

# TRUCKIT



## WEB PORTAL | COMPANY SET-UP

GENERAL INFO

MY TEAM

MY FLEET

SETTINGS

# MY COMPANY


## Users, Trucks & Drivers

### TruckIT Web Portal

Once you have created a Username and Password, you're ready to login to the TruckIT portal and begin setting up your company on the My Company page.

#### LOGIN




**Portal URL:** [portal.truckit.com](https://portal.truckit.com)  
**Username and Password:** Enter Username and Password to access the TruckIT portal

  
  
  
   
[Forgot Password](#)

#### MY COMPANY

Now that you have successfully logged into the TruckIT portal, you will go to the **My Company** page to set-up your company. There are three tabs on this page for you to add trucks to your fleet, add drivers/dispatchers to your team, and complete your company profile with settings for job filters and preferred notifications.

#### My Company Checklist:

-  **My Fleet** My Fleet allows you to add and delete trucks to your fleet
-  **My Team** My Team allows you to add and delete users (drivers and dispatchers)
-  **Settings** In Settings, you provide your COI and payment information and set your job filters and preferred notifications.



# My Company Set-Up

Complete your company profile with settings:

- General Data
- COI Info
- Payment Contact
- Set-Up settings for job filters
- Preferred notifications

Dashboard    Jobs    Projects and Sites    Reporting and Analytics    **My Company**    Resource Center

My Fleet    My Team    **Settings**

**General** ✓

Jobs Settings

Notifications

**General Data**

Company Name

Address

Choose Time Zone

**Insurance Certificate**

Add New Insurance Certificate  No file chosen

**Insurance Agent Contact info**

Name

Email

Phone

**Contact for Payment**

Name

Email

Phone

