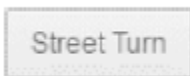


STREET TURN INSTRUCTIONS



How to Initiate a Street Turn Request

1. Visit www.dcli.com
2. Click “Log In” in the upper right-hand corner of the screen to log into your account.
3. Go to the Activity tab. This tab will show you all of the moves that you currently have active.
4. To street turn a chassis, simply select the line that contains the chassis you wish to street turn and select the button labeled “Street Turn.”



5. A form will open in a new window. Review the information in the form then complete the street turn fields in the bottom of the form and click the “Street Turn” button.

Please complete street turn fields below.

Street Turn To *	<input type="text"/>
Request Date/Time *	<input type="text" value="05/05/2017 2:16 pm"/>
Remarks	<input type="text"/>

6. A pop-up box will appear notifying you whether the street turn request was submitted successfully and a notification email will be sent to the requested trucker with instructions to visit the DCLI website to accept or reject the street turn.

How to Accept or Reject a Pending Street Turn Request

1. Visit www.dcli.com
2. Click “Log In” in the upper right-hand corner of the screen to log into your account.
3. Go to the Activity tab. This tab will show you all of the moves that you currently have active.

STREET TURN INSTRUCTIONS



4. Select the line item of the pending request. If you have a lot of activity, you can find the event by going to the column labeled “Request Status” and narrow down to “PENDING.”
5. With the line item highlighted, select “Accept” or “Reject” as shown in the image below, then follow the brief on-screen prompt.

Activity



6. If the request is Accepted, an email will be sent to the initial trucker notifying them that their request has been approved and the billing responsibility has transferred to the trucker who accepted the street turn.
7. If a request is Rejected, an email will be sent to the requesting trucker notifying them that their request has been rejected and the billing responsibility will remain with the initial trucker.

How to Cancel a Pending Street Turn Request

1. If a pending street turn request is not accepted or rejected within seven days of the request, then it will automatically expire.
2. A pending street turn request can also be cancelled by the requesting trucker. Select and highlight the pending street turn request and click the “Cancel” button.

Activity



Notes:

1. Both parties must be registered and in good standing with DCLI to request or accept/reject street turns. The street turn functionality is not available to parties that are Shut-Out or in a Non-Compliant status.
 - All Non-Compliant parties will see the below notification at the top of the screen when logged in to the website.



STREET TURN INSTRUCTIONS



- To view the reason for the Non-Compliant status, simply click the “Non DCLI Compliant” link. This will show a reason for the status and may also show a comment to give a little more detail about the status.

Non DCLI Compliant



Reason : No Insurance/No Registration

Comment :

Please contact DCLI for further assistance.

OK

- Common Reasons for Non-Compliant Status:
 - Financial
 - To resolve Financial related reasons, contact AR@dcli.com
 - Insurance
 - To resolve Insurance related reasons, contact Insurance@dcli.com
 - Other
 - To resolve Other reasons, contact CustomerSetup@dcli.com

2. For Street Turn support, please contact transferunit@dcli.com