

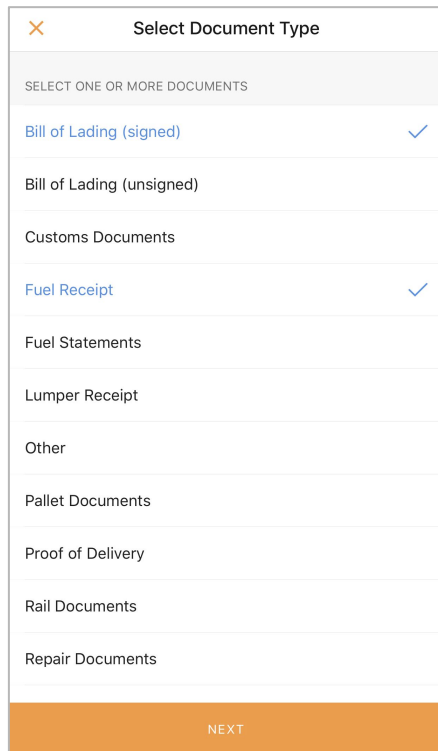


H&R Transport now accepts trip paperwork through LoadDocs. Once you've received an account invite from your fleet manager, you may register and use your account from your PeopleNet tablet as well as any generic iOS or Android device.

## STEPS TO UPLOAD DOCUMENTS:

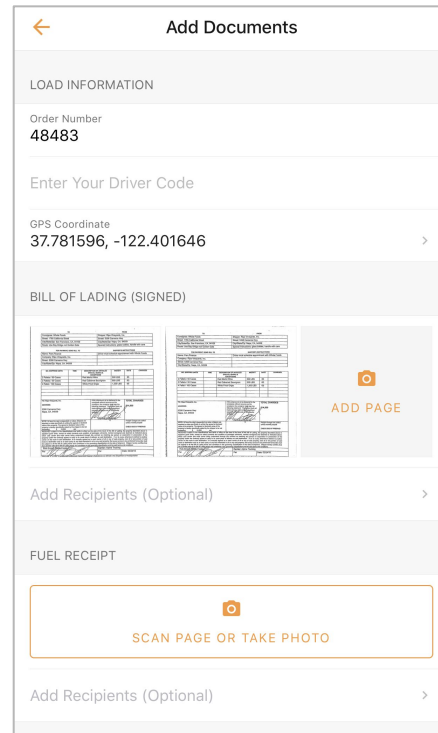
Click the orange **+** button at the bottom of the screen to add a new document.

Select the Document Types for the pages you'd like to scan and click NEXT.

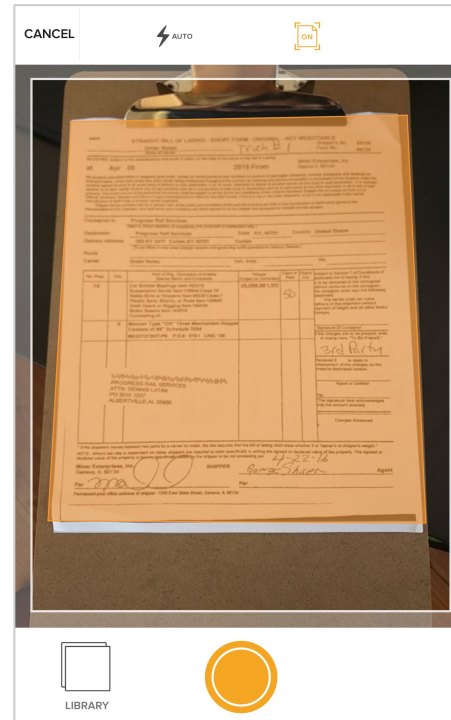


First, enter the **Order Number** and your **Driver Code**. Then, press the SCAN button to launch the camera to capture the document.

All uploaded PDFs will be automatically sent to the H&R office, but the option exists to add other individuals to receive the PDF.



Position the full document within the camera frame alone on a flat surface. Allow the orange **page cropping box** to cover entire page. Scan a page by clicking the **orange circle button**. Click **Capture More** to scan additional pages. After scanning, a **DONE** button will appear.



Images will upload, convert to PDF, and be immediately sent to the H&R team and any additional recipients added. Return to the upload at anytime to view its **Details, Share** with others, and add **Comments** for those recipients.

