

ADDING SUB CONTRACTORS

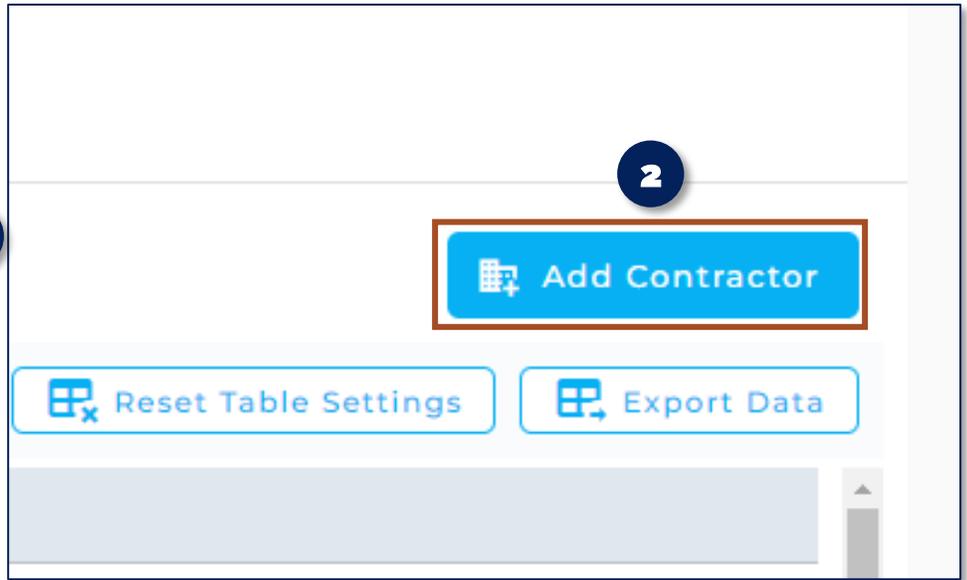
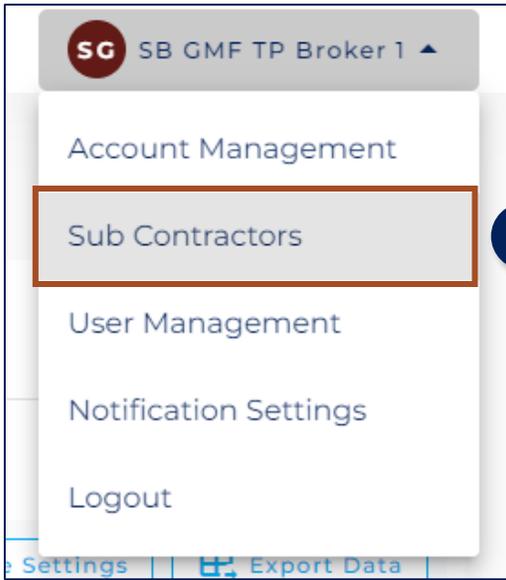
This job aid shows you how to add Sub Contractors to a Transport company account.



NOTE: To be completed after enabling the Transporter's Broker feature.

STEP 1: FROM THE DROPDOWN UNDER YOUR NAME, CLICK **SUB CONTRACTORS**.

STEP 2: CLICK **ADD CONTRACTOR**.



STEP 3: FILL OUT THE SUB CONTRACTOR'S INFORMATION.

STEP 4: CLICK **SAVE**.

A screenshot of the 'Add Sub Contractor' form. The form is titled 'Add Sub Contractor' and contains several sections: 'SELECT USDOT OR MC/MX NUMBER TO CONFIRM THE SAFETY RATING AND INSURANCE COVERAGE' with a dropdown for 'USDOT Number' and a text field for 'Verification Number' (123456789111); 'PRIMARY CONTACT' with fields for 'First Name' (John), 'Last Name' (Doe), 'Email' (john.doe222@hoyeboye.com), and 'Phone' (+1 555-555-5555); 'COMPANY INFORMATION' with fields for 'Company Name' (Doe Towing) and 'Company Phone' (+1 321-321-3214); and an 'Address (No P.O Boxes)' field (999 Towinque Farm Rd, Virginia 23069, USA). A 'Save' button is highlighted with a red box and a '4' in a circle.