

SETTLEMENT INFORMATION

- Must have signed BOL for every load
- Write Manifest numbers and Driver number on all pages - BOLs and reimbursable receipts

Walk-ins – No cost

- Eagan, MN – 24 hours/7days a week
- Dallas, TX – 24 hours/7 days a week
- Sellersburg, IN – Mon-Fri 8am-4pm Sat 8am-11am



uFollowit – Mobile Scanning – Cost is **\$5.00** per month

- uFollowit Dart Transit Client ID is 280
- Go to Dart Transit’s website: www.dart.net
- Click on the “E-Driver” in the upper right hand corner
- By “Other Services” choose “Mobile Scanning – uFollowit Instructions
- You do not need to fill out or scan a coversheet
- Paperwork must be scanned by 1 p.m. CT for same day settlement on normal business days – pending there are no issues with the paperwork.
- Put all paperwork in a Monthly envelope and drop envelope in U.S. Mail ONCE A MONTH
- Any questions on downloading or using the app call uFollowit 1-800-256-6414

Transflo Express – Cost is \$12.00 per month

- Locations can be found at www.TransfloExpress.com
- Fill out a coversheet for every load completely including pay type on every cover sheet before having them scanned
- Tape receipts and small slips to a piece of paper – the clerk will provide both
- Remove all staples and paper clips
- DO NOT give the cashier your logs, citations, DOT inspections, driver inspection reports or accident reports to scan. You can put your logs and these other safety documents in a smaller envelope and drop them in the US Mail at anytime
- Confirm all sheets were scanned by the page count on your receipt
- Drop envelopes in US Mail ONCE A MONTH (Do NOT drop in Trippak)
- Paperwork must be scanned by 1 p.m. Central time for same day settlement on normal business days – pending there are no issues with the paperwork.
- Coversheet may be found at terminals or at Dart.net – DO NOT make copies (the barcode will not scan) Print off multiple copies instead.

Transflo In-Cab/At Home Scanning – No Additional cost if already using Transflo Scanning

- Go to Dart Transit’s website: www.dart.net
- Click on “E-Driver” in the upper right hand corner
- At the bottom of the E-Driver login page, click on “Transflo Scanning Software” and follow the steps for downloading the program
- Use “DART” for the requested Fleet ID
- If you have any questions regarding this, call Transflo at 813-386-2327

TripPak – Cost is \$12.00 per month

- Completely fill out all envelopes – including pay type on EVERY envelope
- Put logs and all reimbursable receipts along with all pages of BOL in envelope
- Drop in TripPak Box

US Mail – No charge (we provide self-address envelopes)

- Completely fill out all envelopes – including pay type on each envelope
- Mark envelope as NOT SCANNED
- Put logs and all reimbursable receipts along with SIGNED BOLS in envelope
- Drop in US Mail