

HOW TO CONFIGURE YOUR PROFILE SETTINGS



Configure your profile settings for ease and efficiency

MyToll offers a wide range of options to help reduce repetitive data entry, improve accuracy and increase transaction speed by customising and saving frequently used information to your MyToll profile.

ADD CONTACTS

SET NOTIFICATION PREFERENCES

CREATE TEMPLATES

CONFIGURE USER SETTINGS

Navigate to *MY PROFILE*



MY CONTACTS

Add, edit and delete individual contacts

Add Contacts

1. Click **ADD CONTACT**
2. Start typing and select the address
MyToll's address validation feature provides you with a list of matching addresses to select from,
3. Click **CONTINUE**
NOTE: Click **ADD MANUALLY** to manually add the address, if you are unable to find the address in the list
4. Complete contact details, including:
 - Assigning as ALIAS, for quick contact searching/ lookup
 - Saving the contact as a sender and/or receiver
5. Click **SAVE**

Configure Contact Settings

6. Add **EMAIL ADDRESSES**
NOTE: Add the email addresses you want MyToll to send Advance Shipping Notice and shipment milestone notifications to. Add up to 10 email addresses to a contact.
7. Add **MOBILE NUMBERS**
NOTE: Add the mobile numbers you want MyToll to send shipment milestone SMS notifications to. Add up to 10 mobile numbers to a contact.
E.g. Australian mobile number formats allowed:
6104XXXXXXXX, +6104XXXXXXXX,
61-4XXXXXXXX, +61-4XXXXXXXX, 614XXXXXXXX, +614XXXXXXXX
8. Add **TOLL CARRIER ACCOUNT**
NOTE: Add a Toll carrier account to the contact to prefill the account number field when creating transactions. Set the contact to ALWAYS PAYS if applicable. Add default billing accounts for each Toll Carrier and apply as a sender or receiver.
9. Select **SAVE**



Add new contact
✕

Contact details
Contact settings
Notification preferences

6 Add email address
Current emails notified (10/10)

sabrina.milan@chicoclothing.com

Tina.Maria@Chicoclothing.com

Rob@Chicoclothing.com

JimRob@Chicoclothing.com

TimRob@Chicoclothing.com

Nick@Chicoclothing.com

Wayne@Chicoclothing.com

Hiro@Chicoclothing.com

Nigel@Chicoclothing.com

Arun@Chicoclothing.com

7 Add mobile number
Current mobiles notified (10/10)

+61 412485858

+61 412365498

+61 411111111

+61 412222234

+61 413333333

+61 444444444

+61 477777777

+61 488888888

+61 499999999

+61 423222222

8 Sender level accounts setting

Carrier
Account

Toll IPEC
JQ1067

+ Add Another Account

Cancel
Save

Configure 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.

10. Select to receive alerts via email, SMS or the MyToll Dashboard
NOTE: Ticking a milestone for an email or mobile number enables the relevant email address and mobile numbers to receive email / SMS notifications when the milestone occurs for a shipment. To disable, simply untick and save.
11. Select **SAVE**

Chico Clothing contact card
✕

Contact details
Contact settings
Notification preferences

Select email notification preferences

Email	Advance shipping notice	Shipment created	Pick up	In transit	Out for delivery / delivered / partial delivered	Awaiting collections / collected	Except alerts
ARUN@CHICOCLOTHING.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
SABRINA.MILAN@CHICOCLOTHING.COM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TINA.MARIA@CHICOCLOTHING.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NICK@CHICOCLOTHING.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ROB@CHICOCLOTHING.COM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
TIM@CHICOCLOTHING.COM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
JIMROB@CHICOCLOTHING.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
HIRO@CHICOCLOTHING.COM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WAYNE@CHICOCLOTHING.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
NIGEL@CHICOCLOTHING.COM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Select mobile notification preferences

Mobile no	Shipment created	Pick up	In transit	Out for delivery / delivered / partial delivered	Awaiting collections / collected	Exceptions & alerts
+61 413333333	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+61 411111111	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+61 412121212	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+61 415555555	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+61 419999999	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+61 418888888	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+61 412222222	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+61 414444444	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+61 418888888	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
+61 417777777	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Delete
Cancel
Save

mytoll.com
QRG-001-2104



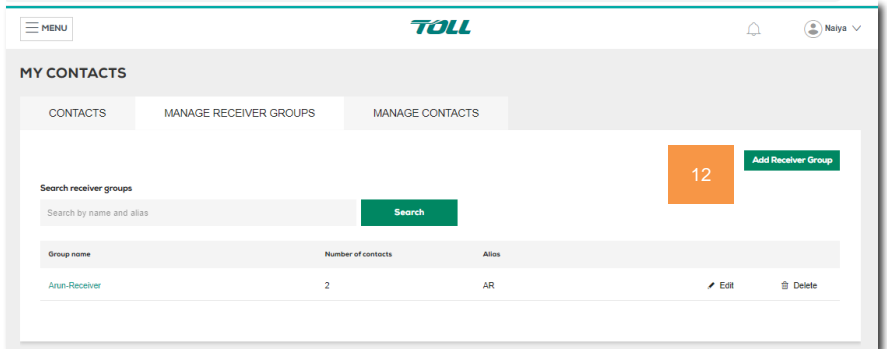
For these changes to apply, you must log out and log back onto MyToll.

Create and Manage Receiver Groups

Send a shipment to multiple receivers at the same time

Navigate to **MANAGE RECEIVER GROUPS**

Note: Create a receiver group from existing contact list and check the receiver group checkbox when creating a shipment



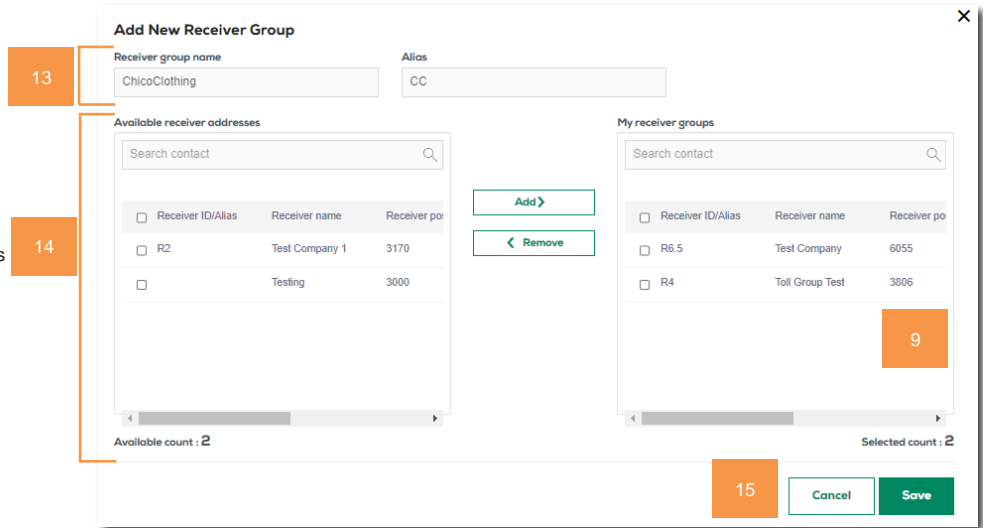
12. Click **ADD NEW RECEIVER GROUPS**

13. Name and assign an alias name to a receiver group

14. Select contacts from the available receiver addresses list and add to the my receiver group list

15. Click **SAVE**

NOTE: Manage and remove contacts from the existing receiver group by selecting the contacts in the my receiver group list and click remove.



Bulk Upload Download Contacts

Bulk upload and download contacts in an Excel (XLS) file. Upload up to 1,000 contacts at a time.

Navigate to **MANAGE CONTACTS**

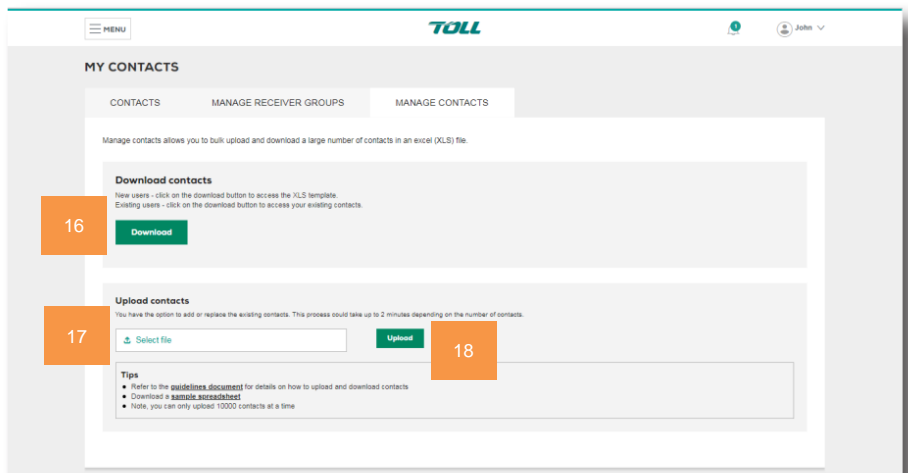
Note: Download the document guidelines for details on how to upload/download contacts

16. Click **DONWLOAD CONTACTS**

If you already have contacts in your MyToll profile to edit or replace and save the excel file to your local device

17. Select **FILE** to upload

18. Click Upload



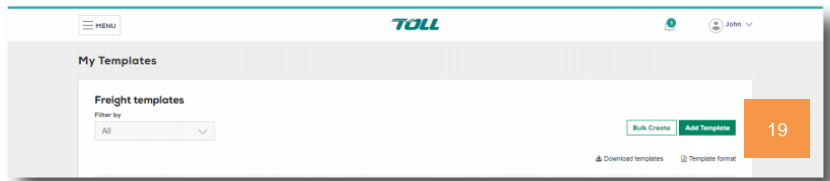
MY TEMPLATES

Add, edit, download and delete templates for your approved Toll carriers and services



Add Templates

Navigate to **MY TEMPLATES**



19. Click **ADD TEMPLATE**
20. Add **DESCRIPTION** and assign an **ALIAS** name to the template

21. Select designated carrier and service

NOTE: If you designate a carrier and service to the template, it is only available when using those services

22. Add **SHIPPING ITEM** dimensions

NOTE: You can also create dangerous goods shipment templates by saving dangerous goods information

23. Click **SAVE**

Bulk Create Templates

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

24. Click **BULK CREATE**

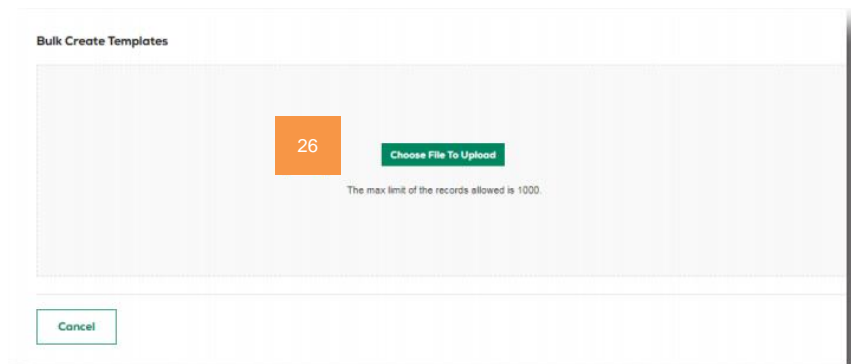
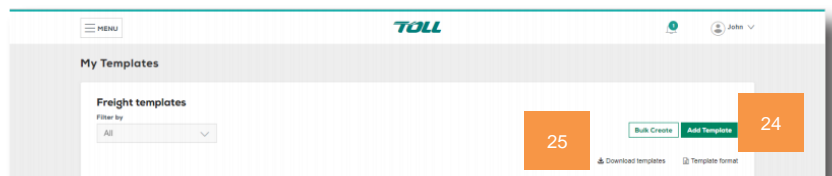
NOTE: Download document guidelines for details on how to upload/download templates

25. Click **DOWNLOAD** sample Excel template, update and save to your local device

NOTE: If you already have templates in your MyToll profile, you can download these in an Excel file to edit or replace existing templates

26. Select **CHOOSE FILE TO UPLOAD**

NOTE: You can edit or delete templates at any time



MY USER SETTINGS

Configure feature and system default settings.

Set Preferred Carriers

Assign a preferred carrier for fast data entry of shipment, pick up and returns.

27. Select preferred carrier for Shipments, Pickups, Rate Enquiry, Returns and the default Sender address for your profile

28. Click **SAVE**

NOTE: If you use returns, you can also set a preferred alternate address

Configure Carrier Level Settings

29. Click **OPEN & EDIT** for each carrier in your profile

NOTE: Many carrier specific options can be toggled on or off to control whether you see specific fields when creating a shipment

30. Select the default service and the default payer and payer account number for the carrier

31. Click **SAVE**



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How to set your printer and configure printing settings

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