Loadee

CARRIER ACCOUNT SETUP & USER GUIDE

Your load.
Your price.
Your bid.

Loadee automates the load-matching and bidding workflow, helping you respond quickly to new opportunities.

A visual guide to setting up Loadee and using it for your carrier business.

THREE SIMPLE STEPS

1 **Match** Once your account and fleet are set up, keep filters current so Loadee finds fitting loads.

2 **Price** Review Loadee’s recommended price based on lane, freight size and current market conditions.

3 **Bid** Loadee builds your bid email in one click. Tailor it to your preferences and send it.

Create your account

Get started by creating and verifying your carrier account.

1 Tap Sign up

On the welcome screen, tap Sign up.

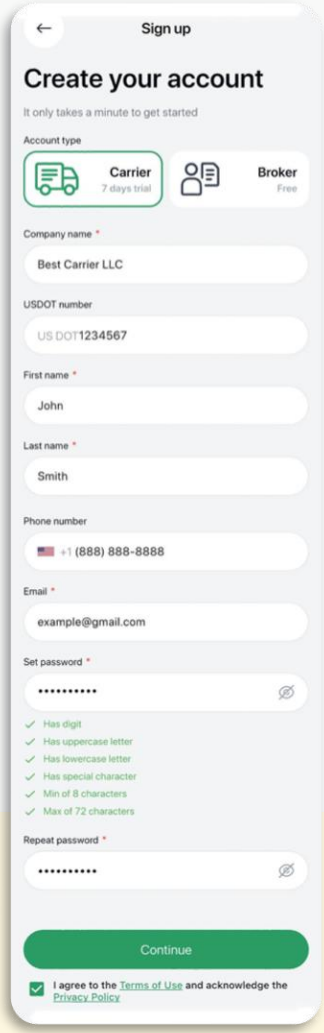
2 Complete the registration form

Enter the requested contact and business details accurately.
Use your carrier business email address.

3 Verify and sign in

Loadee will send an email with a verification link. Tap it, then return to Loadee and sign in.

HINT Already registered? Use Sign in. Forgot your password? Use Forgot password.



Add your vehicles

Set up each vehicle accurately to get the most relevant load matches.

1 Open Fleet and tap “+”

Tap Fleet in the bottom navigation menu.
Tap the + button to add a vehicle.

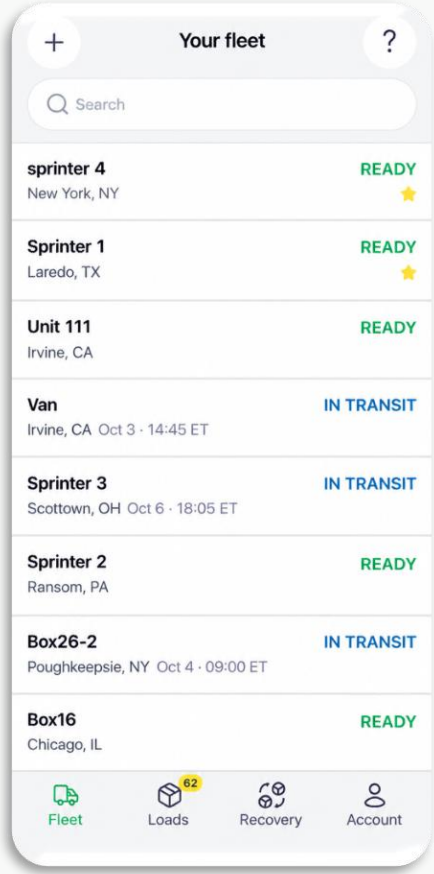
2 Give it a recognizable name

Use a name such as Sprinter 1 or Box26-2 so you can identify it quickly.

3 Configure and save

Complete the vehicle load filters and cost & pricing settings. You can always adjust them later.

HINT Vehicle status and location are visible on Fleet screen.
Mark a vehicle as Favorite to keep it near the top.



Tell Loadee where you can pick up

Your available location is the starting point for matching nearby freight.

1 Open vehicle filters

Open Load filters for the vehicle you want to update.

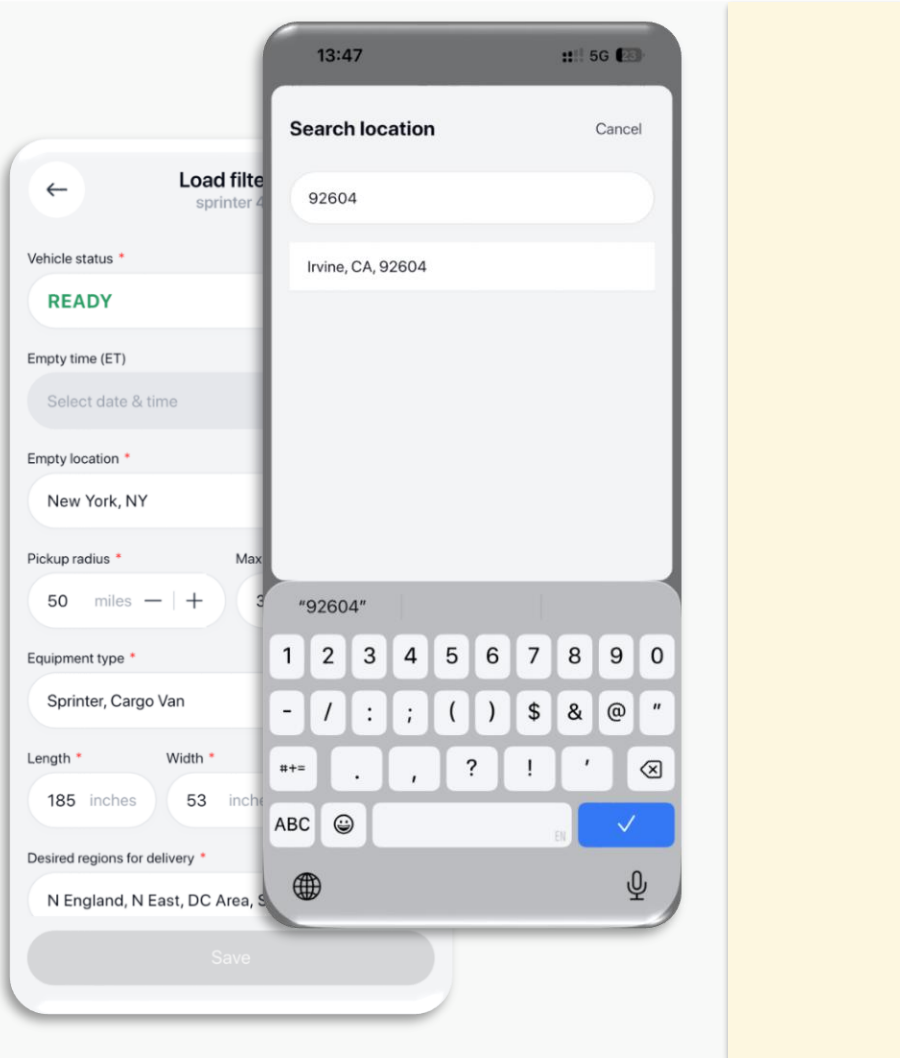
2 Set Empty location

Enter the city or ZIP where the vehicle is - or where it will be empty.

3 Choose pickup radius

Set the maximum deadhead you are willing to drive.
A 100-mile radius is a good starting point.

HINT Loadee does not track your vehicles.
Keep Empty location updated as the vehicle moves.



Enter usable cargo space

Accurate payload and dimensions prevent irrelevant matches and help brokers evaluate your vehicle.

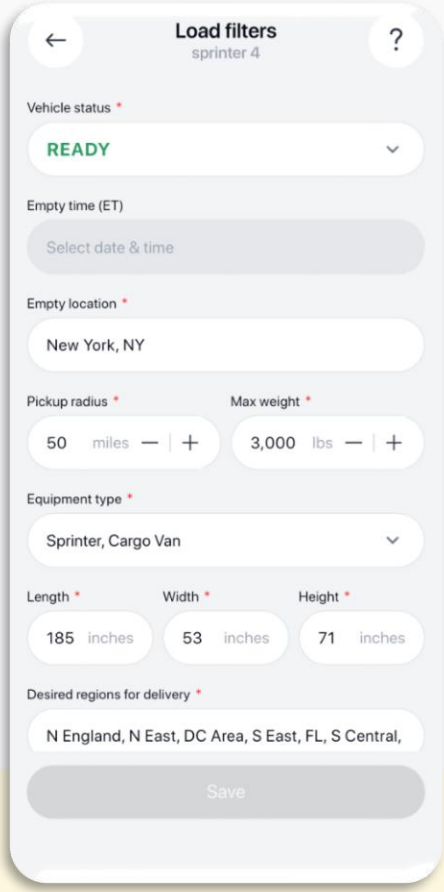
1 Set maximum weight

Enter the vehicle's actual available payload.

2 Enter L × W × H

Use cargo space that is truly usable for freight.
Account for doors, wheel wells and other restrictions.

HINT Update remaining capacity whenever the vehicle is partially loaded.



Choose equipment types

Tell Loadee which load categories this vehicle can handle.

1

Open Equipment type

Find Equipment type inside Load filters.

2

Select suitable categories

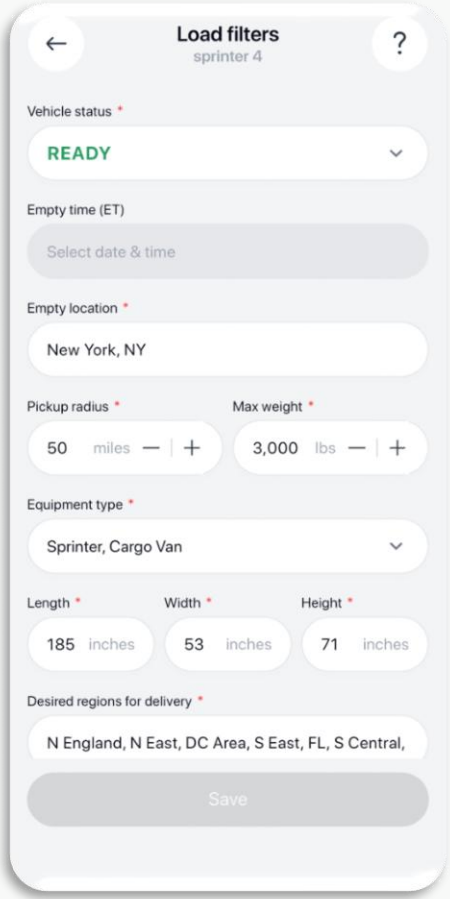
Choose Sprinter, Cargo Van, Small Straight and/or Large Straight as appropriate.

3

Confirm and save

Tap Done, confirm dimensions and payload, then Save.

HINT Multi-select can increase matches - for example, a box truck can also accept Sprinter loads if you are willing.



Choose desired delivery regions

Control where you are willing to deliver so matches fit your operating plan.

1 Open Desired regions

Find Desired regions for delivery inside Load filters.

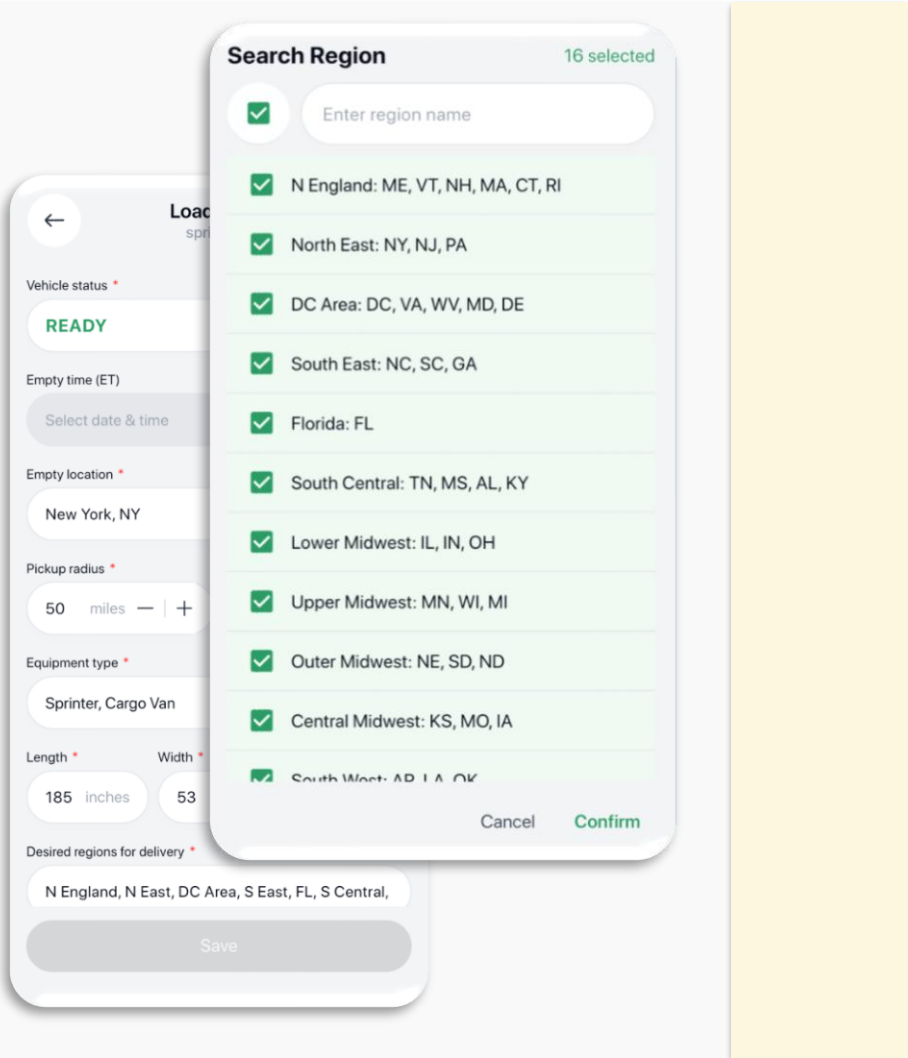
2 Find regions

Search by region name or state code, or scroll through the list.

3 Select and confirm

Choose the regions you want and confirm your selection.

HINT Use regions to avoid unwanted backhauls or get closer to home. Expand them when you want more matches.



Keep vehicle status current

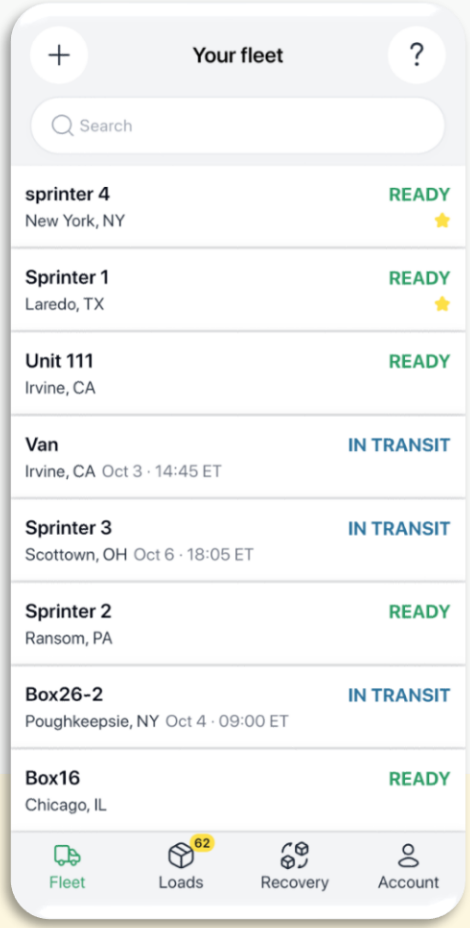
Status tells Loadee whether, and when, a vehicle can take another load.

1. **READY**
   Available now. Keep Empty location current.

2. **IN TRANSIT**
   Carrying a load. Set future Empty location and time to search ahead.

3. **OFF DUTY**
   Unavailable. Switch back to READY when the vehicle can accept loads again.

HINT IN TRANSIT lets you start planning the next trip before the current delivery is complete.



Manage your vehicles

Use the vehicle menu to reach its load filters and cost settings.

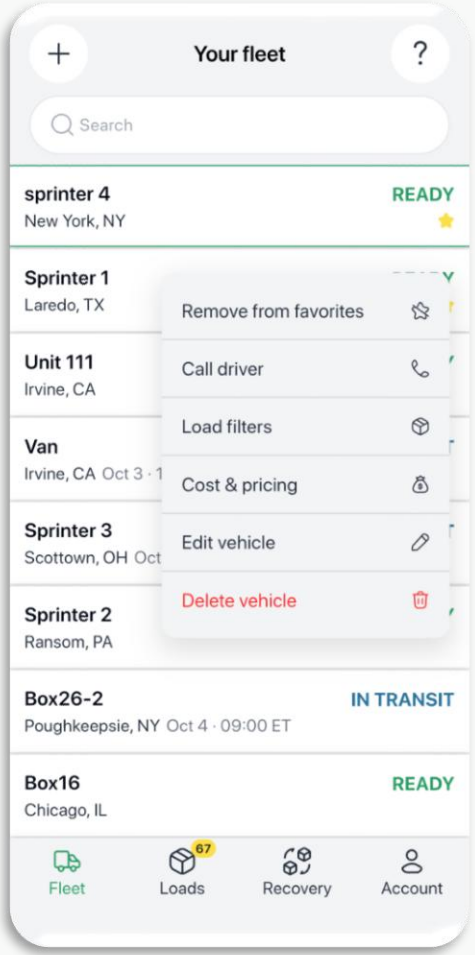
1 Open the vehicle menu

Favorite the vehicle, call the driver, or open Load filters.

2 Choose what you want to manage

Favorites: mark vehicles as Favorite to have them on top of the list.
Call driver: can call your driver with one tap.
Load filters: tell Loadee which loads to match it with.
Cost & pricing: set your operating costs and pricing preferences.
Edit vehicle: rename your truck and edit driver contact details.
Delete vehicle: remove the truck when you no longer use it.

HINT Short-tap a vehicle to update Load filters quickly.
Don’t delete temporarily unavailable vehicles.



Set vehicle costs and pricing

These settings let Loadee estimate trip cost and build a useful recommended bid.

1 Driver deal

Enter driver cost as RPM or percentage, as applicable.

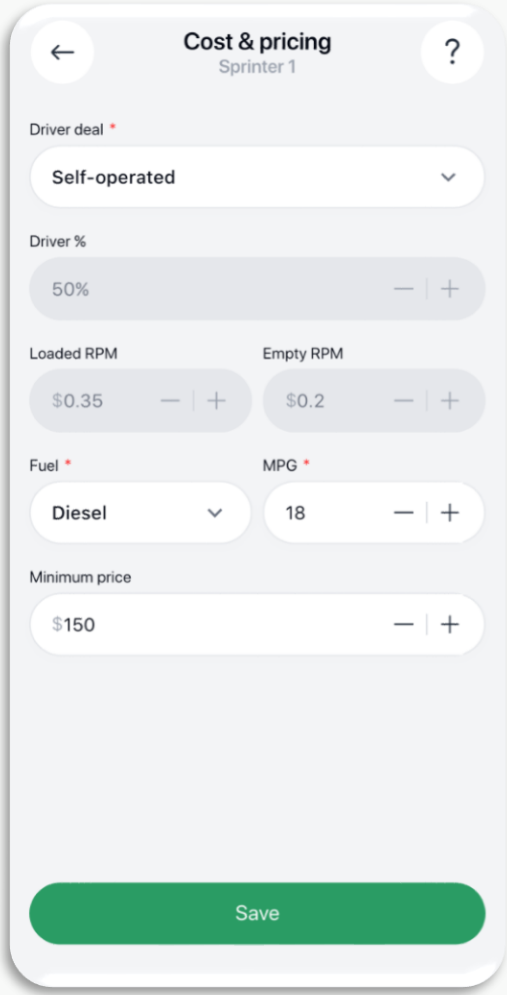
2 Fuel and MPG

Select fuel type and enter realistic MPG and fuel cost.

3 Minimum price

Set the lowest price you are willing to accept.
Loadee's recommendation will not go below it.

HINT If you drive yourself, pick "Self-operated" - so your driver costs will be zero.
If the driver pays fuel, set Fuel as "Paid by driver".



Know when a new match arrives

Notifications help you react quickly when Loadee finds a matching load.

1 Turn notifications on

Enable or disable Loadee match notifications.

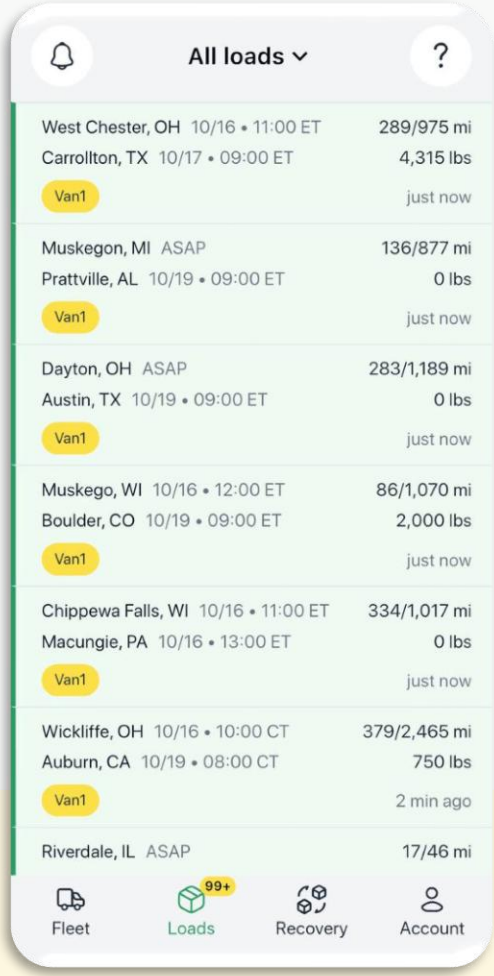
2 Open the match

A banner is generated for each load–vehicle match. Tap it to open the load.

3 Control sound on your phone

Sound and vibration are controlled by your device settings.

HINT Do not use the app while driving.



Review matches quickly

The matched-load list is designed to help you decide which opportunities deserve immediate attention.

1 **Scan key information**

Review route and timing, weight, Out status and trip distance.

2 **Check matched vehicles**

Yellow vehicle tags show which of your vehicles matched the load.

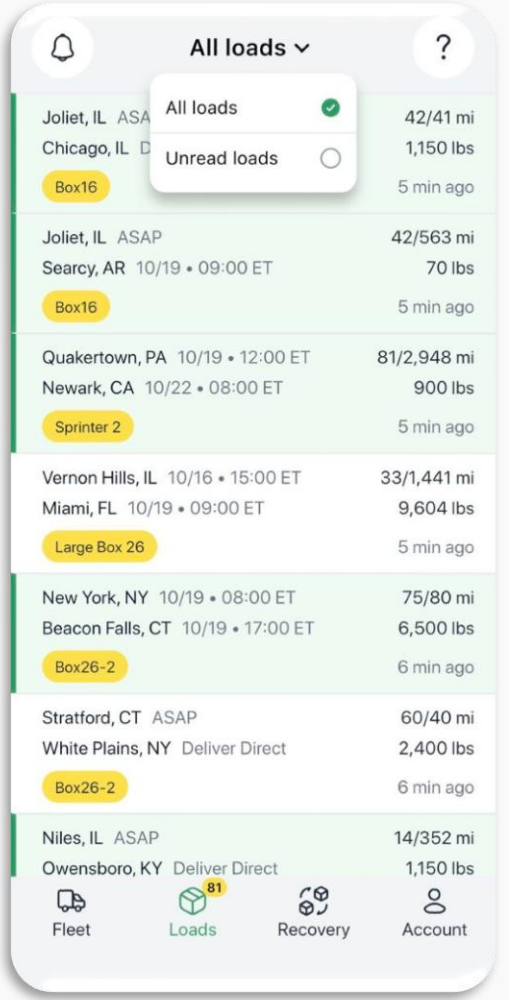
3 **Manage unread loads**

Unread loads are highlighted green. Opening a load marks it read.

4 **Filter the list**

Switch between All and Unread.

HINT Matched loads are available for only 30 minutes, so review them quickly.



Check the load before pricing

Review the full shipment and route information before you build a bid.

1 **Confirm the vehicle**

Use the matched vehicle or switch to another suitable vehicle.

2 **Review shipment details**

Check equipment, weight, dimensions, pickup/delivery and broker contact.

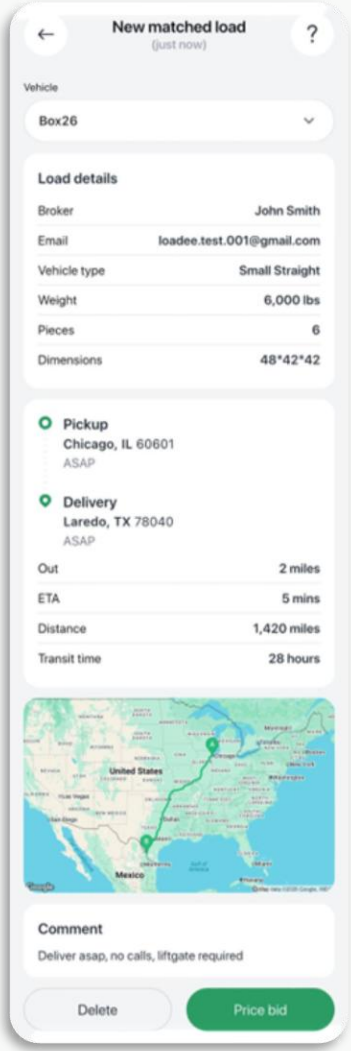
3 **Review route details**

Check pickup distance, Out/ETA, trip distance, transit and route.

4 **Read broker comments**

Review any additional notes before proceeding to Price bid.

HINT If dimensions, weight or pallet count are missing, verify them with the broker.



Build a competitive bid

Loadee combines your vehicle economics with lane and load information to support pricing.

1 **Review trip costs**

Trip costs use your vehicle cost settings and remain private.

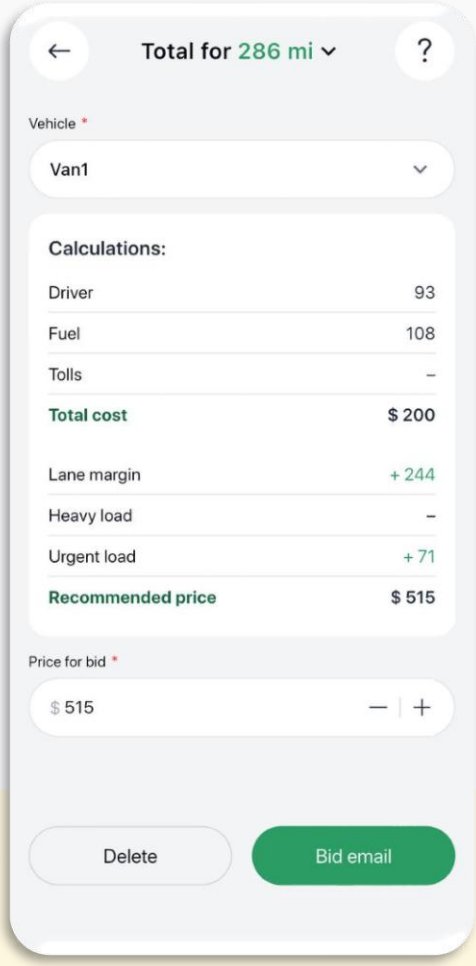
2 **Review recommended price**

The build-up reflects lane margin, market conditions and heavy/urgent adjustments.

3 **Set your bid price**

Use the recommendation as guidance; broker acceptance is never guaranteed.

HINT Switch modes between total price and costs versus per-mile figures.



Build the bid message

Loadee pre-populates the core information a broker needs to evaluate your offer.

1 **Subject and introduction**

Loadee generates the subject and intro; your greeting preference is saved.

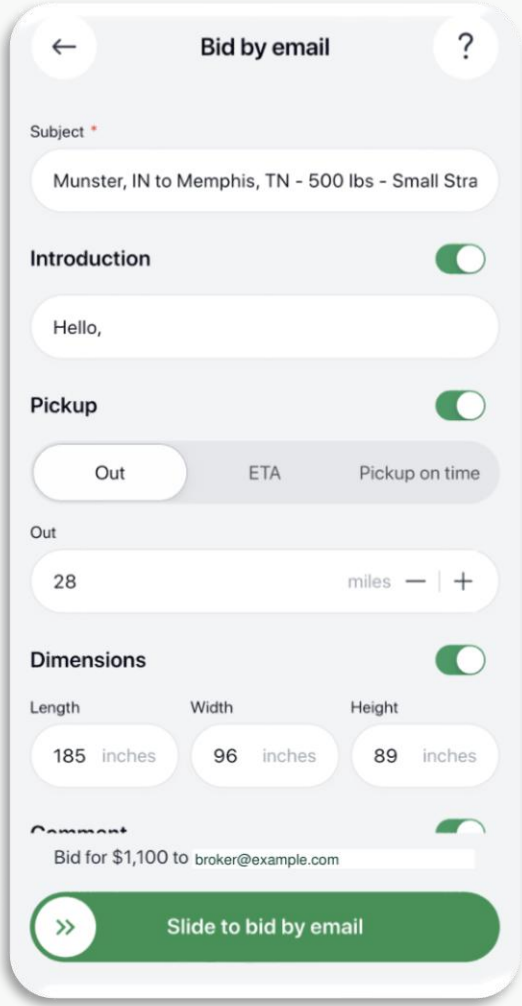
2 **Pickup information**

Choose Out, ETA or Pickup on time. Loadee calculates timing when applicable.

3 **Vehicle dimensions**

Dimensions are pre-populated from the selected vehicle.

HINT Give the broker enough information to judge rate, equipment and timing without unnecessary detail.



Finish the bid

Add any load-specific note, confirm your saved signature and generate the email.

1 Add a comment

Use a brief load-specific comment when useful. It is not saved.

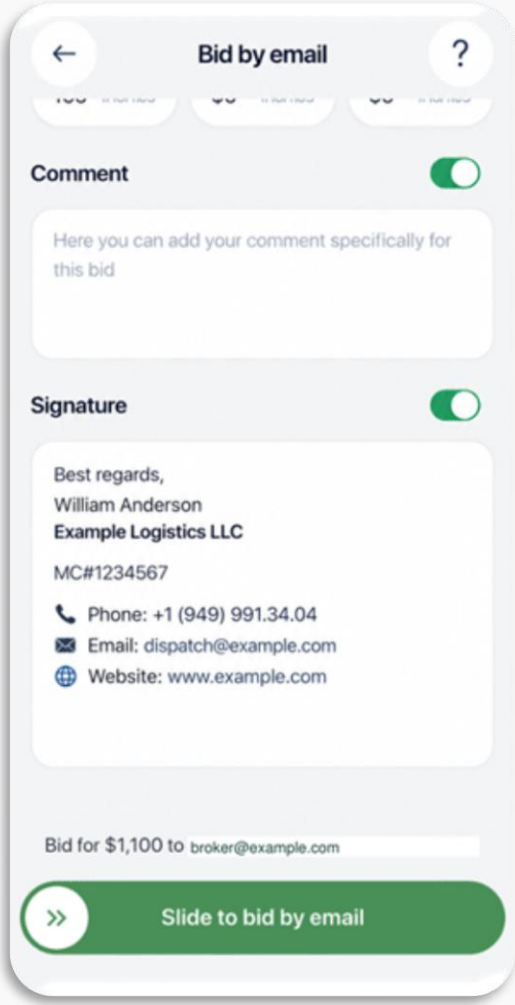
2 Review signature

Name, company, MC, phone, email and website can be saved for reuse.

3 Generate the email

Check the price, then use the slider to open the bid in your default email app.

HINT If your email app already adds a signature, turn off the Loadee signature to avoid duplication.



Choose the email app Loadee should use

Loadee prepares the bid, then hands it to your preferred email app for sending.

1 Why a default app is needed

Loadee does not send the email itself; it transfers the prepared message to your email app.

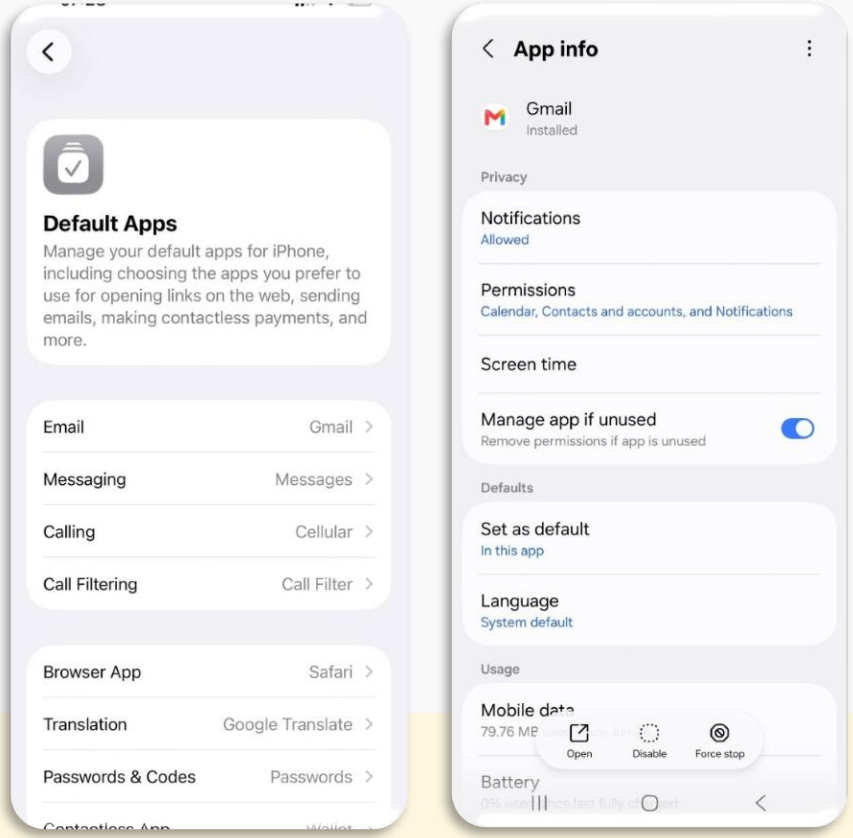
2 Set it on iOS

Settings → Default Apps → Email.

3 Set it on Android

Settings → Apps → [email app] → Set as default.

HINT Choose the app/account tied to your carrier business email.
Broker replies go directly to you.



Send from the right account

The final email is sent from your email app, outside Loadee.

1 **Check the From account**

Make sure your carrier business email is selected. Add it to the email app if necessary.

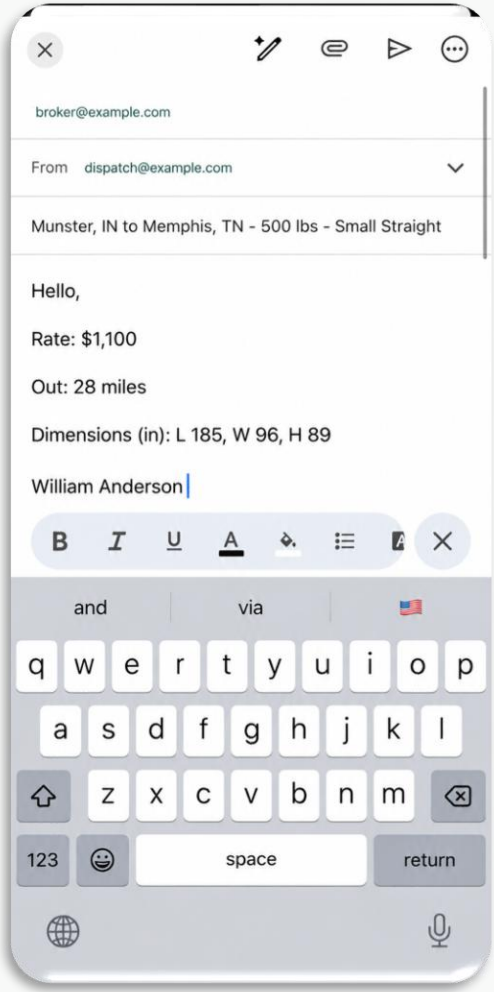
2 **Do a final review**

Confirm broker address, rate, timing, equipment and signature.

3 **Send and monitor replies**

Send the email and watch your inbox for the broker's response.

HINT A bid does not confirm the load.
Wait for broker acceptance and written rate confirmation.



Improve your response rate

Several factors can affect whether a broker responds to a bid.

1. **Pricing**
   Stay competitive while protecting your economics.

2. **Timing**
   Loads remain available for 30 minutes. Target the first 5 minutes when possible.

3. **MC authority age**
   Some brokers require authority to have been active for a minimum period.

4. **Insurance**
   Common requirements include $1M auto liability and $100k cargo.

HINT Loadee cannot guarantee broker responses. Support can help review your setup.

Keep Loadee working for you

Small updates to vehicle data can materially improve match quality.

1 **Keep filters current**

Update location, status, capacity, radius and desired regions.

2 **Adjust when matches are low**

Consider expanding radius/regions and confirm payload/dimensions are not too restrictive.

3 **Plan the next trip**

After booking, use IN TRANSIT with future empty location/time, then switch to READY after delivery.

HINT Weekdays and business hours generally produce more load activity.

Find a replacement carrier

If you cannot complete an accepted load, Recovery can help you look for an eligible replacement carrier.

1

Open Recovery

Use it after a breakdown, emergency or other situation preventing completion.

2

Enter the load

Add equipment, shipment, route, deadlines, notes and optional rate.

3

Post the recovery

Slide to post. Loadee matches eligible carriers for 30 minutes; bids arrive by email.

ALERT! Verify replacement carrier/driver identity, authority and insurance to reduce fraud and cargo-theft risk.

