400	2018-04-25
1754424	25878	2392352		Open	1400	2018-04-19

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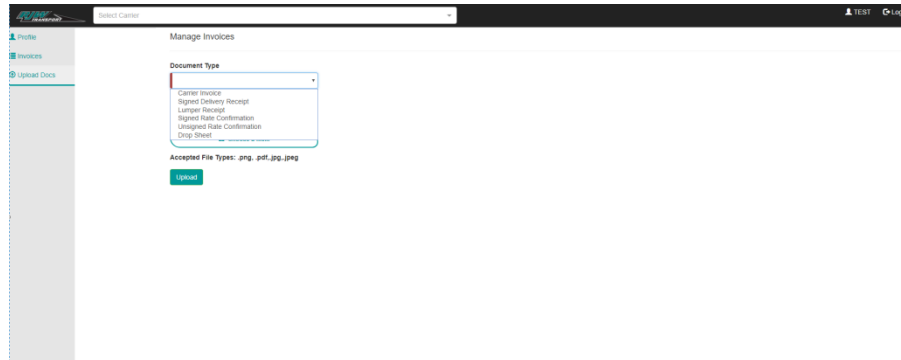
7. Clicking the “Upload Docs” tab will route you to our upload feature where carriers will be able to upload the following Documents:

- Carrier Invoices
- Signed Deliver Receipts
- Signed Rate Confirmations
- Unsigned Rate Confirmations
- Drop Sheets



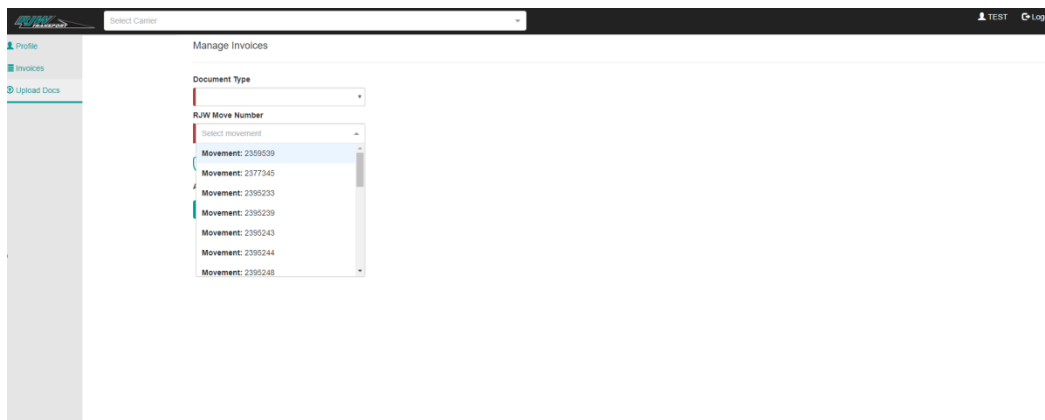
**To upload a document, carriers must follow the following steps:**

1. Choose what type of document is being uploaded.

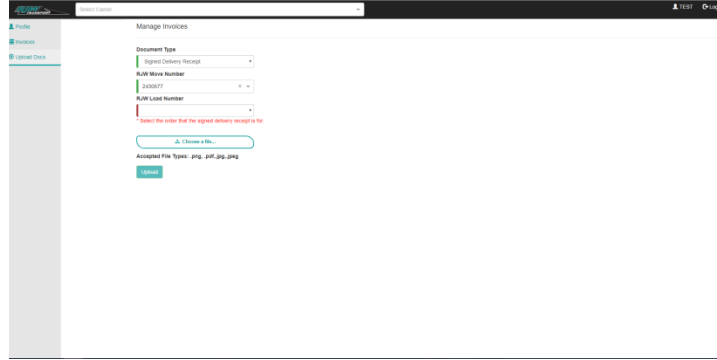


2. After choosing the document type the carrier must then search for the movement number of the load they are taking care of

- a. **The movement number can be found on all RJW Rate Confirmations.**
- b. **Movement Numbers found on this 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.