Cmac Driver Web Portal

DEPARTMENT: **Operations**   **LOB: Cmac,SGL,MSH**
DESK/ACCOUNT:

INTRANET LINKS: Shared Drive | Operations, SGL, MSH

Purpose/Scope: The purpose for the quality service work instructions is to implement a cost effective process with a focus on continuous improvement. Any suggested changes to the process must be presented to your direct leader. Purpose of this document is to understand how to properly navigate through the driver web portal.

Instructions for Contractor:
1. Enter web address
   https://portal.cmactrans.com/driversite

2.

3. Make sure you carefully read the log in instructions noted at the bottom of the webpage.

4. You will then be required to enter your email and new password in the password change screen.

Password Change

Enter E-Mail	
Confirm E-Mail	
Enter new password	
Confirm new password	

[Change]

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5. The next screen will direct you to check you email for confirmation link to validate your changes.

Please check your e-mail at ~~~~~~~~~~ for a validation e-mail. The link there will send you back to this site and validate your change and allow you to log in.

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6. Once you click the validation link it will take you back to the log in screen to log in with your new password.
7. Once logged into this page you will see the following.

Contractor Page

Happy Holidays!

Applications	
Pay Listing	Listing of all settlement sheets.
Pay Analysis	Selectable Listing by pay type and period.
Tractor Performance	OmniTracs Tractor performance data.
Tractor Maintenance Report Form	Monthly Report of Tractor Maintenance

Expirations

Tractors

Tractor	Exp Date	Type	Description	Remark
	07/01/2017	INSEXP	Insurance	
	08/25/2017	DOT	DOT Inspection	
	09/30/2017	LP	License Plate	OWN - MI PLATE

Drivers

Driver	Exp Date	Type	Description	Remark
	07/01/2017	OCC/AC	OccupationalAccident	
	08/23/2018	PHYS	DOT Physical	
	01/26/2020	LIC	License Expiration	

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8. Once logged into this page you will see the following the following 4 categories you can choose from in the applications portions of this screen.

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Expirations

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Tractor	Exp Date	Type	Description	Remark
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Drivers

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	07/01/2017	OCC/AC	OccupationalAccident	
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	01/26/2020	LIC	License Expiration	

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9. Once you choose one of the following catagories you can see your pay and performance.
   - Pay lising – will list all of your settllement sheets.
   - Pay Analysis – will have a detailed data of multiple pay sheets. For example you can eport your FSC to an excel spreadsheet for tax purposes.
   - Tractor performance – will give you a detailed reading of your tractors performnace such as MPG and Idle times.
   - Tractor Maintenance Report Form – This is used to file your monthly maintenance reports. You will be required to fill this in Monthly and you can also upload any maintenance reciepts you have to this link. Maintenance reports are required to be submitted monthly.

   Below is a copy of the maintenace report in the web portal.

Tractor Maintenance Report

Tractor [484 ▼]
Month/Year of Report [December ▼] [2016]

Mark Items that were repaired.

☐ All Lights and Wiring	☐ All Engine Belts
☐ Reflectors	☐ Coolant
☐ Windshield Wipers	☐ Engine Oil
☐ Horn	☐ Coupling Devices
☐ All Mirrors	☐ Frame
☐ Warning Devices	☐ Spare Fuses
☐ Emergency Reflectors/Flair Kit	☐ Steering
☐ Brakes (service, Parking)	☐ Fire Extinguisher
☐ Wheels, Lugs and Tires	☐ Seatbelts
☐ Air Line and Connectors	☐ Windshield
☐ Annual Inspection	☐ All Leaks

Date	Odometer	Repair Done
12/19/2016		
12/19/2016		
12/19/2016		
12/19/2016		
12/19/2016		
12/19/2016		
12/19/2016		
12/19/2016		

Associated Images/Files   File 1 [_____] Browse..   File 2 [_____] Browse..

[Submit]

The page will also show your tractor and driver upcoming expirations as seen below.

Contractor Page

Happy Holidays!

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Expirations

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Tractor	Exp Date	Type	Description	Remark
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Drivers

Driver	Exp Date	Type	Description	Remark
	07/01/2017	OCC/AC	OccupationalAccident	
	08/23/2018	PHYS	DOT Physical	
	01/26/2020	LIC	License Expiration	

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7. Once logged into this page you will see the following.

8. Once you are logged into this screen you will have the option to view your tractor performance. And see upcoming expirations.

Company Driver Page

Happy Holidays!

Applications	
Tractor Performance	OmniTracs Tractor performance data.

Expirations

Exp Date	Type	Description	Remark
02/16/2017	LIC	License Expiration	
07/02/2017	PHYS	DOT Physical	

Your Team Leader is Brian Watts

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9. In tractor performance screen you can monitor Distance, Fuel used, and MPG.

The driver web portal is still under construction and we will be adding additional fields for our drivers in the near future. Some of these fields will have visibility to Driver payroll, Special company offers and promotions, Driver training video's, and link to company merchandise and apperall. Please check back with our site as these develop these wonderful additions to our company website.