Hitch 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

	Company Companies Management Theme Setup	Customer Accounts Shipper Accounts Transporter Accounts	
	COMPANY NAME		Ξ
>	RMJ Transport		

STEP 2: ENABLE SUBCONTRACTOR FEATURE

- 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.

Supreme Auto Tr	TRANSPORTER	
OVERVIEW USERS DRIVERS	0	Additional Information
Company Name Supreme Auto Transport Account Id d8858388-4001-4c89-a712- 1433d415687e	Company Phone	Enable Broker Feature
PRIMARY CONTACT Contact Name Supreme Transport	Contact Email	Auction ID Pickup Notes
Contact Phone 999-999-9999	J	Delivery Notes



NOTE: This feature can not go beyond this level. Adding sub-sub haulers is not permitted.





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