Tom Malloy Corporation, DBA

TRENCH SHORING ™

C O M P A N Y

"Commitment To Safety & Service"
Since 1973

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?".**

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

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.**

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.

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.

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 Contracts

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

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Details

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

Ship-to Address

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

Show 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	900000004	DELIVERY - BOOM/TRLR/HLPR	3	3

Showing 1 to 4 of 4 entries   Previous 1 Next

Open Shipments

The open shipments screen allows you to view open shipment orders. 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.

My Open Shipments

| | Dashboard | |
| Shipment No. | Contract No. | Shipment Date | On Rent Date | Job # | P.O. # |

Show 10 rows entries — Excel — CSV — Column visibility — Search:

Shipment No.	Contract No.	Shipment Date	On Rent Date	Job #	P.O. #
RDEL20135982	RC25107517	10/27/2022	10/27/2022	7060	7060

Showing 1 to 1 of 1 entries   Previous 1 Next

Sidebar:
- Dashboard
- My Equipment on Rent
- My Contracts
- **My Open Shipments**
- My Open Collections
- My Invoices / Credit Memos
- My Payments
- Account Status
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Home > My account

Open Collections

The open collections screen allows you to view open collection orders. 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.

My Open Collections

Show 10 rows entries — Excel — CSV — Column visibility — Search:

Collection No.	Contract No.	Return Date	Off Rent Date	Job #	P.O. #
RCOL20176793	RC20101545	10/28/2022	10/28/2022	7069	7069
RCOL20176656	RC20099105	10/27/2022	10/27/2022	2479	L1600

Showing 1 to 2 of 2 entries   Previous 1 Next

Sidebar:
- Dashboard
- My Equipment on Rent
- My Contracts
- My Open Shipments
- **My Open Collections**
- My Invoices / Credit Memos
- My Payments
- Account Status
- Account Details

Home > My account

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 10 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".*

My Invoices

Home > My account

Dashboard

My Equipment on Rent

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Details

Document No.	RI20053135
Document Date	09/14/2020

Contract

Contract No.	RC20010383
Job #	5794

Account Status

The account status screen shows the default billing address we have on file for your account. If something is incorrect, please click the "**Let us know"** link to submit a change request.

You may also download a current statement on account.
(Note: This feature must be enabled on your account.)

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.)

Making Payments

You can now **pay invoices via Credit Card or ACH**. To pay invoices or take credits select the invoice or credit memo and click the add to cart button.
(Note: Cart must have a value of more than $5.)

After adding the desired invoices and credit memos to your cart click on **Checkout**. You will be taken to the cart. Here you may add or remove invoices or credit memos. Once confirmed click on **Proceed to Checkout**.

Complete the payment form and click **Place Order**.

Checkout

Billing details

First name *

> Trench

Last name *

> Shoring

Company name (optional)

Country / Region *

> United States (US) ▾

Street address *

> 206 N Central Ave

> Apartment, suite, unit, etc. (optional)

Town / City *

> Compton

State *

> California ▾

ZIP Code *

> 90220

Phone *

> 3105550994

Email address *

> info@trenchshoring.com

Additional information

Order notes (optional)

> Add remittance notes here.

Your order

Product	Subtotal
RI20240192 × 1	$1,375.56
Subtotal	$1,375.56
Total	$1,375.56

● Credit Card / ACH

Credit Card | ACH (eCheck)

☐ Save this card

Card Nickname   VISA ⬤ DISCOVER

Cardholder Name (If Different)

Card Number *

Expiry (MM/YY) *   Card Code *

MM / YY   CVC

Your CVV number will not be stored on our server.

☐ I'm not a robot   reCAPTCHA
                     Privacy - Terms

☐ I have read and agree to the website terms and conditions *

Place order

View Payments

The payments screen lets you view your payment history and payment statuses.

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.

Show 10 ⌄ entries   **Excel**   **CSV**   Search:

Contract No.	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	MAPS PIN &	5811		10801 W	NORTH