

New IC Portal Details

WEB ADDRESS: <https://mydaylight.dylt.com>

HOW TO LOGIN/ RESET PASSWORD / REGISTER A NEW USER ACCOUNT?

The screenshot shows a web browser window with the URL <https://mydaylight.dylt.com/login>. The page features the Daylight Transport logo at the top, followed by the text "Welcome to MyDaylight". Below this, there are two input fields: "Username" and "Password" (with a question mark icon). A blue "Submit" button is positioned below the fields. At the bottom of the form, there are two links: "[Forgot Username/Password?](#)" and "[Don't have a login? Register Here](#)".

Callouts with arrows point to the links:

- A yellow box on the left says "Use this link to register a new login account" with an arrow pointing to the "Don't have a login? Register Here" link.
- A yellow box on the right says "Use this link to reset your password." with an arrow pointing to the "Forgot Username/Password?" link.

WHERE TO GET GENERAL INFORMATION ON THE PORTAL?

1- DASHBOARD/ LANDING PAGE

The screenshot shows the Daylight portal dashboard. On the left is a dark blue navigation sidebar with the user name 'ABZ111 - John Sm' and menu items: Dashboard, Vendor Activity, Help, My Profile, Log Out, and Collapse Menu. The main content area has a header with the Daylight logo and 'Welcome Back, Andrea!'. Below the header is a blue banner for the 'Daylight Newsletter' with a red circle '1' and a yellow callout box stating 'Announcements and important notices will be posted here'. The main content area lists new features: 1. Dashboard (Interactive front page, Learning link to share information, Learning link to share Safety Tips, Learning link to place Weekly IC topics), 2. Vendor Activity (Status at a Glance, Drop down filters, Provide a total summary, Detail settlement breakdown, User friendly tabs, Filter options, Action tab to email and print records, Ability to search by individual pro), and 3. Profile (Look at the business profile set-up, Request for vendor profile change). On the right is a 'Useful Links' box with 'Supported Browsers' and 'IC Portal Guide', with a red circle '2' and a yellow callout box stating 'Links to useful resources will be available here'.

2- HELP PAGE

The screenshot shows the Daylight portal help page. The left sidebar is the same as in the dashboard screenshot, with the 'Help' menu item highlighted by a red arrow. A yellow callout box next to the 'Help' menu item states 'This page shows additional information and guide on how to accomplish tasks in the portal.' The main content area has a 'Back to Dashboard' link at the top left. The page is titled 'Supported Browsers' and lists: Google Chrome 77 or later (macOS or Windows), Mozilla Firefox 70 or later (macOS or Windows), Microsoft Edge 83 or later (Windows), and Safari 13 or later (macOS). Below this is the 'Frequently Asked Questions' section with three questions: 'How can I change my password?' (answer: From the left navigation panel, go to My Profile and click on the Change Password button found at the upper right corner of the page.), 'How can I change my username?' (answer: We do not allow changing the username. However, you can always register a new login account using the same access code and new email address. If you need further assistance on this process, please reach out to your account executive.), and 'Have further questions?' (answer: Please reach out to your Service Center Coordinator/Manager.).

HOW TO CHANGE YOUR MYDAYLIGHT PASSWORD OR EMAIL?

The screenshot shows the 'My Profile' page in the MyDaylight system. The left sidebar contains navigation options: Dashboard, Vendor Activity, Help, My Profile (highlighted with a red box and '1'), Log Out, and Collapse Menu. The main content area is divided into two sections: 'My Profile' and 'Vendor Profile'. The 'My Profile' section includes fields for Profile Info (Test Mydaylight Login, test@email.com), Access Code (IC000LZZZ), Company (Daylight Transport, 1501 Hughes way, Long Beach, CA 90810, United States of America), and Company Phone Number (987-654-3210). The 'Vendor Profile' section includes fields for Vendor Profile (Smith, John, test@test.com), Cell Phone (123-456-7890), Address (123 Test Ave., Apt #44, LONG BEACH, CA 90810), and Emergency Contact. At the top right of the 'My Profile' section, there are three buttons: 'Edit Profile Info' (with callout '2'), 'Edit Company Info', and 'Change Password' (with callout '3'). Callout boxes provide instructions: 'Click this button to update email address of your MyDaylight account' (pointing to 'Edit Profile Info') and 'Click on this button to display Change Password Form.' (pointing to 'Change Password').

HOW TO SUBMIT REQUEST FOR PROFILE ADDRESS CHANGE?

The screenshot shows the 'My Profile' page with a 'Request Change of Address' modal form open. The modal form contains the following fields: Vendor Code * (SFO888), Location * (SFO), Vendor Name, Address (New Address location), City, State (dropdown), Zip, Email, Cell Phone, Emergency Contact, and Emergency Phone. At the bottom of the modal are 'CANCEL' and 'SUBMIT' buttons. Callout '1' points to the 'My Profile' link in the sidebar with the text 'Click on My Profile'. Callout '2' points to the 'Request Vendor Profile Change' button in the Vendor Profile section with the text 'Click this button to display the request form'. Callout '3' points to the 'SUBMIT' button with the text 'Fill up the fields that should be updated. Click submit once done.' The background page is dimmed, showing the same profile information as the first screenshot.

VIEW RECORDS BY ACTIVITY DATE

Vendor Activity

Activity Date Settlement Date Settlement Status

DEC 2020

S M T W T F S

DEC

1 2 3 4 5

6 7 8 9 10 11 12

13 14 15 16 17 18 19

20 21 22 23 24 25 26

27 28 29 30 31

This Week Past 2 Weeks Past 30 Days

Activity Period: Dec 10, 2020 - Dec 11, 2020	
Total Bill Count	Gross Amount
29	\$1,041.45
29	\$1,041.45

Activity Period: Dec 10, 2020 - Dec 11, 2020							
Transaction Date	Pay Description	Pay Amount	Fuel Surcharge	Accessorials	Settlement Status	Settlement Date	Settlement Zone
Dec 11, 2020	111111111	\$35.40	\$2.49	\$13.00	PAID	Dec 16, 2020	TXLif
Dec 11, 2020	111112222	\$10.26	\$1.14	\$0.00	PAID	Dec 16, 2020	
Dec 11, 2020	111113333	\$10.63	\$1.18	\$0.00	PAID	Dec 16, 2020	

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VIEW RECORDS BY SETTLEMENT DATE

Vendor Activity

Activity Date Settlement Date Settlement Status

NOV 2020

S M T W T F S

NOV

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30


This Week Past 2 Weeks Past 30 Days

Settlement Period: Nov 5, 2020 - Nov 6, 2020			
Total Bill Count	Gross Amount	Deductions	Settlement Amount
69	\$2,888.77	-\$95.27	\$2,793.50
	\$2,888.77	-\$95.27	\$2,793.50

Settlement Period: Nov 5, 2020 - Nov 6, 2020								
Driver	Activities	Pay Description	Pay Amount	Fuel Surcharge	Accessorials	Settlement Status	Settlement Date	Settlement Zone
DYT111A		111111111	\$14.36	\$1.42	\$0.00	PAID	Nov 5, 2020	
DYT111A		111112222	\$12.30	\$1.22	\$0.00	PAID	Nov 5, 2020	
DYT111A		111113333	\$16.11	\$1.60	\$0.00	PAID	Nov 5, 2020	

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OTHER HELPFUL TOOLS IN VIEWING ACTIVITY DETAILS



DYT111 - ABZ Tru

- Dashboard
- Vendor Activity**
- Help
- My Profile
- Log Out
- Collapse Menu

Vendor Activity

Activity Date

Settlement Date

Settlement Status

Probill # 111111111 PAID

SUMMARY Settlement Period: Nov 5, 2020

Driver	Total Bill Count	Gross Amount	Deductions	Settlement Amount
DYT111A	69	\$2,888.77	-\$95.27	\$2,793.50
TOTAL	69	\$2,888.77	-\$95.27	\$2,793.50

Activities Settlement Period: Nov 5, 2020

Driver	Trip Number	Transaction Date	Pay Description	Pay Amount	Fuel Surcharge	Accessorials	Settlement Status	Settlement Date	Settle
DYT111A	123456	Oct 30, 2020	111111111	\$14.36	\$1.42	\$0.00	PAID	Nov 5, 2020	
DYT111A	987654	Oct 30, 2020	111112222	\$12.30	\$1.22	\$0.00	PAID	Nov 5, 2020	
DYT111A	987654	Oct 30, 2020	111113333	\$16.11	\$1.60	\$0.00	PAID	Nov 5, 2020	

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PAYMENT BREAKDOWN

Fuel Surcharge		PAID
Freight Charges	\$12.94	
Rate	11.00%	
Total Amount	\$1.42	
DAL 02 Pickup Leaf PAID		
Freight Charges	\$190.32	
Rate	6.80%	
Total Amount	\$12.94	

Shipment Details

XYZ Company Here
4455 Transport Blvd Unit 201
Dallas, TX 75229

Pieces / Pallets / Weight

— pieces
1 pallets
1300 lbs

1 Click on any rows under Activities table to show the sidepanel which contains more details of the selected record

2 Use this pagination controls to navigate thru the whole list of records available on the table

3 Use the Download Excel to export the table records to an excel document

4 Use the Email option to send the table records to the desired recipients