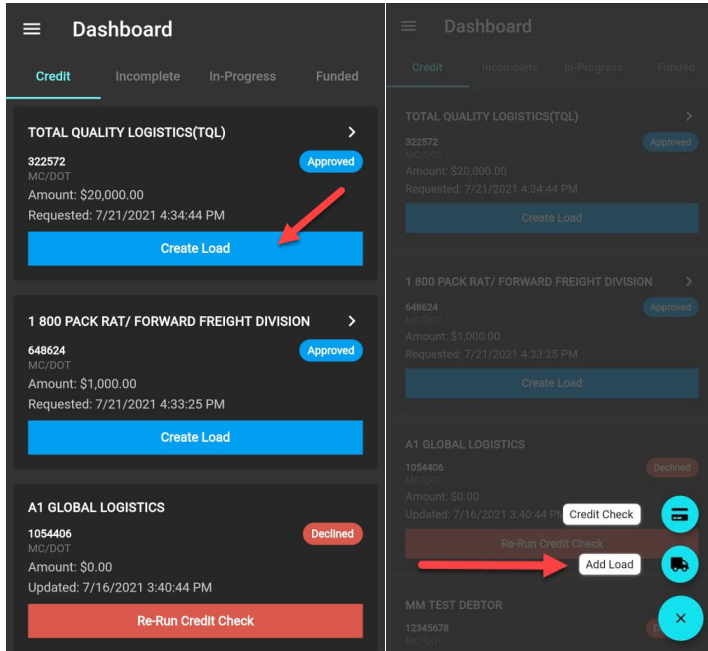
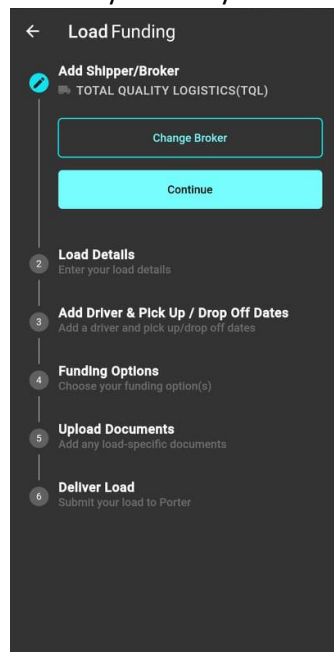


## App Guide: How to create and submit a load

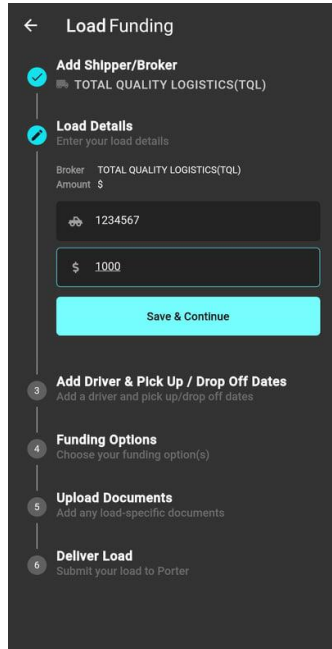
- To create a load find the approved credit request for the broker you need to submit the load for and click **Create Load** or click the floating action button at the bottom right of the screen and select **Add Load**



- You will be redirected to the Load Funding page to key in the relevant information for the load you want funded by Porter
  - **Add Shipper/Broker:** Will auto fill if selected from the Credit screen or you will need to manually enter if you selected **Add Load**

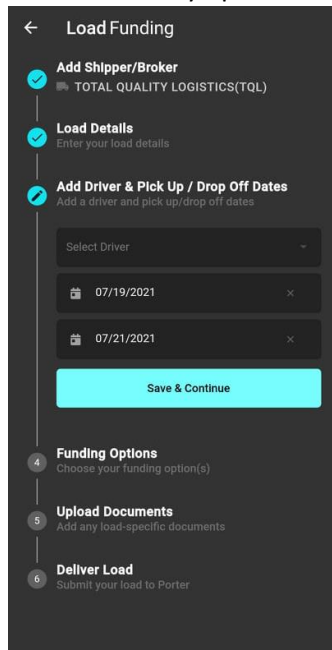


○ **Load Details: Load Number & Rate**

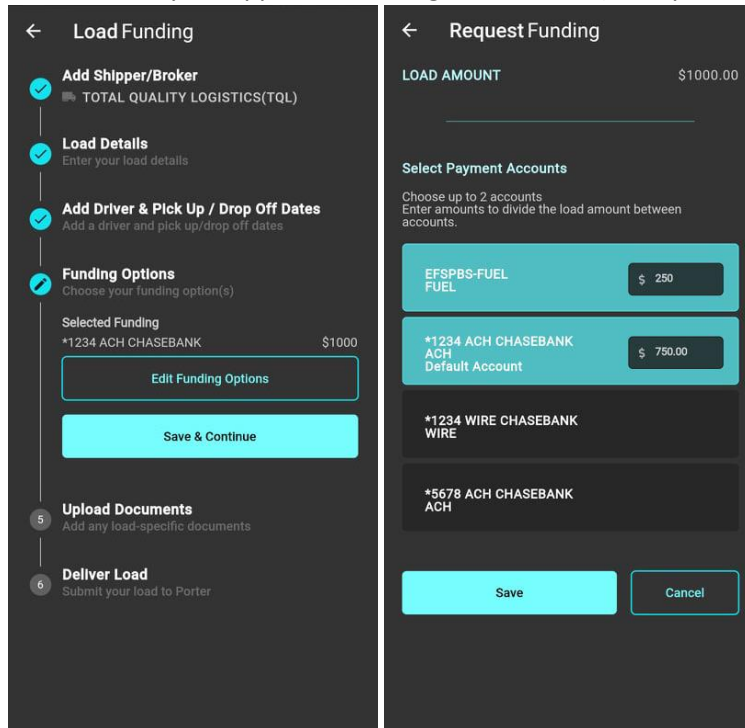


○ **Add Driver & Pick Up/Drop Off Dates:** Select the driver who will upload the final BOL, pick up date, and drop off date.

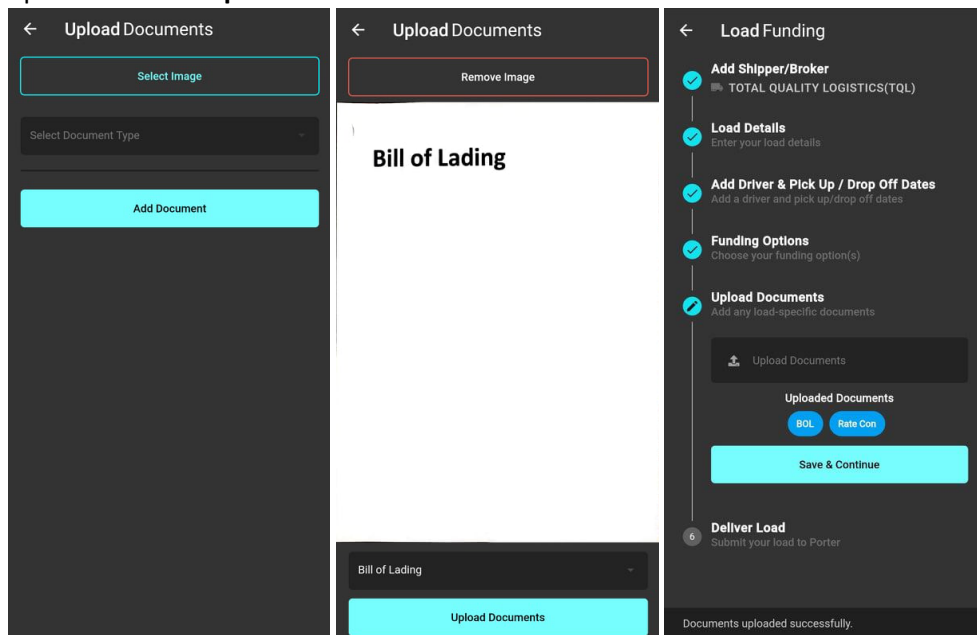
- **IMPORTANT NOTE:** You will need to add a driver to your account to assign a load directly to their app. See [Add New Driver](#) for further instruction on adding a new driver. Drivers can be assigned loads and are limited to only see the load they are assigned to upload the complete bill of lading with signed proof of delivery upon delivered load.



- **Funding Options:** Select how you want this load funded. This will default to your Primary Funding Method.
  - **IMPORTANT NOTE:** You can choose up to 2 funding methods for split funding from your approved funding method list. (Example: \$500 to ACH, \$500 to Fuel)



- **Upload Documents:** Upload clear, black and white images of your rate confirmation sheet, bill of lading(s), lumper receipts, or any additional pages required for this load. Once documents are uploaded and labeled you will see a list of which documents were uploaded under **Uploaded Documents**



- **Deliver Load:** Add any additional notes Porter needs for your funding to be complete. Upon clicking **Submit** you will need to wait until you receive a notification prompting a successful upload of your load.
  - **IMPORTANT NOTE:** Upload time is based on your mobile reception. This may take a little longer depending on how good or bad your reception is. Please wait for Success to come across your screen before moving away from this screen.

