

SELF-SERVICE: CARRIER TENANT

HOW TO COMPLETE YOUR COMPANY PROFILE

Once your information has been verified, you will receive an email asking you to complete your tenant setup. Open the email and click **COMPLETE SETUP** to continue.



Hi John Doe,

Complete your setup process by taking ownership of your users and company profile.

COMPLETE SETUP



STEP 1:

Input and verify specific company information. Ensure your company name, tax ID (or MC number for carriers), company address, time zone, and company contact information are filled in and correct. Then, click **CONTINUE**.

3 STEPS

Complete company profile

✓ Company information

✓ Company logo

3 Manage users

STEP 1

Company information

Company information

Company name
Regression Shipper

Tax ID
123

Location

Company address
12364 Saratoga Sunnyvale Rd, Saratoga, CA 95070

Primary timezone
(GTM -08:00) America/Los Angeles

Contact

Company phone
(555) 555-5555

Company email
regressionshipper@regression.com

CONTINUE

SELF-SERVICE: CARRIER TENANT

HOW TO COMPLETE YOUR COMPANY PROFILE

STEP 2:

You have the opportunity to add various company logos. Please note that under each logo specific accepted files types, file sizes, and image dimensions are provided. You can upload your logos or click **Skip this step** to move on.

Top bar logo: Appears on every page of your Turvo tenant in the top left corner of the screen. Typically, this is your standard company/product logo.

Document & email logo: This logo appears in documents generated from Turvo and emails sent from Turvo. If you have a specific logo you use as a header on documents, use that here.

Account logo: The logo added here will be what your sharing partners see when you collaborate with them in Turvo.

STEP 2

Company logo

Top bar logo
Appears in Turvo's top bar when users in your company are signed in

Use the same logo for document & email

Drag & drop or [browse image](#)
(png, jpg, gif less than 1 MB, image should be at least 200x50 px.)

Document & email logo
Appears in documents and emails

Drag & drop or [browse image](#)
(png, jpg, gif less than 1 MB, image should be at least 200x50 px.)

Account logo
Account image other companies see when you share with them.

Drag & drop or [browse image](#)
(png, jpg, gif less than 1 MB, image should be at least 100x100 px.)

[BACK](#) [CONTINUE](#)

[Skip this step](#)

SELF-SERVICE: CARRIER TENANT

HOW TO COMPLETE YOUR COMPANY PROFILE

STEP 3:

The last step before finishing your company profile is to ensure that all invited users have the correct permissions and are actually users that should be accessing Turvo.

All users that have been invited to your tenant will appear on this page in a list. From here, you can edit their permissions level, or hover over the user row and click on the small X that appears on the right side to delete them from your tenant.

TURVO

Complete company profile

- Company information
- Company logo
- 3 Manage users**

Any questions? [Contact us](#)

STEP 3
Manage users

Users	Email	Permissions
1	jdoe@regression.com	Super admin

[BACK](#) [FINISH SETUP](#)

FINAL STEP:

Click **FINISH SETUP** and your tenant will be claimed. You'll now be able to benefit from being a part of the Turvo network collaborating with partners across the supply chain.