

Self-Enrollment Guide

If you encounter any issues during enrollment, please contact our Accounts Receivable (AR) team: 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

Invoice

REFER TO THIS NUMBER IN REMITTANCE

PRO NUMBER

123456789

BILL TO: 01234567-20230117

Net Amount Due

\$0.00

Payment Due

11-15-2022

P.O. NO.

NONE

B/L NO.

NONE

TO VIEW AND PAY ONLINE GO TO: tforce.billtrust.com

USE THIS ENROLLMENT TOKEN:

AAA BBB CCC

SHIP DATE	ORIGIN	DESTINATION	ADV SCAC
10-19-2022	MIN	ERE	

CONSIGNEE:

PRO#	DATE	BEY SCAC

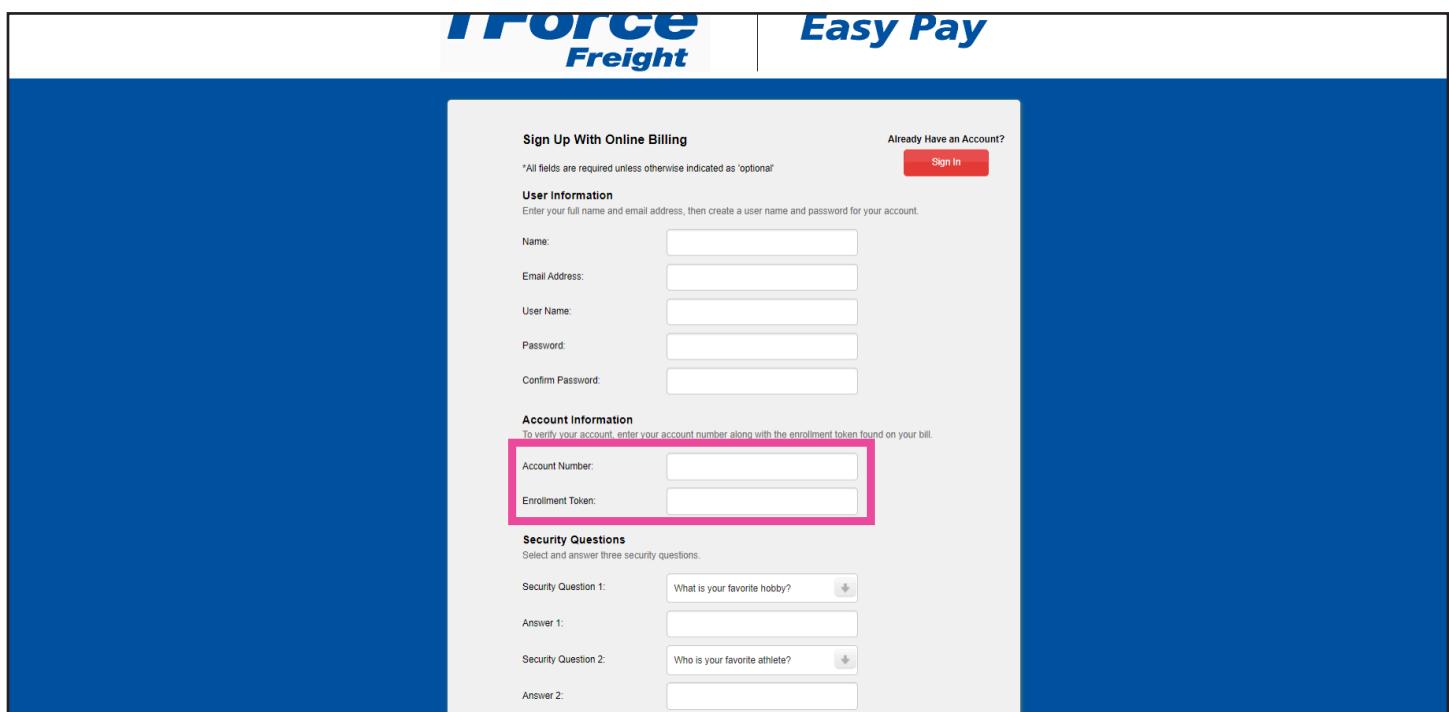
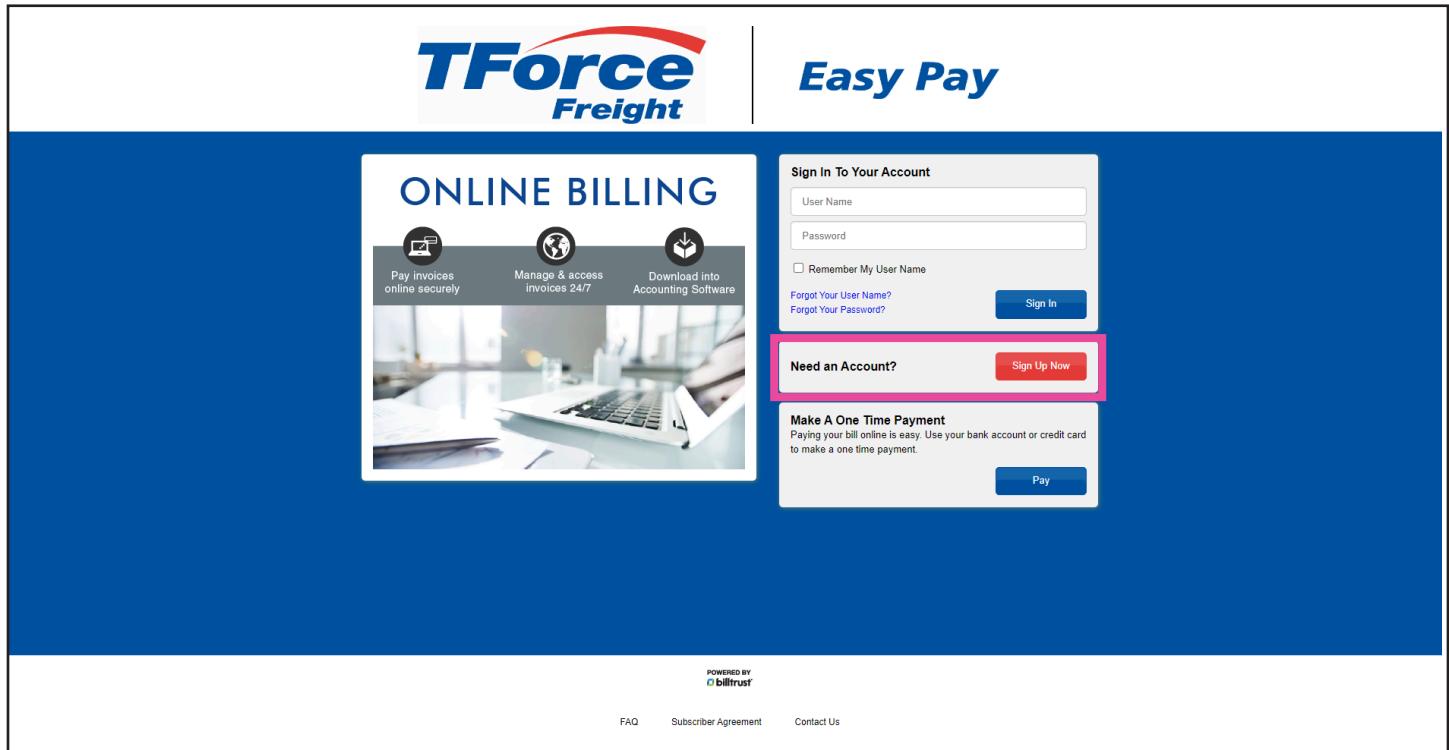
SHIPPER:

PCS	HM	PKG	DESCRIPTION

WEIGHT	NMFC	CLASS	RATE	CHARGES

Step 2

- Once you're on 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



Step 3

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

You are not done yet! You must activate your account first.

Once you receive the email, follow the instructions in it to activate your account. Once you activate your account, you can sign in to Online Billing and access your bills.

Note: If you cannot find the activation email, check your filters and spam settings to make sure that it was not blocked.

[Return to Sign In](#)

Hello TEST,

Thank you for enrolling for Online Billing from TForce Freight, Inc..

To get started, activate your Online Billing by clicking on the following link:

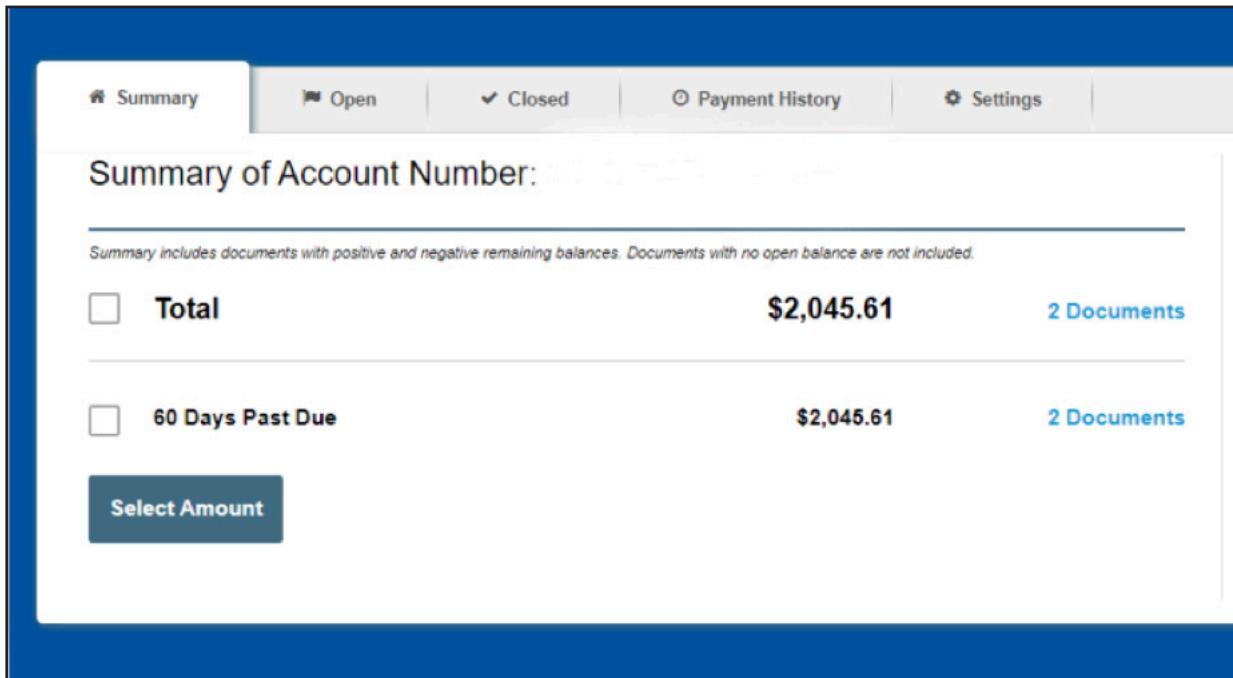
<https://imweb.billtrust.com/TFORCE/ig/signup/activate?t=30624642-20221019RQNJSI>

If you cannot click this link you should copy and paste the entire link into your web browser and hit enter.

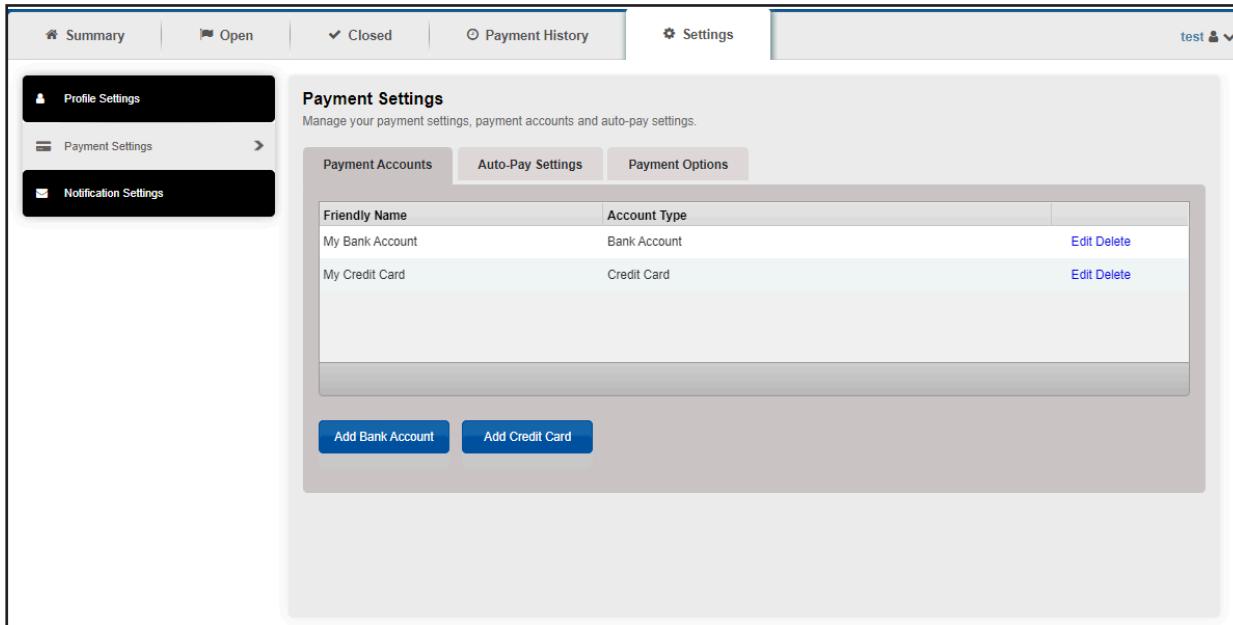
Sincerely,
TForce Freight, Inc.

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



The screenshot shows the 'Summary' tab selected in the top navigation bar. Below it, the 'Summary of Account Number' is displayed. A note states: 'Summary includes documents with positive and negative remaining balances. Documents with no open balance are not included.' Two categories are listed: 'Total' and '60 Days Past Due', each with a balance of '\$2,045.61' and '2 Documents'. A 'Select Amount' button is visible at the bottom.



The screenshot shows the 'Settings' tab selected in the top navigation bar. Under 'Payment Settings', it says 'Manage your payment settings, payment accounts and auto-pay settings.' A sub-menu on the left includes 'Profile Settings', 'Payment Settings' (which is currently selected), and 'Notification Settings'. The 'Payment Accounts' section displays two entries: 'My Bank Account' (Bank Account) and 'My Credit Card' (Credit Card). Each entry has 'Edit' and 'Delete' links. At the bottom are 'Add Bank Account' and 'Add Credit Card' buttons.

Step 5

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

Notification Settings

Manage your account notifications

Receive an email notification when a new bill becomes available

Receive an email notification reminder when a payment is due.

Attach a PDF copy of the bill to email notifications

Receive an email notification when a payment is made successfully

Receive an email notification when a payment is scheduled

Receive an email notification when a scheduled payment is paid or rejected