Download TRANSFLO Mobile+
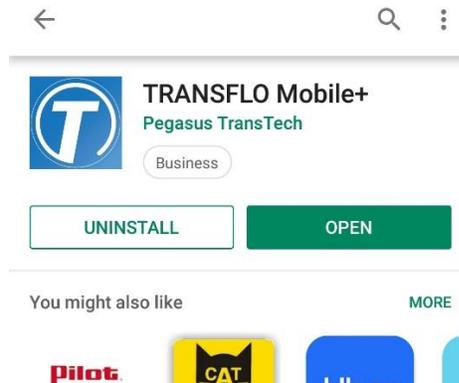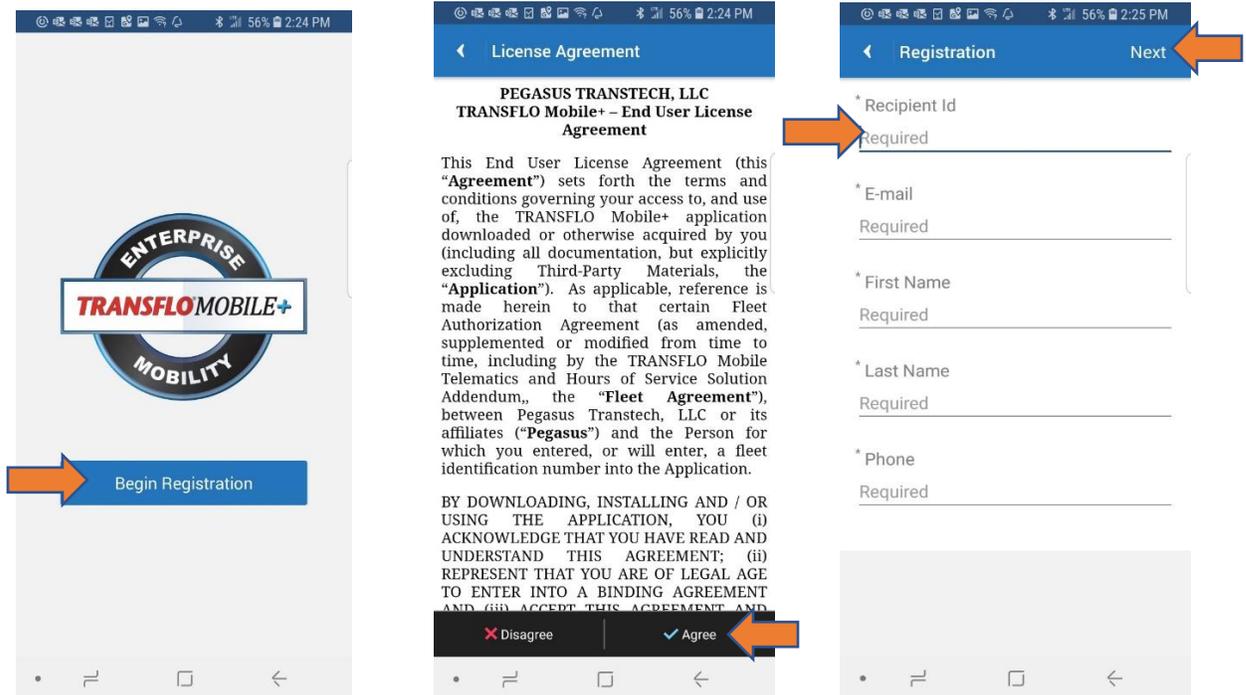
1) Navigate to your device's app store (e.g. Google Play, App Store)

2) Search for "TRANSFLO Mobile+" and select **Install** and then **Open**

3) Click to **Begin Registration**, agree to the license agreement, enter "WSXI" for

   Recipient ID and your personal information, and click **Next.**

4) Then enter your **Driver ID** on the following screen and click **Next** again. Click **Submit Registration** and a confirmation screen will briefly appear, then you will be asked to allow the app to track your location. Click **Allow** when prompted to allow the TRANSFLO app to access your location information.
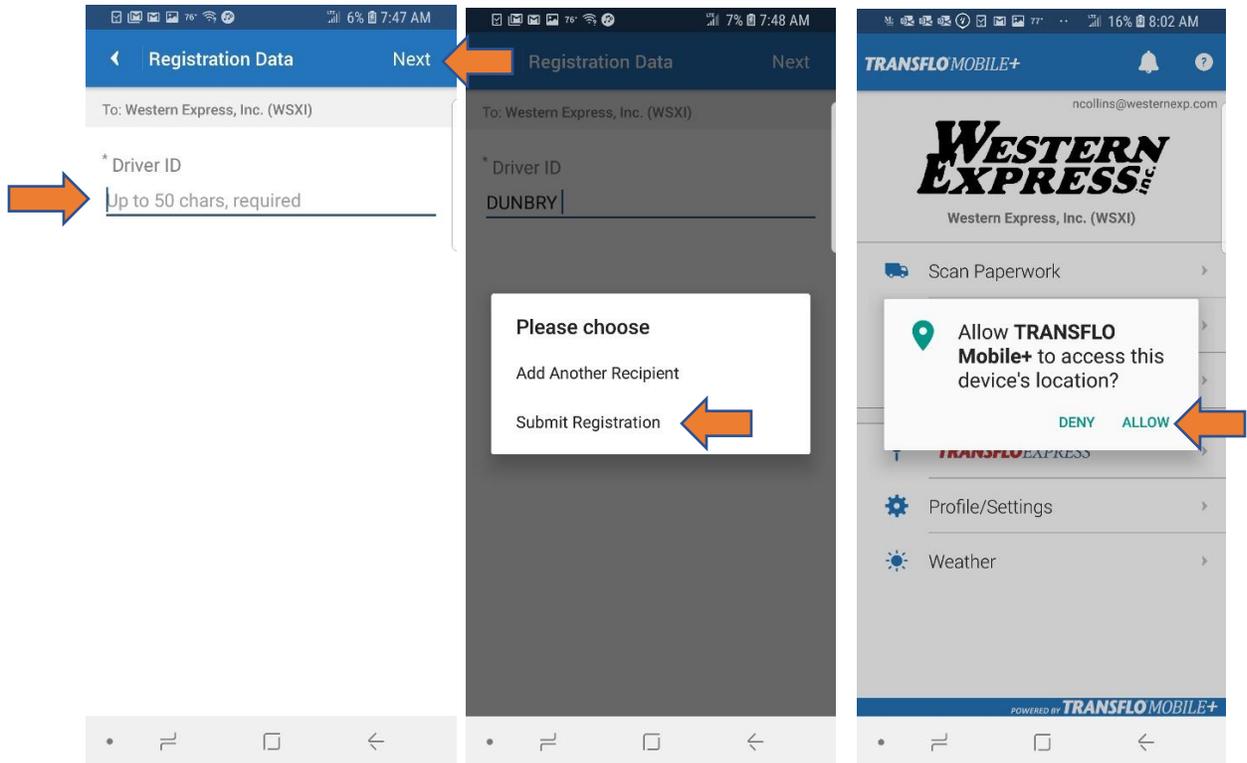
You will then be directed to the home screen and you are ready to start scanning documents!

Scanning Your Loads

1) On the home screen you will be have access to your assigned load information. Notifications are indicated by a bell and a number in the upper right corner of the screen. You can also access your loads by clicking on **Loads** and a screen will appear with 3 options: Available, Accepted, and Ready to Scan. Click **Ready to Scan** to see a list of the available loads for which you can scan paperwork.
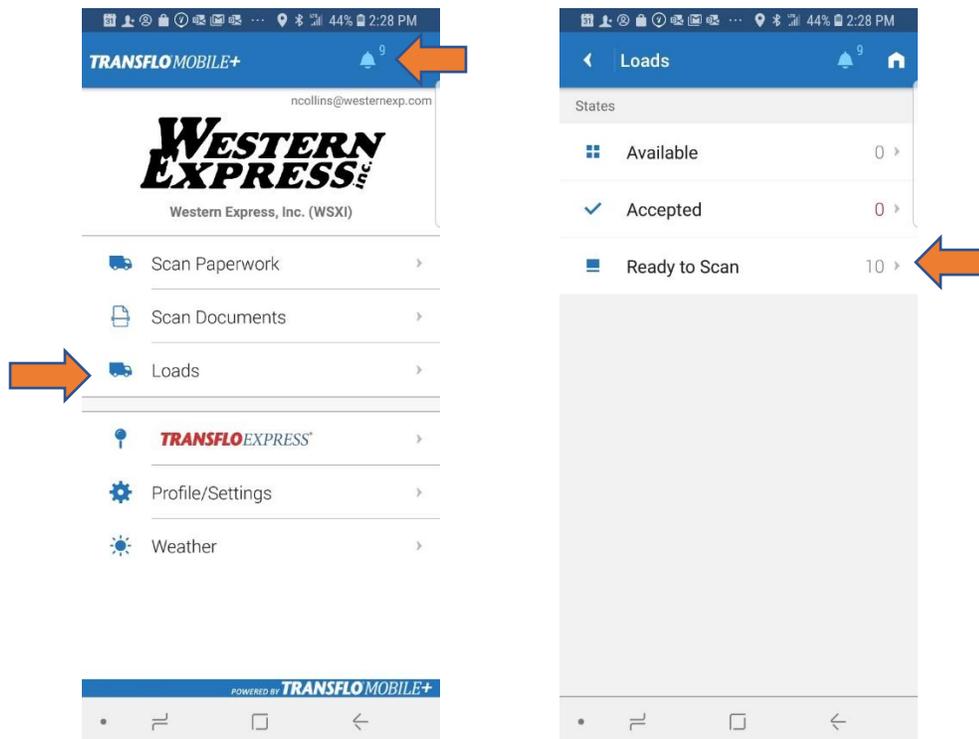
2) Find your load, which should have a half-filled scanner in the upper right corner.
You can click on the scanner to scan from here or click anywhere in the box and a
screen will open with just your load's information displayed. From here you can also
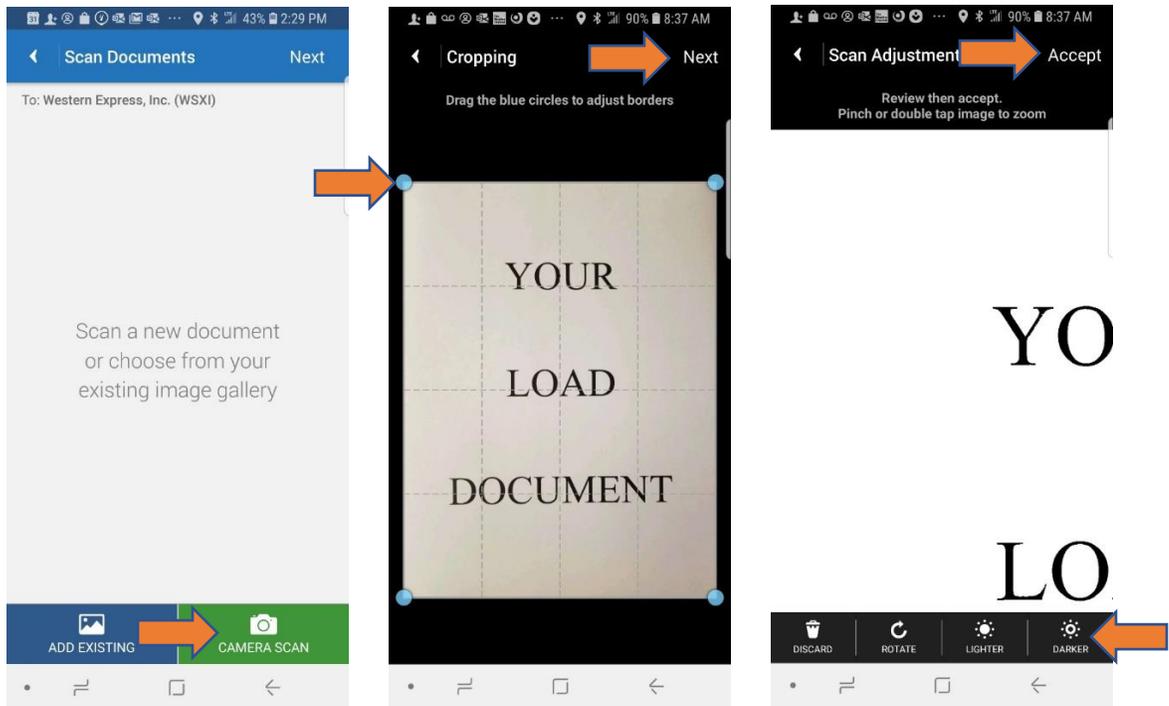click on the scan box at the top to scan.
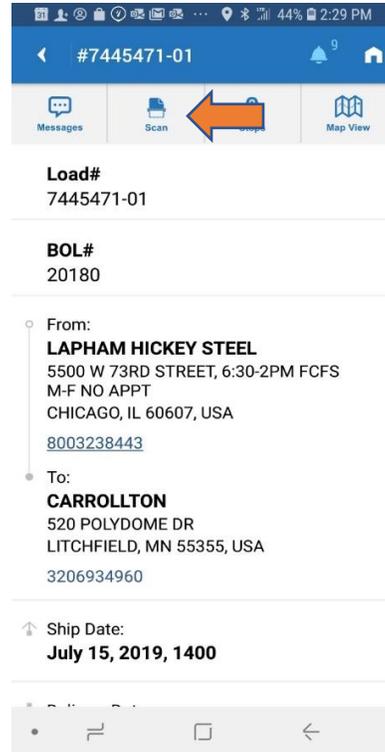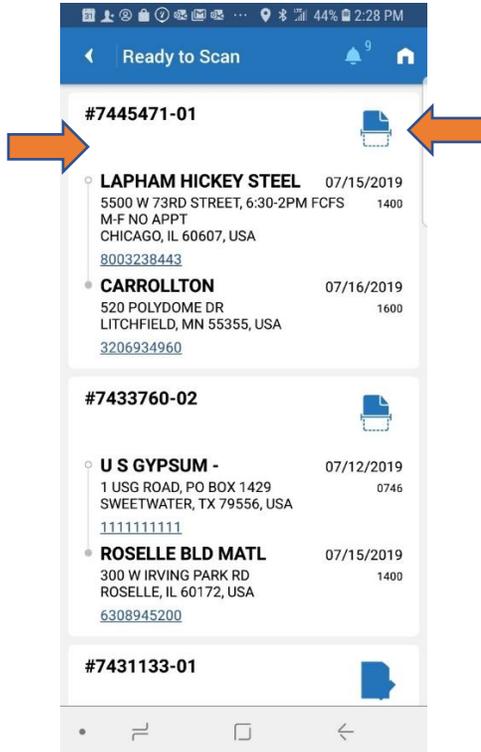
3) A scanning screen will load; click **Camera Scan** to take a picture with your phone.

Crop your picture to include only the document so that you can clearly read the text;

then click **Next**. On the next screen, you can adjust the lighting to make the document

most readable; then click **Accept**.

4) A screen will appear showing the page that you scanned. You can scan more pages by clicking on the **Camera Scan** button or you can click **Next** to submit. On the confirmation page, you will again have the option of adding pages or submitting all scanned pages.
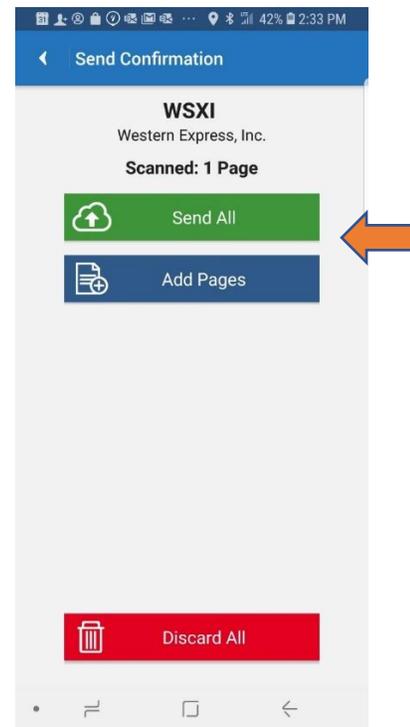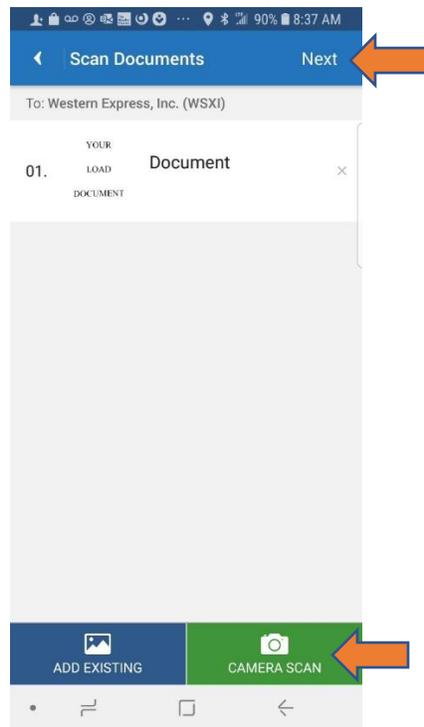
5) On the Document Attributes page, confirm the details and click **Next**. On your Loads screen, the scanner will now show a filled in scanner for the load that you just scanned in; if the scanner is not filled in, try your submission again.

6) If you discover that you have left off a page from your load, you can reach the load again from the Home Screen:
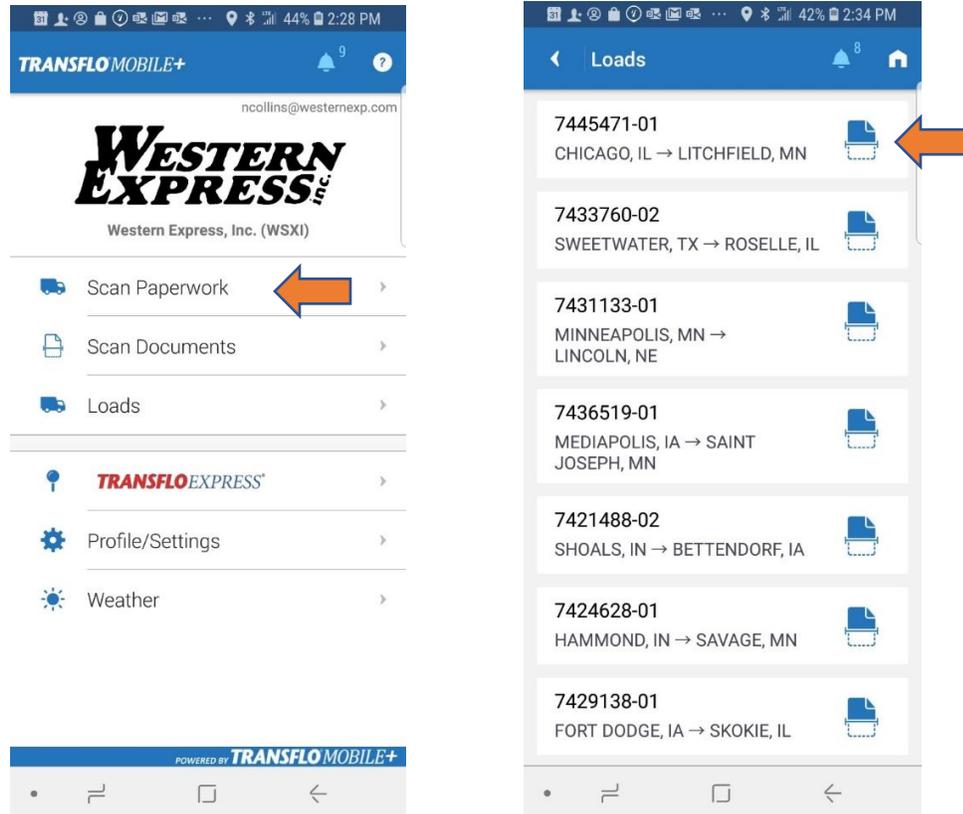
Click on **Scan Paperwork** to get to a list of loads. Select your load and follow the same process as before. You can scan in your paperwork from this menu as well at any time.