

# Onboarding Checklist

## STEP 1

### Welcome to Porter Freight

Please check your welcome email for important information about your account

## Mobile App



### How To Videos:

[Create and Submit a Credit Request](#)

[Create and Submit a Load](#)

[Check Load Status](#)

## Website

## STEP 2

### Porter Portal Login

[Getting Started](#)

[Portal Login](#)

## STEP 3

### Credit Authorization

\*Protect Yourself- Check credit prior to hauling any load

\*Please refer to the document below for help

[Click Here](#)

## STEP 2

### Credit Authorization

[Click Here](#)

## STEP 4

### Paperwork Submission

\*Submit all paperwork to [pbs@app.hubtran.com](mailto:pbs@app.hubtran.com)

Scan a signed black & white copy of the Rate Confirmation, Bill of Lading, & any additional backup documentation required by the freight broker.

Email scanned image to [pbs@app.hubtran.com](mailto:pbs@app.hubtran.com). Please make sure the images are in the following order: Rate Sheet, BOL, and then any additional documents.

**REQUIRED:** Please type in the subject line of the email the carrier name, preferred funding method (ACH, WIRE, FUEL) as well as any advances taken.

[Click Here](#)

## STEP 5

### Paperwork Submission

[Click Here](#)

[Common Funding Issues](#)