

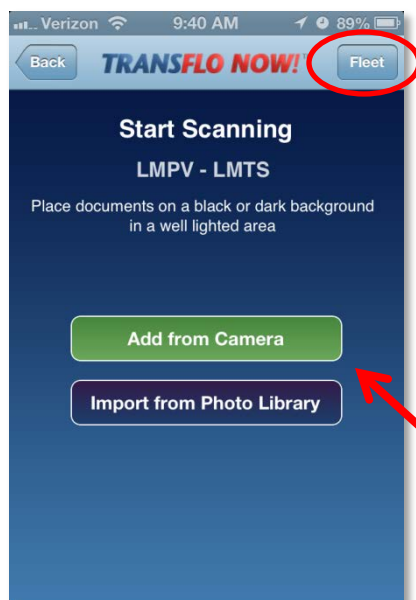
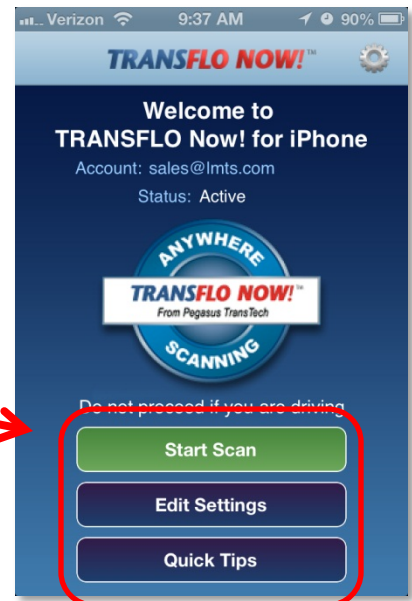
Scanning and Sending Bills with the TRANSFLO NOW!® Smart Phone App

Open the **TRANSFLO NOW!** app by pressing the logo on your **iPhone** or **Android** smart phone.

From here, you will see the home screen displayed on your phone with **three buttons**:

- The **Green Button “Start Scan”**
- Edit Settings
- Quick Tips

To scan and send a set of **PODs (Proofs of Delivery)**, press the **Green Button “Start Scan.”**



The next screen will first want you to confirm what Fleet ID you are sending it to. Be sure you have selected **LMTS (Fleet ID = LMPV)** so we receive the scanned documents. To change the Fleet ID, press the **“Fleet”** button in the **top, right corner**.

If you are ready to scan, press the **Green Button “Add from Camera.”** Also, if you already have pictures of the bills that are legible on your smart phone, **you can add them from your phone’s Photo Library by pressing the “Import from Library”** button.

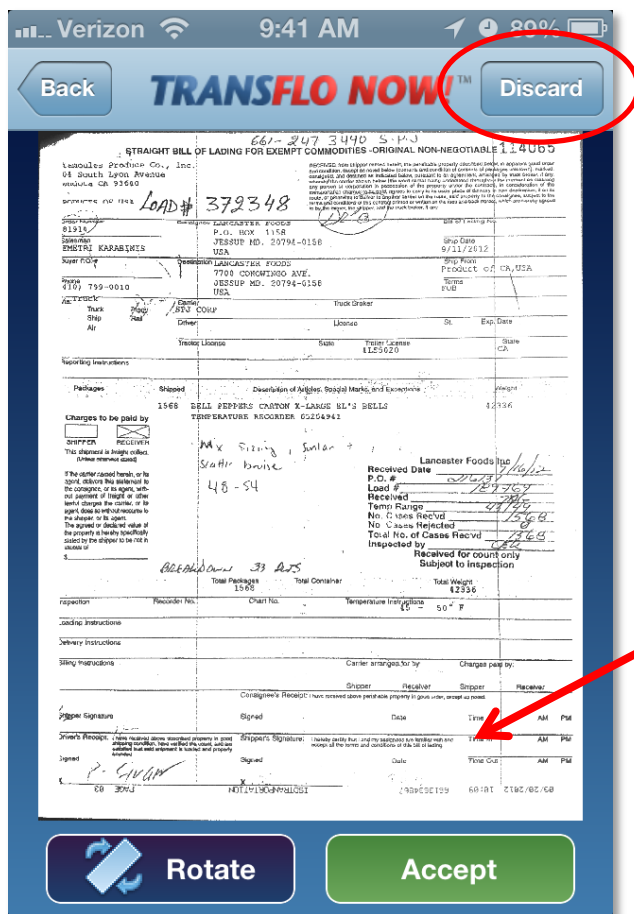
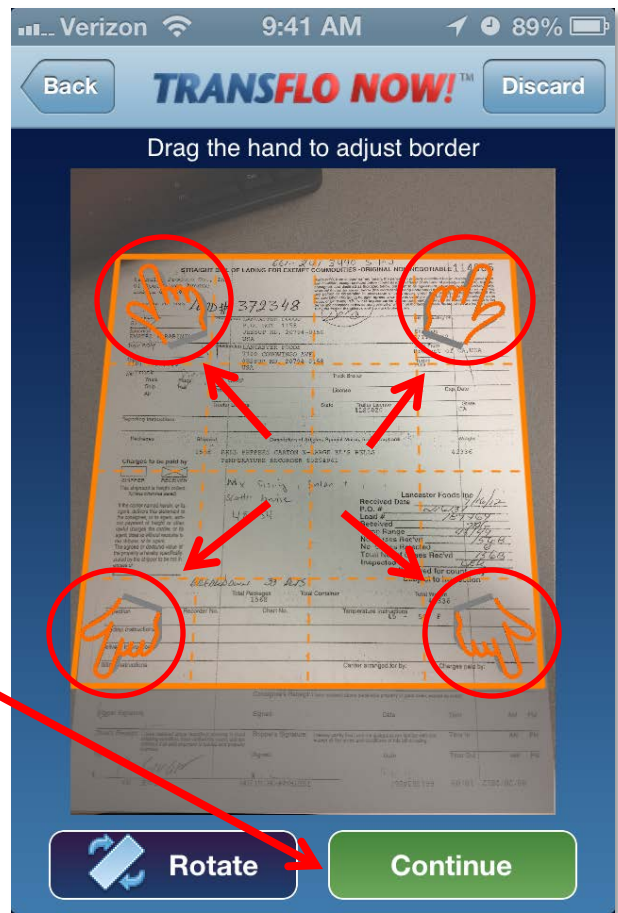
After pressing the **“Add from Camera”** your camera view will appear to take a picture. Laying one of your PODs on a flat surface, holding your smart phone above them, take a picture of the bills. This will bring up the following screen:

Using your finger, adjust the **Orange Box** to crop the picture you took of the POD to show only the document and not the background.

You can also use the **“Rotate”** button to spin the picture 90 degrees clockwise.

If you are not satisfied with the picture, you can press the **“Discard”** button in the top, right corner to retake the photo.

When you are finished, press the **Green Button “Continue.”**



This next screen will show the final result of the POD you took a picture of that will be transmitted to us for payment.

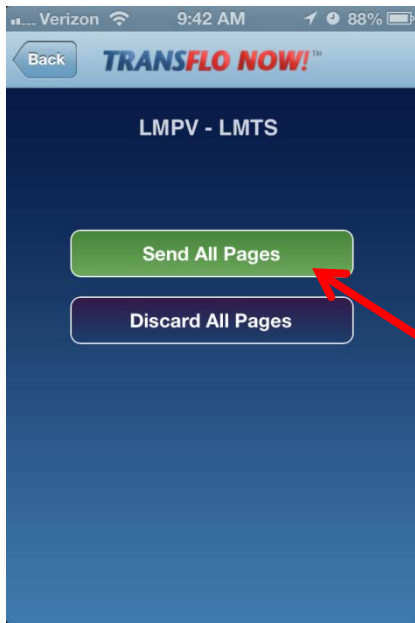
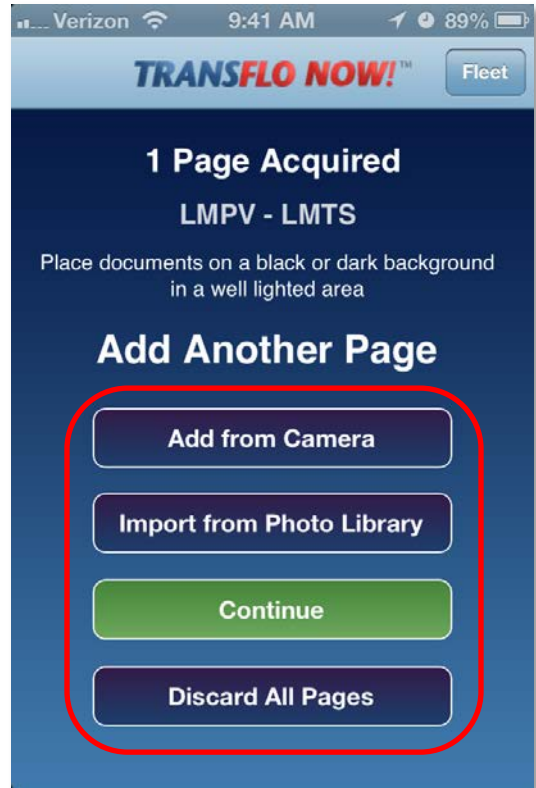
If you are satisfied with this press the **Green Button “Accept.”**

If not, press the **“Discard”** button in the top, right corner to start the process over again.

This next screen will confirm you've added **One Page** to your submission to **LMTS**. From here you can:

- Add another page from Camera
- Import another page from your Photo Library
- **Green Button "Continue"** (when you are finished adding pages)
- Discard All Pages all at once and start completely over

****Add only one page at a time. To do so repeat the steps above. When finished press the Green Button "Continue"****



When you are ready to send your PODs to LMTS, press the **Green Button "Send All Pages."** You can also delete all pages by pressing "Discard All Pages."

The final screen will show if the transmission was successful and your **TRANSFLO NOW! Confirmation Number**.

This number and information will also be emailed to you via the email address on your user profile.

Press the **Green Button "Main Menu"** to return to the home screen.

