


# Self-Enrollment Guide

If you encounter any issues during enrollment, please contact our Accounts Receivable (AR) team: [accountsreceivable@ar.tforcefreight.com](mailto:accountsreceivable@ar.tforcefreight.com)

## Step 1

- Receive a TForce Freight invoice dated after January 26th 2023
- Towards the top, you'll have a Bill To # and an Enrollment Token
- The Bill To # represents your "Account Number" when creating an account in TForce Freight Easy Pay

		TForce Freight PO Box 1216 Richmond, VA 23218-1216						
<b>BILL TO:</b> 01234567-20230117		<b>Invoice</b> REFER TO THIS NUMBER IN REMITTANCE						
		<b>PRO NUMBER</b> 123456789						
		<b>Net Amount Due</b> \$0.00						
		<b>Payment Due</b> 11-15-2022						
		<b>P.O. NO.</b> NONE						
		<b>B/L NO.</b> NONE						
<b>TO VIEW AND PAY ONLINE GO TO:</b> <a href="https://tforce.billtrust.com">tforce.billtrust.com</a>		<b>USE THIS ENROLLMENT TOKEN:</b> AAA BBB CCC						
<b>SHIP DATE</b>	<b>ORIGIN</b>	<b>DESTINATION</b>	<b>ADV SCAC</b>	<b>PRO#</b>	<b>DATE</b>	<b>BEY SCAC</b>		
10-19-2022	MIN	ERE						
<b>CONSIGNEE:</b>				<b>SHIPPER:</b>				
<b>PCS</b>	<b>HM</b>	<b>PKG</b>	<b>DESCRIPTION</b>	<b>WEIGHT</b>	<b>NMFC</b>	<b>CLASS</b>	<b>RATE</b>	<b>CHARGES</b>

- Once you're on [tforce.billtrust.com](https://tforce.billtrust.com) you'll select Sign Up Now
- On the next page, enter your personal information, and on the Account Number and Enrollment Token fields reference your invoice

**Force**  
Freight

**Easy Pay**

**Sign Up With Online Billing**

\*All fields are required unless otherwise indicated as 'optional'

**User Information**

Enter your full name and email address, then create a user name and password for your account.

Name:

Email Address:

User Name:

Password:

Confirm Password:

**Account Information**

To verify your account, enter your account number along with the enrollment token found on your bill.

Account Number:

Enrollment Token:

**Security Questions**

Select and answer three security questions.

Security Question 1:

What is your favorite hobby?

Answer 1:

Security Question 2:

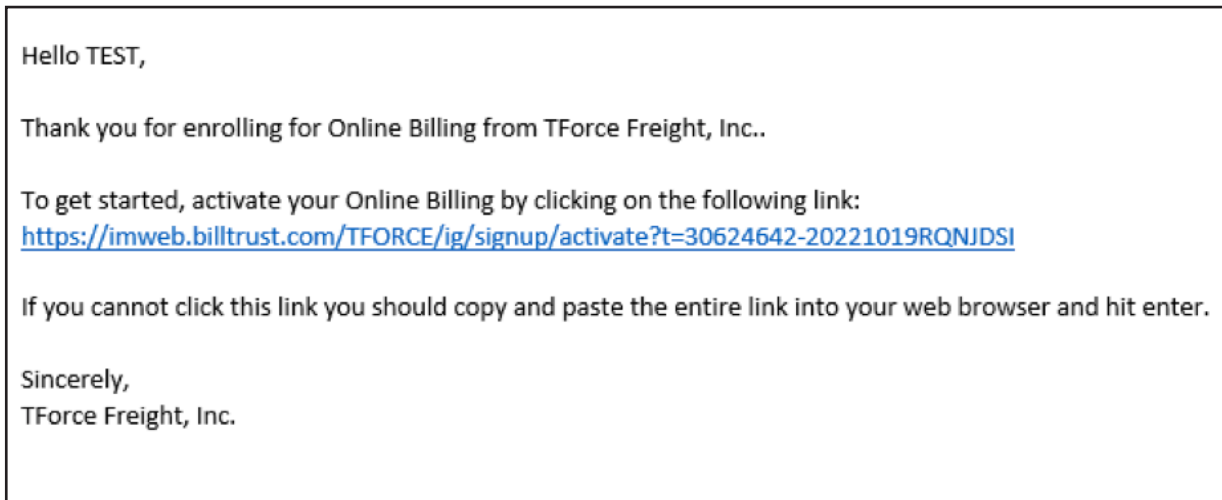
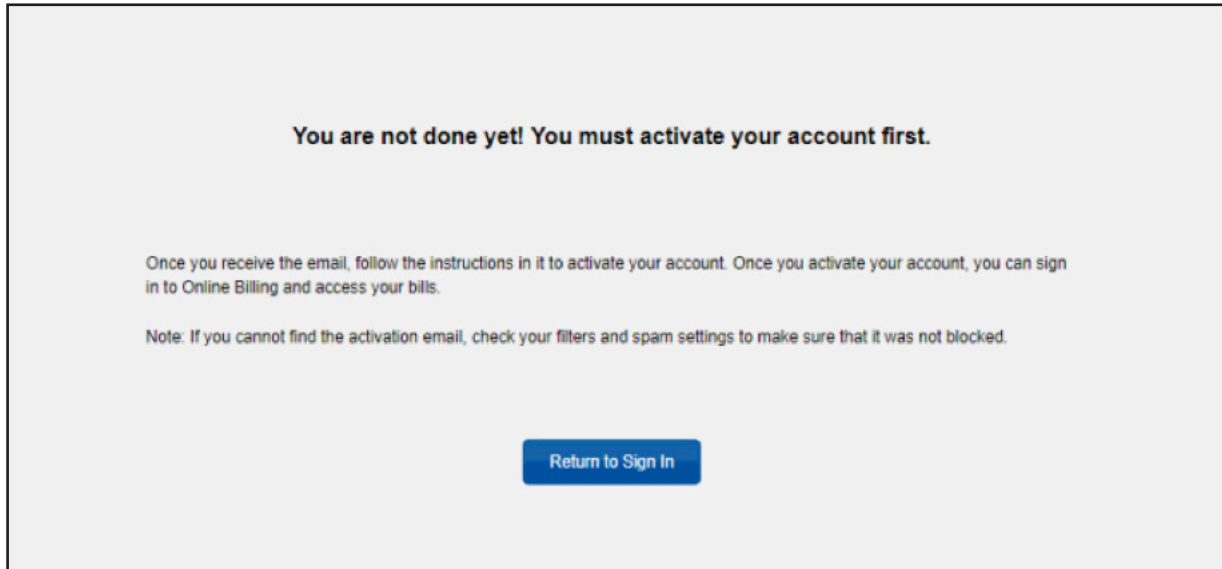
Who is your favorite athlete?

Answer 2:

Already Have an Account?

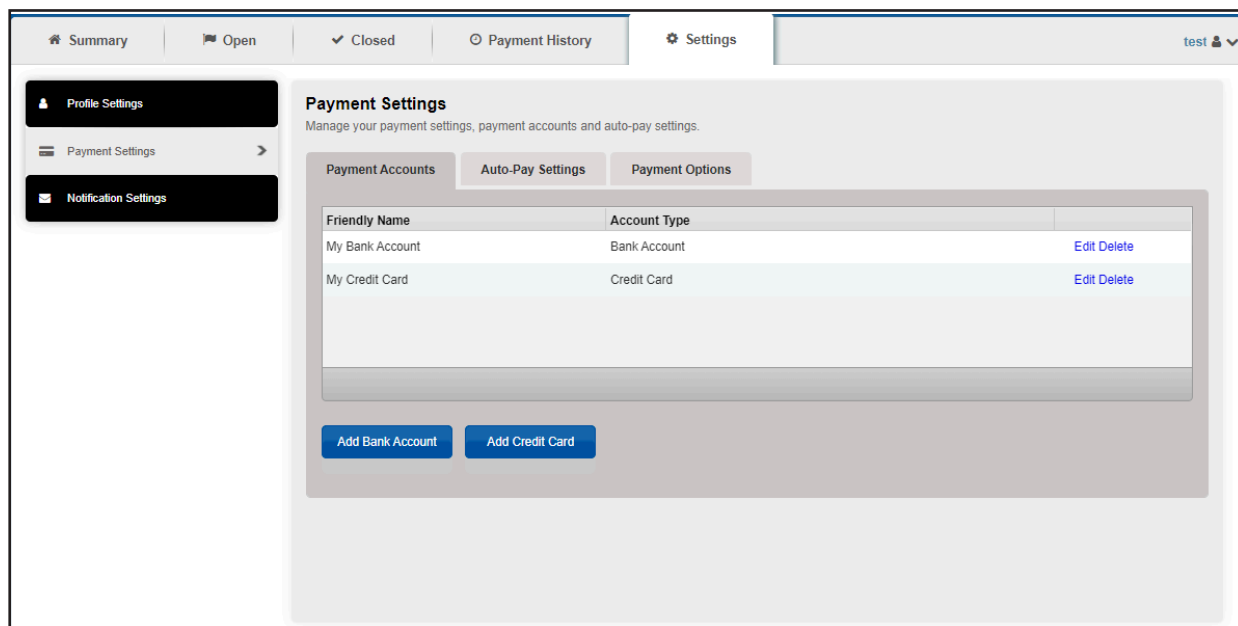
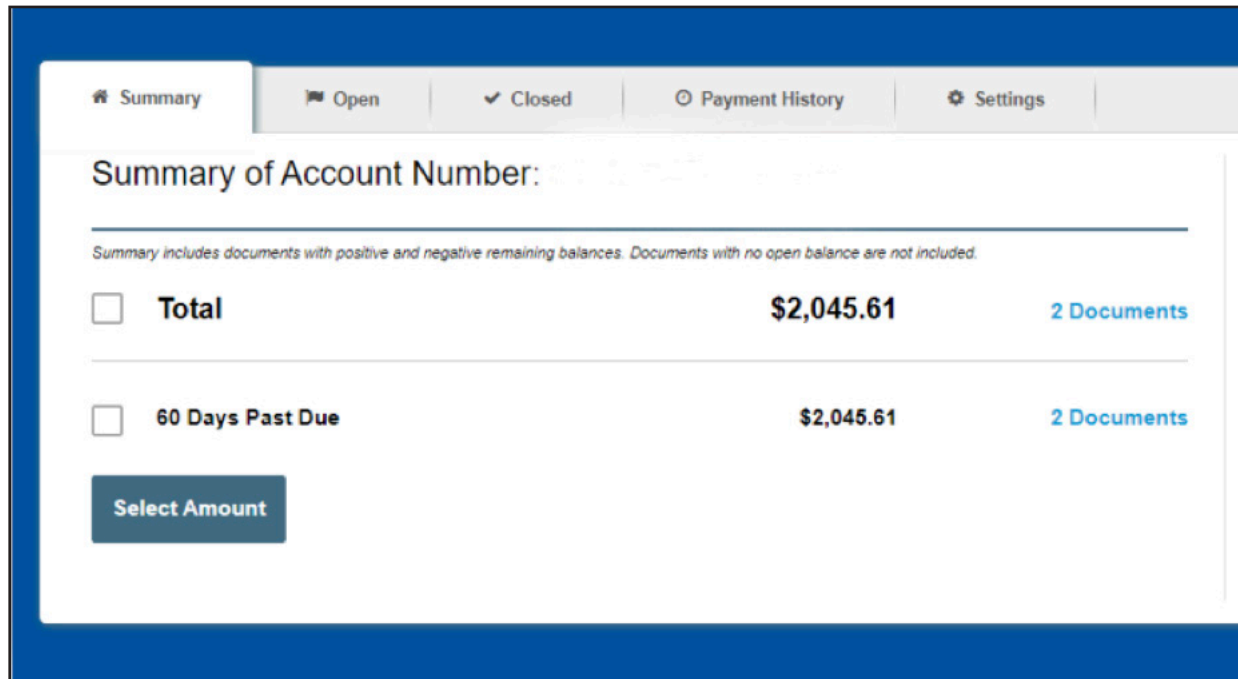
# Step 3

- Next, you'll need to activate your account by clicking on the link from the email sent by TForce Freight Easy Pay



# Step 4

- Once logged in you'll be on the Summary tab
- Switch over to the Settings tab, and choose "Payment Settings" to add either a Bank Account or Credit Card to your account



# Step 5

- From the Settings tab, select Notification Settings to manage your account notifications

