

HOW TO TRANSFER TEMPLATES FROM TOLL LITE



Moving to MyToll

Follow the instructions in this guide to add Toll Lite templates to MyToll. Adding templates will reduce repetitive data entry, improve accuracy and increase transaction speed by customising and saving frequently used information to your MyToll profile. If you require assistance with this process, and we're here to help.

UPLOAD TEMPLATES TO MYTOLL

To continue to use the same templates you currently use on Toll Lite, upload the file -

Toll_Lite templates.xls within MyToll

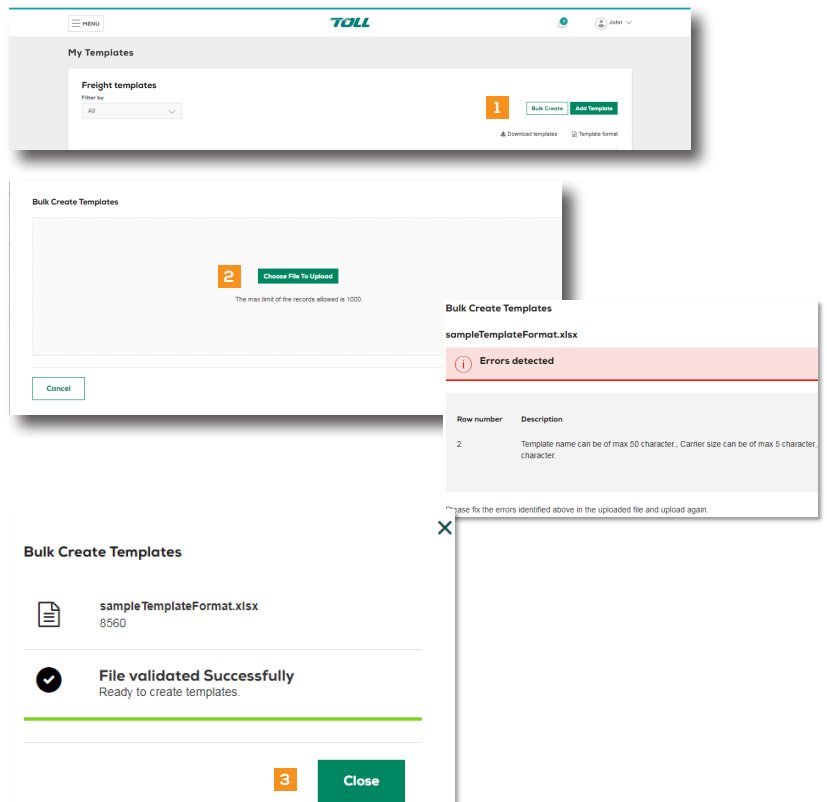
Log on to MyToll and navigate to **MY PROFILE**

UPLOAD TEMPLATES TO MYTOLL

Bulk upload templates in an Excel (XLS) file. Upload up to 1,000 records at a time.

1. Click **BULK CREATE**
NOTE: Download the document guidelines for details on how to upload/download templates
2. Select **CHOOSE FILE TO UPLOAD**
NOTE: MyToll will alert if errors occur. Providing information of which row the error occurred on, and what needs to be corrected. Open the file in Excel to correct any reported errors and try the upload again.
3. Once all templates are successfully validated, MyToll will upload them immediately. Select **CLOSE**

HINT: Remember you can create and edit templates at anytime.



? READ THIS NEXT:
Quick Reference Guide
How to configure your profile settings

i For more Help and Tips visit mytoll.com