LiquidFreight.com User Manual

| LOG IN (START):

1. Click on 'Login' found on the bottom left-hand side.
2. Enter your Username and Password in the provided spaces.
   ○ If you forget your login information, click 'Forgot Login?' located underneath Username and Password.
   ○ Select the option in which you don't remember (either Username or Password). If you forgot both your username and your password, please recover the username first, then the password.
      ○ If you lost your username, please enter your E-mail Address, then click the Send Username button, and your username will be sent to your email address.
      ○ If you lost your password but know your username, please enter your Username and your E-mail Address, press the Send Password button, and you will receive a new password shortly. Use this new password to access the site.
3. On the left-hand side of the screen, select '+' next to Carry to expand the drop down menu.

| HOW TO BID ON A LOAD:

1. Click on 'Loads' located on the left-hand side of the screen underneath the 'Carry' navigation pane.
2. Click on 'Bid' next to the load you are interested in.The details will appear.
3. Click 'Bid on Load' at the top right-hand corner of the screen or scroll to the bottom of the page.
4. Enter All-in Bid amount and any additional comments.
5. By clicking 'BID', your bid will be submitted for review. You will be notified the result of your bid via email.

** If you have any questions about the load enter the question under the 'Ask a question on this load' and click 'Submit Question'. Once your question is processed, you will receive the answer via email.

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| HOW TO VIEW BIDS:

1. To view Bids, click on 'Bids' located on the left-hand side of the screen underneath the 'Carry' navigation pane. Your bids will appear and you can filter this screen using the drop down menu.
2. To edit Bid, click 'EDIT' next to the bid you would like to change.

| HOW TO ACCEPT LOAD:

Option 1 (Accept Multiple at Once):

1. Select 'Assigned Loads' from the drop down menu. The loads being offered will then appear on the screen.
2. To select the loads you want, check the box next to 'I accept the Load'.
3. Once all of the loads that you want have been selected, click 'Accept Checked Loads' in the top right-hand corner of the screen.

Option 2 (Accept Individually):

1. Select 'Assigned Loads' from the drop down menu. The loads being offered will then appear on the screen.
2. Click on an individual load. The load details will appear once clicked.
3. Click on the 'Accept Load' button at the top right-hand side of the page. This will confirm your acceptance.

Once you have accepted the loads, they will automatically appear under 'Active Loads'.

| HOW TO VIEW ACTIVE LOADS:

1. To view active loads, click on 'Active Loads' located on the left-hand side of the screen underneath the 'Carry' navigation pane.
2. Select the load you want to work with by clicking directly on the load.

| HOW TO DISPATCH LOAD:

** If you have multiple drivers, create a Driver's List using the directions located below.

1. To send the load to your driver. Select the load you want to dispatch under 'Active Loads'.
2. Scroll down to the bottom of the page to where it says 'Send Carrier Update Text or Email'. Select 'Text' or 'Email' in the drop box.
3. Enter the drivers phone number or email to the box provided. Click 'Send Text or Email'.
4. After dispatching the load from the website, a confirmation will appear at the top of the page.
5. The driver will then be sent a link to manage the load.
   Note:Link can only be used up to 12 hours after scheduled delivery time. After that you must update using liquidfreight.com

| DRIVER INTERACTION: (Arrive and Delivery)

1. The driver will receive a text/email on their phone from the dispatch.
2. Upon arrival for pick up, open the link in the text/email and click 'ARRIVED AT PICKUP'.
3. After arriving at the delivery location, open the link in the same text/email.
4. Enter the BOL and the weight, then click 'UPDATE BOL/WEIGHT'.

** Once the loads have been updated through this page you can still edit them, you just have to click into the individual load to do so.

| HOW TO SUBMIT AN INVOICE:

1. Select 'Completed Loads' from the drop down menu located on the left-hand side of the screen underneath the 'Carry' navigation pane.
2. Enter company invoice number.
3. Click 'Add' on the load you would like to submit an invoice for. The website will then filter through your loads and any additional loads on the same lane will have the option to be invoiced at the same time. (Only loads on the same lane can be on the same invoice!)
4. Select an additional loads you would like to submit with this invoice and click 'Invoice'
5. On the next screen, add any miscellaneous charges by clicking 'ADD MISC. CHARGE'. Select reason from drop down menu. Enter order number, explanation of reason, and charge amount.
6. Use the browse option to attach corresponding paperwork. and click 'Invoice All'.
7. We will process your invoice and you will receive your payment in 4-6 weeks.

| HOW TO CREATE A DRIVER LIST:

1. Select 'Driver List' from the drop down menu located on the left-hand side of the screen underneath the 'Carry' navigation pane.
2. Enter the Driver Information into the forum. (Full Name, Nickname, Phone Number/Email, Phone Type, and Status)
3. Click 'Add' to enter Driver into the Driver list.

| HOW TO EDIT ACCOUNT INFORMATION:

1. Click 'My Account' on the left-hand side of the screen.
2. Choose different tabs and edit the information you wish to change.
3. Click 'Update' to update information.