



Quick Start User's Guide

Logging In:

- Go to www.otexp.com. SUGGESTION: bookmark this site for updates on items that may affect your shipment such as weather, outages, and system maintenance.
- To receive your login information, please [REGISTER](#) for an online training session. Personal login information is sent upon completion of training.

Booking Your Shipment:

- From the Home Page click **[Booking and Tracking]**.
- Sign in using your **User Name:** (your email address) and **Password**.
- Choose the **[Forwarding]** tab and then choose **[Bookings]**.
- Choose the **[Make a Booking]** button in the lower left.
- A Terms and Conditions page appears. Scroll down and click to **[Agree to the Terms and Conditions]**.
- **Enter your shipment information.**
- System will always default to Domestic Freight.
- Pick up address will generally be your address. If not use the [...] to select.
- Delivery address. You can use the [...] to select.
- Do not change the origin and destination. They are auto-filled by your previous address selections.
- Mode defaults to LTL. You can change if necessary.
- Enter the Quantity you are shipping in the Pack box and then use the drop down to select the type. (i.e., pallet, box, etc.)
- Shipper's reference is any internal reference code your company may need.
- Enter weight.
- Enter a description of what you are shipping.
- Order Reference- any PO # for the shipment.
- Skip the Enter Attached orders Detail tab.
- **Click on [Enter Goods/Pack Details]** and fill out. Use the [add] button for additional line items.
NOTE: If you change the quantity, you will need go back and change it in the previous section.
- Fill out Goods value *only* if you want a declared value or insurance.
- Additional Information. The "Estimated Pickup" is the earliest time the shipment will be available while the "Pickup Required" by is the latest the shipment can be picked up.
- The "Estimated Delivery" is the earliest the shipment must be delivered while the "Delivery Required" by is the latest it can be delivered.
- With LTL shipments if it is picked up Monday or Tuesday it delivers by Friday. Wednesday or Thursday pick up will deliver by Monday, and Friday will deliver by the following Tuesday.
Canadian Shipments vary slightly. Pick up Monday or Tuesday will deliver by the following Monday. Wednesday, Thursday or Friday shipments will deliver by the following Tuesday.
- Select your service level (how it will be shipped).
- Pay Terms.
- Put in any Special Instructions.
- Choose **[Save Booking]**.

- You will now see your Booking #. You can still edit any information at this point.
- Click on the **[Add Documents]** to attach any paperwork. Give a description of the file and choose upload.
- **Print your bill of lading and shipping labels** using the links.
You should print a label for each pallet that is being shipped.
- **NOTE:** Once the booking becomes a shipment (about 15 minutes after submitting) you will no longer have access to print your labels.
After this point, call **800-247-6999** with any changes to your shipment.

Tracking Your Shipments:

- Click on **[Forwarding]** and select **[Shipments]**.
- Type in your HAWB # in the quick search box and click search, this will open to bill of lading, choose option shipment status.
- You may also use the Quick Track button on the Home page.

Thank you for using OnTrax!

For assistance 24/7 call:

800-247-6999