TruckingOffice ELD Go Live Set Up Guide

Step One: Setting Up Driver Accounts (web app)

Go to TruckingOffice.com, then click Sign In. Use your email and password to sign in. Click on "Switch to ELD" in the top black navigation bar.

- You will be prompted to enter your US DOT Number, Timezone, and ELD Options. Click Save.
- Next, you will create your first truck. You will need to enter the VIN and assign a truck number. Click Save.
- Lastly, you will create the ELD driver profiles that will allow the drivers to sign into the ELD app. There are 3 options:

1)Use the first option **(Add Driver)** to set up a brand new driver if you do not have any drivers set up on the TMS side.

2) Use the second option **(Add Owner Driver Account)** if you are the owner AND the driver.

3) Use the third option **(Convert TMS Drivers to ELD)** if you already have the drivers set up on the TMS side.

You must have a driver set up on your web access account to be able to log into the mobile application.

Step Two: Setting up the TruckingOffice ELD app

From the app store (Android or iPhone), search TruckingOffice ELD (make sure TruckingOffice is all one word). Click on "Get" then "Install". Once the app is downloaded, click Sign In and enter your email and password assigned by your fleet manager. (If you don't know your email and password, check with your fleet manager. If you ARE the fleet manager, refer to step one to set up your driver account).

Step Three: Plug-and-Play! Installing the VID into the Truck

Locate your truck's ECM (Electronic Control Module) connector port under your truck's dashboard (typically)

-If you have a j1939 (9 pin), the VID will plug directly into the ECM. Use the "key" on the center pin to line it up then push it in and line up the outer locking ring. The outer locking ring then needs to be turned a quarter turn clockwise to lock it into place.

If you have a j1708 (6 pin), the VID will plug into the adapter, which will plug into the ECM connector port

-If you have an OBD2, (rectangular plug), the VID will plug into the adapter, which will plug into the ECM.

**_From your phone, make sure your bluetooth is turned on and GPS enabled_.

All drivers are REQUIRED to keep a printed copy of the ELD manual in the truck at all times The manual is available in your account-click Settings, then User Guide. On the left side, you will see an ELD section with a PDF.