mobileweight

Load it. Verify it. Ship it.

# Mobileweight App Tutorial

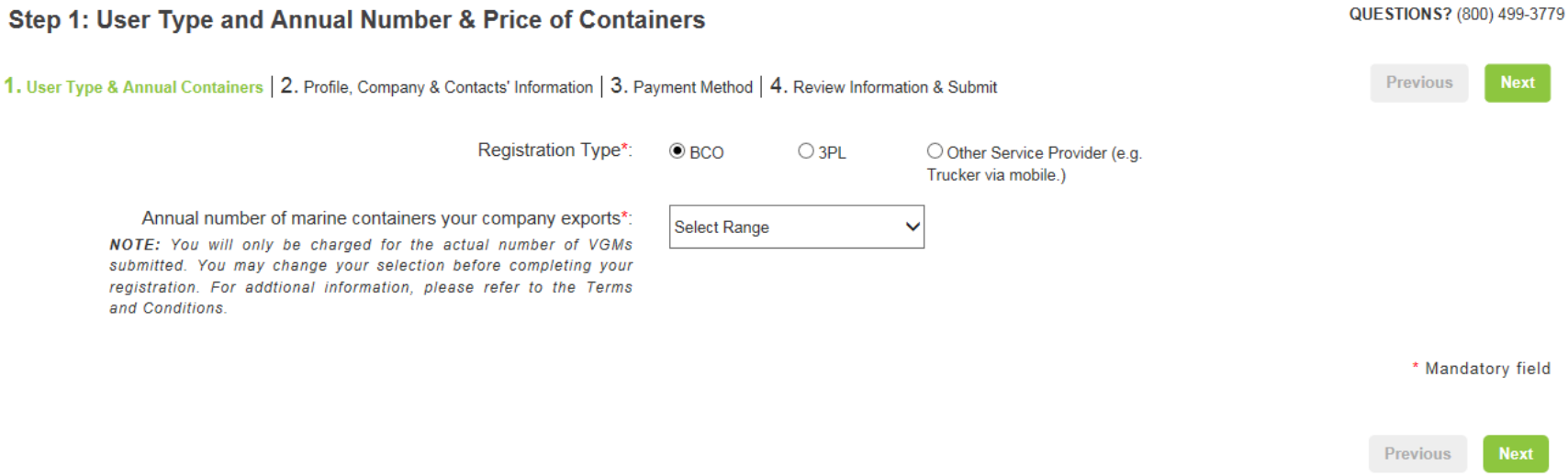
Load it. Verify it. Ship it.

# Welcome to Mobileweight!

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

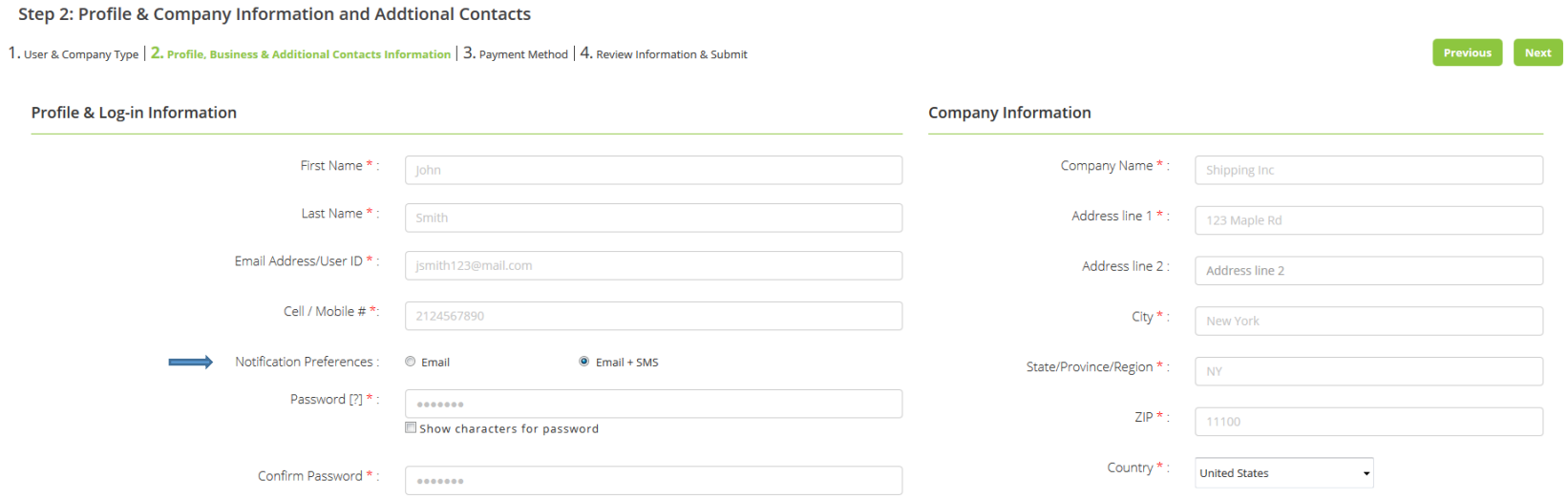
If you already have an account, simply log in.

# Step 1: Register as a BCO or 3PL



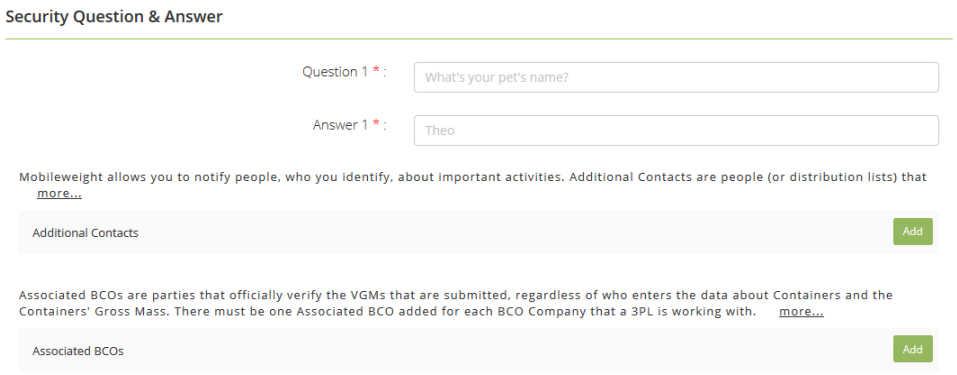

Please specify whether you are a BCO or 3PL and how many containers your company exports annually.

# Step 2: Create a profile

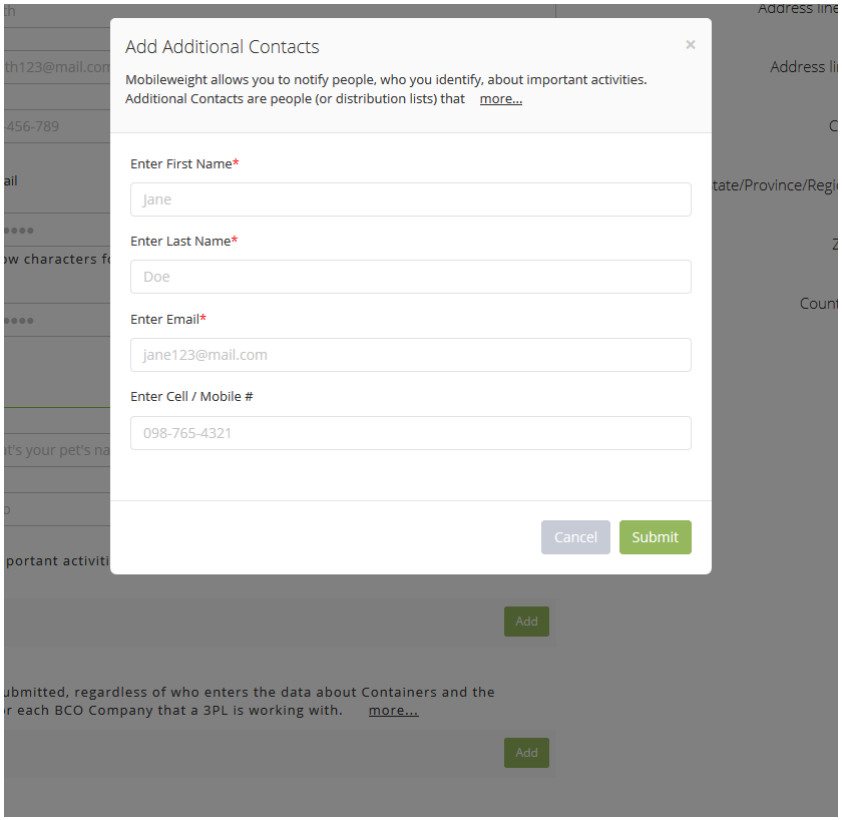



Please note that you can choose to receive notifications about your booking through email or both email and SMS text.

# Step 3: Security Question

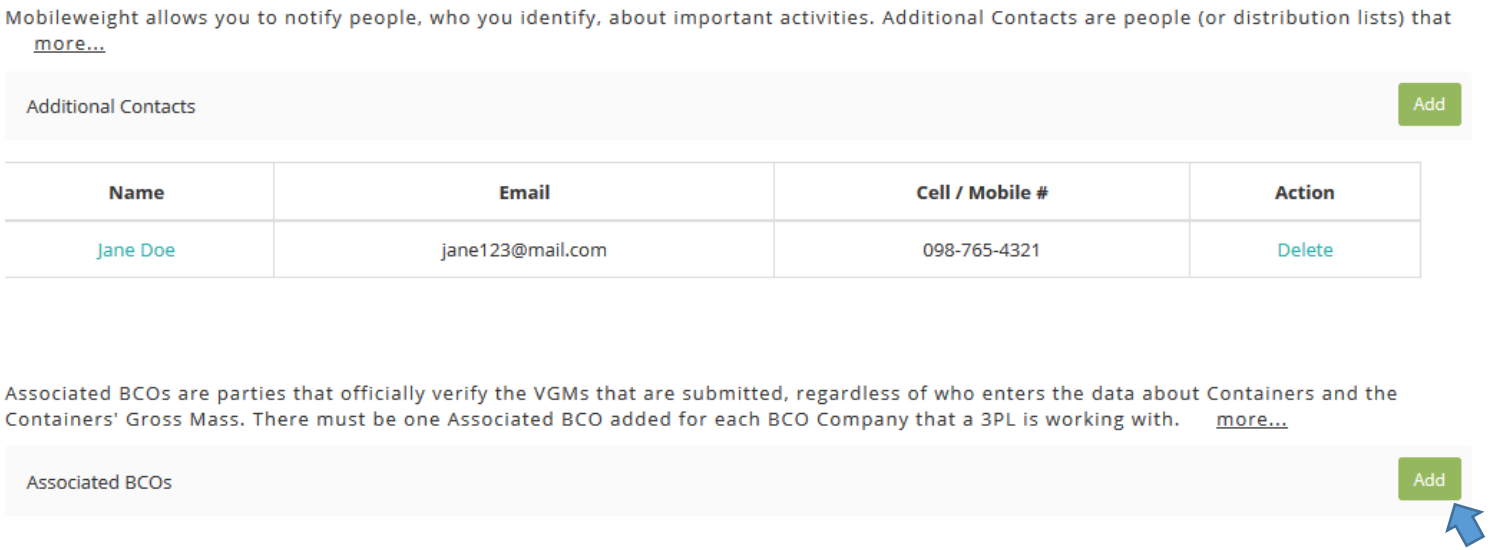


# Step 4: Additional Contacts



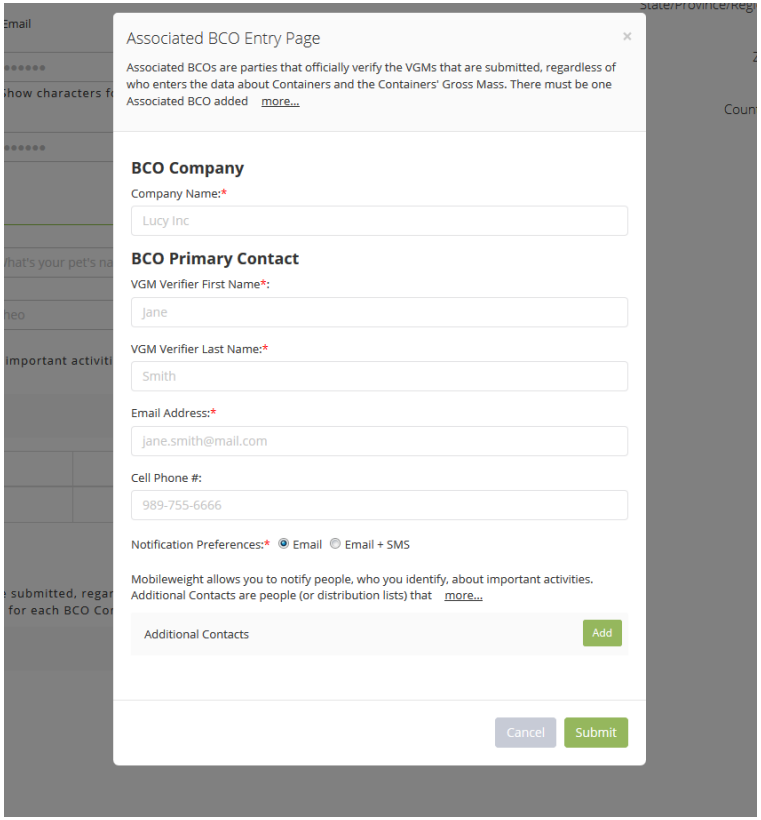

You can choose to add additional contacts that will receive the booking notifications as well.

# Step 5: Associated BCOs




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

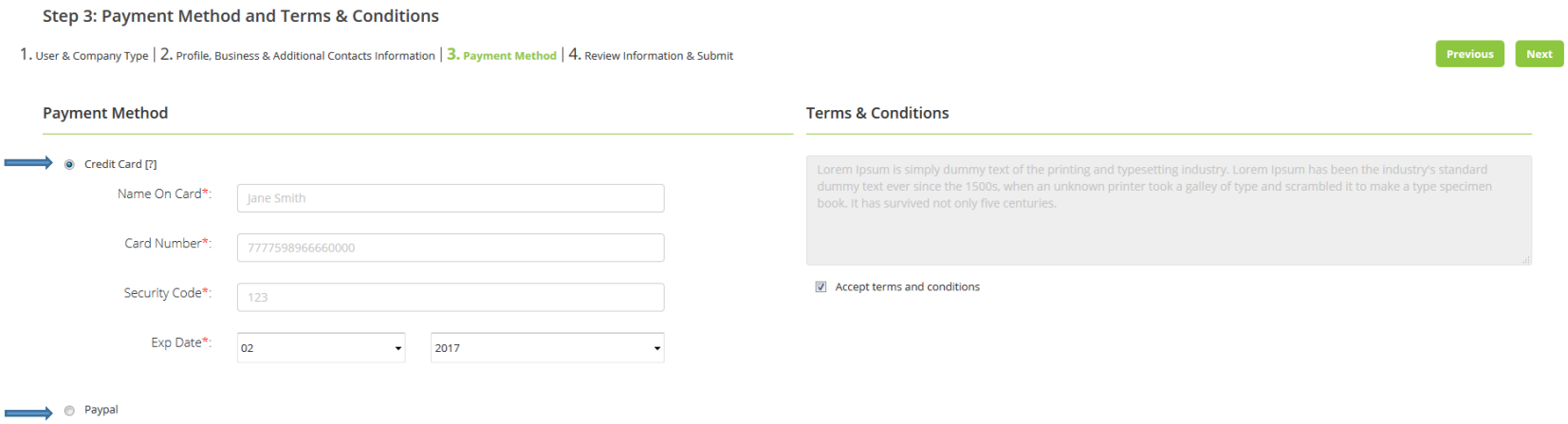
# Step 6: Adding a BCO



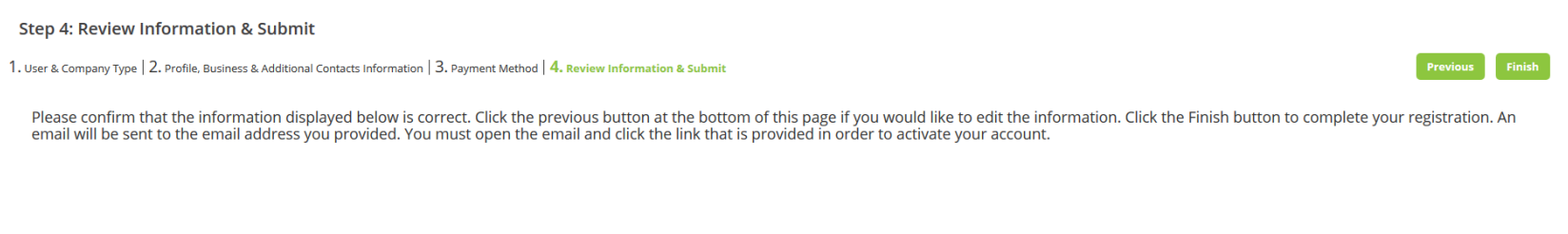

BCOs have the option to receive only email notifications, or both email and SMS text notifications.

Additional contacts can also be associated with individual BCOs

# Step 7: Payment Method

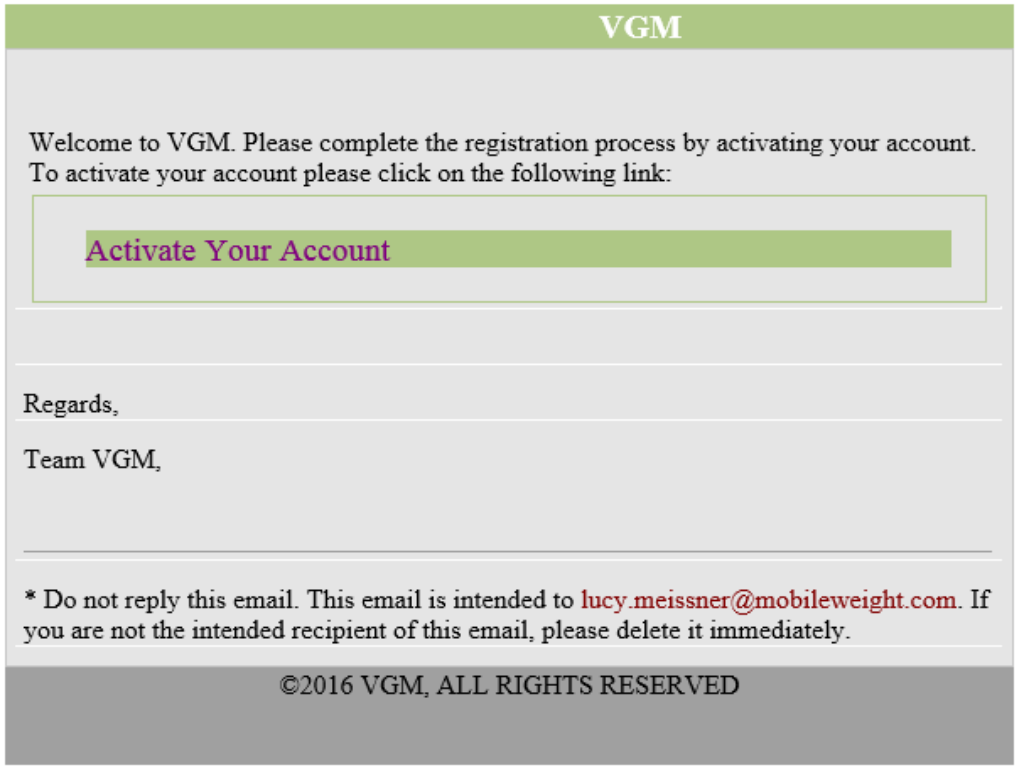


# Step 8: Review & Submit




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

# Step 9: Activate your account



VGM

Welcome to VGM. Please complete the registration process by activating your account. To activate your account please click on the following link:

Activate Your Account

Regards,

Team VGM,

* Do not reply this email. This email is intended to lucy.meissner@mobileweight.com. If you are not the intended recipient of this email, please delete it immediately.

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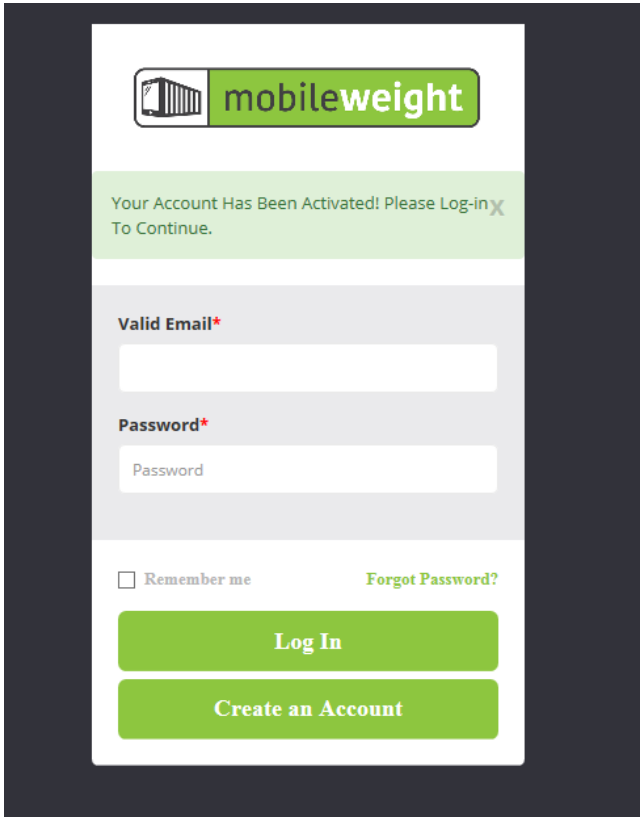
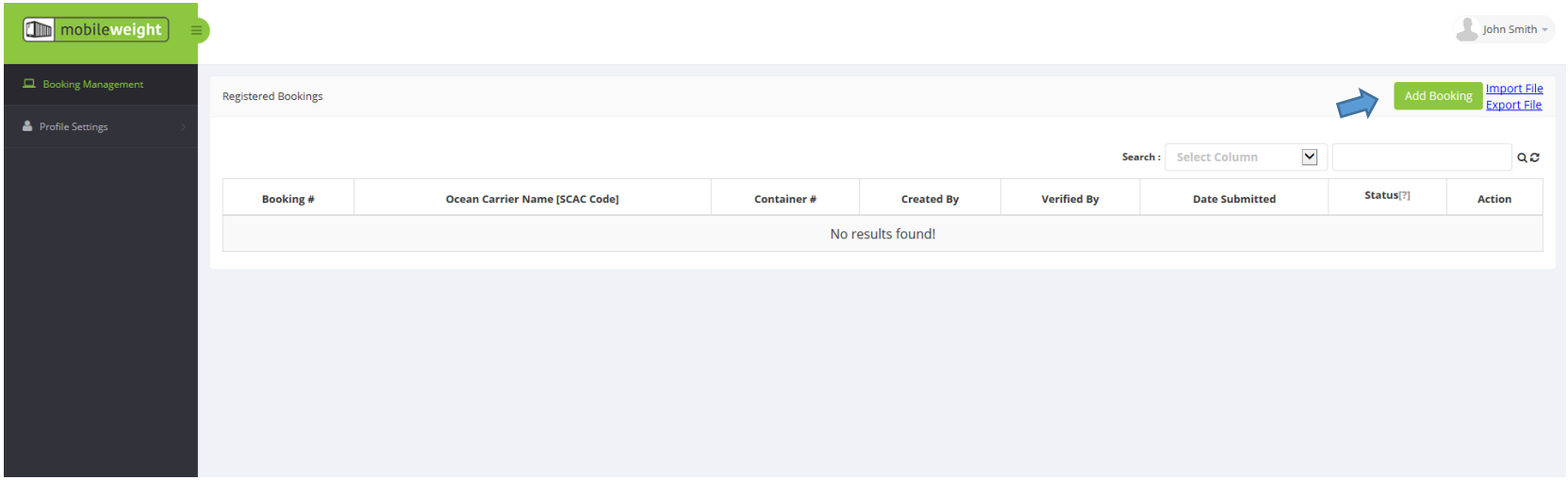
Log into your email and activate your account by clicking the link attached to the email sent from Mobileweight.

# Step 10: Log in



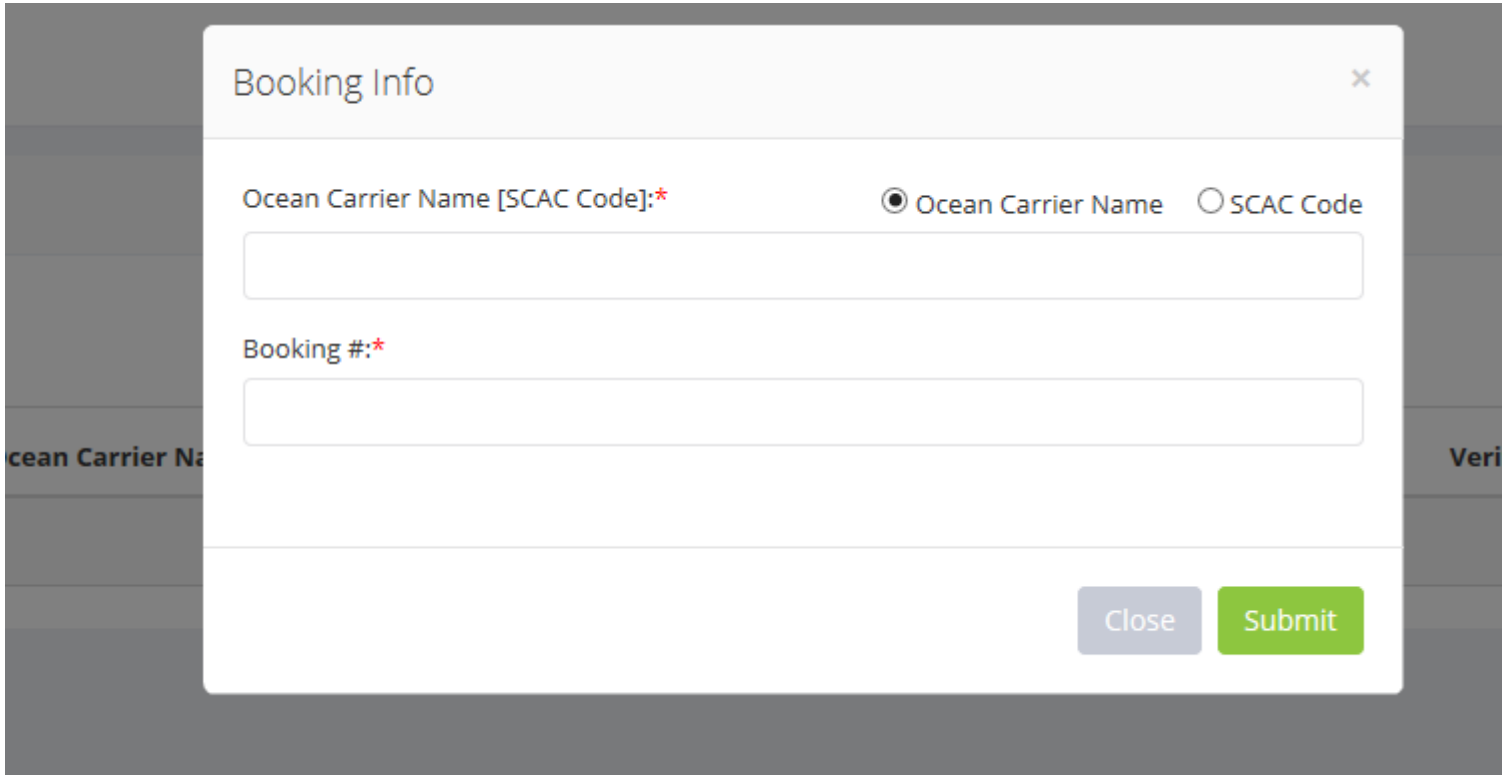

Once you have activated your account, the webpage will look like the image on the left. Log in and begin adding your bookings.

# Step 11: Adding a booking

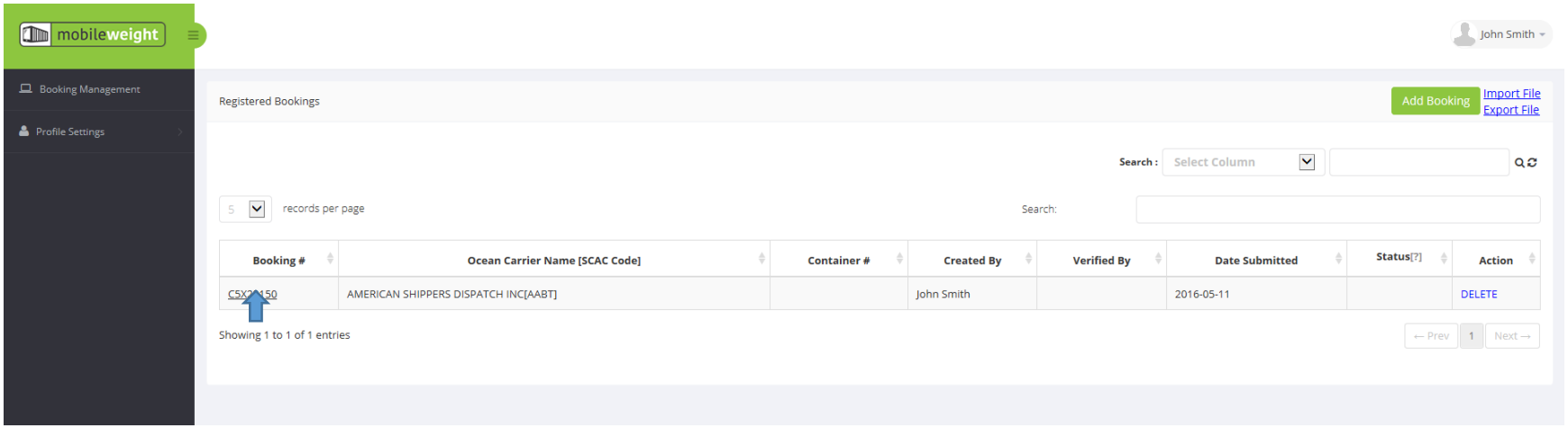



Welcome to the Mobileweight website! To add a booking, click Add Booking and follow the steps.

# Step 12: Booking Information

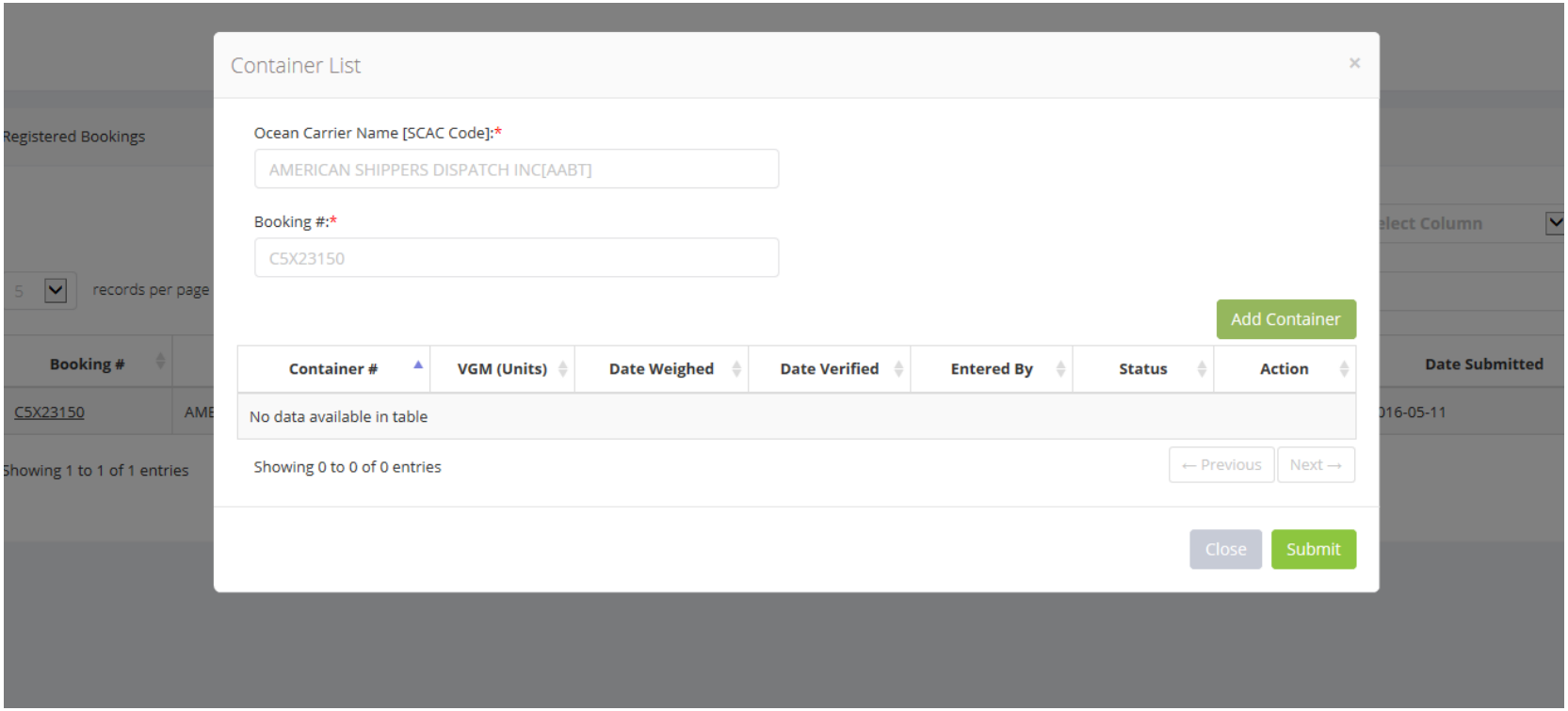


# Step 13: Adjusting a booking

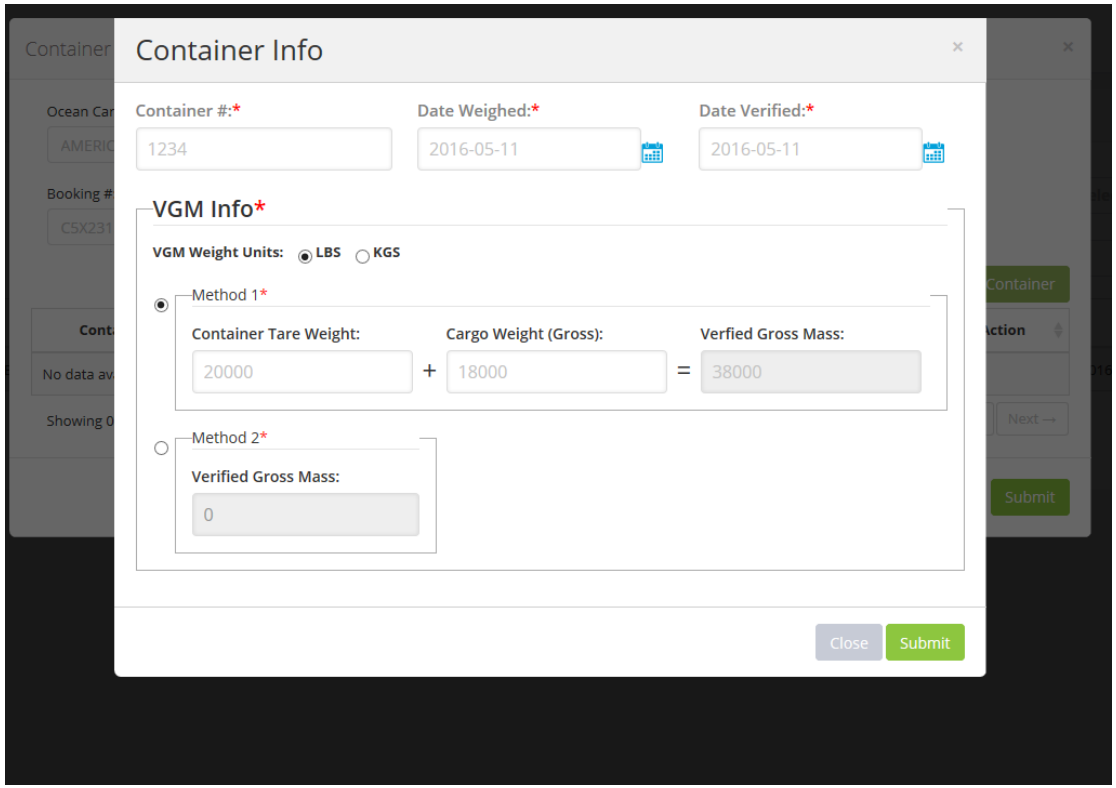



To start adding containers, click on the booking number and follow the steps.

# Step 14: Container list

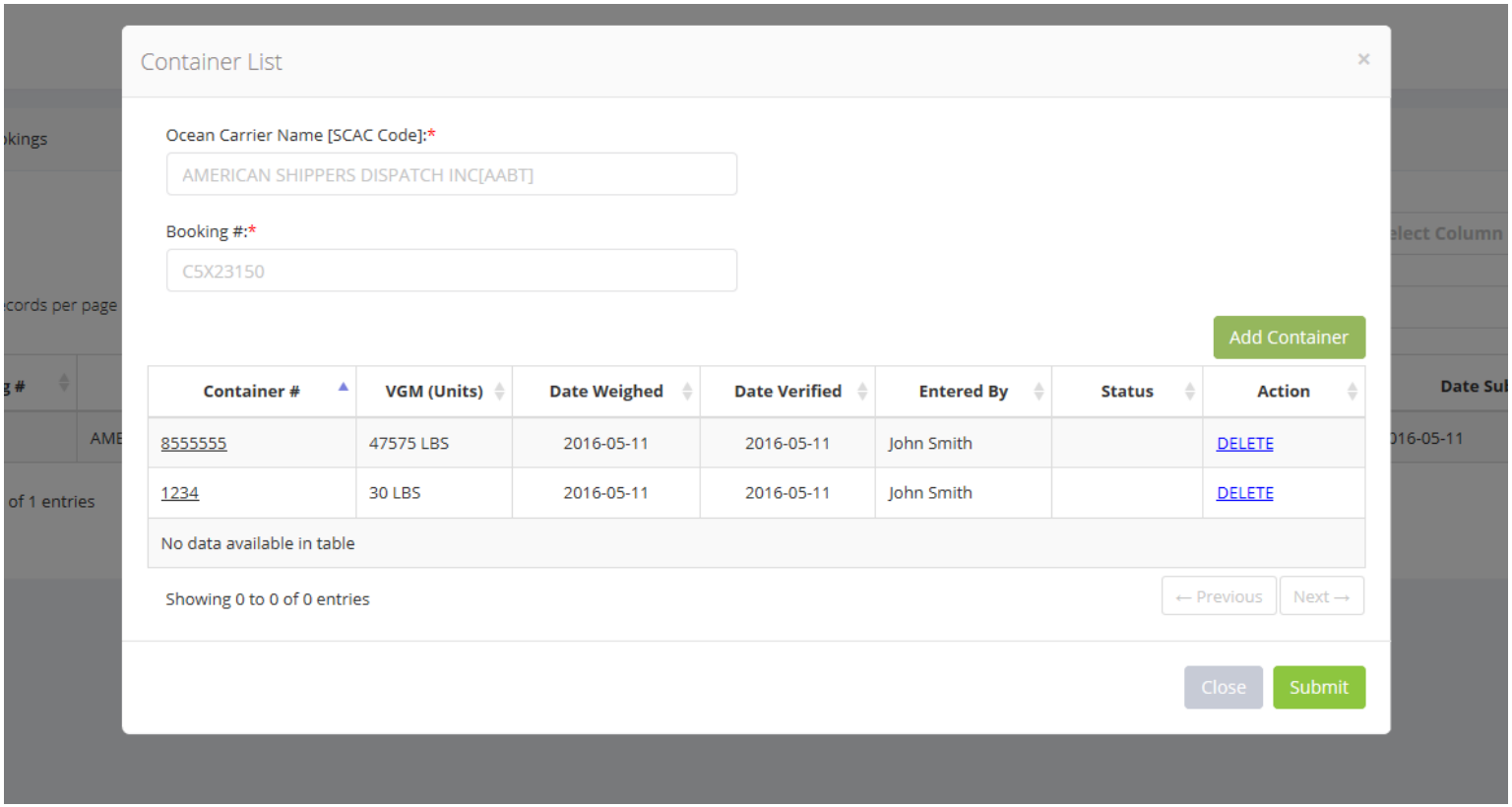


# Step 15: Adding a container

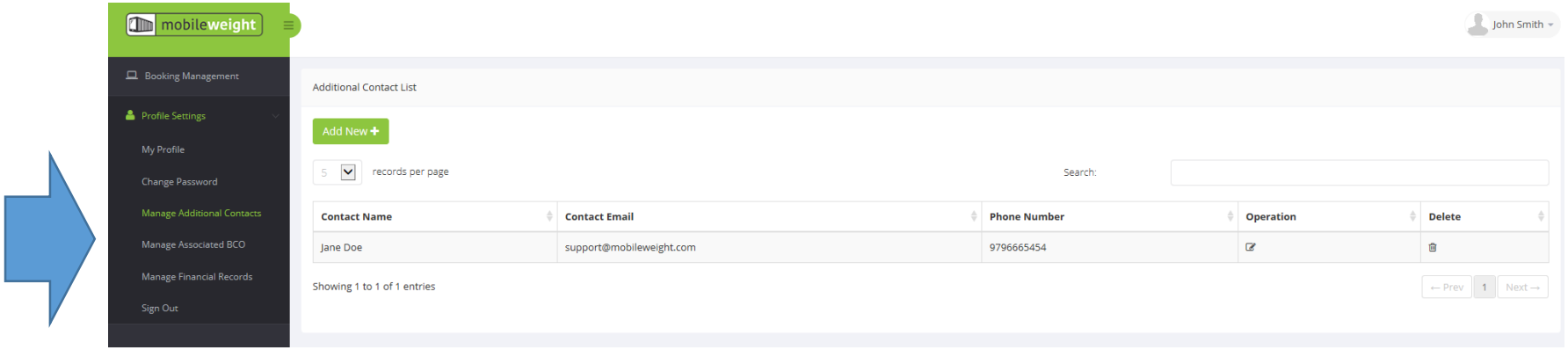



Enter the container information followed by the VGM information based on the method used and click submit.

# Step 16: Verify container info



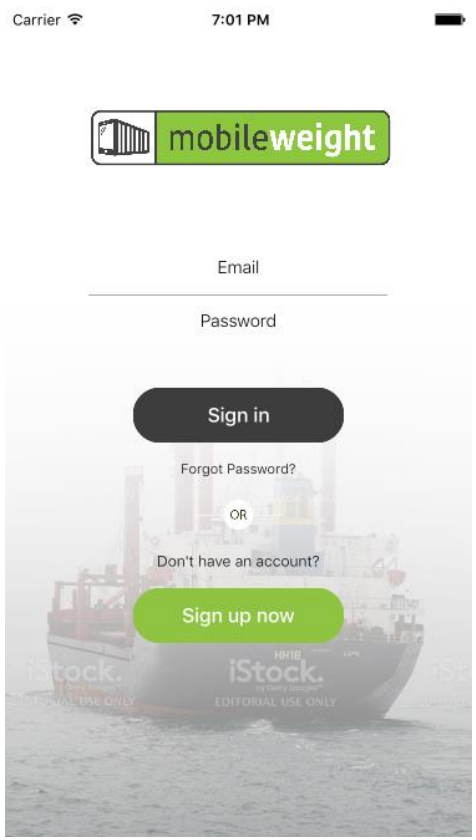
# Step 17: Additional features and settings

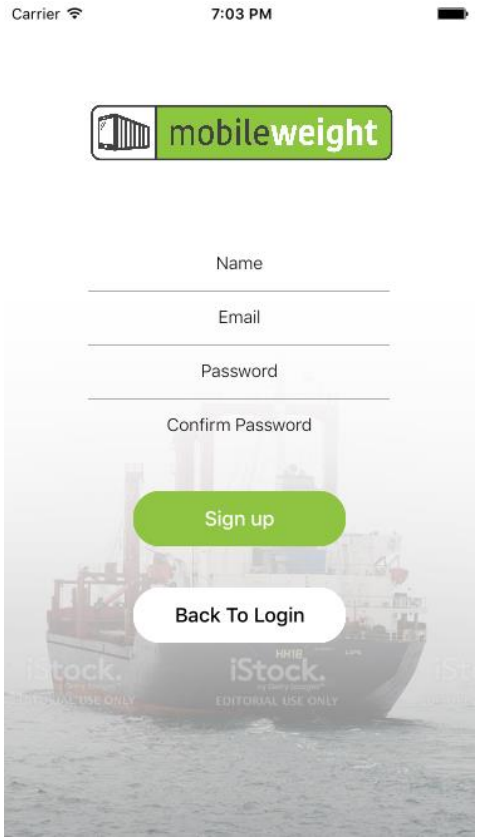



Manage additional features and settings using the left-hand side panel. These features include the ability to change the account information, add a new credit card, and view associated 3PLs and BCOs.

# Coming Soon…

# Step 18: Mobile App Registration



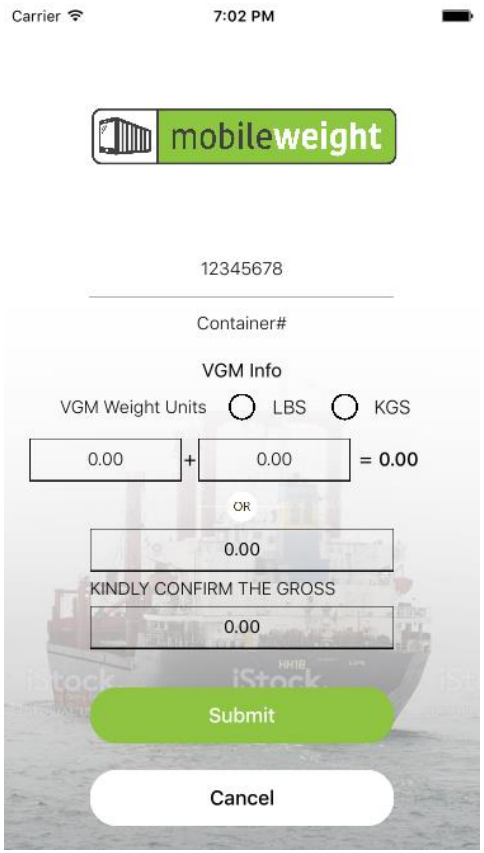



Once you have registered for Mobileweight on the website, you must also sign up on the mobile app.

# Step 19: Booking Information

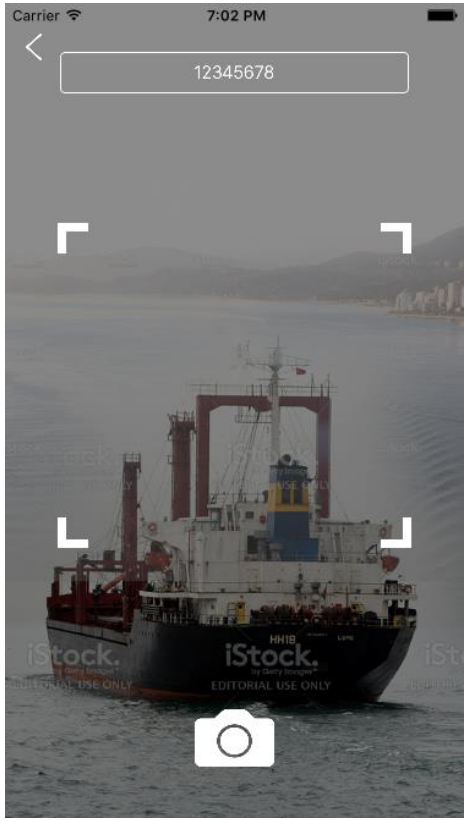
Once you have logged in, enter the booking number twice to confirm. Then you can choose to manually enter the VGM information or take a picture of the scale ticket. Using OCR software, the app will assess the scale ticket.

# Step 20: Enter VGM Manually



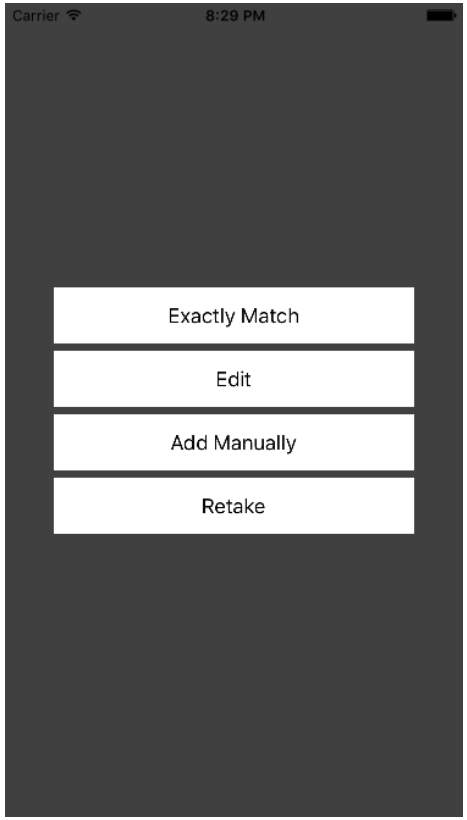

If entering VGM manually, a screen similar to the image on the left will appear. Simply enter the VGM information and click Submit.

# 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.

# 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.

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

# Thank you for registering!

# Welcome to Mobileweight!