

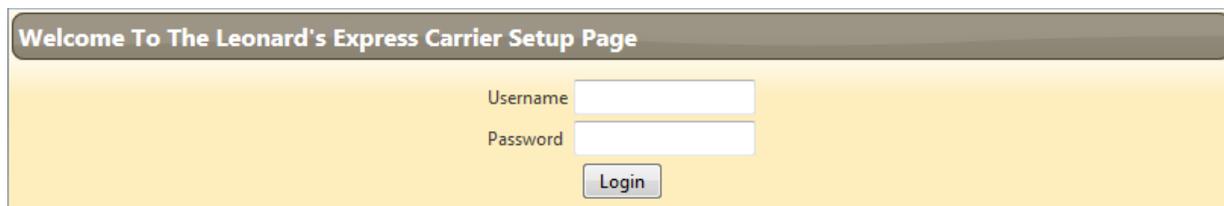
Leonards Express New Carrier Setup Process

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Where do I start?

1. Go to <http://www.leonardsexpress.com/carriersetup/>
2. You will be presented with a login screen asking for your username and password. For Citrix users, this will be your Citrix username and password. For non-Citrix users, this will be your windows username and password.



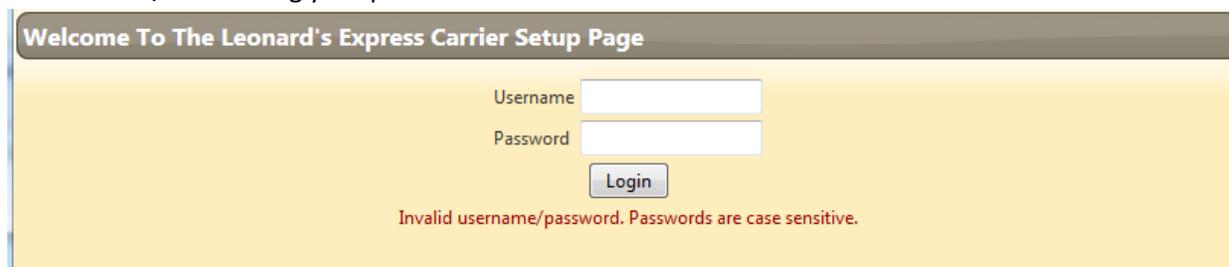
Welcome To The Leonard's Express Carrier Setup Page

Username

Password

Login

3. If your login fails, you will be presented with a message saying "Invalid username/password. Passwords are case sensitive." After 5 invalid attempts, your account will be locked. Please call 585-742-9099 for help unlocking your account and/or resetting your password.



Welcome To The Leonard's Express Carrier Setup Page

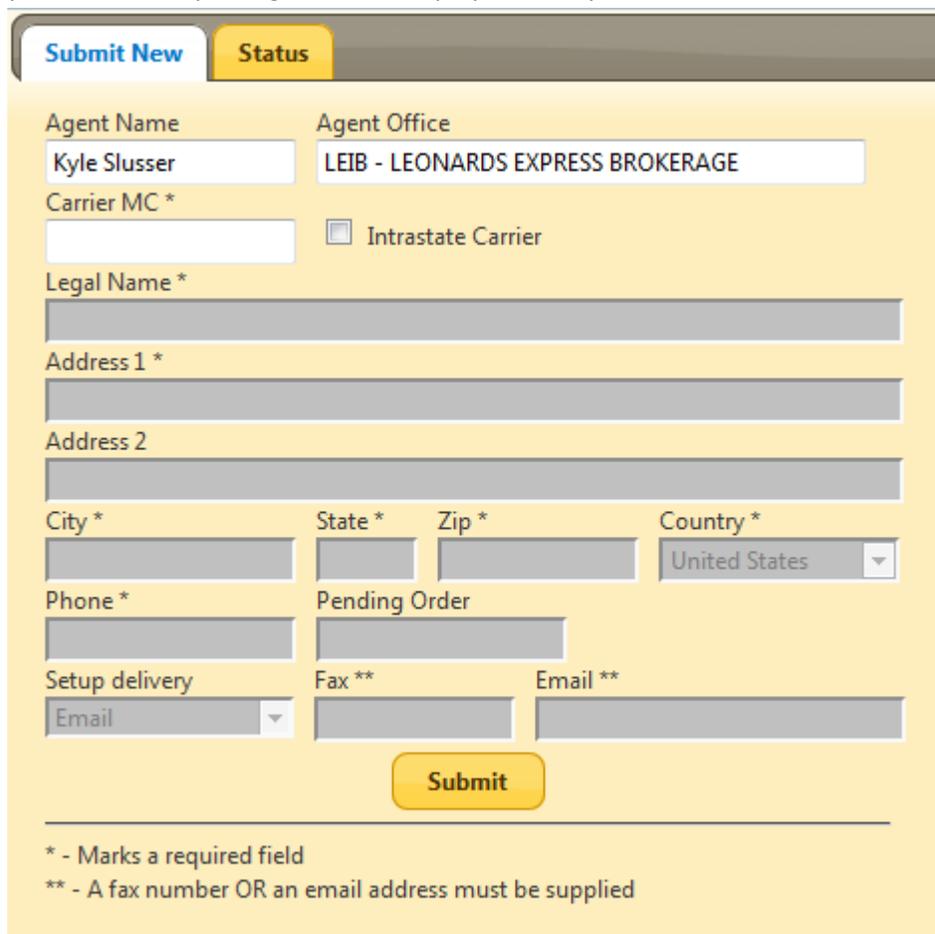
Username

Password

Login

Invalid username/password. Passwords are case sensitive.

4. Once you have logged in successfully, you will be presented with the main setup screen. On that screen, you should see your name and your agent office displayed. If any of this information is incorrect, please call 585-742-9099 to correct it.



Submit New Status

Agent Name: Kyle Slusser

Agent Office: LEIB - LEONARDS EXPRESS BROKERAGE

Carrier MC * Intrastate Carrier

Legal Name *

Address 1 *

Address 2

City * State * Zip * Country *

Phone * Pending Order

Setup delivery Fax ** Email **

Submit

* - Marks a required field

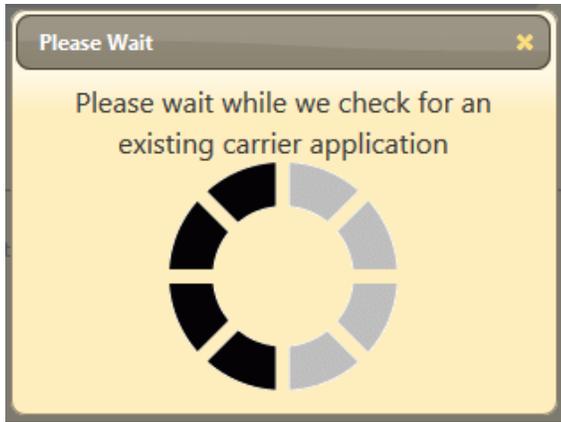
** - A fax number OR an email address must be supplied

Finding A Carrier

1. Click on the "Submit New" tab at the top left of your screen. If you are setting up an intrastate carrier, please check the box that says "Intrastate Carrier". Next, you will be prompted for the carrier's MC number (US DOT number if setting up an intrastate carrier), and press the tab key on your keyboard.

NOTE: You do **not** have to enter the MC prefix into this box.

2. A loading window will appear while your carrier is found.



3. Once this process has completed, you will receive one of the 5 following screens.
 - a. If the carrier is already set up inside of TMW, you will be given a screen showing the carrier's information along with information from Carrier 411. From here, you can check that the carrier is still active, address any changes that need to occur, and make sure the insurance information is up to date. If the carrier needs to be set up again (for example, if you have not done business with them in 3 years), you may set up the carrier again by clicking on the "Setup Carrier Again" button (for more information, see [Creating a New Carrier](#)). If the carrier only needs an updated insurance, click on the "Request an Update" button (for more information, see [Requesting an Update](#)).

MAYFLOWER TRANSIT LLC / DBA: AERO MAYFLOWER TRANSIT COMPANY

TMW 1 of 1 active carriers

Carrier Watch

General

Carrier Code	002934	Status	Active	Contact	TERESA
Carrier Name	MAYFLOWER TRANSIT LLC / DBA: AERO MAYFLOWER TRANSIT COMPANY		Phone	(636) 305-6613	
Address	ONE MAYFLOWER DRIVE Fenton, MO 63026		Fax	(636) 305-6344	
Created	03/16/2010	Updated	02/19/2015	E-mail	laurel_soykin@unigrou pinc.com

Carrier Information

Legal Name	MAYFLOWER TRANSIT LLC
Safety Rating	Satisfactory
Address	ONE MAYFLOWER DRIVE FENTON, MO 63026

Insurance

Insurance Type	Company	Expires
Cargo Ins	INDEMNITY INS, ARTHUR J GALLAGHER RISK MGMT, 314-965-4346	05/01/2015 ❌
AutoLiability Ins	LEXINGTON INS, ARTHUR J GALLAGHER RISK MGMT, 314-965-4346	10/01/2015 ✅

Safety

Score: 11.0 76.0 72.0 13.0 78.0

Violation: ✅ ✅ ✅ ✅ ✅

Alerts

No alerts

Notes

RON OK'D KIM B TO USE KNOWING ABOUT THE E-MAIL. KMD 5/11/10

Insurance On File

Insurance Type	Expires
Cargo	5/1/2016 ✅
Auto Liability	10/1/2015 ✅
Other	10/1/2015 ✅
General Liability	10/1/2015 ✅
Workmans Comp	10/1/2015 ✅

[View on CarrierWatch](#)

Set Up Carrier Again Request an Update Close

- b. If there is an application currently in progress, a status message will be displayed next to the MC number stating who initiated the original application

Carrier MC * ⚠ An application for this carrier has already been initiated by Kyle Slusser

- c. If a previous application has been rejected you will receive a message stating that an application has been rejected. If you wish to proceed with this carrier, please contact our setup department at 585-742-9082 or email carriers@leonardsexpress.com

Carrier MC * ⚠ A previous carrier application has been rejected

- d. If there is no application already created for this carrier and information is available through Carrier411, a window will open to display the information from Carrier411. Some basic information will be displayed for you (see picture below) along with links to view the Carrier's Docket on Carrier411 and to view/print Due Diligence. If you wish to continue with the setup, click the "Continue with setup" button (for more information, see [Creating a New Carrier](#)).

Carrier Profile

Company						Safety Rating Authority Updated
INTEGRITY TRANSPORT PLUS, INC 13350 NW 42ND AVE #11 OPALOCKA, FL 33054	N/A	N/A	N/A	N/A	N/A	Not Rated Dec 2 2012

Insurance On File

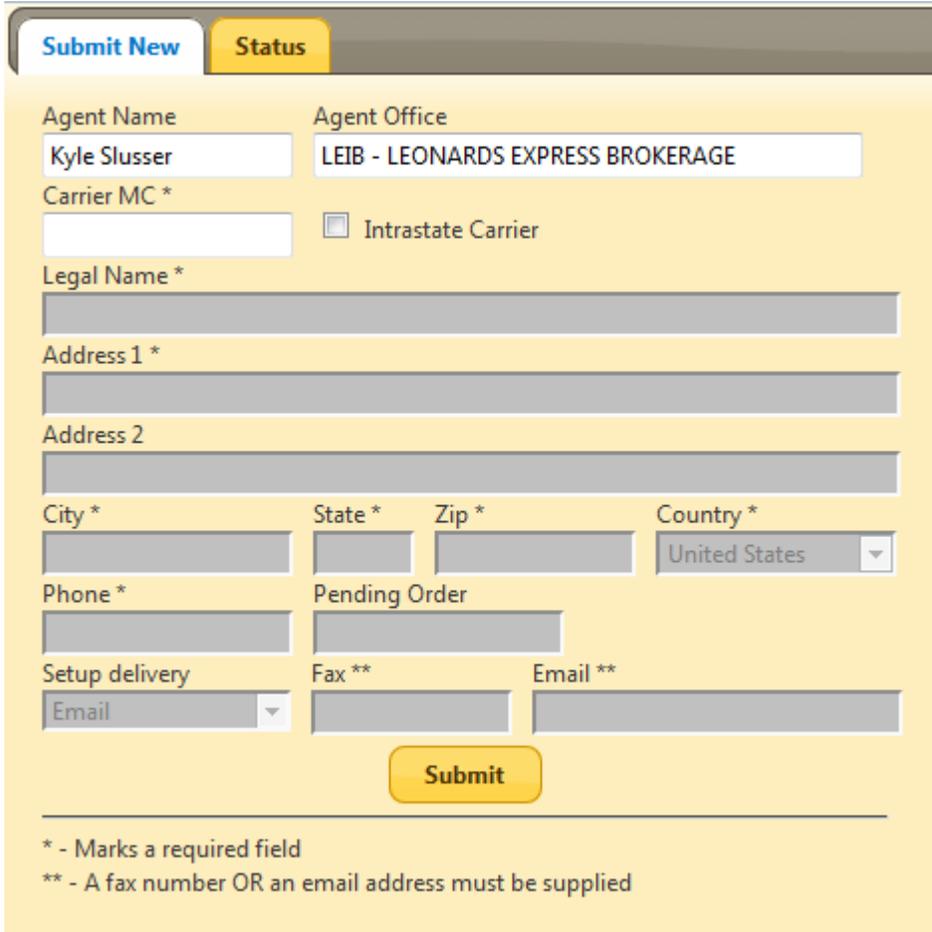
No insurance on file
[View on CarrierWatch](#)

Continue with setup
Cancel

- e. If there is no application already created for this carrier, and no information is available through Carrier411, you will be given a blank application and asked to fill out the information before being able to continue (for more information, see [Creating a New Carrier](#)).

Creating A New Carrier

1. To initiate a new carrier application, you must fill out all of the fields marked with an * in the form under the "Submit New" tab. If your carrier was found in Carrier411, most of this information should be filled out for you and you will only need to supply either an email address or a fax number to send the setup packet to.



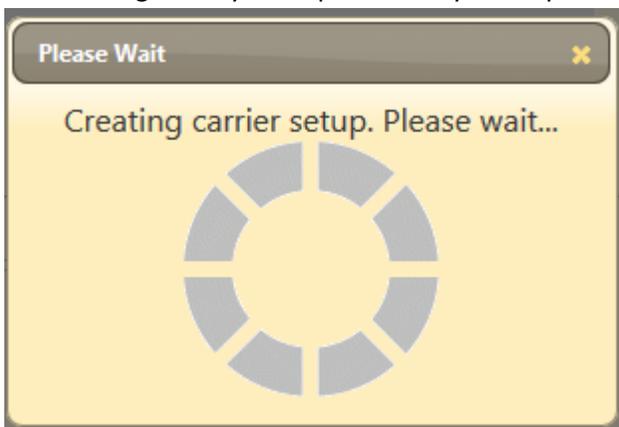
The screenshot shows a web form titled "Submit New" with a "Status" tab. The form contains the following fields and options:

- Agent Name:** Kyle Slusser
- Agent Office:** LEIB - LEONARDS EXPRESS BROKERAGE
- Carrier MC *:** (Empty text box)
- Intrastate Carrier:**
- Legal Name *:** (Empty text box)
- Address 1 *:** (Empty text box)
- Address 2:** (Empty text box)
- City *:** (Empty text box)
- State *:** (Empty text box)
- Zip *:** (Empty text box)
- Country *:** United States (Dropdown menu)
- Phone *:** (Empty text box)
- Pending Order:** (Empty text box)
- Setup delivery:** Email (Dropdown menu)
- Fax **:** (Empty text box)
- Email **:** (Empty text box)

A yellow "Submit" button is located at the bottom of the form. Below the form, there are two footnotes:

- * - Marks a required field
- ** - A fax number OR an email address must be supplied

2. Once all of the required information has been given, click the submit button. A loading window will be displayed while your information is saved, and a setup package and W9 are sent to the carrier. Do not be worried if the window does not close right away. This process may take up to 30 seconds to complete.



3. The setup process has begun. You will still need to reach out to the carrier's insurance company to receive certificates of insurance. Please have them faxed to 585-742-9049 or emailed to carriers@leonardsexpress.com. To check on the status of your carrier, please see the [Check Carrier Status](#) section.

Requesting an Update

If your carrier only needs an updated insurance certificate, you do not need to re-initiate a carrier setup.

1. When viewing a carrier's profile, click "Request an Update"

MAYFLOWER TRANSIT LLC 1 of 1 active carriers

General

Carrier Code	002934	Status	In Active	Contact	TERESA
Carrier Name	MAYFLOWER TRANSIT LLC		Phone	(636) 305-6613	
Address	D/B/A: AERO MAYFLOWER TRANSIT COMPANY Fenton, MO 63026		Fax	(636) 305-6344	
Created	03/16/2010	Updated	05/11/2010	E-mail	TERESA.CUDDY@UNIGROUPINC.COM

Carrier Information

Legal Name	MAYFLOWER TRANSIT, LLC
Safety Rating	Satisfactory
Address	DBA AERO MAYFLOWER TRANSIT COMPANY 1 MAYFLOWER DRIVE FENTON, MO 63026

Insurance

Insurance Type	Company	Expires
Cargo Ins	INDEMNITY INS, MARSH USA, 636-305-5000	05/01/2011 ❌
AutoLiability Ins	TRAVELERS IND CO OF CT, ARTHUR J GALLAGHER RISK MGMT, 314-965-4346	10/01/2011 ❌
Umbrella Coverage	INTERSTATE FIRE & CASUALTY, ARTHUR J GALLAGHER RISK MGMT, 314-965-4346	10/01/2011 ❌

Safety

6.8	71.8	79.2	66.6	74.7
-----	------	------	------	------

View Docket (MC002934)
View Due Diligence (MC002934)

Alerts

carrier needs to call and address their policy and regulations regarding their many drug/alcohol violations to see if they meet our requirements. kmd 11/11/11

Notes

RON OK'D KIM B TO USE KNOWING ABOUT THE E-MAIL. KMD 5/11/10

Buttons: Set Up Carrier Again, **Request an Update**, Close

2. A new window will open allowing you to choose what to update. If multiple items need updating, you can add another row by clicking on the + button. If you are requesting an insurance update by phone, you will not have to fill out the field labeled "at." **If the carrier has separate companies for their AutoLiability and Cargo insurance, make sure these are listed separately.**

What Needs Updating?

Requesting via at

Buttons: Send Request, Cancel

3. Once you have entered all of the items you wish to update, click the "Send Request" button.

What Needs Updating?

Requesting via at

Requesting via at

Buttons: Send Request, Cancel

4. To check on the status of your update, please see the [Check Carrier Status](#) section

Check Carrier Status

1. Click on the "Status" tab at the top of your screen. You will be given a list of all the carrier applications/updates created by your office. To change the agent office (for example, to view applications/updates from all agent offices), change the selected office from the "Agent Office" dropdown.
2. Find and double click on the carrier who's status you would like to check. For quick searching, you can type into the toolbar at the top of the grid. For more advanced searching, click the magnifying glass at the bottom of the grid. For more information about the colors of the applications and what they mean, please see the [Profile Color Coding](#) section of the FAQ. For information about the icons in the "Actions" column, please see the [Actions](#) section.

Carrier Applications			
Actions	Agent Office	MC/DOT #	Legal Name
Quick Search <input type="text"/>			
	LEIB	755074	VEGA EXPRESS INC
	LEIB	656901	MACEO HASLIP
  	LEIB	123456	Test Carrier

  
Page 1 of 1

Advanced Search

3. Once you double click on the carrier, a window will open with information about where your carrier is in the setup/update process: received paperwork, insurance information, notes, ect. If this is an update, you will be able to re-send your update request from this screen. For more information, see _____.

Test Carrier
✕

Profile Information

Status

W-9 Received Intrastate

Broker-Carrier Agreement Received

Auto Ins Received Cargo Ins Received

Notes

There are no notes

Insurance Information

No insurance information received

MAYFLOWER TRANSIT LLC
✕

Update	Received	Re-Send
AutoLiability Ins	No	
Cargo Ins	No	

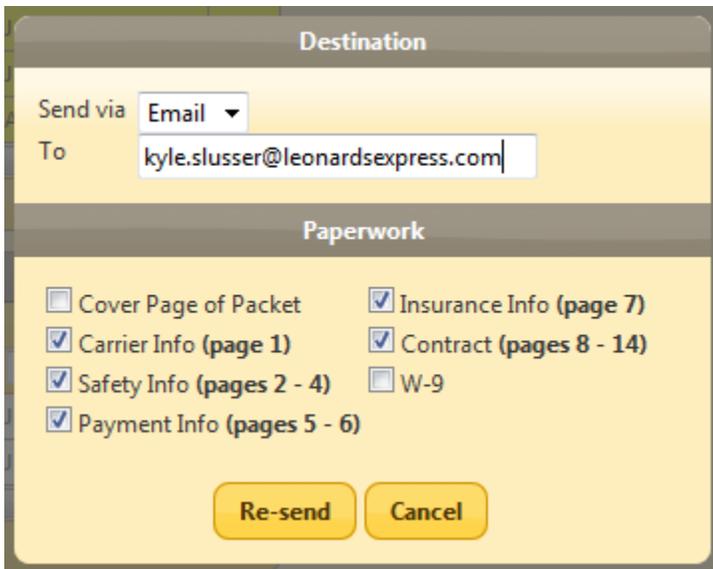
Actions

When viewing applications under the "Status" tab, you will notice there are various actions that can be taken against the application

Re-send setup package

Should the carrier, for one reason or another, fail to receive their setup package, another copy may be emailed or faxed to the carrier.

1. Find the carrier in the "Status" tab and click on the picture of an envelope (✉) next to the carrier's name. A window will open prompting you for information on where to re-send the setup package to. You may resend any portion of the package including a W9 by checking the corresponding box in the paperwork section.



The screenshot shows a dialog box with two main sections: "Destination" and "Paperwork".

Destination:

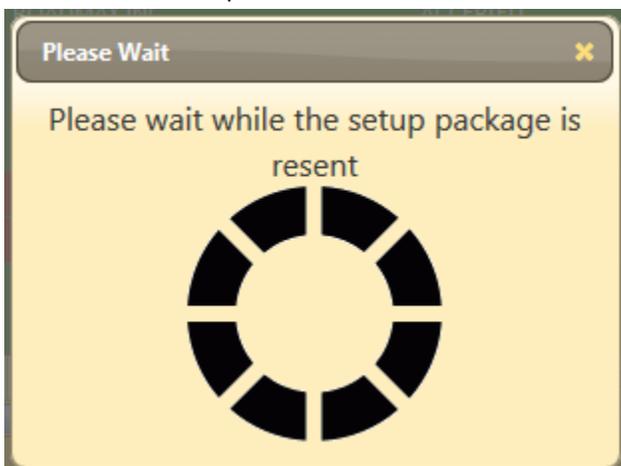
- Send via:
- To:

Paperwork:

<input type="checkbox"/> Cover Page of Packet	<input checked="" type="checkbox"/> Insurance Info (page 7)
<input checked="" type="checkbox"/> Carrier Info (page 1)	<input checked="" type="checkbox"/> Contract (pages 8 - 14)
<input checked="" type="checkbox"/> Safety Info (pages 2 - 4)	<input type="checkbox"/> W-9
<input checked="" type="checkbox"/> Payment Info (pages 5 - 6)	

At the bottom are two buttons: "Re-send" and "Cancel".

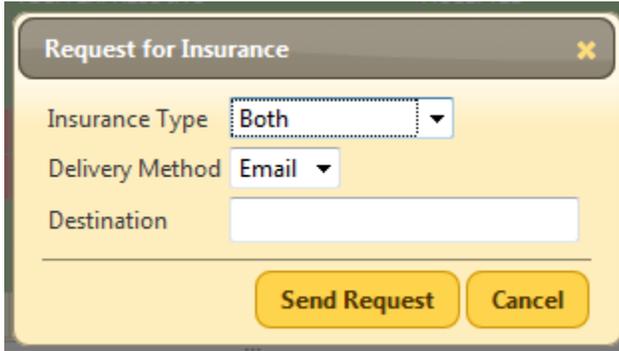
2. Once you have filled out the information, click on the "Re-send" button. A loading window will open while a new setup package is sent to the carrier. Do not be worried if this window does not close right away. This process may take up to 30 seconds to complete.



Request Insurance

Waiting for insurance is probably the most time consuming part of the setup process. While doing this over the phone will normally be quicker than emailing/faxing a request, some insurance companies still require a written request for insurance. To do this, you will need either an email address or a fax number where the request can be sent.

1. Find the carrier in the "Status" tab and click on the picture of the document (📄) next to the carrier's name. A window will open prompting you for information on where to send the request and what type of insurance you are requesting (Auto Liability, Cargo, or Both).



2. Once you have filled out the information, click the "Send Request" button. A loading window will open while the insurance request is created and sent. Do not be worried if the window does not close right away. This process may take 10 - 15 seconds to complete. Should the email or fax fail to deliver, you should receive an email alerting you to the problem.



Cancel Setup

If you or your carrier decide not to proceed with the setup process, it is possible to cancel the carrier's application and remove it from your list of pending setups.

1. Find your carrier in the "Status" tab and click on the cancel icon (🗑️).
2. Once the setup has been canceled, you should see the "Profile Status" of the setup change to "CANCELED"

Re-Send Update Request

Re-Sending your update request can be done 1 of 2 ways

Actions Menu

1. Find your carrier and click on the envelope (✉)
2. Check the box next to which update request(s) you wish to re-send.
3. Correct any information that is incorrect, and click the "Re-send" button.

The screenshot shows a window titled "MAYFLOWER TRANSIT LLC" with a close button (X) in the top right corner. The window contains a table with the following columns: "Update", "Delivery", "Destination", and "Resend".

Update	Delivery	Destination	Resend
AutoLiability Ins	Email ▾	kyle.slusser@leonardsexpress.com	<input type="checkbox"/>
Cargo Ins	Phone ▾		<input type="checkbox"/>

At the bottom right of the window are two buttons: "Re-send" and "Cancel".

Status Window

1. Find and double click on your carrier.
2. Click on the envelope (✉) next to the update request you wish to re-send.

The screenshot shows a window titled "MAYFLOWER TRANSIT LLC" with a close button (X) in the top right corner. The window contains a table with the following columns: "Update", "Received", and "Re-Send".

Update	Received	Re-Send
AutoLiability Ins	No	
Cargo Ins	No	

3. Correct any information that is incorrect and click the "Re-send" button.

The screenshot shows a window titled "AutoLiability Ins" with a close button (X) in the top right corner. The window contains a table with the following columns: "Delivery" and "Destination".

Delivery	Destination
Email ▾	kyle.slusser@leonardsexpress.com

At the bottom of the window are two buttons: "Re-send" and "Cancel".

FAQ

Q: What fax number should I have my carrier send their packet, W-9, and insurance to?

A: All setup documents should be faxed to 585-742-9049. Please urge carriers to not send any setup documentation to leitrrips. It is reserved for trip documentation only.

Q: My carrier only needs an updated insurance certificate/contract. Do I need to set them up again?

A: No. See the [Requesting an Update](#) section for instructions on how to update your carrier through the system.

Q: Who handles the insurance requests?

A: The agents/brokers are still responsible for handling insurance requests. Please have the insurance faxed to 585-742-9049.

Q: How do I know when I can use my carrier?

A: Once all of the required information has been received from your carrier (a completed setup package, W-9, proper insurance, etc) and our setup department has verified the information, you will receive an email confirming that your carrier has been approved and giving you the new carrier code.

Q: What happens if my carrier is rejected for some reason?

A: You will receive an email stating that your carrier has been rejected. For more information, view the notes for your carrier (see [Check Carrier Status](#)). Should you have any questions, please contact our setup department at 585-742-9082.

Q: What do the different colors on the status page mean?

A: Profiles are color coded to help quickly identify at what stage in the setup process a carrier is currently in. The colors are as follows:

Green - The carrier has been approved and should be set up in TMW

Red - The carrier has been rejected (elected to not continue with the setup process, violations, etc)

Yellow - Some, but not all, information has been received from the carrier

White - No information has been received from the carrier

Q: My carrier claims they never received the setup package. How do I resend it to them?

A: You may re-fax/re-email any portion of the setup package by following the instructions in the [Re-send Setup Package](#) section. This is done by clicking the "Resend Setup Packet" icon (✉) in the actions column of the search window.

Q: My carrier's insurance company requires a written request for insurance. What do I send them?

A: You may fax/email a written request for insurance by following the instructions in the [Request Insurance](#) section.

Q: My carrier no longer wants to be set up. What can I do?

A: You may cancel a setup request at any time by following the instructions in the [Cancel Setup](#) section.

Q: What payment options do we offer our carriers, and what are the benefits/drawbacks?

A: Currently, we offer three different payment options for our carriers. **There is no fee for choosing EFT/Direct Deposit.** The payment options are:

Standard Pay - Our standard payment terms are 21 days from receipt of paperwork into the Farmington, NY office. Carriers may choose to have a check mailed to them or have EFT/Direct Deposit.

Quick Pay - Paperwork received by Friday noon will be paid the following Friday. This can be as quick as 7 days, but may take up to 12 days depending on when paperwork is submitted. There is a fee of 2% of the gross for this. Carriers may choose to have a check mailed to them or have EFT/Direct Deposit.

Instant Pay - Also known as 72 hour pay. Receive payment within 72 hours for paperwork **emailed to fastcash@leonardsexpress.com** by 12:00pm (noon) EST. There is a fee of 5% of the gross for this. Carriers **must** choose EFT/Direct Deposit for this.