

HOW TO REGISTER AND GET STARTED



Getting started is simple and quick

To begin transacting on MyToll, you first need to register a user profile. When logging in for the first time, you will be directed to the Get Started page. Here there are three sections to complete; About Me, My Accounts and My Notification Preferences. You also need an authorised Toll carrier account added to your profile. Add one or more accounts for each Toll carrier used by your business.

REGISTER

COMPLETE YOUR PROFILE

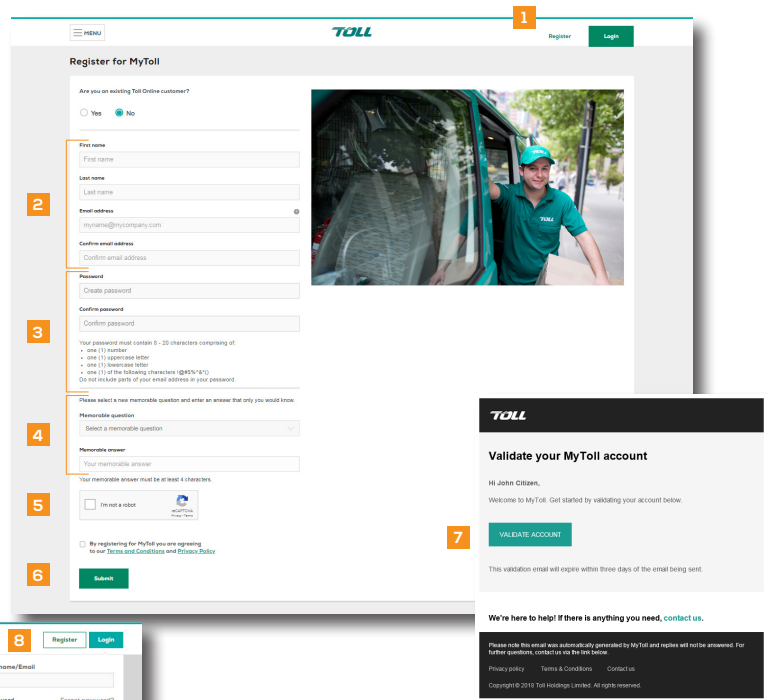
ADD TOLL ACCOUNT(S)

CONFIGURE NOTIFICATION PREFERENCES

Go to www.mytoll.com

REGISTER

1. Click **REGISTER**
2. Enter your first name, last name and email address
NOTE: Your email address will be the login/username for MyToll
3. Create **PASSWORD**
4. Select and answer a **MEMORABLE QUESTION**
5. Check the box confirming you agree to Toll's terms and conditions
6. Click **SUBMIT**
7. Validate email address
NOTE: You will receive an email from MyToll with a link to validate your email address. This link will expire within 3 days of generation
8. Login to **MYTOLL** to get started



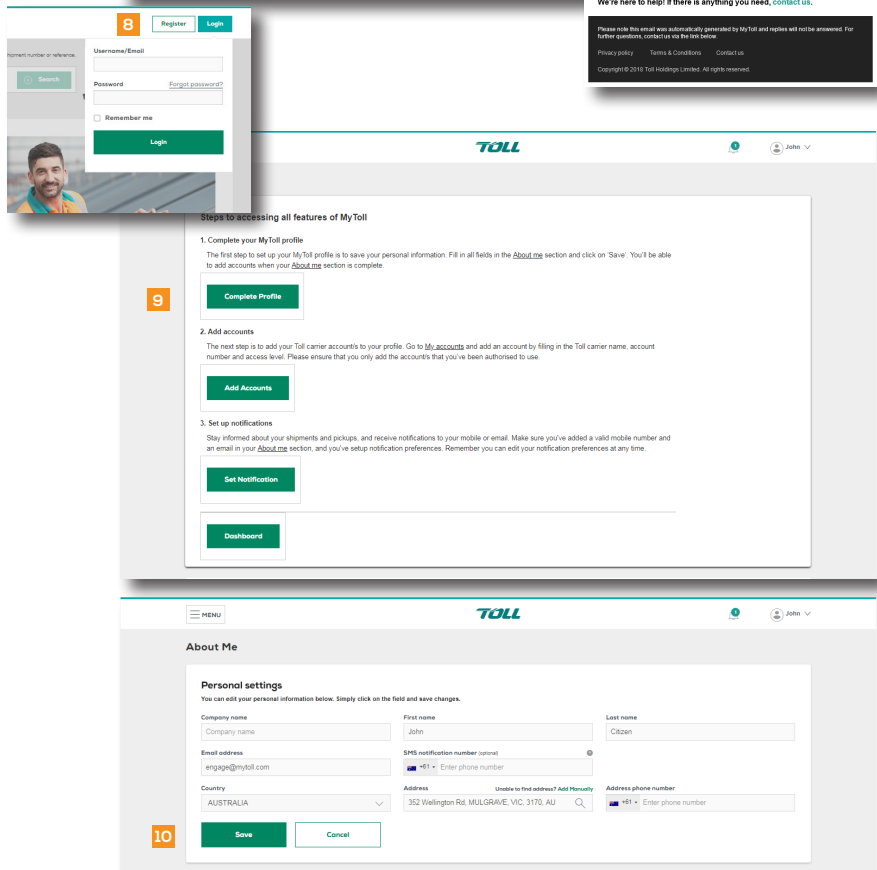
COMPLETE MY PROFILE

About Me

9. Complete the fields with some basic information including:
 - company name
 - address & phone number
 - valid mobile number to receive an SMS notification

NOTE: You can edit your personal information any time and reset your password and memorable question

10. Click **SAVE**



MY ACCOUNTS

You need at least one approved account to transact on MyToll.

Add accounts

11. Add authorised Toll Carrier accounts

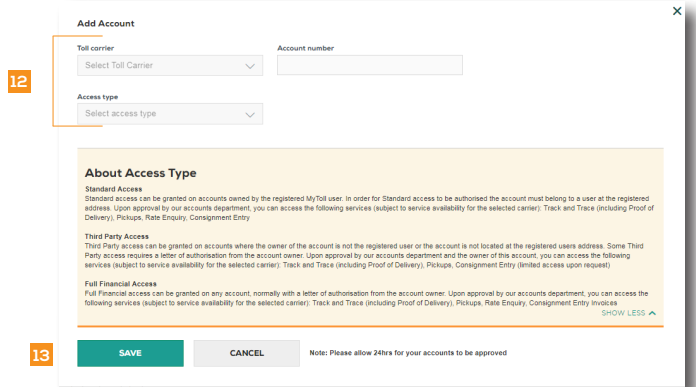
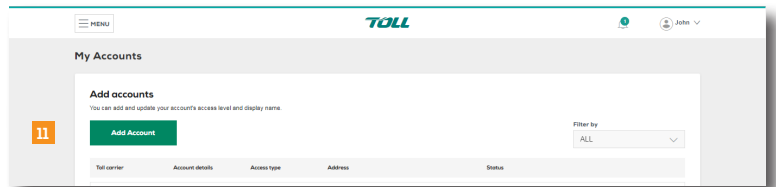
12. Select:

- Toll Carrier
- Account number
- Access type

NOTE: MyToll offers 3 levels of account access – Third party, standard and full financial

13. Click **SAVE** to submit the request

NOTE: You will receive a confirmation email acknowledging your request and another email once your account is approved to transact on MyToll.



MY NOTIFICATION PREFERENCES

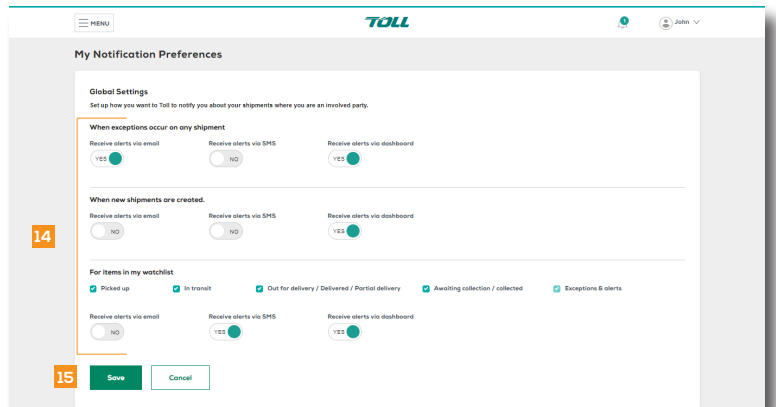
Configure your notification preferences to control when and how you would like to receive notifications about your shipments where you are an involved party*. You can select to receive alerts via email, SMS or the MyToll dashboard.


14. Configure **NOTIFICATION PREFERENCES** for:

- When exceptions occur on any shipment
- When you create a new shipment
- For items in My Watchlist

15. Click **SAVE**

*NOTE: You are an involved party if you are a sender, receiver or a payer on the shipment. Notification preferences settings apply across all accounts in your profile.



 **READ THIS NEXT:**
Quick Reference Guide
How to configure your MyToll profile settings
(My Contacts, My Templates and User Settings)

 For more Help and Tips visit mytoll.com