



ENERGY PORTAL *NEW* UPDATE

CUSTOMER PORTAL

New Feature:

 **Customers can now upload a BOL document at the time they book a shipment!**

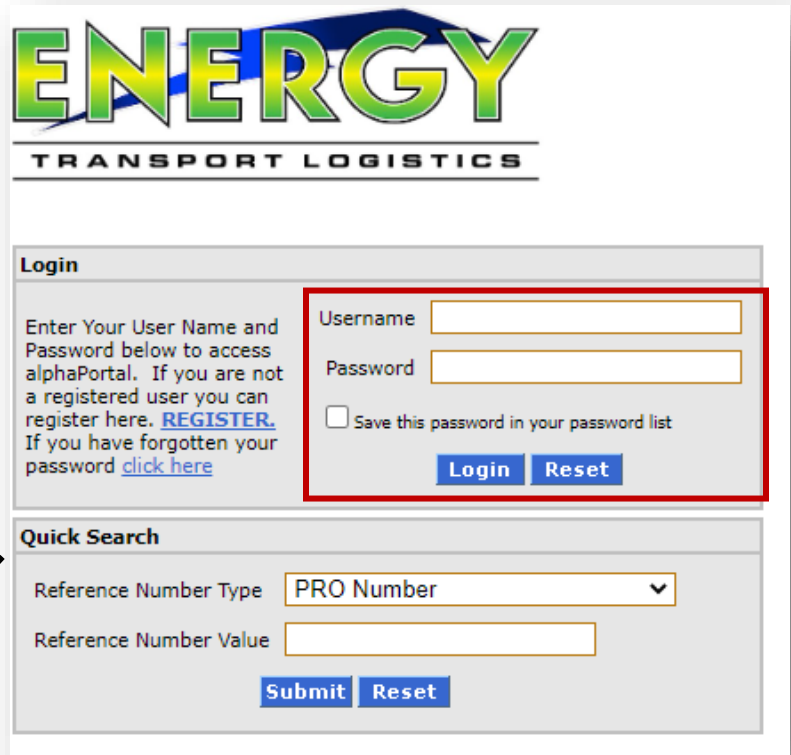
Step 1: Open the following in Chrome: [Energy Transport Logistics Portal](#)

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 Portal interface. At the top is the logo. Below it is a 'Login' section with a text prompt: '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](#)'. There are two input fields for 'Username' and 'Password', a checkbox for 'Save this password in your password list', and 'Login' and 'Reset' buttons. Below the login section is a 'Quick Search' section with a 'Reference Number Type' dropdown menu set to 'PRO Number', a 'Reference Number Value' input field, and 'Submit' and 'Reset' buttons. A red box highlights the login fields, and a dashed arrow points from the 'Note' text to the 'Reset' button.

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.



My Portal Tools
[My Shipment Tracking](#)
[My Rate Quote](#)
[My Pick Up](#)
[My Account Activity](#)
[My Profile](#)
[Log Off](#)

Step 3: Go to My Pick Up.

The "BOL Upload" feature is only available at the time of booking, in "My Pick Up".

1. Enter required shipment details or Enter the **Quote Number + Retrieve**, to use a prior quote.
2. After all shipment details are entered, select **Next**.
3. Review Pickup Request details are correct. If correct, select **Submit**. If edits need to be done, select **Back**.
4. Once submitted, you will receive a reservation number. You can upload a BOL at this time, by clicking the link beneath STEP 2. This will open up a new tab in your browser.

Quote Number: [Retrieve](#)

Pickup Request

Thank You for Using Our Service

Your request has been registered
Your PRO Number for this Shipment is:
Your Reservation Number for the Request is: 2524246

Print Documents *

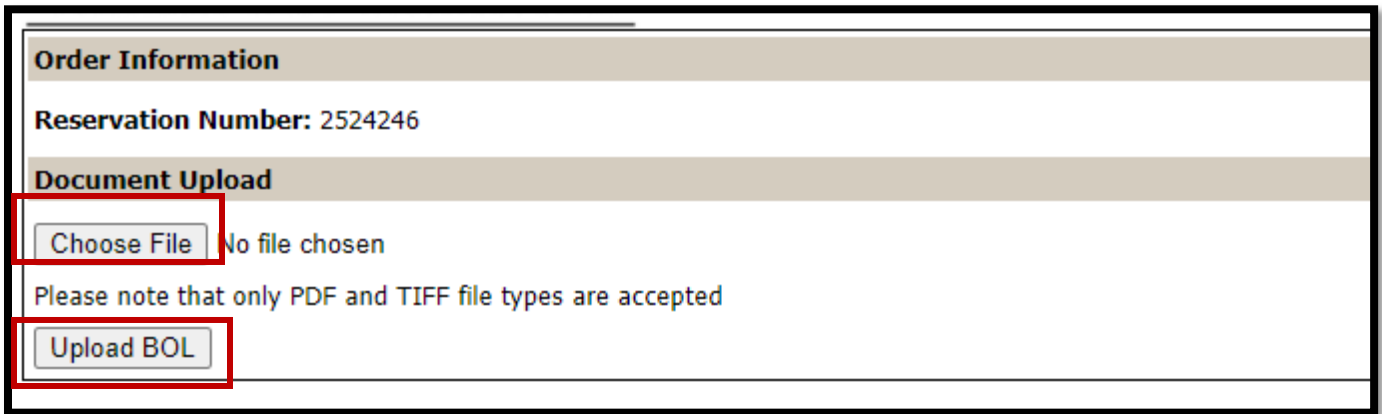
To complete your Pickup Request below are some finish options. The document below are presented in pdf format and require Adobe Acrobat Reader to view and print. To download Abohe Acrobat Reader please click [here](#)

STEP 1
Click below to print a pickup receipt for your records
[Print Receipt](#)

STEP 2
[Click Here to upload supporting Documents](#)

Note: A reservation number means that's Energy operations will still need to review sent in pickup-request. If approved, the shipment will return an ENERGY PRO number.

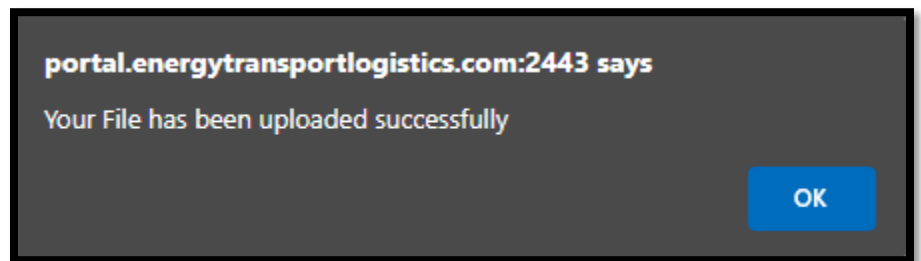
5. With a new tab open, select **Choose File**, to select your BOL. Select **Upload BOL**, only AFTER a file has been chosen. You will not be able to be able to re-upload a BOL, once you select Upload BOL. **Please make sure you are selecting the correct file, using Choose File.**




The screenshot shows a web interface for uploading a BOL. It has two main sections: "Order Information" and "Document Upload". Under "Order Information", the "Reservation Number" is 2524246. The "Document Upload" section contains a "Choose File" button (highlighted with a red box) and the text "No file chosen". Below this is a note: "Please note that only PDF and TIFF file types are accepted". At the bottom of the section is an "Upload BOL" button (also highlighted with a red box).

 **Note:** Please ensure documents are legible. Only PDF and TIFF file types are accepted.

6. After selecting **Upload BOL**, a success message will appear, confirming you have successfully uploaded your BOL.



 **Tip:** To go back to the main screen, you will need to go back to the original tab. The upload BOL feature is on its own tab, and there is no "back button".

In addition, you will not be able to be able to re-upload. To view your uploaded document, you will need to go to my shipment tracking, and retrieve your list of orders. Please allow the "My Shipment Tracking" screen and ops team 15 minutes to receive and update.