Getting Started:

Here is the link to the website portal:

https://portal.porterbilling.com

Once there, you will see four boxes titled: "**CLIENT**", "**AGENT**", "**CARRIER**", and "**EMPLOYEE**". Click on the blue log in button under "**CLIENT**" to go to the next page.

On this page, you will enter your "Company Code" and "Password". They are:

Company Code:

Password:

Then click on the blue log in button to go to the next page.

You will now be at the main dashboard page.

This page will allow you to branch off and do several things depending on what you want to get accomplished. Think of it as a launch pad taking you where you want to go.

In the top left corner, you will find the Porter Freight Funding logo. Just to the right of it is the "**REPORTS**" link. (On a mobile device, the "**REPORTS**" link will be in a dropdown menu.)

Clicking on the "**REPORTS**" link will always bring you back to this main dashboard page. That way, you'll never get lost on the website.

At the bottom half of the page, you will see several titles including "*Transaction Reports*", "*Verification & Collections*", and "*Carrier*". Under those titles will be several links. Those links will be empty until you factor your first load, but they will populate with a lot of great information that will help you keep track of everything regarding factoring for your business.

All of the links will become important to you in time, but the ones that will be important to you right away will be "Schedule Purchases" (the third one under Transaction Reports) and "Account Status" (the second one under Verification & Collections).

Every load that is factored will be listed under "Schedule Purchases" along with the factor date, any fees taken out, when we sent you the money, and how much we sent you. Your bookkeeping will love this as it lists everything you've factored with us. If a load is held for any reason, it will also show up here as well. There will be detailed notes under that load explaining what's holding it up, what the broker needs to get it moving forward, and what we are doing here at Porter to help break that log jam, get it to move forward as fast as possible, and get you funded as fast as possible.