

Tom Malloy Corporation, DBA



"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](mailto: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.**



[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

## 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  entries   Search:

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  entries

Search:

Contract No.	Contract Date	Job #	P.O. #	Address	City	Status
<a href="#">RC20023210</a>	09/15/2020	1348248-2	1348248	CAMINO CAPISTRANO/CALLE BONITA	SAN JUAN CAPISTRANO	Open
<a href="#">RC20023188</a>	09/15/2020	1329483C	1329483C	130 W ROSECRANS AVE	GARDENA	Open
<a href="#">RC20023182</a>	09/15/2020	1339580	1339580	DOS PUEBLOS CYN & HWY 101	GOLETA	Open
<a href="#">RC20023175</a>	09/14/2020	1332263U	1332263U	Winchester Ave x W Glenoaks	GLENDALE	Open
<a href="#">RC20023137</a>	09/14/2020	1348248-2	1348248	CAMINO CAPISTRANO/CALLE BONITA	SAN JUAN CAPISTRANO	Open
<a href="#">RC20023133</a>	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 Contracts**
- My Invoices
- Addresses
- Account details
- Logout

[< Back](#)

Download

### 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  entries

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  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.

Home > My account

Dashboard

My Equipment on Rent

My Contracts

**My Open Shipments**

My Open Collections

My Invoices / Credit Memos

My Payments

Account Status

Account Details

Logout

Show 10 rows entries

Search:

Shipment No.	Contract No.	Shipment Date	On Rent Date	Job #	P.O. #
<a href="#">RDEL20135982</a>	<a href="#">RC25107517</a>	10/27/2022	10/27/2022	7060	7060

Showing 1 to 1 of 1 entries

Previous  Next



# 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.

Home > My account

Dashboard

My Equipment on Rent

My Contracts

My Open Shipments

**My Open Collections**

My Invoices / Credit Memos

My Payments

Account Status

Account Details

Show 10 rows entries

Search:

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

Showing 1 to 2 of 2 entries

Previous  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 10 entries

Search:

Invoice No.	Contract No.	Job #	Invoice Date	Original Amount	Amount Remaining	Status
<a href="#">RI20012332</a>	<a href="#">RC20010717</a>	5794	11/11/2020	\$448.00	\$448.00	Open
<a href="#">RI20067353</a>	<a href="#">RC20025367</a>	5817	11/06/2020	\$3797.60	\$3797.60	Open
<a href="#">RI20067354</a>	<a href="#">RC20010383</a>	5794	11/06/2020	\$891.80	\$891.80	Open
<a href="#">RI20067452</a>	<a href="#">RC20010162</a>	5794	11/04/2020	\$1680.00	\$1680.00	Open
<a href="#">RI20067353</a>	<a href="#">RC20024907</a>	5817	11/03/2020	\$4451.81	\$4451.81	Open
<a href="#">RI20067390</a>	<a href="#">RC20009926</a>	5794	11/03/2020	\$1911.00	\$1911.00	Open
<a href="#">RI20062332</a>	<a href="#">RC20009828</a>	51320	11/02/2020	\$411.60	\$411.60	Open
<a href="#">RI20093312</a>	<a href="#">RC20009700</a>	51320	11/02/2020	\$411.60	\$411.60	Open
<a href="#">RI20067352</a>	<a href="#">RC20025854</a>	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](#)

[Account details](#)

[Logout](#)

[< Back](#)

### Details

Document No.	RI20053135
Document Date	09/14/2020

[Download](#)

### 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.)*



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

## Account Status

Dashboard	🏠
My Equipment on Rent	📄
My Contracts	📄
My Open Shipments	📄
My Open Collections	📄
My Invoices / Credit Memos	📄
My Payments	💰
<b>Account Status</b>	🏠
Account Details	👤
Logout	🚪

### Download Current Statement

Download statement through 10/28/2022.

[Download](#)

### Billing Address

TRENCH SHORING COMPANY  
206 N CENTRAL AVE

COMPTON, CA 90220

[Something look incorrect? Let us know.](#)

# 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)

# 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.)



## My Invoices

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

Show 10 rows entries | Excel | CSV | Column visibility | Add to Cart | Checkout | Search: \_\_\_\_\_

Invoice No.	Contract No.	Job #	Invoice Date	Original Amount	Amount Remaining	Status
<a href="#">RI20240200</a>	<a href="#">RC20103537</a>	2479	10/25/2022	\$3993.08	\$3993.08	Open
<a href="#">RI20240195</a>	<a href="#">RC20103498</a>	7066	10/25/2022	\$239.00	\$239.00	Open
<a href="#">RI20240192</a>	<a href="#">RC20103471</a>	7066	10/25/2022	\$1375.56	\$1375.56	Open
<a href="#">RI20240162</a>	<a href="#">RC20103353</a>	7060	10/25/2022	\$3390.10	\$3390.10	Open
<a href="#">RI20240142</a>	<a href="#">RC20102784</a>	7060	10/25/2022	\$690.00	\$690.00	Open
<a href="#">RI20240140</a>	<a href="#">RC20100436</a>	2479	10/25/2022	\$2205.50	\$2205.50	Open
<a href="#">RI20240138</a>	<a href="#">RC20100412</a>	2479	10/25/2022	\$7070.70	\$7070.70	Open
<a href="#">RI20240115</a>	<a href="#">RC20100241</a>	7060	10/25/2022	\$0.00	\$0.00	Closed
<a href="#">RI20240070</a>	<a href="#">RC20093890</a>	7054	10/25/2022	\$72.00	\$72.00	Open
<a href="#">RI20240045</a>	<a href="#">RC20087124</a>	7060	10/25/2022	\$1529.64	\$1529.64	Open

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**.

Home > Cart

### Cart

Document No.	Amount	Quantity	Subtotal
RI20240192	\$1,375.56	1	\$1,375.56

Update cart

Cart totals

Subtotal	\$1,375.56
----------	------------

**Proceed to checkout** →

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



Home > Checkout

## Checkout

### Billing details

First name *	Last name *
Trench	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
<b>Subtotal</b>	<b>\$1,375.56</b>
<b>Total</b>	<b>\$1,375.56</b>

Credit Card / ACH

Credit Card  ACH (eCheck)

Save this card

Card Nickname

Cardholder Name (If Different)

Card Number \*

Expiry (MM/YY) \*  MM /  YY

Card Code \*  CVC

Your CVV number will not be stored on our server.

I'm not a robot

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.



Home > My account > Orders

## My Payments

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

Order	Date	Status	Total	Actions
#155	October 17, 2022	Failed	\$7.11 for 2 entries	<a href="#">Pay</a> <a href="#">View</a> <a href="#">Cancel</a>

## 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  entries


Search:

Contract No.	Date Out	Qty	Rates	Description	Job #	P.O. #	Address	City
<a href="#">RC20029579</a>	11/14/2020	2	Day: \$8.40 Week: \$33.60 Month: \$100.80	TREN-SHORE 34-56 X 5'	5802		6589 ADOBE CIRCLE	IRVINE
<a href="#">RC20029579</a>	11/14/2020	2	Day: \$8.40 Week: \$33.60 Month: \$100.80	TREN-SHORE 34-56 X 7'	5802		6589 ADOBE CIRCLE	IRVINE
<a href="#">RC20029337</a>	11/12/2020	4	Day: \$0.00 Week: \$0.00 Month: \$0.00	MAPS 6' CORNER POST	5811		10801 W Chandler Blvd	NORTH HOLLYWOOD
<a href="#">RC20029337</a>	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
<a href="#">RC20029337</a>	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
<a href="#">RC20029337</a>	11/12/2020	4	Day: \$0.00 Week: \$0.00 Month: \$0.00	MAPS LIFTING LUG	5811		10801 W Chandler Blvd	NORTH HOLLYWOOD
<a href="#">RC20029337</a>	11/12/2020	52	Day: \$0.00 Week: \$0.00	MAPS PIN &	5811		10801 W	NORTH