

All Drivers MUST use the Drive Axle App on their phones to submit their signed Bills of Lading after each trip.

1. On your Cell Phone Download the Free App in either your Google Play Store or the App Store and search "Drive Axle"
2. Open the App and Create an Account
3. To take a photo of your Document/Bill of Lading click on "Capture Image" **\*MAKE SURE YOU ARE STRAIGHT AND ON TOP OF THE BILL OF LADING AND NOT TAKING THE PICTURE AT AN ANGLE\***
4. Make sure you are far enough away from each document where ALL 4 corners of the page are seen within the box on your screen
5. Click on "Next", if needed, drag the grid on the screen to fit your document into the orange box— all 4 corners of your page MUST be inside the orange box
6. Click on "Next" and then click on "Done Adding Pages" or "Add Another Page"—Add another page until you have taken a photo of ALL of your bill of lading pages. (We know sometimes there's a lot, but most of the times its just 1 or 2!)
7. **\*\*\*\*Enter Load Number\*\*\*\*** (This must be the exact load number provided to you by your dispatcher)—please double check that you are entering the correct number. IF IT IS WRONG IT WILL ATTACH TO ANOTHER DRIVER AND PAY HIM FOR THE LOAD! PLEASE MAKE SURE IT IS CORRECT!
8. Enter the type of document it is (for example: Bill of Lading, Scale Ticket, Lumper Receipt = OTHER)

9. THINGS TO CHECK MARK BEFORE SENDING 



**BILL OF LADING** = SIGNED BOL WITH HAND WRITTEN LOAD # ON IT (UPPER CORNERS OF BOL)

\*SCALE RECEIPT = **\*\*ONLY IF CUSTOMER REQUIRES IT, DISPATCH WILL TELL YOU IF IT IS NEEDED\*\***

\*OTHER = LUMPER RECEIPT

**\* = YOU WILL RARELY NEED TO**  **CHECK MARK "SCALE RECEIPTS" OR "OTHER" OPTIONS, UNLESS THERE WILL BE A "LUMPER" OR "SCALE RECEIPTS" REQUESTED BY THE CUSTOMER**

10. Click on "Next"
11. Enter email address: [docs@elelogistics.com](mailto:docs@elelogistics.com)
12. Click **SEND**