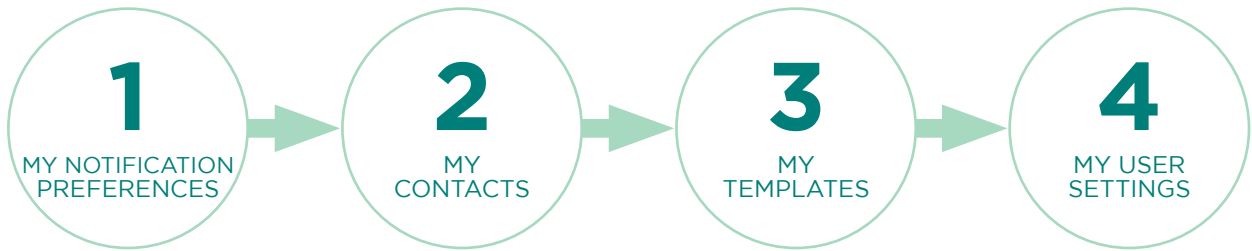


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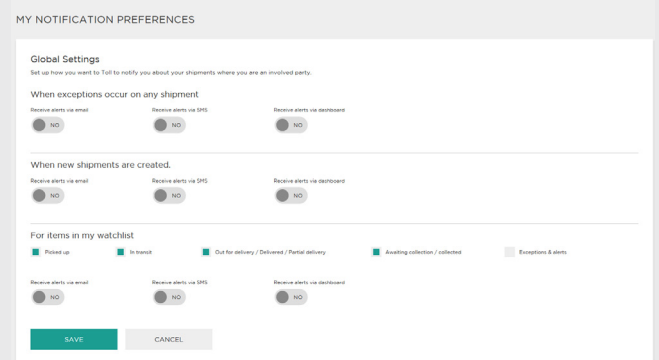
How to configure your MyToll profile settings

? After completing a basic MyToll profile setup, you can customise a range of settings enhancing your experience on MyToll. This includes controlling how you receive notifications, editing and uploading your contact lists, creating item templates, and adjusting default settings for some Toll carriers.



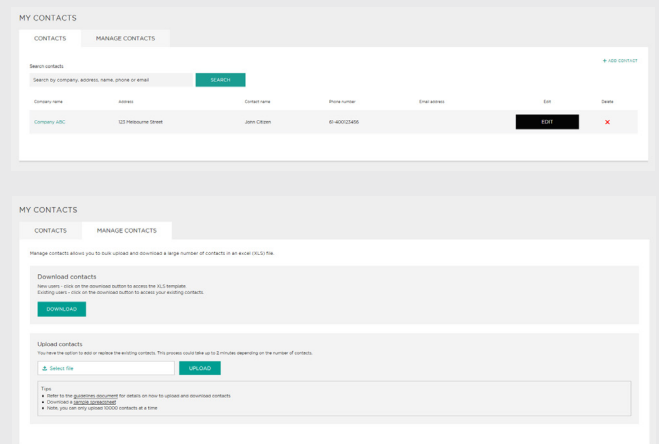
1 CONFIGURE MY NOTIFICATIONS PREFERENCES

- Control how and when you receive shipment notifications via email, SMS or the MyToll dashboard
- Remember that global settings will turn on notifications for ALL accounts you have access to, even third party
- Add shipments to your watchlist and configure preferences for finer control of notifications you would like to receive



2 MANAGE MY CONTACTS

- You can add or edit
- MyToll will highlight required fields that are left empty
- Select whether a contact is a sender or a receiver
- Download an existing contact list to an Excel spreadsheet, make changes, then upload the file
- Contact guidelines and a simple spreadsheet can be downloaded from the Manage Contacts page



3 CREATE MY TEMPLATES

- Templates are a quick way to save line item information for repeat shipment creation
- Save both dangerous goods and non-dangerous goods information in the templates
- Add templates when you're creating a shipment saving as you go
- Give templates a name of your choice

The screenshot shows the 'MY TEMPLATES' section of a web application. At the top, there's a 'Freight templates' header with an 'ADD TEMPLATE' button and a filter dropdown set to 'All'. Below this is a table with columns: 'Toll carrier', 'Template name', 'No. of items', 'Total weight', 'Dimensions', 'Cubic volume', 'Edit', and 'Delete'. One template is listed: 'Intermodal & Specialised' with 'Template 1' as the name, 1 item, 10 total weight, and dimensions of 25 x25 x cm, with a cubic volume of 0.000 m³. An 'EDIT' button and a delete icon are visible for this template.

Below the table is the 'Edit Template' form. It includes a 'Toll carrier (Optional)' dropdown set to 'Intermodal & Specialised', a 'Freight item description template name' field with 'Template 1', and a 'No. of items' field with '1'. The 'Total weight (kg)' is '10' and 'Dimensions per item (Length, width & height)' are '25 cm', '25 cm', and 'cm'. There's also a field for 'OR total cubic volume only (M3)' set to '0.000'. 'SAVE' and 'CANCEL' buttons are at the bottom.

4 ADJUST MY USER SETTINGS

- Toll Energy and Marine, Intermodal & Specialised, Toll Mining Services and Toll Tasmania allow you to set system and feature defaults to prefill information when creating a shipment
- Set default service, payer and payer's account numbers
- Control certain fields to appear when you creating a shipment

The screenshot shows the 'SYSTEM & FEATURE DEFAULTS' settings page. It has a 'General settings' section with a sub-header 'The following settings are defaults that can be used when creating a shipment'. There are several sections for 'Default settings' with dropdown menus for 'Service', 'Payer', and 'Payer account number'. Below this is a 'Create a shipment' section with three toggle switches for 'Show weight of', 'Show volume of', and 'Show dimensions of', each with a 'Show' button. At the bottom, there are more 'Default settings' for 'Toll carrier', 'Toll Energy Services', and 'Toll Tasmania', each with a dropdown menu.



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