

SUBSTITUTE SERVICE MAINTENANCE APPLICATION REGISTRATION

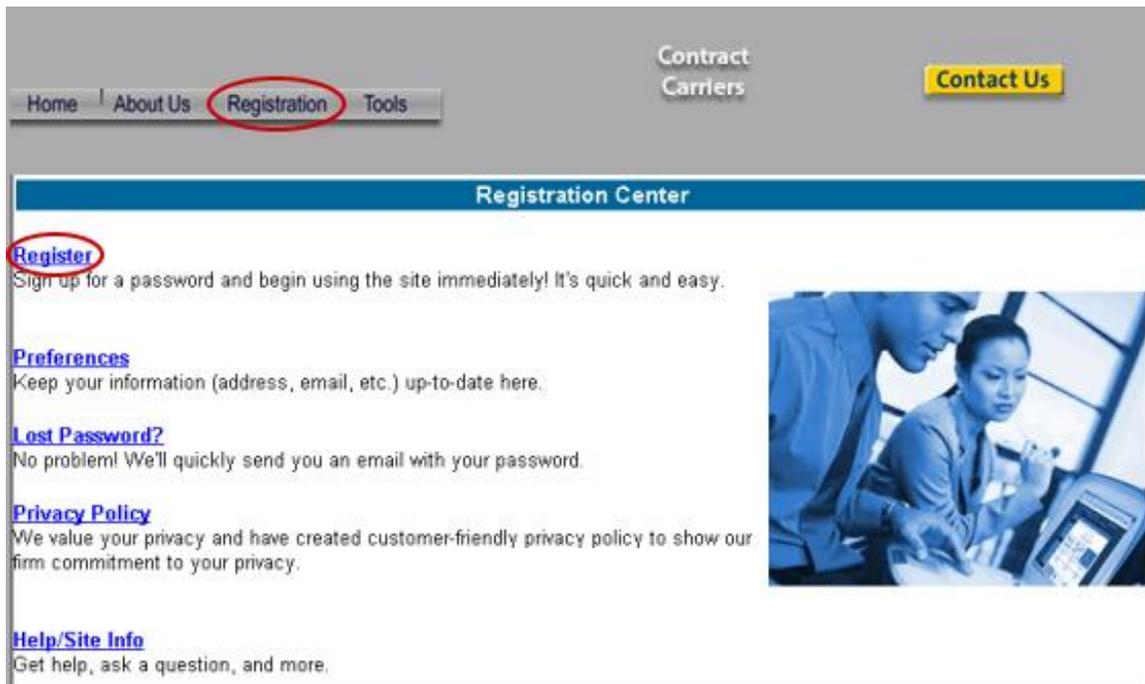
QUICK REFERENCE GUIDE

Welcome to the Booking and Electronic Freight Payment online tool! Use the tool to quickly and easily enter your booking numbers, review your pull information and then approve loads for payment.

Getting Started With Your Registration

Go to <https://subservice.xpo.com>.

Click **Registration** then **Register**.



The **New Web Account** screen appears. Here you will be asked to enter general information, such as your Name, Address, Title, and Company.

Web Account - New

Enter your general information below and click 'Continue' to enter your business accounts.

First Name	<input type="text"/>	Street	<input type="text"/>
Last Name	<input type="text"/>	Additional Street (Colony)	<input type="text"/>
Title	<input type="text"/>	City	<input type="text"/>
Company	<input type="text"/>	State/Province	-USA States/Territories- <input type="button" value="v"/>
	<input type="text"/>	ZIP/Postal Code	<input type="text"/>

Phone US/Canada Area Code () Number Ext

Fax US/Canada Area Code () Number

Password E-mail

Re-enter Password Re-enter E-mail

Language Preference English Spanish* (*MX site selected pages only)

E-mail Format Preference HTML Text

We occasionally send informational and promotional e-mail updates to our registered users. View our Privacy Policy [here](#).

I consent to receive such e-mail

I do not wish to receive such e-mail at this time

Once you are finished, click **Continue**.

The **Web Account - New SCAC** code screen appears.

Enter your SCAC code and/or any comments in the **SCAC and Comments** field.

Web Account - New- SCAC

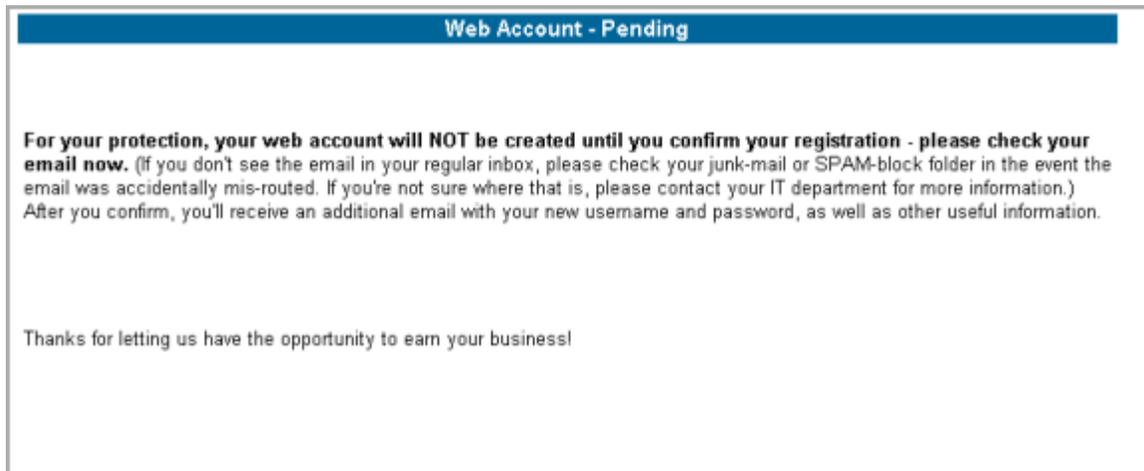
Please enter your SCAC and any comments, then click 'Register'.

SCAC and Comments

Click **Register** when you are done.

The next screen you will see is the last screen in the online registration process. Once you confirm your registration by responding to the email generated through The registration process, you will receive a confirmation email with your new username and password.

Once your account has been activated, you will be advised by Email that your *profile is ready to be used in the XPO Logistics Contract Carrier website.*



Thank you for registering. A confirmation email has been sent to you at the email address provided. If this is not your correct email address, you will need to register again with the correct one.

For your protection, your web account will NOT be created until you confirm your registration - please check your email now.

If you don't see the email in your regular inbox, please check your junk-mail or SPAM-block folder in the event the email was accidentally misrouted. If you're not sure where that is, please contact your IT department for more information.

After you confirm, you'll receive an additional email with your new username and password, as well as other useful information.

If you do not receive the confirmation email within a few minutes, please send us an email or call us for Technical Support at **(800) 755-2728**.



If you have any questions, comments or concerns please call XPO Logistics at 800-421-3962.