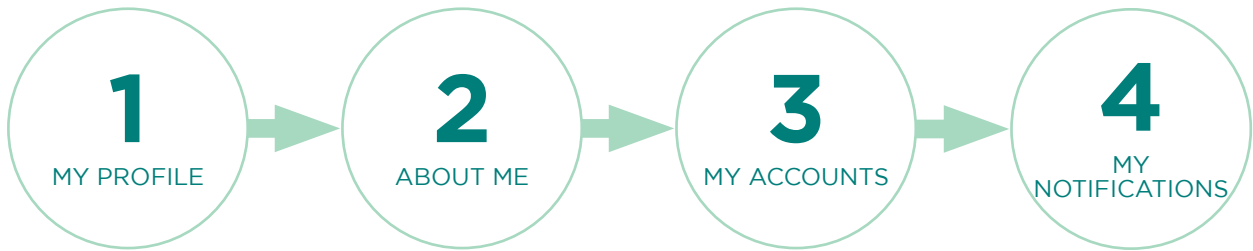


MyToll | Quick Reference Guide

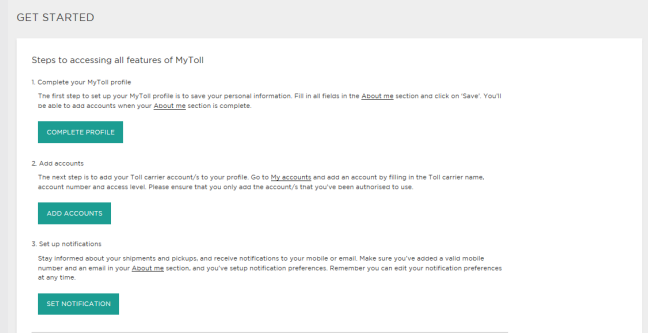
How to get started on MyToll

? When you first login to MyToll, you'll be prompted to complete your profile. Complete the About Me section by saving your personal information, including company name and contact details. Once you've completed your profile, add your accounts to get ready to create transactions. MyToll allows you to control the notifications you will receive as an involved party.



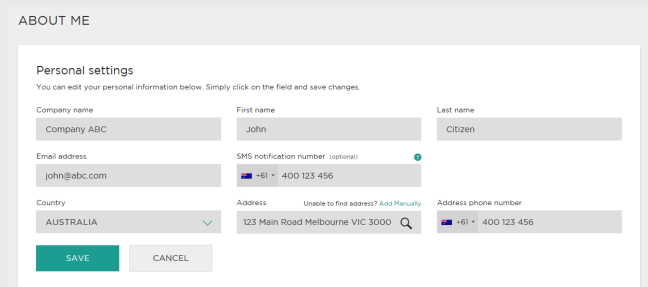
1 GO TO MY PROFILE

- Navigate to My Profile from the main menu OR
- Navigate to your profile name on the left hand corner of the header on my dashboard, and click on My Profile
- Follow the instructions on the Get Started page



2 COMPLETE ABOUT ME

- Remember to complete all fields in the About Me section
- Ensure you save your phone number
- Add your address manually if MyToll is unable to find it
- MyToll will highlight required fields if left empty



3 ADD ACCOUNTS TO MY ACCOUNTS

- Only add accounts you are authorised to use
- Request the right level of access. There are three levels:
 1. third party
 2. standard
 3. full financial
- You'll receive a notification advising the approximate time for your request to be actioned, after you submit
- You'll also be notified when your request has been completed

4 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



FOR MORE HELP AND TIPS
visit mytoll.com

