



How the eSignature Feature Works

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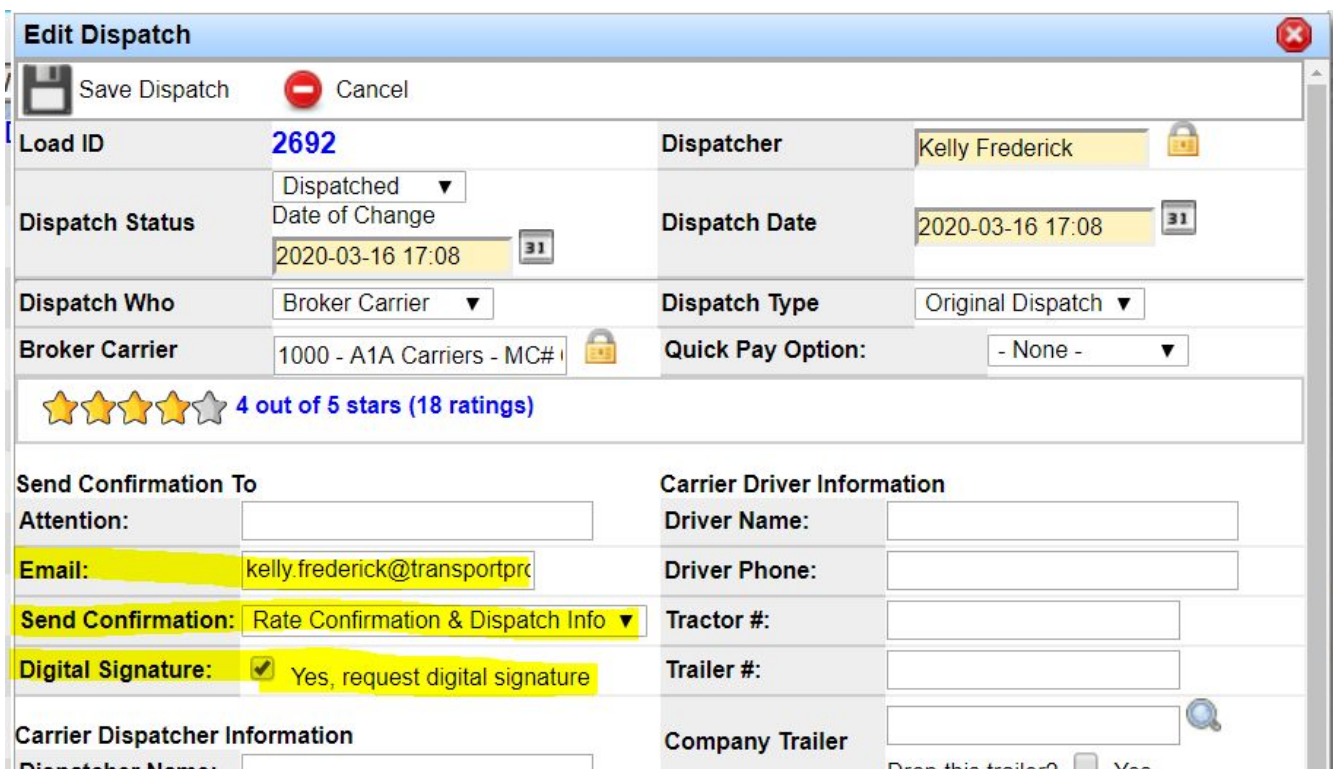
Introduction




Transport Pro offers an in-house eSignature tool for broker customers. This guide shows you each step of the eSignature process using Transport Pro. Note that this is an add-on feature, so if you would like to use it, please contact the technical team to have it activated. You can reach out to our technical team at support@transportpro.net.

Share Electronic Rate Confirmations With Carriers & Request eSignature

Electronic rate confirmations can be sent to carriers via the dispatch record in Transport Pro. First make sure you have a valid email address entered on the dispatch form for the carrier. Next, make sure you select what type of confirmation you'd like to send; the system gives you two options: 1) Rate Confirmation and Dispatch Info, or 2) Rate Confirmation Only. Lastly, be sure to check the box that says "Yes, request digital signature." Once all the info looks good, click "Save Dispatch." When you click "Save Dispatch" the confirmation gets sent out.


NOTE: The email will come from the dispatcher that sent the confirmation. The system looks to that user's profile in Transport Pro.



Edit Dispatch	
<div>  Save Dispatch  Cancel </div>	
Load ID	2692
Dispatcher	Kelly Frederick
Dispatch Status	Dispatched
Date of Change	2020-03-16 17:08
Dispatch Date	2020-03-16 17:08
Dispatch Who	Broker Carrier
Dispatch Type	Original Dispatch
Broker Carrier	1000 - A1A Carriers - MC#
Quick Pay Option:	- None -
<div>  4 out of 5 stars (18 ratings) </div>	
<div> <div> Send Confirmation To </div> <div> Attention: <input type="text"/> </div> <div> Email: kelly.frederick@transportpro.net </div> <div> Send Confirmation: Rate Confirmation & Dispatch Info </div> <div> Digital Signature: <input checked="" type="checkbox"/> Yes, request digital signature </div> </div>	
<div> <div> Carrier Driver Information </div> <div> Driver Name: <input type="text"/> </div> <div> Driver Phone: <input type="text"/> </div> <div> Tractor #: <input type="text"/> </div> <div> Trailer #: <input type="text"/> </div> <div> Company Trailer <input type="text"/> </div> </div>	

The carrier will receive the eSignature request with a secure link to visit the eSignature site.

Kelly Frederick from is requesting a signature for "Load Rate Confirmation #2692".


Kelly Frederick
 kelly.frederick@transportpro.net

[Click here to sign](#)

Do not share this email
 This email contains a secure link for a requested signature meant for you and you only.

Questions about this document?
 If you have any questions or concerns about this document, please contact the sender directly.


The dispatcher will receive an email notification when the carrier opens the email, so that they know the carrier saw the signature request.

Dispatch ( kelly.frederick@transportpro.net) has received your email requesting a signature for "Load Rate Confirmation #2692".

Do not share this email
 This email contains a secure link for a requested signature meant for you and you only.

Questions about this document?
 If you have any questions or concerns about this document, please contact the sender directly.

When the carrier clicks to sign the rate confirmation, they will be redirected to the secure eSignature site, where they can type their name to sign, and check the terms and conditions box. Then, they can click on "Finish and Sign Document" to complete the eSignature process and send it back to the dispatcher.

Test Co. 123 Main St. Nashville, TN 37074			
Dispatcher Dispatcher: Kelly Frederick Phone: 333-333-3333 Fax: 615-823-1937 Emergency Phone: 333-333-3333		Load and Rate Confirmation Agreement Load #2692	
To accept load please sign and email this sheet back to: kelly.frederick@transportpro.net			
Carrier Information			
Load Number: 2692 Carrier Number: 1000 MC Number: 63211 Carrier Name: A1A Carriers Attention: Confirmation Sent To: kelly.frederick@transportpro.net	Driver Name: Truck Number: Trailer Number: Carrier Phone: 555-555-5555 Carrier Fax: 502-555-5555		

kelly.frederick@transportpro.net

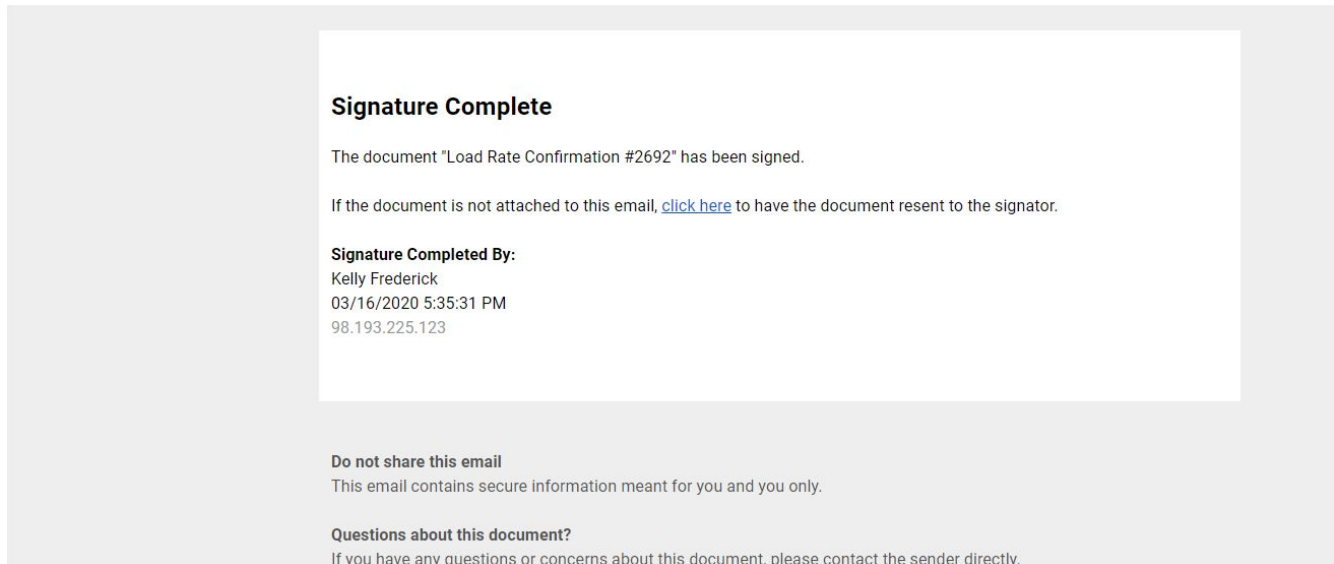
☒ By checking this box you agree to all [terms and conditions](#)

[Finish & Sign Document](#)




Receive eSigned Rate Confirmations From Carriers

Once the carrier has signed the rate confirmation and clicked to send it back to the dispatcher, the dispatcher will receive an email alerting them that the carrier has signed the rate con. The dispatcher will be able to see the signature as well as the date and time stamp.

NOTE: The carrier will also receive a copy of their signed rate con.



Additionally, the signed rate confirmation gets attached to the load itself in Transport Pro. It lives in the File History section of the Load Summary screen. Here you will also be able to see the date and timestamp of when it was indexed as well as that it was an e-Signed document.

File History					Filter + Add File
File	Index Date	Upload Date	Indexed by	Comments	Manage
Carrier Rate Agreement	03/16/2020 18:35	03/16/2020 18:35	System Administrator	e-Signed Carrier Rate Confirmation	  

If you have any questions about the eSignature feature, please reach out to our technical team at support@transportpro.net.