

CARRIER 360™ BY J.B. HUNT MANAGER OVERVIEW

Quick Reference Guide

1. Notifications

Tap the **Notifications** icon to view and manage notifications on loads, settlements, admin and perks.

2. Overflow Menu

Tap the **Overflow** menu to edit profile information, manage users and view tools.

3. Acceptance Needed

Loads are located in **Acceptance Needed** after you place an offer on a load and the offer has been accepted. This screen allows you to view the tender agreement.

4. Driver Assignment

Driver Assignment allows you to view loads you have accepted tenders on and assign drivers to execute those loads. **Note:** To assign a driver to a load, they must be set up as a user on your account.

5. In Transit

In Transit shows assigned loads that are being executed. As an admin, you can make check calls on behalf of your driver.

6. Offers

Offers allows you to view active and inactive offers.

7. Manage Users

Manage Users allows you to add drivers and admins as users. You can edit their contact information and security level.

8. Perks

Perks shows the exclusive benefits and discounts we offer qualified carriers.

9. Find Loads

Find Loads allows you to find a load by filters, post a truck and view suggested loads.

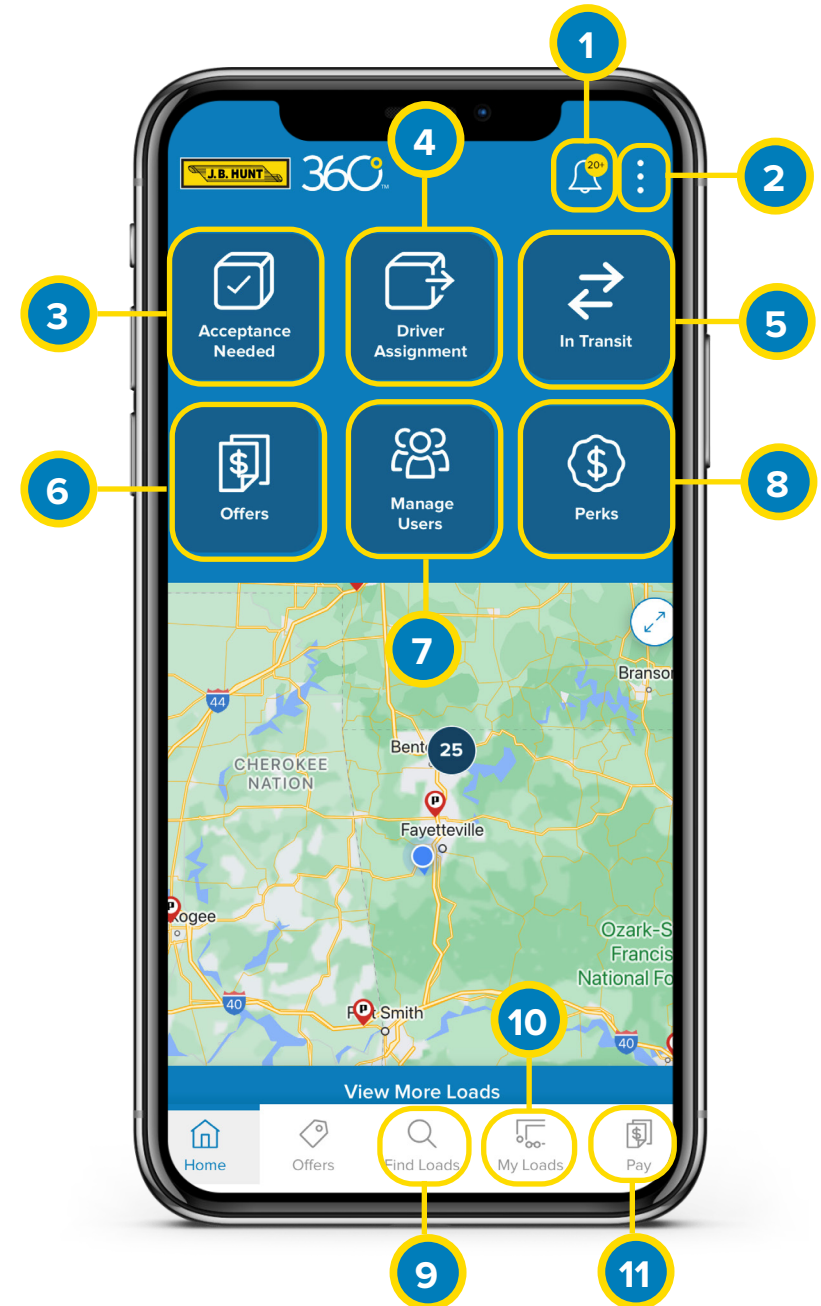
10. My Loads

My Loads allows you to view Acceptance Needed, Driver Assignment, In Transit and Completed Loads.

11. Pay

Pay allows you to manage Waiting On Me, Waiting On J.B. Hunt, Paid by Settlement and Paid by Load tabs.

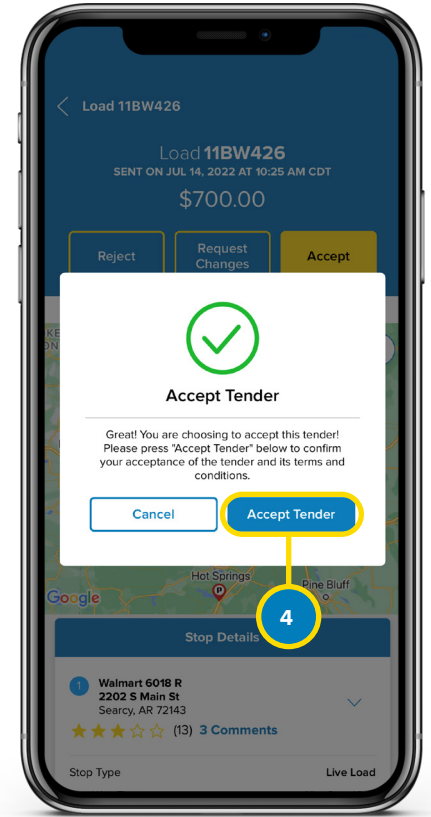
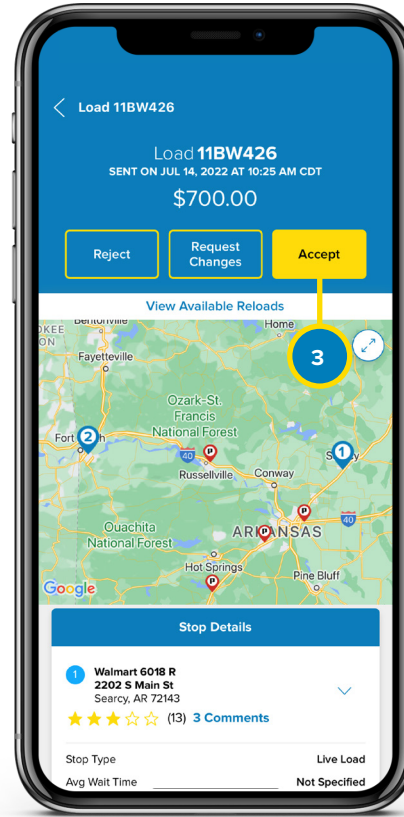
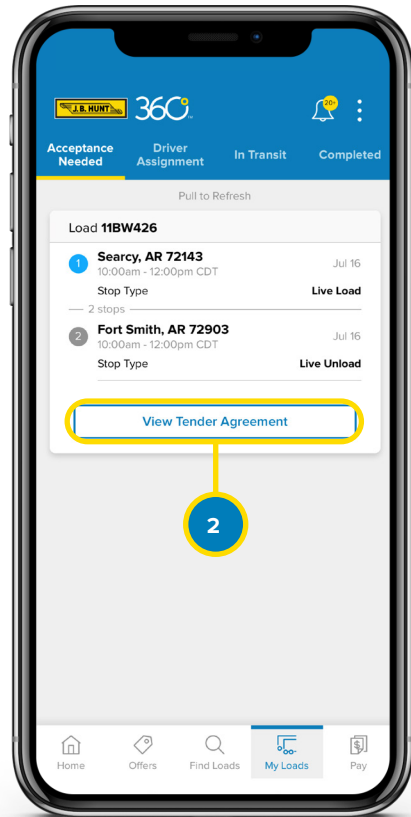
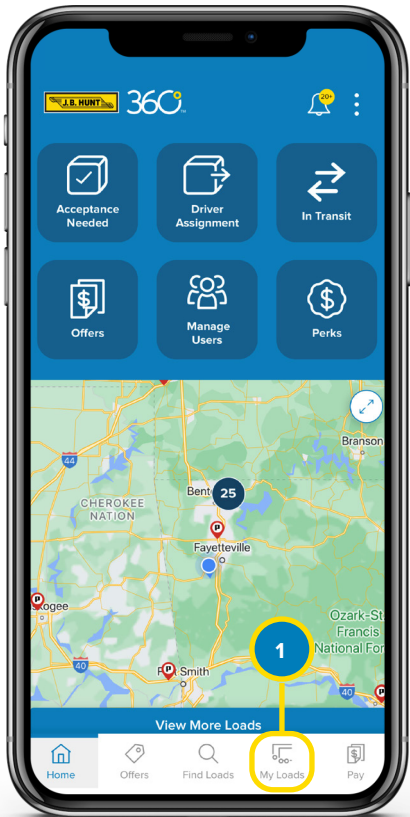
Carrier 360 allows administrators to find freight for drivers, send updates to J.B. Hunt, set drivers up as users, create invoices and upload documentation. Use this guide to get an overview of the Carrier 360 Mobile App.



CARRIER 360™ BY J.B. HUNT MY LOADS

Accepting a Tender

Use this guide to learn how to accept a tender in My Loads.



1

Tap **My Loads** at the bottom of the screen. **Note:** My Loads allows you to toggle between 4 different menus: Acceptance Needed, Driver Assignment, In Transit and Completed.

2

In **Acceptance Needed**, Tap **View Tender Agreement** under the load.

3

Review the tender, then tap **Accept**. **Note:** You can also reject or request changes to the tender. If you reject a tender, you will select a reason from the list.

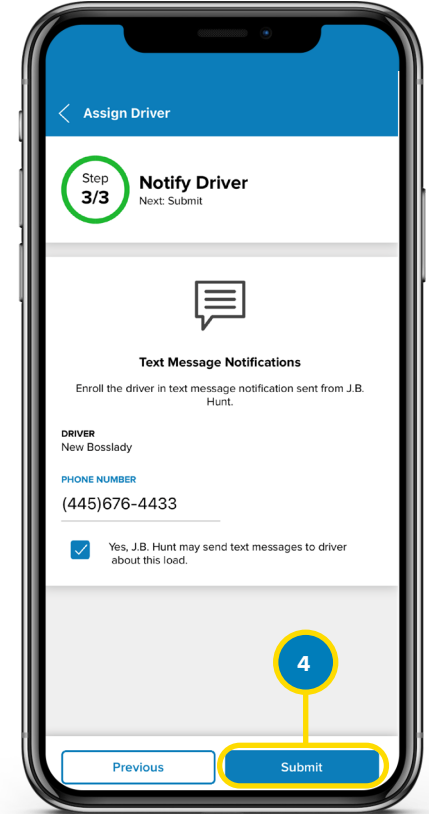
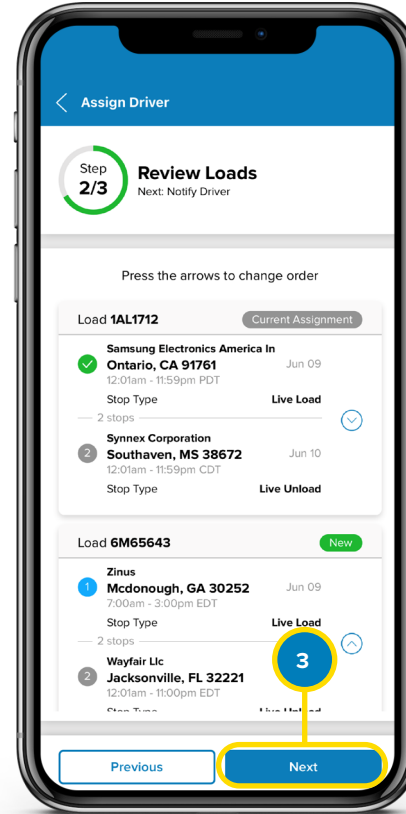
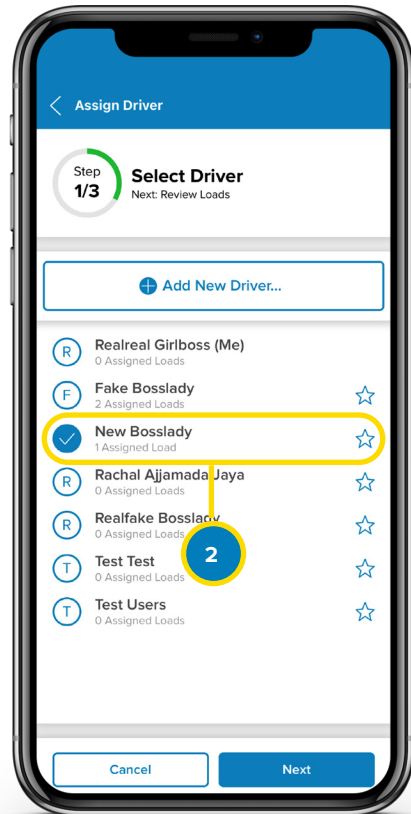
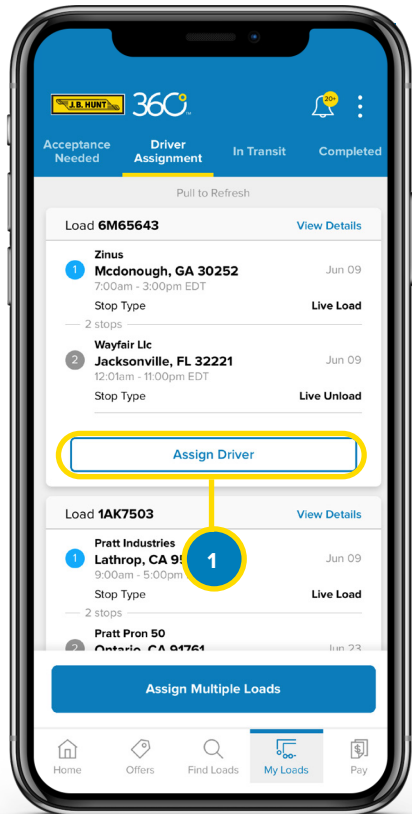
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A pop-up box will display. Tap **Accept Tender** to confirm your acceptance of the tender and its terms and conditions. A green success message will display.

CARRIER 360™ BY J.B. HUNT MY LOADS

Driver Assignment

Use this guide to learn how to use Driver Assignment in My Loads.



1

In My Loads, tap **Driver Assignment**, then tap **Assign Driver**. **Note:** You can also assign multiple loads to a driver.

2

Select the driver, then click **Next**. **Note:** You can also **Add New Driver**.

3

Review the assigned load, then tap **Next**.

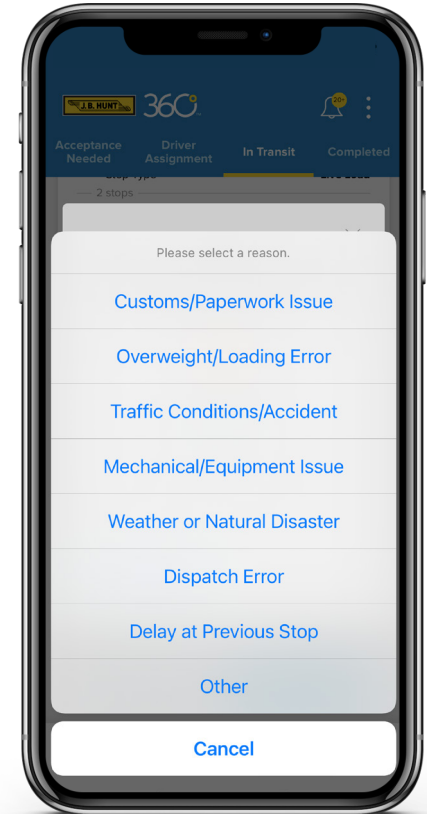
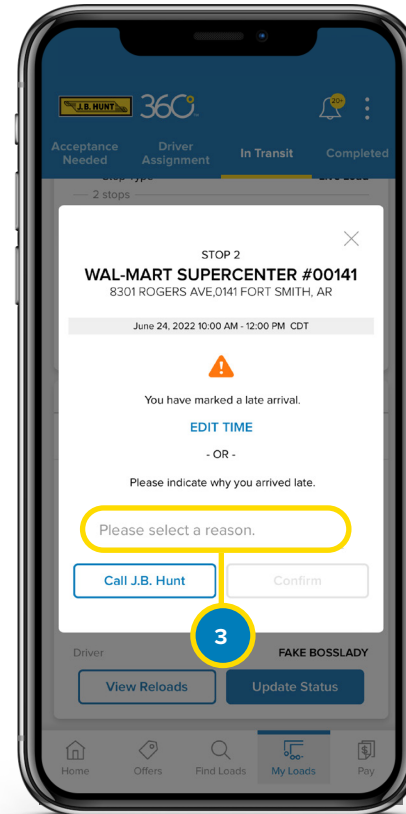
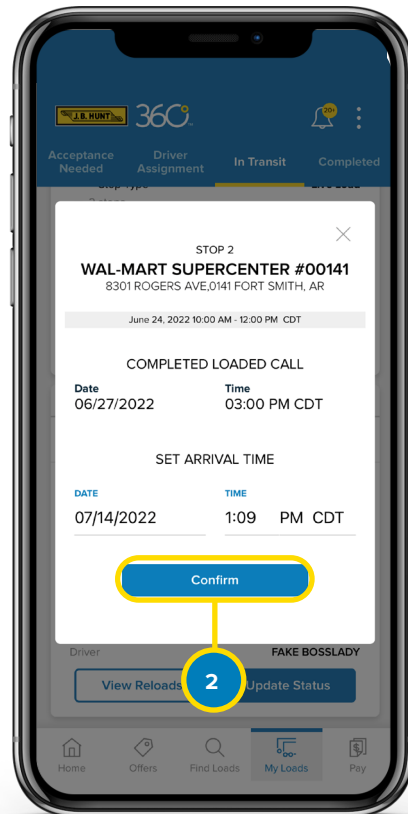
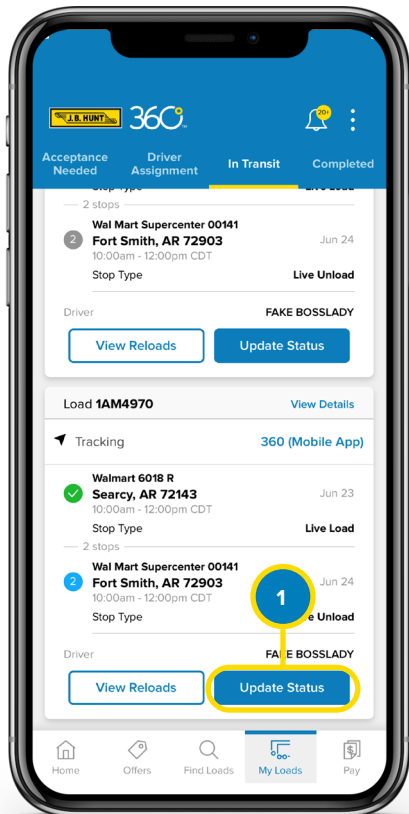
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Enroll the driver in text message notifications by entering their phone number, then tap **Submit**. A green success message will display.

CARRIER 360™ BY J.B. HUNT MY LOADS

In Transit-Update Status

Use this guide to learn how to update a load status in the In Transit tab.



1

In My Loads, tap **In Transit**. Locate the load you wish to update, then tap **Update Status**.

2

Set the arrival Date and Time, then tap **Confirm**. **Note:** If the load arrives on time, a green success message will display.

3

If the load arrives late, you will have to select a reason for the late arrival by tapping **Please Select a Reason**. **Note:** If you did not arrive late, tap **Edit Time** to update the arrival time.

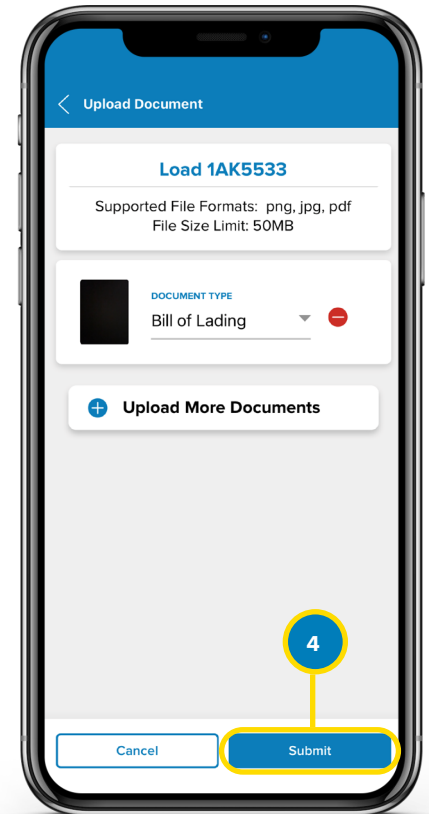
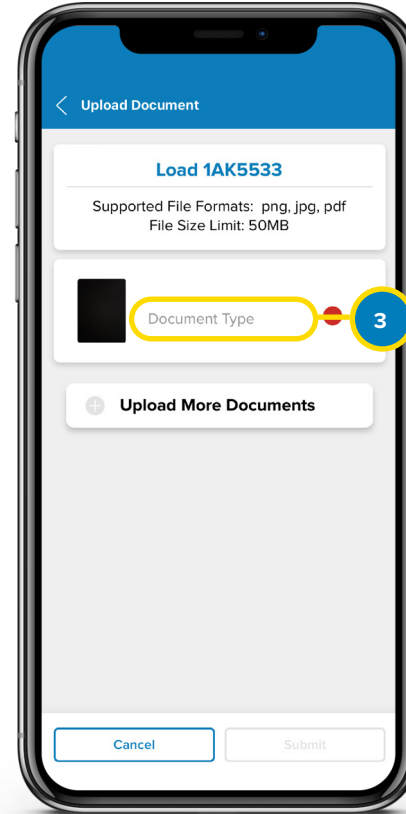
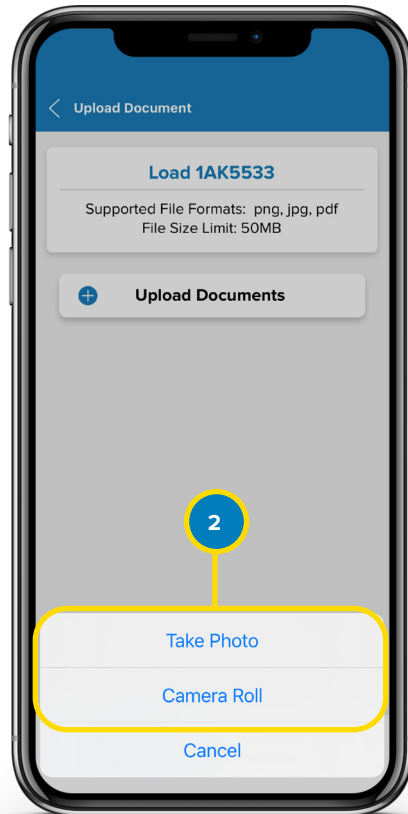
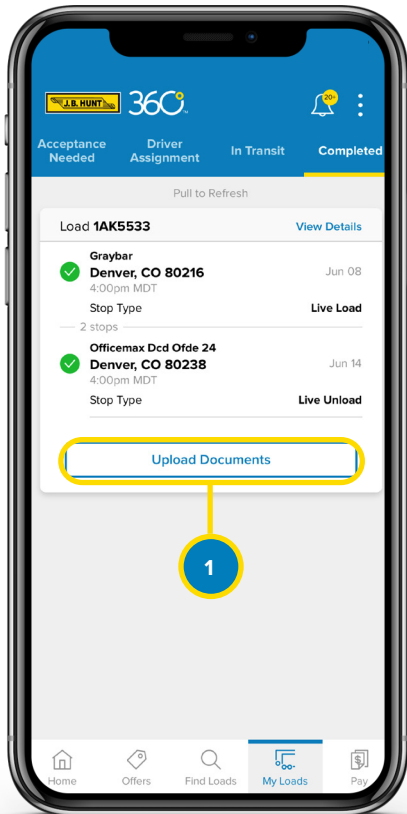
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A pop-up will display with a list of reasons. Select a reason from the list. The pop-up will close, then tap **Confirm**. A green success message will display.

CARRIER 360™ BY J.B. HUNT MY LOADS

Completed-Upload Documents

Use this guide to learn how to upload documents in the Completed tab.



1

In My Loads, tap **Completed**. Tap **Upload Documents**.

2

To upload a document, take a photo or upload an image from your camera roll.

3

Tap in **Document Type**. A pop-up box will display with a list of document types. Select the type you are uploading.

4

You can upload more documents if needed. Tap **Submit**. A green success message will display.

CARRIER 360™ BY J.B. HUNT PAY

Quick Reference Guide

1. Waiting on Me

These are completed loads that are still waiting for the required documentation to be uploaded before they can be processed. Easily upload documents or create/edit an invoice from this section.

2. Waiting on J.B. Hunt

For loads listed here, our team is working to verify documents and invoices in order to process and complete your payment.

Note: Invoices created using Carrier 360 can be resolved faster.

3. Paid by Settlement

When multiple loads are paid out at once, it's called a settlement. On this tab, click the settlement number to see the information for every included load payment.

4. Paid by Load

Search by load number to view a breakdown of each load, including payment details and uploaded documents.



Want to Know More?

For more Quick Reference Guides, please visit the Carrier 360 Help Center by [clicking here](#).

Pay in Carrier 360 allows you to access Waiting on Me, Waiting on J.B. Hunt, Paid by Settlement and Paid by Load. Use this guide to learn about Pay.

