



Customer Portal

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 *

☒ 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 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

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.**



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.**



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.**

 [Home](#) > My account



My account

Dashboard	
My Equipment on Rent	
My Contracts	
My Invoices	
Addresses	
Account details	
Logout	

Hello Eric Baril (not Eric Baril? [Log out](#))

From your account dashboard you can view your [equipment on rent](#), view your [shipping and billing addresses on file](#), and [edit your password and account details](#).

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

My Equipment on Rent

My Contracts

My Invoices

Addresses

Account details

Logout

Show 10 rows entries

Excel

CSV

Search: 1329

Contract No.	Date Out	Qty	Rates	Description	Job #	P.O. #
RC20013291	06/16/2020	5	Day:\$4.55 Week:\$31.85 Month:\$127.40	TRENCH TOP 5'X8' TREATED	1332257U	1332257U
RC20023188	09/15/2020	1	Day:\$5.80 Week:\$23.20 Month:\$69.60	TREN-SHORE 40-64 X 2'	1329483C	1329483C
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
- My Equipment on Rent
- My Contracts**
- My Invoices
- Addresses
- Account details
- Logout

Show

10

 entries

Excel

CSV

Search:

Contract No.	Contract Date	Job #	P.O. #	Address	City	Status
RC20023210	09/15/2020	1348248-2	1348248	CAMINO CAPISTRANO/CALLE BONITA	SAN JUAN CAPISTRANO	Open
RC20023188	09/15/2020	1329483C	1329483C	130 W ROSECRANS AVE	GARDENA	Open
RC20023182	09/15/2020	1339580	1339580	DOS PUEBLOS CYN & HWY 101	GOLETA	Open
RC20023175	09/14/2020	1332263U	1332263U	Winchester Ave x W Glenoaks	GLENDALE	Open
RC20023137	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”**.

Home > My account

My Contracts

Dashboard

My Equipment on Rent

My Invoices

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< Back

Details

Contract No.	RC20021607
Order Status	Open
Ordered By	NICK L.
PO No.	1332-334C
Job #	1332334C

Download

Ship-to Address

Customer Name.
BETTY DR. & ROBINSON
VISALIA, CA 93277

Showing 10 entries

Excel

CSV

Search:

Line No.	Item No.	Description	Ordered	Shipped
10000	1104000812	TRENCH TOP 8'X12'X1.5" TREATED	10	10
20000	1199009000	LIFTING EYE	1	1
30000	9999000001	TABULATED DATA / NO CHARGE	1	1
40000	9000000004	DELIVERY - BOOM/TRLR/HLPR	3	3

Showing 1 to 4 of 4 entries

Previous

1

Next



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
- My Equipment on Rent
- My Contracts
- My Invoices / Credit Memos**
- Addresses
- Account details
- Logout

Show entries

Excel

CSV

Search:

Invoice No.	Contract No.	Job #	Invoice Date	Original Amount	Amount Remaining	Status
RI20012332	RC20010717	5794	11/11/2020	\$448.00	\$448.00	Open
RI20067353	RC20025367	5817	11/06/2020	\$3797.60	\$3797.60	Open
RI20067354	RC20010383	5794	11/06/2020	\$891.80	\$891.80	Open
RI20067452	RC20010162	5794	11/04/2020	\$1680.00	\$1680.00	Open
RI20067353	RC20024907	5817	11/03/2020	\$4451.81	\$4451.81	Open
RI20067390	RC20009926	5794	11/03/2020	\$1911.00	\$1911.00	Open
RI20062332	RC20009828	51320	11/02/2020	\$411.60	\$411.60	Open
RI20093312	RC20009700	51320	11/02/2020	\$411.60	\$411.60	Open
RI20067352	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”**.

[Home](#) > My account



My Invoices

[Dashboard](#)

[My Equipment on Rent](#)

[My Contracts](#)

[My Invoices / Credit Memos](#)

[Addresses](#)

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Details

Document No.	RI20053135
Document Date	09/14/2020

Contract

Contract No.	RC20010383
Job #	5794

[Download](#)

Addresses

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



[Home](#) > [My account](#) > Addresses

Addresses

Dashboard	
My Equipment on Rent	
My Contracts	
My Invoices	
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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 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”.

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

[Home](#) > [My account](#) > Account details



Account details

- Dashboard
- My Equipment on Rent
- My Contracts
- My Invoices / Credit Memos
- Addresses
- Account details**
- Logout

Account Management

- Current Account: [SERVICES CORP PIPELINE](#)
- [SERVICES CORP UTIL](#)

First name *

Portal

Last name *

User

Display name *

PortalUser

This will be how your name will be displayed in the account section and in reviews

Email address *

portal@trenchshoring.com

Password change

Current password (leave blank to leave unchanged)

New password (leave blank to leave unchanged)

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. Show entries

4. Excel CSV

Search: 1.

Contract No. 2.	Date Out	Qty	Rates	Description	Job #	P.O. #	Address	City
RC20029579	11/14/2020	2	Day: \$8.40 Week: \$33.60 Month: \$100.80	TREN-SHORE 34-56 X 5'	5802		6589 ADOBE CIRCLE	IRVINE
RC20029579	11/14/2020	2	Day: \$8.40 Week: \$33.60 Month: \$100.80	TREN-SHORE 34-56 X 7'	5802		6589 ADOBE CIRCLE	IRVINE
RC20029337	11/12/2020	4	Day: \$0.00 Week: \$0.00 Month: \$0.00	MAPS 6' CORNER POST	5811		10801 W Chandler Blvd	NORTH HOLLYWOOD
RC20029337	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
RC20029337	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
RC20029337	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 Month: \$0.00	MAPS PIN &	5811		10801 W	NORTH