Tom Malloy Corporation, DBA

TRENCH
SHORING
COMPANY

"Commitment To Safety & Service"
Since 1973

Customer Portal
User Guide

Table of Contents

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

customer   ⓘ

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.**

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.

My Equipment on Rent

Home > My account

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

Dashboard

My Equipment on Rent

My Contracts

My Invoices

Addresses

Account details

Logout

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

< 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 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.

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.

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

Dashboard	⊘
My Equipment on Rent	🗎
My Contracts	🗎
My Invoices / Credit Memos	🗎
Addresses	⌂
Account details	👤
Logout	⮌

< Back

Download

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 Status

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

🏠 Home › My account

Entry added to cart.   View cart →

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

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**.

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) *
MM / YY

Card Code *
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**]

FlexPay

FlexPay is a convenient payment method that provides Trench Shoring Customers with the flexibility to pay any amount without the need to select a specific invoice. This guide will walk you through the process of using FlexPay. Please follow these steps to complete your payment.

1. Click on "FlexPay" to initiate the payment process.

2. Once you've selected FlexPay, you'll be prompted to enter the payment amount. Please enter the amount you wish to pay.

3. After submitting the payment amount, you will have to press proceed to checkout to include any additional information related to your payment. This could include a reference number, project details, or any specific notes regarding the payment.

4. Double-check the payment amount and additional information to ensure accuracy. Make any necessary changes if required.

5. Once you're satisfied with the payment details, click the "Make Payment" or "Submit" button.

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.

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	MAPS PIN &	5811		10801 W	NORTH