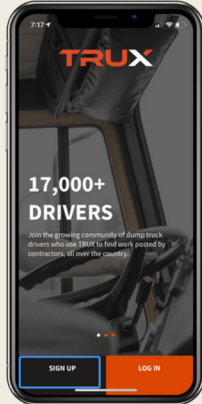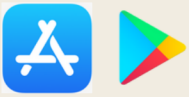# GETTING STARTED ON TRUX DRIVE
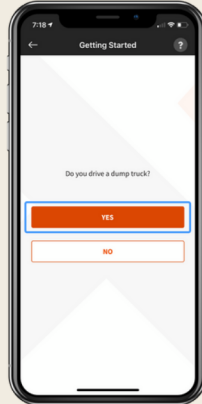
Our hauling app helps over 43,000 truck owners, drivers, and brokers find, assign, and complete work. Follow these simple steps to get started.
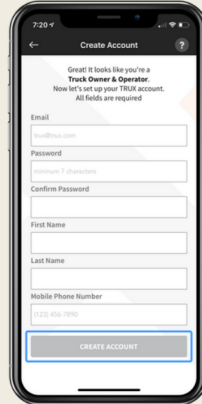
1. DOWNLOAD AND SIGN UP

Download Trux Drive from the Apple App Store or Google Play Store OR scan the QR code below from your mobile device..
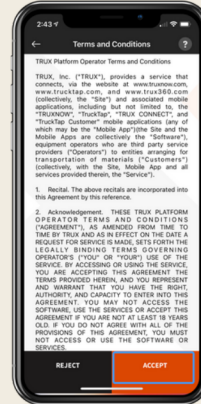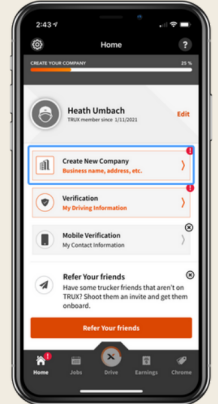
TRUX DRIVE

1. Tap sign up

2. Follow the prompts to set up your account

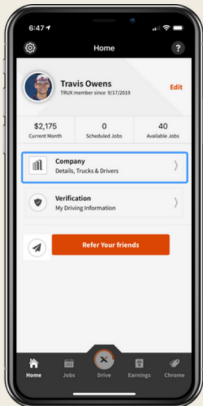3. Fill out the information and click CREATE ACCOUNT.

4. ACCEPT the Terms and Conditions.
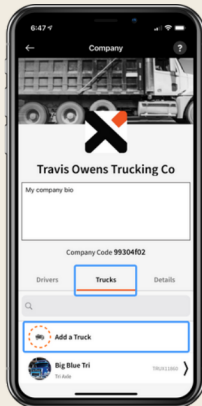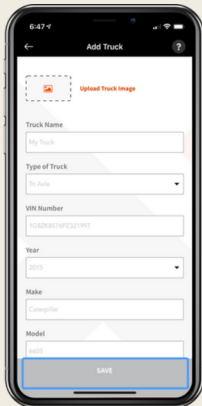
5. Tap Create New Company.
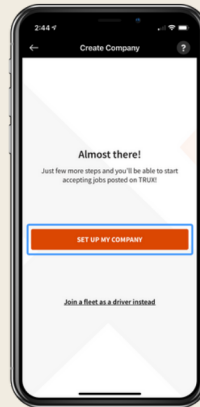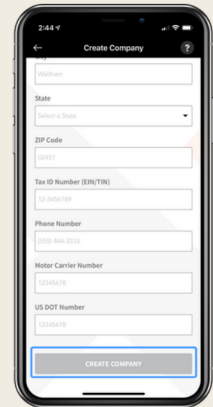
2. ADD YOUR TRUCKS

1. Tap Company.

2. Tap Trucks and Add a Truck.

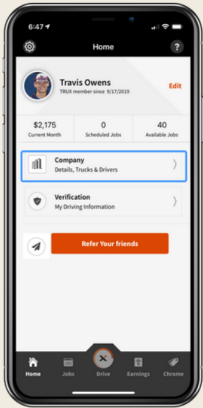3. Enter your truck details and tap SAVE.
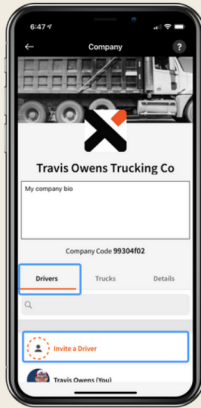
6. Tap SET UP MY COMPANY.

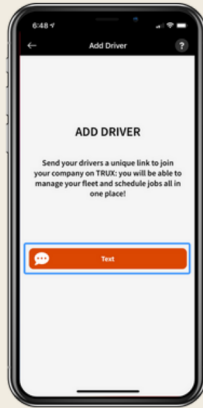7. Fill out your company information and tap CREATE COMPANY.
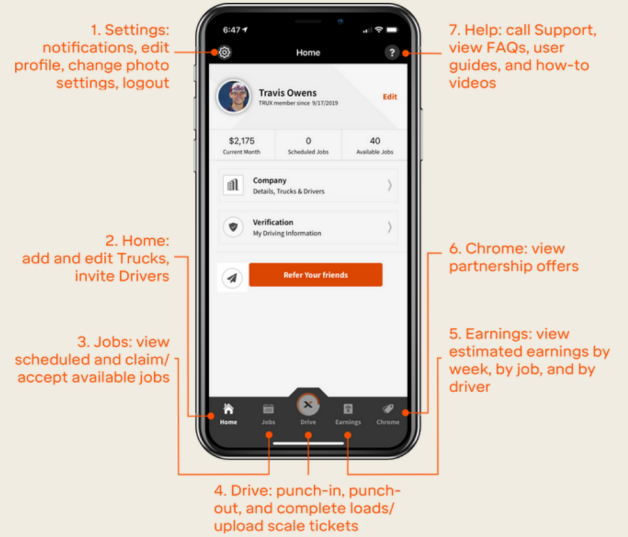
TRUX

3. ADD YOUR DRIVERS

1. Tap Company.

2. Tap Drivers and Add a Driver.

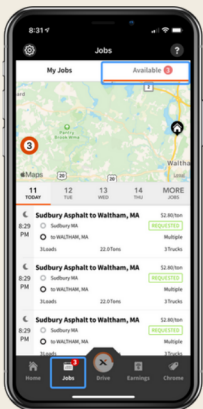3. Tap Text to send a text with a link to download Drive.

4. KEY MENU ICONS

1. Settings: notifications, edit profile, change photo settings, logout

7. Help: call Support, view FAQs, user guides, and how-to videos

2. Home: add and edit Trucks, invite Drivers

6. Chrome: view partnership offers

3. Jobs: view scheduled and claim/ accept available jobs

5. Earnings: view estimated earnings by week, by job, and by driver

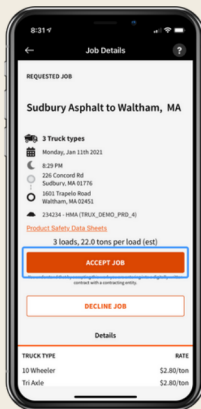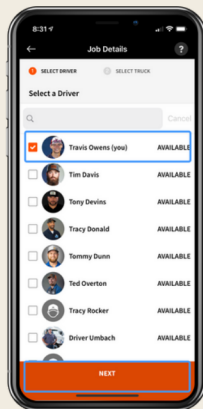4. Drive: punch-in, punch-out, and complete loads/ upload scale tickets
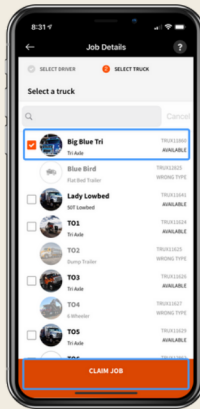
5. ACCEPT AND ASSIGN JOBS

1. Tap the Jobs menu and Available tab.

2. Review job details and tap ACCEPT JOB.

3. Select a driver and tap NEXT.

4. Select a truck and tap CLAIM JOB.

Reminder: Submit a W9, voided check, and insurance coverage information.

Have your insurance agent add "Trux Inc." and any party required by written contract to be added as additionally insured."

Send to: insurance@truxnow.com.

Send a copy of a voided check and W9 to support@truxnow.com.

Trux Inc.
PO Box 540230
Waltham, MA 02454

Contact Support with Questions:
(800) 845 1304 (Press 1)
M - F 6am - 8pm EST

Find more how-to articles and videos at https://help.truxnow.com/hc/en-us

6. ACCESS TRUX ON THE WEB

You can also access Trux on your laptop/desktop computer at app.truxnow.com. Just log in using the same username and password you use for Trux Drive. With Trux on the web, you can perform the same actions you do with Drive, plus:

- Manage your drivers, trucks, and dispatching on a larger screen
- Track your drivers in real-time and on completed jobs
- Message your Scheduled and Punched-In drivers
- Reassign drivers and/or trucks
- Download scale tickets, export shift details, and export earnings
- "Delegate" dispatching and administrative/billing activities to
- the office while you are hauling

(800) 845 1304 | truxnow.com | sales@truxnow.com