

User Guide

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Login

To login to the Trench Shoring Company Customer Portal please visit https://portal.trenchshoring.com. You should have already received an account login from Trench Shoring Company. If a login is needed please reach out to your account representative or portal@trenchshoring.com.

To login simply insert the credentials provided at the login screen. *"Remember me"* will keep your session remembered in the browser for up to 2 weeks to help prevent repetitive login requests.



☆ Home > My account

My account

Login
Username or email address *
customer
Password *
Z Remember me
Log in

Lost your password?

Forgot Password

To reset a password if forgotten simply click on "Lost your password?".

☆ Home > My account

My account

Login

Username or email address *

Password *

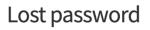
🗆 Remember me

Log in

Lost your password?

On the lost password page input your username or email and click on "Reset password".

Home > My account > Lost password



Lost your password? Please enter your username or email address. You will receive a link to create a new password via email.

Username or email	
customer	0
Reset password	

You should receive a success message that an email has been sent to reset your password. Visit your email inbox. Click on the reset password link in the email you receive.





☆ Home > My account > Lost password



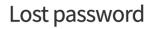
Lost password

Password reset email has been sent.

A password reset email has been sent to the email address on file for your account, but may take several minutes to show up in your inbox. Please wait at least 10 minutes before attempting another reset.

After clicking the reset link, you will be directed to the password change form. **Type your new password in both fields.** Your password will now be reset. **Login with your existing username / email and new password.**

☆ Home > My account > Lost password



Enter a new password below.

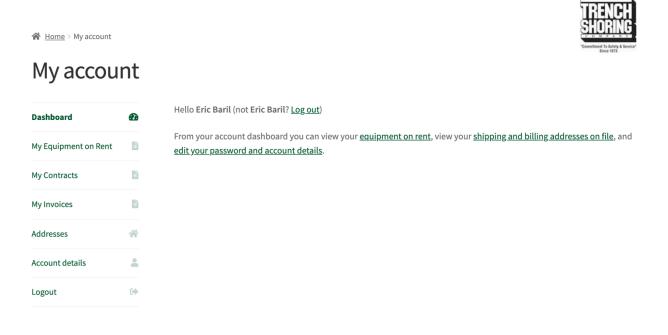
New password *

Re-enter new password *

Save

Dashboard

The dashboard provides quick links to the various areas of the customer portal. **Click on any of the links to visit the desired section.**



Equipment on Rent

The equipment on rent report provides a live view of the equipment open on each contract for your account. To view the equipment on rent screen simply **click on "My Equipment on Rent".** On the screen you have the ability to sort by any columns, search, and export to excel or csv. **See the Search / Filter / Sort Tables** section for more details.

☆ Home > My account



My Equipment on Rent

Dashboard		Show 10 rows 🗸	entries Exce	l CS	/	Searc	h: 1329	
My Equipment on Rent	Ľ	Contract No.	Date 🔶 Out	Qty 🔅	Rates	Description \Leftrightarrow	Job #	P.O. # 👙
My Contracts My Invoices	Ē	RC20013291	06/16/2020	5	Day:\$4.55 Week:\$31.85 Month:\$127.40	TRENCH TOP 5'X8' TREATED	1332257U	1332257U
Addresses Account details	*	RC20023188	09/15/2020	1	Day:\$5.80 Week:\$23.20 Month:\$69.60	TREN-SHORE 40-64 X 2'	1329483C	1329483C
Logout	•	RC20021341	08/27/2020	1	Day:\$0.00 Week:\$0.00 Month:\$0.00	TABULATED DATA / NO CHARGE	1329484C	1329484C
		RC20018900	08/05/2020	1	Day:\$5.00 Week:\$20.00 Month:\$60.00	TREN-SHORE 28-46 X 2'	1329482C- 1	1329482C

Contracts

The contracts screen allows you to view a running history of open and closed contracts. On the screen you have the ability to sort by any columns, search, and export to excel or csv. **See the Search / Filter / Sort Tables** section for more details.



🖀 Home > My account

My Contracts

Dashboard		Show 10 v en	tries Excel	CSV			Search:	
My Equipment on Rent	B	Contract No.	Contract 🖕 Date	Job #	P.O. #	Address	City 🕴	Status 🕴
My Contracts My Invoices		<u>RC20023210</u>	09/15/2020	1348248-2	1348248	CAMINO CAPISTRANO/CALLE BONITA	SAN JUAN CAPISTRANO	Open
Addresses	*	<u>RC20023188</u>	09/15/2020	1329483C	1329483C	130 W ROSECRANS AVE	GARDENA	Open
Account details	-	RC20023182	09/15/2020	1339580	1339580	DOS PUEBLOS CYN & HWY 101	GOLETA	Open
Logout	•	RC20023175	09/14/2020	1332263U	1332263U	Winchester Ave x W Glenoaks	GLENDALE	Open
		<u>RC20023137</u>	09/14/2020	1348248-2	1348248	CAMINO CAPISTRANO/CALLE BONITA	SAN JUAN CAPISTRANO	Open
		RC20023133	09/14/2020	1332261C	1332261C	2166 Vine St	LOS ANGELES	Open

To view an individual contract simply **click on the contract number.** You will be taken to a contract overview page. Here you can see the details of the contract, view the equipment on the contract and can download a copy of the contract by **clicking** *"Download"*.

My Contra	acts								
Dashboard		<u>< Back</u>							Download
My Equipment on Rent	Ē.	Details				S	hip-to Addı	ess	
My Contracts	B	Contract No.		RC200	021607		Customer Name		
my contracts		Order Status	;	Open			BETTY DR. & ROBINSON		
My Invoices	l)	Ordered By		NICK L. VISALIA, CA 93		VISALIA, CA 9327	7		
Addresses	*	PO No.		1332-334C					
Account details	±	Job #		13323	34C				
Logout	•	Show 10 🗸 er	ntries Exce	el Cs	5V			Search:	
		Line No.	Item No	• ÷	Description		¢	Ordered 🔶	Shipped
		10000	11040008	812	TRENCH TOP 8'	X12'X1.5" TREA	TED	10	10
		e 20000	0000 1199009000 LIFTING EYE					1	1
		30000 9999000001 TABULATED DATA / NO CH			TA / NO CHARG	E	1	1	
		40000	9000000)4	DELIVERY - BOO	M/TRLR/HLPR		3	3

Showing 1 to 4 of 4 entries

Previous 1 Next

TRENCH

Invoices / Credit Memos

The invoices and credit memos screen allows you to view a running history of open and paid rental and sales invoices and credit memos. On the screen you have the ability to sort by any columns, search, and export to excel or csv. **See the Search / Filter / Sort Tables** section for more details.



🖀 Home > My account

My Invoices / Credit Memos

Dashboard		Show 10 🗸 entrie	Excel C	sv			Search:	
My Equipment on Rent	ľ	Invoice No. 🔻	Contract	Job #	Invoice Date	Original Amount	Amount Remaining	Status
My Contracts	ľ	<u>RI20012332</u>	<u>RC20010717</u>	5794	11/11/2020	\$448.00	\$448.00	Open
My Invoices / Credit	ß	<u>RI20067353</u>	RC20025367	5817	11/06/2020	\$3797.60	\$3797.60	Open
Memos		<u>RI20067354</u>	RC20010383	5794	11/06/2020	\$891.80	\$891.80	Open
Addresses	*	<u>RI20067452</u>	RC20010162	5794	11/04/2020	\$1680.00	\$1680.00	Open
Account details		<u>RI20067353</u>	RC20024907	5817	11/03/2020	\$4451.81	\$4451.81	Open
Logout	•	<u>RI20067390</u>	RC20009926	5794	11/03/2020	\$1911.00	\$1911.00	Open
		<u>RI20062332</u>	RC20009828	51320	11/02/2020	\$411.60	\$411.60	Open
		<u>RI20093312</u>	RC20009700	51320	11/02/2020	\$411.60	\$411.60	Open
		<u>RI20067352</u>	RC20025854	5753	10/31/2020	\$932.25	\$932.25	Open

To view an individual invoice or credit memo simply **click on the invoice number.** You will be taken to an invoice or credit memo overview page. Here you can see the details of the invoice or credit memo and can download a copy of the document by **clicking** *"Download"*.

TOTICI

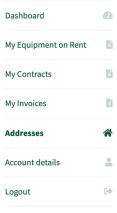
☆ Home > My account					SHORING
My Invoic	es				"Commitment To Safety & Service" Since 1973
Dashboard	2	<u>< Back</u>			Download
My Equipment on Rent	Ľ	Details		Contract	
No. Combra da	L E	Document No.	RI20053135	Contract No.	RC20010383
My Contracts		Document Date	09/14/2020	Job #	5794
My Invoices / Credit Memos					
Addresses	*				
Account details					
Logout	•				

Addresses

The addresses screen shows the default address we have on file for your account.

Home > My account > Addresses

Addresses



The following addresses are the default addresses on file for your company.

Billing address

Eric B. Company Name 4th Main St. Los Angeles CA 90000

Shipping address Eric B. Company Name 4th Main St. Los Angeles CA 90000



Account > My account > Account details

Account details

Dashboard	
My Equipment on Rent	ľ
My Contracts	Ľ
My Invoices / Credit Memos	
Addresses	*
Account details	±
Logout	•

Account Management

Current Account: <u>SERVICES CORP PIPELINE</u>

SERVICES CORP UTIL

(Note: This feature must be enabled on your account.)

First name *	Last name *	
Portal	User	
Display name *		
PortalUser		
This will be how your name will be displayed in the	he account section and in reviews	
Email address *		
portal@trenchshoring.com		
Password change		
Current password (leave blank to leave unch	hanged)	
New password (leave blank to leave unchang	ized)	
	o/	



Account Details

The account details screen allows you to view your specific logins account details. Here you can change your Name, Display Name, Email address and password. You can change your password by typing in your current password and new password into the change password form. Your password will be changed immediately after clicking "Save changes".

Under Account Details if you have multiple Trench Shoring Accounts you can toggle accounts

between accounts. Your current session account is denoted as "Current Account".

Search / Filter / Sort Tables

All table pages are built similarly and allow you to perform most the same functions on each page.

- 1. Search by any column in the table. For example, searching for *"Shore"* will search all columns for the word *"Shore"*.
- 2. Click on the arrows next to the column headers allows you to sort the column.
- 3. The show entries toggle allows you to hide or show the number of entries shown in the table.
- 4. Export to excel or csv buttons allow you to export your data into excel or csv for ease of use.

3.	4.		7					
Show 10 v er	tries Excel	CSV				Se	arch: 1.	
Contract 2. No.	Date Out	Qty 🔶	Rates	Description 🔶	Job #	₽.0. #	Address 🔷	City \$
<u>RC20029579</u>	11/14/2020	2	Day: \$8.40 Week: \$33.60 Month: \$100.80	TREN-SHORE 34- 56 X 5'	5802		6589 ADOBE CIRCLE	IRVINE
<u>RC20029579</u>	11/14/2020	2	Day: \$8.40 Week: \$33.60 Month: \$100.80	TREN-SHORE 34- 56 X 7'	5802		6589 ADOBE CIRCLE	IRVINE
<u>RC20029337</u>	11/12/2020	4	Day: \$0.00 Week: \$0.00 Month: \$0.00	MAPS 6' CORNER POST	5811		10801 W Chandler Blvd	NORTH HOLLYWOOD
<u>RC20029337</u>	11/12/2020	6	Day: \$10.50 Week: \$42.00 Month: \$126.00	MAPS 2' X 8' PANEL	5811		10801 W Chandler Blvd	NORTH HOLLYWOOD
<u>RC20029337</u>	11/12/2020	6	Day: \$13.65 Week: \$54.60 Month: \$163.80	MAPS 2' X 12' PANEL	5811		10801 W Chandler Blvd	NORTH HOLLYWOOD
<u>RC20029337</u>	11/12/2020	4	Day: \$0.00 Week: \$0.00 Month: \$0.00	MAPS LIFTING LUG	5811		10801 W Chandler Blvd	NORTH HOLLYWOOD
RC20029337	11/12/2020	52	Day: \$0.00 Week: \$0.00	MAPS PIN &	5811		10801 W	NORTH