



WELCOME to the Energy Portal

CUSTOMER PORTAL



Access Charges, Invoices, & PODs! Create Quotes! Track Shipments!

Please review this guide to successfully access our Customer Portal.

Step 1: Open the following in Chrome: [Energy Transport Logistics Portal](#)

Step 2: Enter your credentials and select **Login**.

(If you do not have an account with Energy, select **REGISTER**.)

Note: If you are experiencing issues with your login credentials or need to request a password reset, please select **Reset** or email us your company *name* and *location* at sales@energytransportlogistics.com.

You may also use the quick search tool, which does not require account credentials.

The screenshot shows the Energy Transport Logistics Customer Portal interface. At the top is the logo with the word "ENERGY" in large green letters and "TRANSPORT LOGISTICS" below it. The main content area is divided into two sections: "Login" and "Quick Search".

The "Login" section contains the following elements:

- Text: "Enter Your User Name and Password below to access alphaPortal. If you are not a registered user you can register here. [REGISTER](#). If you have forgotten your password [click here](#)"
- Form fields: "Username" and "Password" (both with input boxes)
- Checkbox: "Save this password in your password list" (unchecked)
- Buttons: "Login" and "Reset" (both in blue boxes)

The "Quick Search" section contains the following elements:

- Form field: "Reference Number Type" with a dropdown menu showing "PRO Number"
- Form field: "Reference Number Value" with an input box
- Buttons: "Submit" and "Reset" (both in blue boxes)

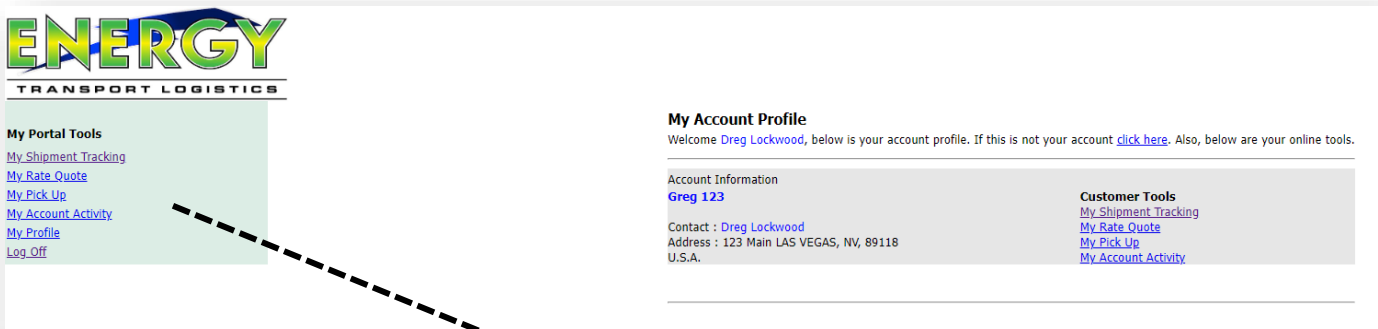
Note: Different browsers may need to be used, or browser settings may need to be adjusted to download documents. Please use the attached terminal directory to ask for updates on CFS.



Step 3: Start accessing your portal benefits!

Customer Portal Benefits
Access Charges, Invoices, PODs, Create Quotes, Track Shipments,

When you first log into the portal, your account profile will display, along with all your portal tools displayed *both* on the right and left. The left portal tool ribbon will remain no matter what tool page you visit.



PORTAL TOOL - KEY DEFINITIONS

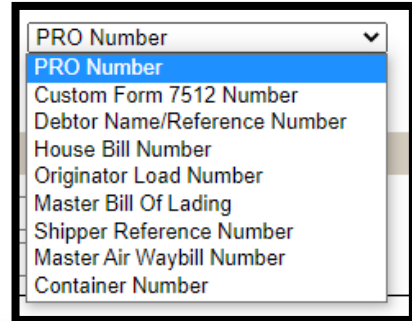
- ☆ My Shipment Tracking = Trace shipments/ Print documents
- ☆ My Rate Quote = Request a quote
- ☆ My Pick Up = Trace shipments/ print documents
- ☆ My Account Activity = Trace shipments/ print documents
- ☆ My Profile = Brings you back to home screen

★ My Shipment Tracking

You can only track specific shipments when you are the debtor of that shipment. Portal credentials are tied to debtor account codes.

To Track:

1. Choose a Reference Value Type.
2. Enter the Reference Number.
3. Select Submit or Reset to clear.



My Shipment Tracking

Search Type	Search Values
I am the: <input checked="" type="radio"/> Debtor - Responsible for the Charges	Reference Number Type: <input type="text" value="PRO Number"/> ▼ Reference Number Value: <input type="text"/>
Select Account to Track	Date Range
Originator/Debtor: <input type="text" value="All"/> ▼	Begin Date: <input type="text" value="1/16/2023"/> 📅 End Date: <input type="text" value="2/16/2023"/> 📅
<input type="button" value="Submit"/> <input type="button" value="Reset"/>	

4. Select Details.
5. Details will display charges, shipper/consignee information, reference numbers, and shipment statuses.

To Print Documents:

1. Scroll to the bottom of the shipment details page. Under the status box, you will find the Document box. Choose the **blue** View Document or the **blue** Download PDF Invoice button to view and print desired documents.

Status	Change Date	Comments
Undelivered	2/13/2023 21:15 Pacific	Order Received Into Order Entry System (From)
On Hand	2/14/2023 10:53 Pacific	Pick Up Is Complete - Driver Departs PU Location (Picked Up)
On Hand	2/14/2023 10:53 Pacific	Pick Up Is Complete - Driver Departs PU Location (PICKED UP CLEAR)
On Hand	2/14/2023 11:34 Pacific	Pick Up Is Complete - Driver Departs PU Location (Picked Up)
On Hand	2/14/2023 11:34 Pacific	Pick Up Is Complete - Driver Departs PU Location (PICKED UP CLEAR)
On Hand	2/14/2023 11:56 Pacific	Pick Up Is Complete - Driver Departs PU Location (Picked Up)
On Hand	2/14/2023 11:56 Pacific	Pick Up Is Complete - Driver Departs PU Location (PICKED UP CLEAR)
EnRoute, Line	2/15/2023 00:23 Pacific	Line Dispatched (#114045)
EnRoute, Line	2/15/2023 01:51 Pacific	Line Dispatched (#114045)
EnRoute, Line	2/15/2023 01:51 Pacific	Line Dispatched (#114045)
Delivered	2/15/2023 12:00 Mountain	Delivered, Received by: Phx
EnRoute, Line	2/15/2023 03:00 Pacific	Line Dispatched (#114037)
Un-Del @ IB Trm	2/15/2023 09:15 Mountain	Arrived At Inbound Terminal (On Time Arrival)

Document	Document Type	
Bill Of Lading	B	View Document
Delivery Receipt	D	View Document
Delivery Receipt	D01	View Document
Other Documents	O	View Document

[Back](#) [Download PDF Invoice](#)

Note:

Figure 1.2 is helpful for when PDF previews show as a gray frame and do not work (a common issue). Use the steps on the right to download PDFs instead of trying to preview them in-browser.

- To enable PDF downloads in Chrome:**
1. In Chrome, click the 3-dot menu icon in the upper-right
 2. Click "Settings"
 3. In the "Search Settings" field, type "PDF" then press Enter
 4. In the search results, click "Site Settings"
 5. Scroll down and then click "Additional content settings"
 6. Click "PDF documents"
 7. Click the "Download PDFs" radio button to toggle it ON
 8. You can close the Settings tab or Chrome itself now.

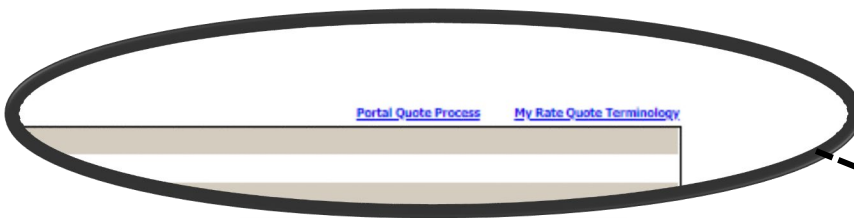
- To enable PDF downloads in Microsoft Edge:**
- To enable PDF downloads in Microsoft Edge:
1. In Edge, click the 3-dot menu icon in the upper-right
 2. Click "Settings"
 3. In the "Search settings" field, type "PDF" then press Enter
 4. In the search results, scroll down and then click "PDF documents"
 5. Click the "Always download PDF files" switch to toggle it ON
 6. You can close the Settings tab or Edge itself now.

Figure 1.2

★ My Rate Quote:

Use my rate quote to submit a quote.

1. Review the **portal quote process**, by clicking on Portal Quote Process in the top right hand corner.
2. Review **quote terminology**, by clicking on the My Rate Quote Terminology



My Rate Quote [Portal Quote Process](#) [My Rate Quote Terminology](#)

Customer Information

Originator/Debtor: [SREG123 ▼]

Origin/Destination:

Origin Zip Code: [] Origin Country: [United States ▼]

Destination Zip Code: [] Destination Country: [United States ▼]

Charges Type: Prepaid Collect

Shipment Information

Service/Traffic Type: [B-Airport To Door ▼]

Scheduled Ship Date: [2/18/2023] [] []

Pieces	Package Type	Commodity Class	Weight(Lbs)
[]	[Pcs ▼]	[Freight All Kinds ▼]	[]
[]	[Pcs ▼]	[Freight All Kinds ▼]	[]
[]	[Pcs ▼]	[Freight All Kinds ▼]	[]
[]	[Pcs ▼]	[Freight All Kinds ▼]	[]

Shipment Total Value: \$ [] Check Box to Archive Quote
 Nothing in excess of \$10,000 will be accepted without contacting the terminal manager

Enable DIM Weight Entry

Pieces	Length	Width	Height	Instructions
[]	[]	[]	[]	Check the box labeled "Enable DIM Weight Entry" to activate this section. Enter the number of pieces for each size group in your shipment. Units for dimensions need to be in whole inches.
[]	[]	[]	[]	
[]	[]	[]	[]	
[]	[]	[]	[]	
[]	[]	[]	[]	

Check Requested Special Services

<input type="checkbox"/> Convention/Expo/Trade Show Fee PU	<input type="checkbox"/> Convention/Expo/Trade Show Fee Del
<input type="checkbox"/> Debris and Trash Removal Pickup	<input type="checkbox"/> Debris and Trash Removal Delivery
<input type="checkbox"/> Hazardous Material Charge - LTL	<input type="checkbox"/> DEL Pack/Unpack
<input type="checkbox"/> Hazardous Material Charge - LTL	<input type="checkbox"/> Hazardous Material Charge - LTL
<input type="checkbox"/> Hazardous Material Charge - Truck Load	<input type="checkbox"/> Hazardous Material Charge - LTL
<input type="checkbox"/> Hotel/Mall/School/Church PU	<input type="checkbox"/> Hazardous Material Charge - Truck Load
<input type="checkbox"/> Inside Pickup	<input type="checkbox"/> Hotel/Mall/School/Church DEL
<input type="checkbox"/> Lift Gate Pickup	<input type="checkbox"/> Inside Delivery
<input type="checkbox"/> Military Base Pick Up	<input type="checkbox"/> Lift Gate Delivery
<input type="checkbox"/> Night Pick Up	<input type="checkbox"/> Military Base Delivery
<input type="checkbox"/> Pallet Jack PUP	<input type="checkbox"/> Pallet Jack Delivery
<input type="checkbox"/> Pick Up Charge	<input type="checkbox"/> Placard / Removal Fee
<input type="checkbox"/> PU Pack/Unpack	<input type="checkbox"/> Residential Delivery
<input type="checkbox"/> Residential Pick Up	<input type="checkbox"/> Special Delivery Service Charge
<input type="checkbox"/> Special Pick Up Service Charge	<input type="checkbox"/> Stop Off Charges
<input type="checkbox"/> Stop Off Charges	<input type="checkbox"/> Two Person Delivery
<input type="checkbox"/> Two Person Pick Up	

Other Information

Check if this Shipment is HAZARDOUS Check if this Shipment is IN-BOND

Check if this Shipment is AIRPORT / Carrier CFS RECOVERY Check if this Shipment is AIRPORT / CFS / Carrier DROP

Fuel Surcharge updated weekly. The rate quote shown may be different than the actual charges for your shipment. Differences may occur based on actual weight, dimensions, address correction, or accessorial charges. Consult your customer service rep. or call (844) 737-7447 for further information.

NOTE: All orders for major metropolitan areas are scheduled for next day delivery. Please call for confirmation of delivery schedule.



★ My Pick Up:

This tool is used to convert active quotes to a PickUp.

1. To retrieve a previously entered quote, type in the Quote Number and select Retrieve.
2. If you do not know the Quote Number, select Retrieve and a list of all Quotes for your account will be displayed.

Note: Once a quote has been converted to a PickUp it is no longer active. Only active quotes can be converted to a PickUp.

Tip: Review the **portal quote process**, by clicking on Portal Quote Process in the *Quote* portal tool, for more detail on My Pick Up.

★ My Account Activity:

This tool will display your account activity with Energy for up to 12 months prior.

1. If you have more than one debtor account with Energy, you will need to select an Account to View.

GREG123 My Account Activity

Select an Account to View: <Select an Account to View>

[Download PDF Statement](#)

General Information		Terminal Served By	
Company Name	Greg 123	LAS VEGAS	
Address	123 Main	Credit Status	
City, State, Zip	LAS VEGAS, NV, 89118	Bill To	
Phone	(317)714-9482	Rates Information	
Fax	(000)000-0000	Normal Rates	
Contact		Sales Person	
		UNASSIGNED	
		Active	
		06-04-18 - 08-10-22	

Revenue Break Down : DEBTOR

Month	For Months 1 to 12			For Months 13 to 24			Week To Date	
	Shipments	Pounds	Revenue	Shipments	Pounds	Revenue	Ships	Revenue
Feb	0	0	0.00	0	0	0.00	0	0.00
Jan	0	0	0.00	0	0	0.00	0	0.00
Dec	0	0	0.00	0	0	0.00	0	0.00
Nov	0	0	0.00	0	0	0.00	10	0.00
Oct	0	0	0.00	0	0	0.00	39026	0.00
Sep	0	0	0.00	0	0	0.00	0	0.00
Aug	0	-940	0.00	0	0	0.00	Current Accounts Receivable	
Jul	0	0	0.00	0	0	0.00	Current A/R	0.00
Jun	0	0	0.00	0	0	0.00	15 Days	0.00
May	0	0	0.00	0	0	0.00	30 Days	0.00
Apr	0	0	0.00	0	0	0.00	45 Days	0.00
Mar	0	0	0.00	0	0	0.00	60 Days	0.00
							Over 90 Days	0.00
Total	0	-940	0	0	0	0	Total	0.00

[Inbound](#) [Outbound](#) [Debit](#)