



Load it. Verify it. Ship it.

# Mobileweight App Tutorial



Load it.

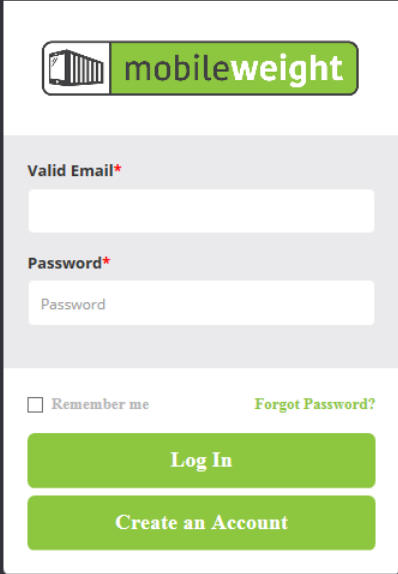


Verify it.



Ship it.

# Welcome to Mobileweight!



The image shows a login and registration form for Mobileweight. At the top left is the Mobileweight logo, which consists of a white icon of a mobile phone with a signal tower, followed by the word "mobileweight" in a green rounded rectangle. Below the logo are two input fields: "Valid Email\*" and "Password\*", both with red asterisks. The "Valid Email\*" field is empty, and the "Password\*" field contains the text "Password". Below the input fields are two links: "Remember me" with an unchecked checkbox and "Forgot Password?". At the bottom are two green buttons: "Log In" and "Create an Account".

If you don't already have an account, click create an account.

If you already have an account, simply log in.

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# Step 1: Register as a BCO or 3PL

## Step 1: User Type and Annual Number & Price of Containers

QUESTIONS? (800) 499-3779

1. User Type & Annual Containers | 2. Profile, Company & Contacts' Information | 3. Payment Method | 4. Review Information & Submit

Previous

Next

Registration Type\*:

BCO

3PL

Other Service Provider (e.g.  
Trucker via mobile.)

Annual number of marine containers your company exports\*:

*NOTE: You will only be charged for the actual number of VGMs submitted. You may change your selection before completing your registration. For additional information, please refer to the Terms and Conditions.*

Select Range



\* Mandatory field

Previous

Next

Please specify whether you are a BCO or 3PL and how many containers your company exports annually.

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# Step 2: Create a profile

## Step 2: Profile & Company Information and Additional Contacts

1. User & Company Type | **2. Profile, Business & Additional Contacts Information** | 3. Payment Method | 4. Review Information & Submit

Previous

Next

### Profile & Log-in Information

First Name \* :

Last Name \* :

Email Address/User ID \* :

Cell / Mobile # \* :

Notification Preferences :  Email  Email + SMS

Password [?] \* :   
 Show characters for password

Confirm Password \* :

### Company Information

Company Name \* :

Address line 1 \* :

Address line 2 :

City \* :

State/Province/Region \* :

ZIP \* :

Country \* :

Please note that you can choose to receive notifications about your booking through email or both email and SMS text.

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# Step 3: Security Question

## Security Question & Answer

\* Mandatory field

Question 1 \* :

Answer 1 \* :

Mobileweight allows you to notify people, who you identify, about important activities. Additional Contacts are people (or distribution lists) that [more...](#)

Additional Contacts

Add

Associated BCOs are parties that officially verify the VGMS that are submitted, regardless of who enters the data about Containers and the Containers' Gross Mass. There must be one Associated BCO added for each BCO Company that a 3PL is working with. [more...](#)

Associated BCOs

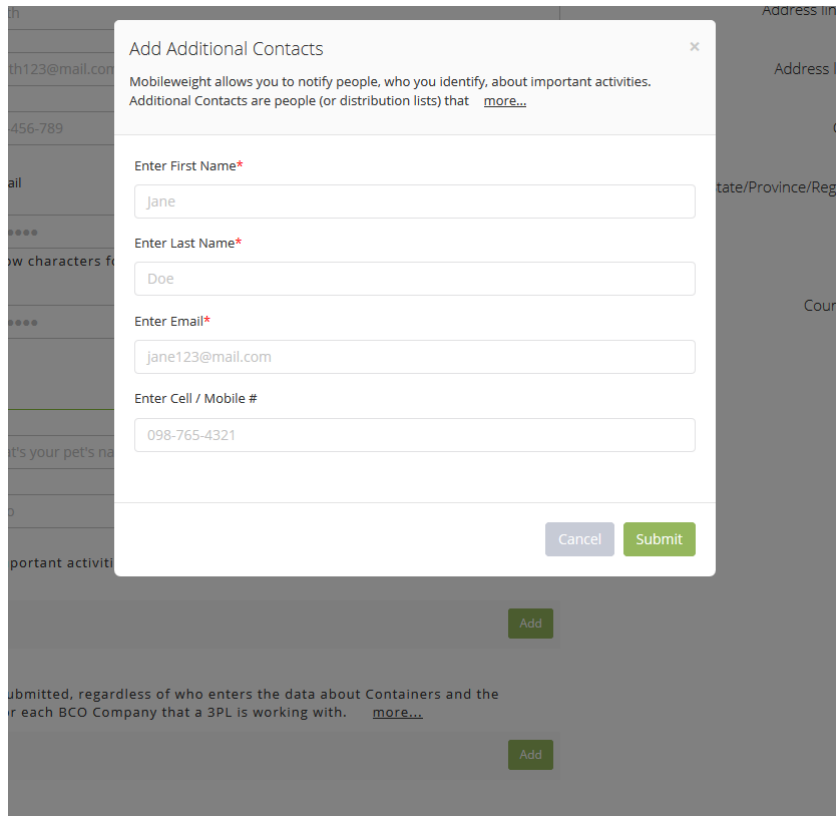
Add

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# Step 4: Additional Contacts



The screenshot shows a modal window titled "Add Additional Contacts" with a close button (X) in the top right corner. The text inside the modal reads: "Mobileweight allows you to notify people, who you identify, about important activities. Additional Contacts are people (or distribution lists) that [more...](#)". Below this text are four input fields, each with a red asterisk indicating a required field:

- Enter First Name\***: Input field containing "jane".
- Enter Last Name\***: Input field containing "Doe".
- Enter Email\***: Input field containing "jane123@mail.com".
- Enter Cell / Mobile #**: Input field containing "098-765-4321".

At the bottom of the modal are two buttons: "Cancel" (grey) and "Submit" (green). The background of the screenshot shows a blurred form with various fields like "Address line", "State/Province/Region", and "Country".

You can choose to add additional contacts that will receive the booking notifications as well.

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# Step 5: Associated BCOs

Mobileweight allows you to notify people, who you identify, about important activities. Additional Contacts are people (or distribution lists) that [more...](#)

Additional Contacts <span>Add</span>			
Name	Email	Cell / Mobile #	Action
Jane Doe	jane123@mail.com	098-765-4321	Delete

Associated BCOs are parties that officially verify the VGMs that are submitted, regardless of who enters the data about Containers and the Containers' Gross Mass. There must be one Associated BCO added for each BCO Company that a 3PL is working with. [more...](#)

Associated BCOs <span>Add</span>	
----------------------------------	--

Please note that you must have at least one BCO added for each BCO company that a 3PL is working with.

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# Step 6: Adding a BCO

Associated BCO Entry Page

Associated BCOs are parties that officially verify the VGMs that are submitted, regardless of who enters the data about Containers and the Containers' Gross Mass. There must be one Associated BCO added [more...](#)

**BCO Company**

Company Name:\*  
Lucy Inc

**BCO Primary Contact**

VGM Verifier First Name\*:  
Jane

VGM Verifier Last Name\*:  
Smith

Email Address\*:  
jane.smith@mail.com

Cell Phone #:  
989-755-6666

Notification Preferences:\*  Email  Email + SMS

Mobileweight allows you to notify people, who you identify, about important activities. Additional Contacts are people (or distribution lists) that [more...](#)

Additional Contacts

BCOs have the option to receive only email notifications, or both email and SMS text notifications.

Additional contacts can also be associated with individual BCOs

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# Step 7: Payment Method

## Step 3: Payment Method and Terms & Conditions

1. User & Company Type | 2. Profile, Business & Additional Contacts Information | 3. **Payment Method** | 4. Review Information & Submit

Previous

Next

### Payment Method

➔  Credit Card [?]

Name On Card\*:

Card Number\*:

Security Code\*:

Exp Date\*:

➔  Paypal

### Terms & Conditions

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries.

Accept terms and conditions

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# Step 8: Review & Submit

## Step 4: Review Information & Submit

1. User & Company Type | 2. Profile, Business & Additional Contacts Information | 3. Payment Method | 4. **Review Information & Submit**

Previous

Finish

Please confirm that the information displayed below is correct. Click the previous button at the bottom of this page if you would like to edit the information. Click the Finish button to complete your registration. An email will be sent to the email address you provided. You must open the email and click the link that is provided in order to activate your account.

Please verify that the information displayed is correct. If so, click Finish to complete registration and verify your email.

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# Step 9: Activate your account

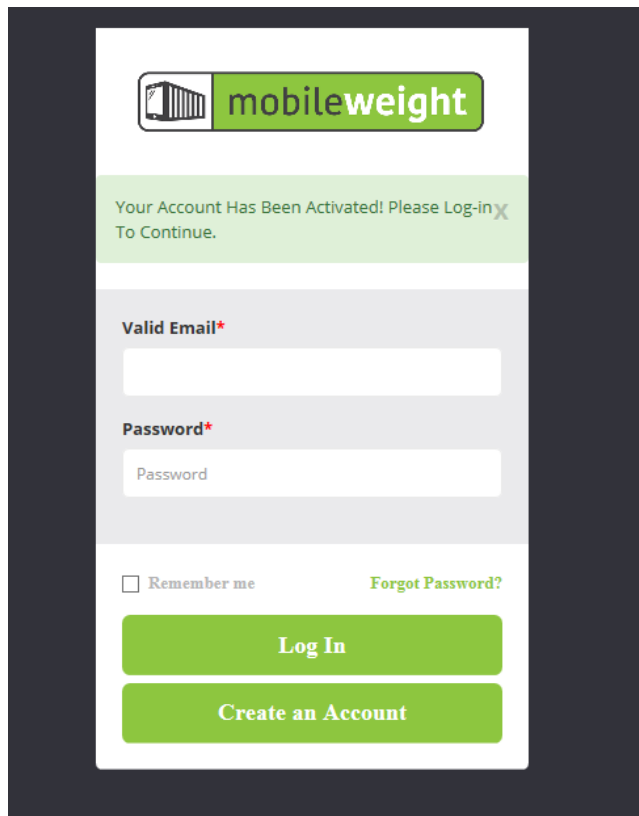


Log into your email and activate your account by clicking the link attached to the email sent from Mobileweight.

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# Step 10: Log in



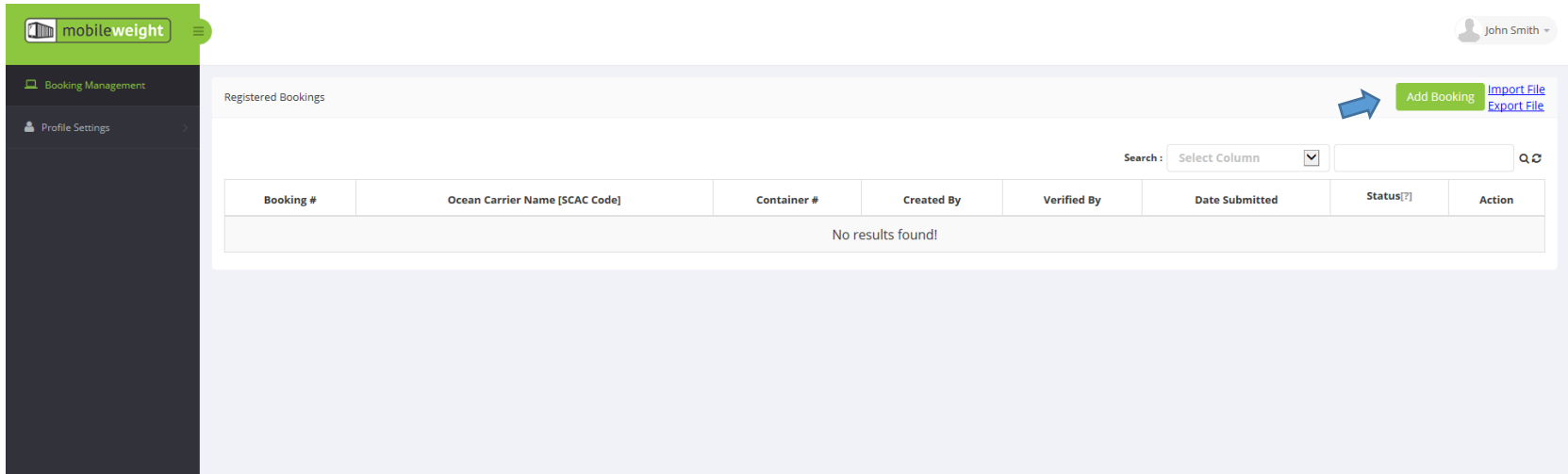
The image shows a mobileweight login page. At the top left is the mobileweight logo, which consists of a white square with a black outline of a mobile container, followed by the word "mobileweight" in a green rounded rectangle. Below the logo is a green notification bar with the text "Your Account Has Been Activated! Please Log-in X To Continue." Below this is a white form area with a grey background. It contains two input fields: "Valid Email\*" and "Password\*", both with red asterisks. Below the password field is a checkbox labeled "Remember me" and a link "Forgot Password?". At the bottom of the form are two green buttons: "Log In" and "Create an Account".

Once you have activated your account, the webpage will look like the image on the left. Log in and begin adding your bookings.

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# Step 11: Adding a booking



Registered Bookings

[Add Booking](#) [Import File](#) [Export File](#)

Search:

Booking #	Ocean Carrier Name [SCAC Code]	Container #	Created By	Verified By	Date Submitted	Status[?]	Action
No results found!							

Welcome to the Mobileweight website! To add a booking, click Add Booking and follow the steps.

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# Step 12: Booking Information

Booking Info ×

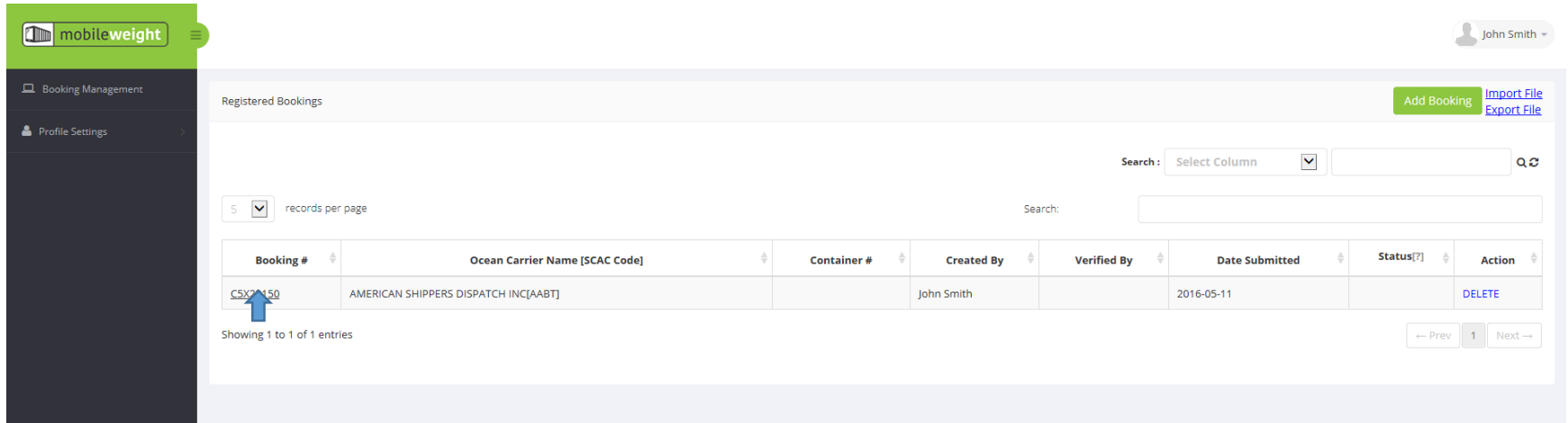
Ocean Carrier Name [SCAC Code]:\*  Ocean Carrier Name  SCAC Code

Booking #:\*

Load it. Verify it. Ship it.



# Step 13: Adjusting a booking



The screenshot shows the mobileweight interface for managing bookings. The top navigation bar includes the mobileweight logo and a user profile for John Smith. The main content area is titled 'Registered Bookings' and features a sidebar with 'Booking Management' and 'Profile Settings'. A search bar is located at the top right, and a table below displays booking details. A blue arrow points to the booking number 'CSX 1150' in the first row of the table.

Booking #	Ocean Carrier Name [SCAC Code]	Container #	Created By	Verified By	Date Submitted	Status[?]	Action
CSX 1150	AMERICAN SHIPPERS DISPATCH INC[AABT]		John Smith		2016-05-11		DELETE

Showing 1 to 1 of 1 entries

To start adding containers, click on the booking number and follow the steps.

Load it. Verify it. Ship it.



# Step 14: Container list

Registered Bookings

5 records per page

Booking #

CSX23150

Showing 1 to 1 of 1 entries

Select Column

Date Submitted

016-05-11

### Container List

Ocean Carrier Name [SCAC Code]:\*

AMERICAN SHIPPERS DISPATCH INC[AABT]

Booking #:\*

CSX23150

Add Container

Container #	VGM (Units)	Date Weighed	Date Verified	Entered By	Status	Action
No data available in table						

Showing 0 to 0 of 0 entries

← Previous Next →

Close Submit

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# Step 15: Adding a container

Container Info

Container #:\* 1234 Date Weighed:\* 2016-05-11 Date Verified:\* 2016-05-11

VGM Info\*

VGM Weight Units:  LBS  KGS

Method 1\*

Container Tare Weight: 20000 + Cargo Weight (Gross): 18000 = Verified Gross Mass: 38000

Method 2\*

Verified Gross Mass: 0

Close Submit

Enter the container information followed by the VGM information based on the method used and click submit.

Load it. Verify it. Ship it.



# Step 16: Verify container info

Container List ×

Ocean Carrier Name [SCAC Code]:\*

Booking #:\*

[Add Container](#)

Container #	VGM (Units)	Date Weighed	Date Verified	Entered By	Status	Action
<a href="#">8555555</a>	47575 LBS	2016-05-11	2016-05-11	John Smith		<a href="#">DELETE</a>
<a href="#">1234</a>	30 LBS	2016-05-11	2016-05-11	John Smith		<a href="#">DELETE</a>

No data available in table

Showing 0 to 0 of 0 entries

[← Previous](#) [Next →](#)

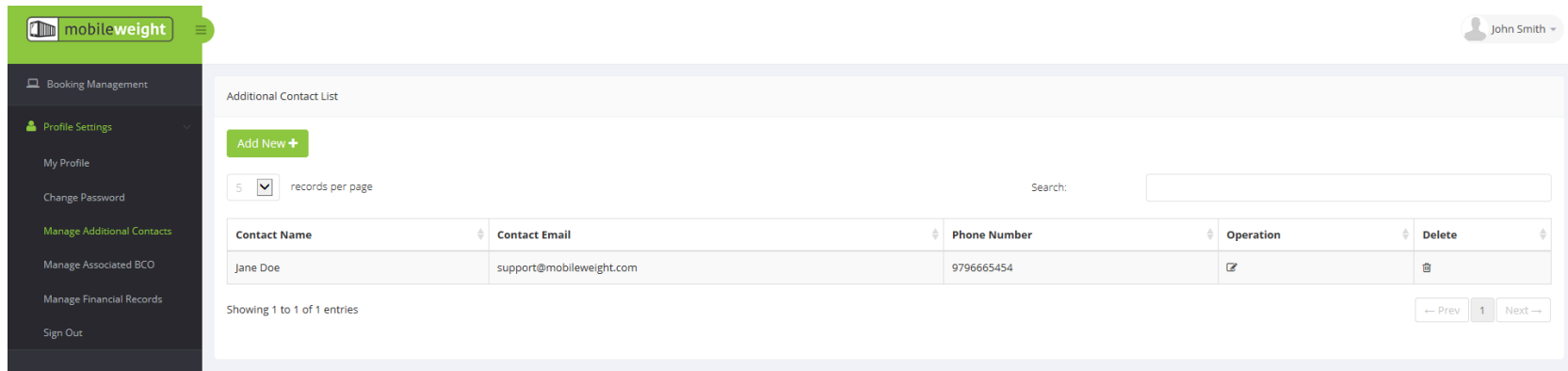
[Close](#) [Submit](#)

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# Step 17: Additional features and settings



The screenshot displays the mobileweight web application interface. On the left, a dark navigation sidebar contains the following menu items: Booking Management, Profile Settings (highlighted with a green checkmark), My Profile, Change Password, Manage Additional Contacts (highlighted in green), Manage Associated BCO, Manage Financial Records, and Sign Out. A large blue arrow points from the left towards the 'Manage Additional Contacts' menu item. The main content area is titled 'Additional Contact List' and includes an 'Add New +' button, a dropdown for '5 records per page', and a search bar. Below this is a table with the following data:

Contact Name	Contact Email	Phone Number	Operation	Delete
Jane Doe	support@mobileweight.com	9796665454	<input checked="" type="checkbox"/>	

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries' and includes pagination controls: '← Prev 1 Next →'.

Manage additional features and settings using the left-hand side panel. These features include the ability to change the account information, add a new credit card, and view associated 3PLs and BCOs.

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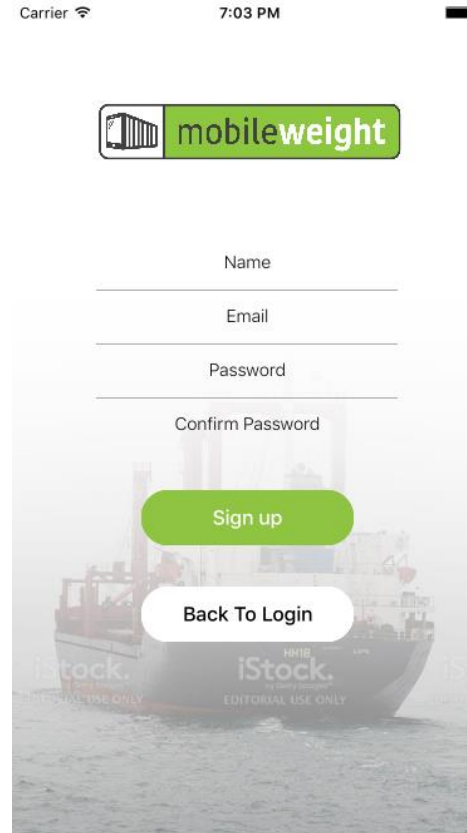
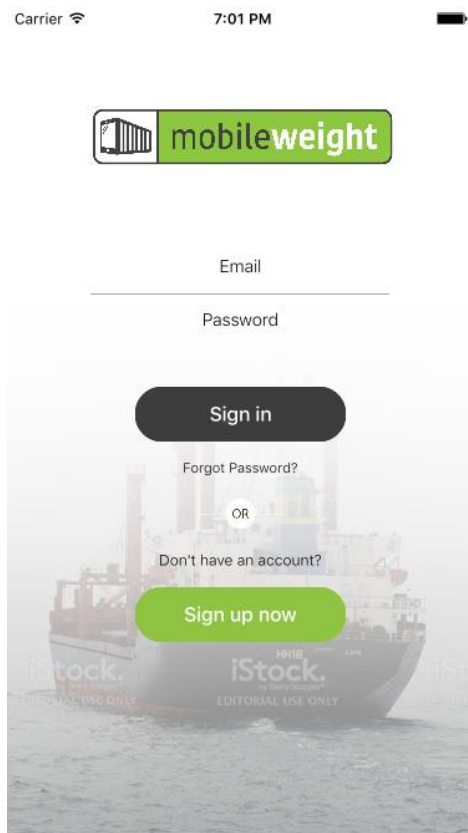
Coming Soon...

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# Step 18: Mobile App Registration



Once you have registered for Mobileweight on the website, you must also sign up on the mobile app.

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# Step 19: Booking Information

Carrier

7:02 PM

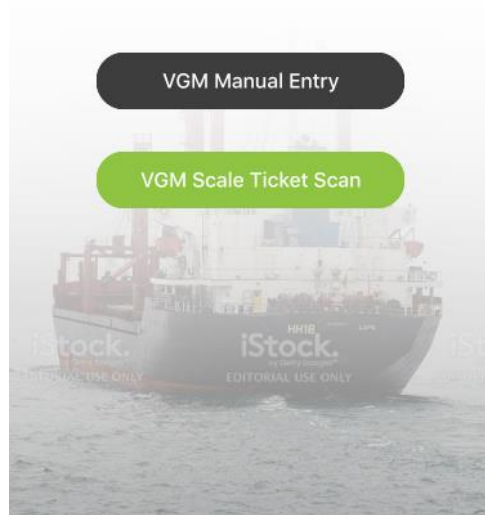


Booking#

Confirm Booking#

VGM Manual Entry

VGM Scale Ticket Scan



Once you have logged in, enter the booking number twice to confirm. Then you can choose to manually enter the VGM information or take a picture of the scale ticket. Using OCR software, the app will assess the scale ticket.

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# Step 20: Enter VGM Manually

Carrier 7:02 PM

mobileweight

12345678

---

Container#

VGM Info

VGM Weight Units  LBS  KGS

+  = 0.00

OR

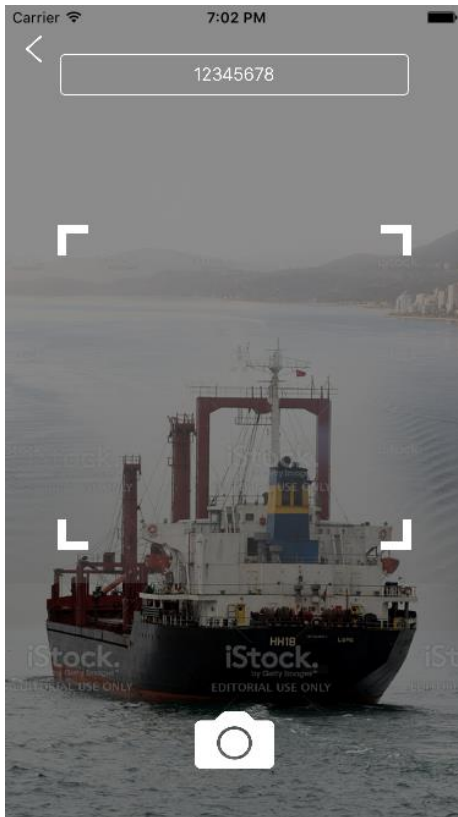
KINDLY CONFIRM THE GROSS

If entering VGM manually, a screen similar to the image on the left will appear. Simply enter the VGM information and click Submit.

Load it. Verify it. Ship it.



# Step 20: Entering VGM using Scale Ticket Scan



If entering VGM using the scale ticket scan, a screen similar to the image on the left will appear. Simply take a picture of the scale ticket and proceed.

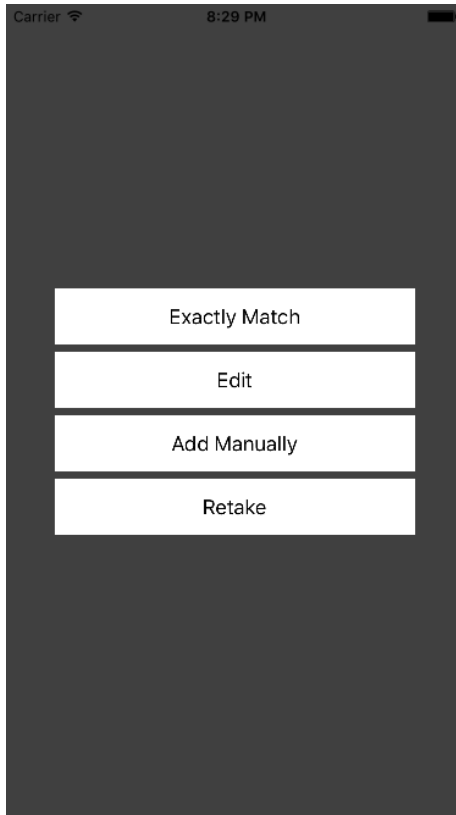
Load it. Verify it. Ship it.



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# Step 20 continued...



If you used the Scale Ticket Scan, a screen similar to the one in the left image will appear. You have the option to exactly match the image, edit, add the VGM information manually, or retake the image if the information is not recognized by OCR.

Load it. Verify it. Ship it.



Once the VGM information has been accepted either manually or through a Scale Ticket Scan using OCR, you are ready to go!

Load it. Verify it. Ship it.



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# Thank you for registering!

## Welcome to Mobileweight!

Load it. Verify it. Ship it.



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