



PATRICK MARINE TRANSPORT

Drive Axle (Create an Account):

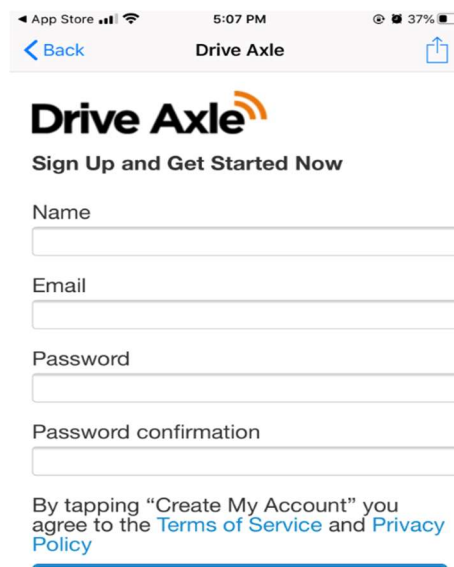
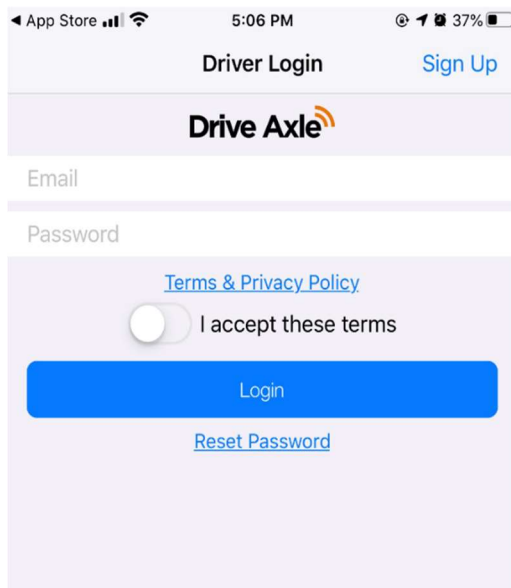
Drivers will be required to use this program. Using this program, all trip documentation (except fuel receipts) will be sent to lengacha@patrickmarinetransport.com. There is no need for you to keep the paperwork unless you want it for your records. However, I would suggest keeping it at least until you have been paid.

(Create an account):

1. Open either your iPhone App Store or your Google Play Store on your phone.
2. Search **Drive Axle** and download. (*This is a free app and doesn't cost you any money to download or use.)



3. Select **Sign Up** in the upper right-hand corner.
4. Next enter your information. (Please write down your password just in case you forget 😊)

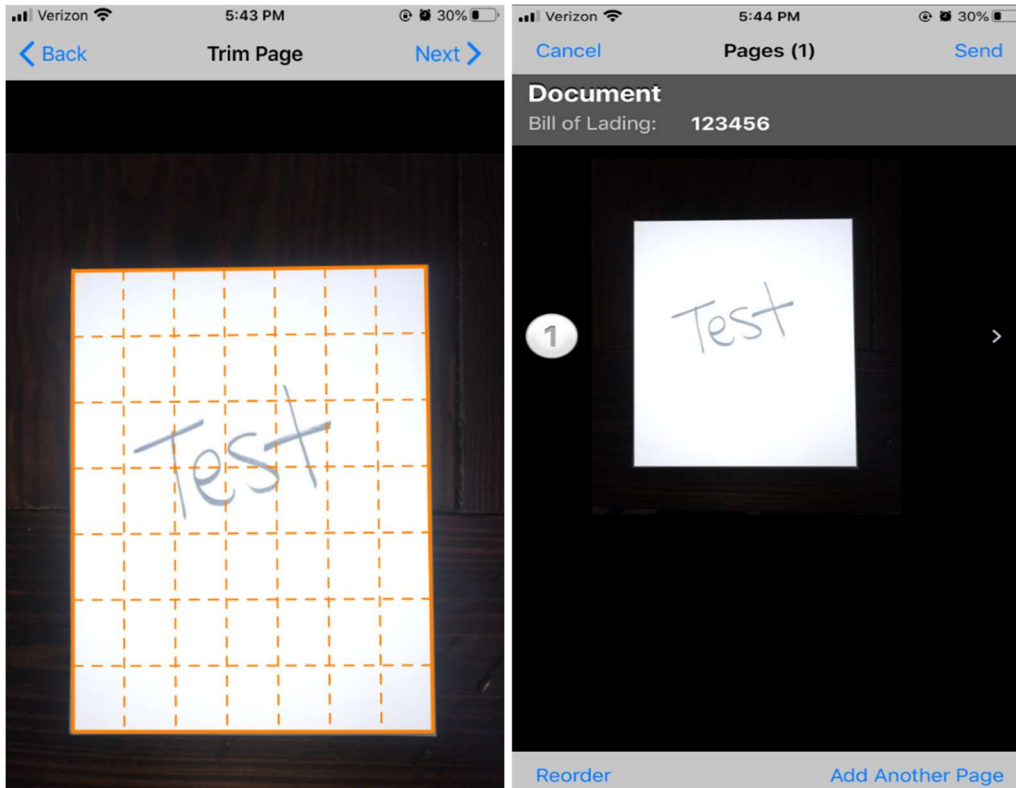


Drive Axle (How to use Drive Axle):

1. Select Capture Document
2. **Document Info:**
 - a. Send to: lengacha@patrickmarinetransport.com
 - b. Shipment: Enter Bill of Lading Number.
*****Be sure to input the Bill of Lading number in the Bill of Lading Number spot not the Load Number spot. If you do not do this your paperwork will not come through properly and I will not know to pay you.**
*****You don't need to select each document type being sent.**
3. Take a picture.
 - a. Without the flash
 - b. With document on a flat surface and taking the picture directly above******PLEASE MAKE SURE YOUR PICTURES ARE CLEARLY VISIBLE. *****

The image displays two screenshots of the Drive Axle mobile application. The left screenshot, taken at 5:37 PM, shows the main interface with a 'WELCOME!' message and a prominent orange 'Capture Document' button. The right screenshot, taken at 5:41 PM, shows the 'Document Info' form. This form includes a 'Cancel' button, a 'Next >' button, and several input fields: 'Send To', 'Email Address' (with a 'Choose Contact' button), 'Shipment', 'Load Number', 'Bill of Lading Number', and 'Document Type'. The 'Document Type' list includes 'Bill of Lading', 'Freight Bill', 'Fuel Receipt', 'Invoice', 'Log', and 'Other'. A red arrow points from the 'Bill of Lading Number' field to the 'Bill of Lading' option in the list.

4. Adjust/crop box if needed so your document is inside the box.
5. Select **Add Another Page** in the lower right-hand corner and follow steps 3-4 for however many documents you have for your trip that may need to be turned in for payment.



Other:

Drive Axle will also keep a record of every trip you send as well. This can be found on the Capture Document page of the app. Under the blue lines in the upper left-hand corner select **Sent Documents**.

*****There is a 4:00pm pay deadline. Any paperwork received after 4:00pm Eastern Standard Time will be processed next business day.**

