ENABLING THE SUB CONTRACTOR FEATURE

This job aid shows you how to enable the Sub Contractor feature in Hitch.

STEP 1: NAVIGATE TO ACCOUNT MANAGEMENT

1. Click **Companies Management**

Customer Accounts screen will display.

2. From the drop-down box select **Transporter Accounts**

Transporter Accounts screen will display.

3. Select the appropriate **Transport Company**

The Transport Company screen will display
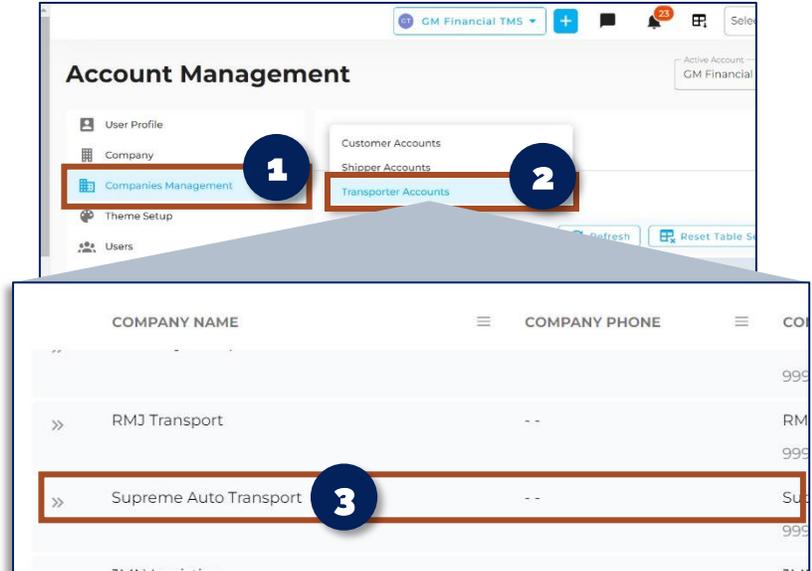
STEP 2: ENABLE SUBCONTRACTOR FEATURE

1. Under the Additional Information section, click the box, *"Enable Broker Feature"*

2. Click **Save** to enable the feature

A "Success" pop up will appear indicating the feature is now enabled.
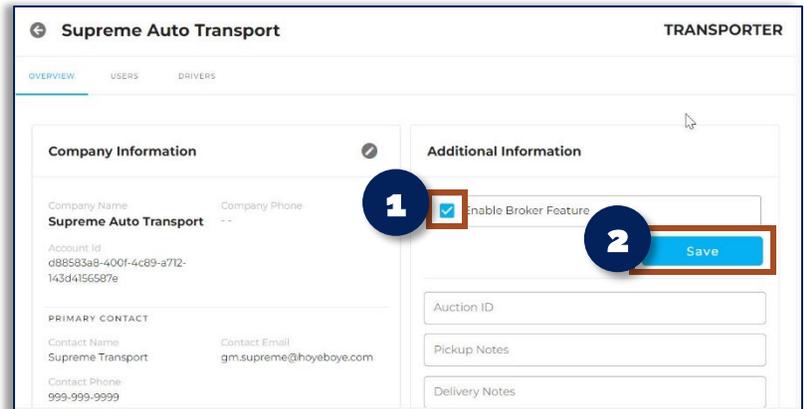
NOTE: This feature can not go beyond this level. Adding sub-sub haulers is not permitted.

Success
Company Features Updated Successfully