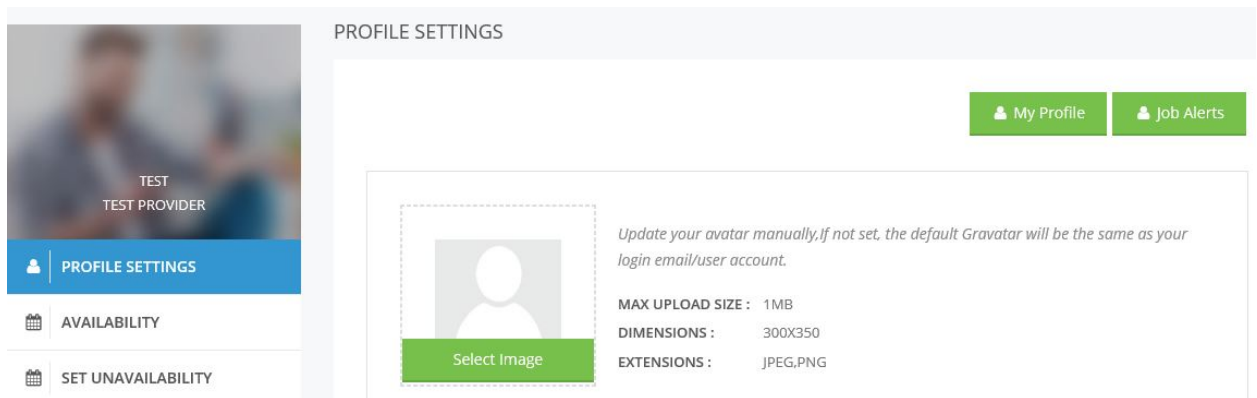This document explains how to set up "Provider Settings".

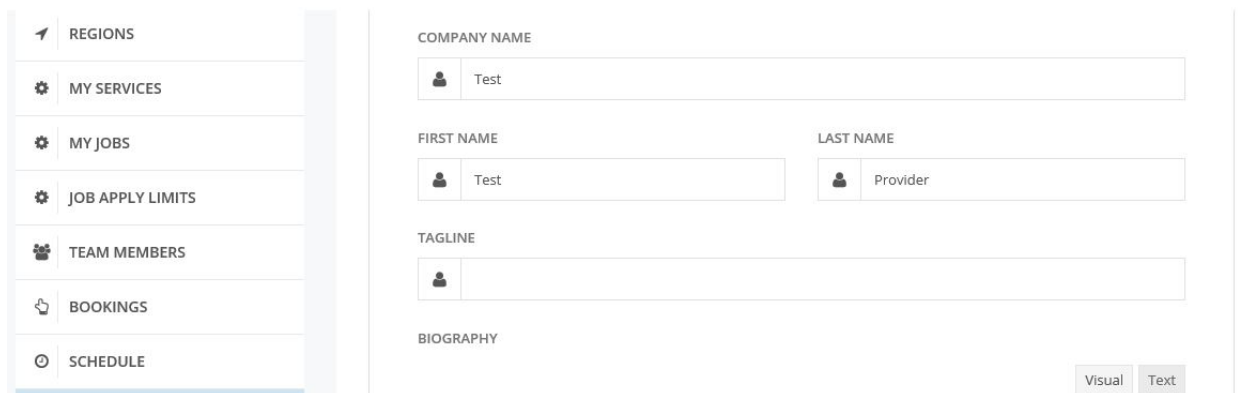Login in you provider account,

Note: Save/confirm information you entered. Data entered is not saved automatically

1. After my account page will load navigate to "Profile Settings". Profile Page loaded by default

   Upload image if you like and scroll down

2. Edit, change or leave if correct information is displayed. Add a tag, this filled is for SEO to promote you company on Google leave it blank if you do not know what words to enter, your company name on the tag line also will work. Companies who signed with us for free subscription one year. Google promotion is free too. Other Providers will be charged for SEO.

3. Biography: Fill out your BIOGRAPHY, little description about you company, years of experience, how many trucks, what year are truck/equipment, your companies positive side, references etc…

4. Providers contact information: email address is Mandatory. If wrong email address: Then any request from the Customer will go to wrong address. One of the phone numbers should be in case of emergency

5. Address and Location information. Sometimes address provided by the user can not be found by GPS. By default "Latitude" and "Longitude" set to 0.0000, 0.0000 (Note; if those filled are not set then Provider's location on the "Google Maps" will show up west coast of Africa. If any reason users coordinates does not show correctly or it is empty - 0.00000, 0.00000, then user shall go to Google Maps, search an address right click on a address (Pointer Pin) on "Google Maps" and choose (what is here?) It will show exact "Latitude" and "Longitude" of the address searched, Copy data matching "Latitude" and "Longitude" and enter manually to appropriate field at your profile (Longitude for USA starts with "−" minus). Sometimes new address is not on Google map, in this case go to place on Google map and Pin Point the place you want to get coordinates and do the rest as explained above

6. Social network: if you want to communicate/promote your company on social network fill out appropriate data.

7. Booking: please do it correctly

   7.1. Booking Off. (if Booking is off then Customer will get an error while booking process "Provider does not have booking set") Customer still will able to make a booking but when job will get to you/provider it will not go to Booking section because it is off)

7.1.1. Booking Process "On". Provider shall set up "Booking Process" "On" if there is no any other reason. See screen shot below.

7.1.2. When "Booking Process" switched to "On", provider will see following options

7.1.3. Booking Assignment

7.1.3.1. Manually: set if you want to assign Booking manually to and communicate with Customer after booking is made (choose this option for your connivance)

7.1.3.2. Automatically: set this option to give advantage to Customer to choose date time from his/her end.

7.1.4. Booking Amount Charged based on Services

    7.1.4.1.   Yes or No: (choose what you prefer)

7.1.5. Profile

    7.1.5.1.   Free Booking: (if you choose this option: Let say customer booked with transporter vehicle to be picked up, you schedule the pickup and not taking any orders from other customers, day or few hours before customer changes his/her mind and cancels a booking, then you lost time and should look for other load) So if I was a transporter I would take some booking fee like 10-15% of total amount. But it is up to you how to set it

    7.1.5.2.   Paid Booking: "Customer" shall pay for booking: amount set by "Provider"

PROFILE

○ Free Booking   ● Paid Booking

Set booking amount

MINIMUM AMOUNT (IT WILL BE CHARGE AT THE TIME OF BOOKING)

| ⊙ | ex. 0 if no mimimum amount |

7.1.5.3. Booking Based On: Leave it "Open". (if Postal Code or Region set: "Customer will only able to book it on that particular location is set and Provider will not able book from other location)

BOOKING BASED ON

○ Postal Code   ○ Region   ● Open

7.1.5.4. Postal Code: (limit booking only Zip Code Provider provides)

BOOKING BASED ON

● Postal Code   ○ Region   ○ Open

7.1.5.5. Region: (limit booking only Region Provider provides)

BOOKING BASED ON

○ Postal Code   ● Region   ○ Open

7.1.5.6. Open: (no limitations for booking Region or Zip Code)

BOOKING BASED ON

○ Postal Code   ○ Region   ● Open

8. Payment: Server side payments are disabled for now till we will get a feedback from our Customers and Providers to enable this feature.

8.1. Note: Data exchange with our Server is 128 bit encrypted and non.www site. (Please read more about deference www and non.www sites)

8.2. Server does not keep card information entered by user. Server does not keep any credit card numbers either, any time user wants to pay; Each

time card info should be entered. Providers can enter their PayPal email address to be able to get payment via PayPal from the customers.

8.3. Note: Please read more about how to get PayPal API and Stripe API, those codes given to Companies who wants to get advantage to get paid by Customer and Pay out to other Providers/Brokers etc…) PayPal API [Click Here](#) , Stripe API [Click Here](#)

PAYMENT METHOD

☐ Paypal ☐ Stripe ☐ 2Checkout ☐ Wire Transfer

PAYPAL API USERNAME

PAYPAL API PASSWORD

PAYPAL API SIGNATUE

STRIPE SECRET KEY

STRIPE PUBLIC KEY

2CHECKOUT ACCOUNT ID

2CHECKOUT PUBLISH KEY

2CHECKOUT PRIVATE KEY

DESCRIPTION FOR WIRED TRANSFER

8.4. Wire Transfer: This option is provided by us to make it easy for Providers who does not have any experience using options above (just enter instructions account and routing numbers and you are done, Customer will pay you via Wire transfer or Direct deposit)

DESCRIPTION FOR WIRED TRANSFER

INSTRUCTIONS FOR WIRED TRANSFER (FOR MAIL TEMPLATE)

PAYPAL ACCOUNT DETAILS

PAYPAL EMAIL ID

9. Upload images:

COVER IMAGE
Please upload 2000px x 400px size image for higher quality
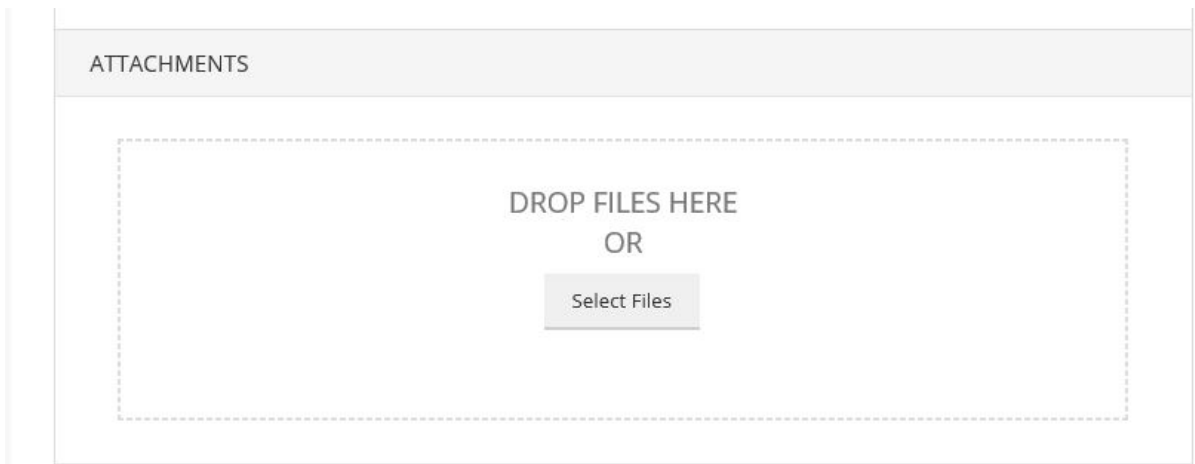
DROP FILES HERE
OR
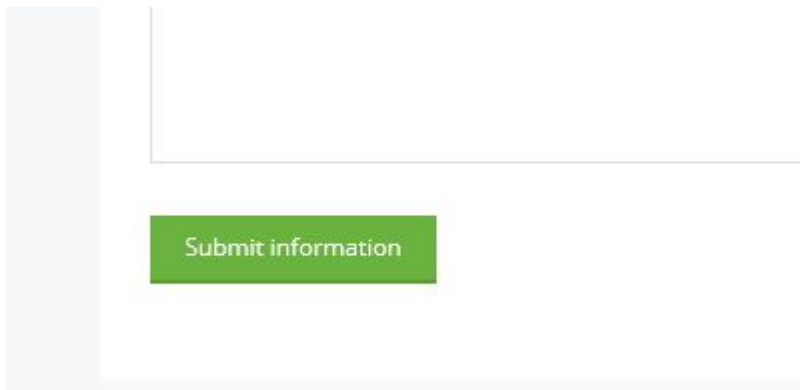Select Files

GALLERY IMAGES

DROP IMAGES HERE
OR
Select Files

10. Upload Documents. This is a most important to have setup. Please upload you paperwork here. (Provider/Broker DOT, MC, Insurance certificate, References, W9 and any papers you want to show to Customer/Dealer/Broker, you can upload agreement for the Customers to sign) if Provider does not have those papers they will be asked each time they want to transport a vehicle. Dealers and Brokers do not even look transporters without those papers and will look other provider/transporter) it is for your good to have those documents uploaded As Soon As You Have A Chance)

ATTACHMENTS

DROP FILES HERE
OR

Select Files

11. Submit Information to save changes:

Submit information