

Shipping is Easy with WebOnTrac!

To activate your WebOnTrac account go to ontrac.com and click on the link under WebOnTrac Login where it says, **“Don't have a WebOnTrac login? Click here”**.

Once you have completed the online form you will receive an email confirmation and may begin shipping immediately. FREE WebOnTrac shipping sleeves will be sent to you overnight.

WebOnTrac delivers!

- Ship from the web
- Prepare shipping labels at your desktop
- Slip labels into FREE shipping sleeves
- Build your own company address book
- Schedule pickups online
- View detailed account activity reports
- Instant rate quotes
- Bill sender, recipient or third party
- Shipment and delivery email notifications
- Create return labels

Create a shortcut to WebOnTrac on your desktop:

1. Right click on your desktop.
2. Click on “New” and select “Shortcut”.
3. Type in ontrac.com/webontrac as the location of the item.
4. Click on “Next”.
5. Type in OnTrac as the name of the shortcut.
6. Click on “Finish”.



800.334.5000
ontrac.com

OnTrac
On Time Delivery For Less

Start Shipping Today!

Log on to ontrac.com and click on "WebOnTrac Login" in the yellow, left-hand navigation bar. Enter your Account Number, User Name and Password. Now you're shipping!

Code

If you have saved address information you can retrieve it by entering the first few characters of the "Code" name, then click "Lookup Code". The closest code match will populate the "Delivery Information" fields with your pre-saved address information.

Reference Field

The "Reference Field" is an optional field you can use to enter special information which is important to your company. The information entered here will also appear on your OnTrac invoice.

Instructions

Include any information about the delivery location which may assist the delivery driver.

Billing Information

If you would like to bill the recipient or a third party simply type their OnTrac account number in the "Bill To" field.

Email Notification

This option allows you to send Shipment and Delivery Notification emails to the recipients of your choice.

Address Book Option

The "Address Code" field allows you to define a code of up to 15 characters in length that corresponds to the address that was just entered. If you define a code and save it, you can use that address in the future by entering the first few characters in the "Code" field. The address will automatically populate the "Delivery Information" fields.

Rate & Service **Rate**

When selected, this button will show the rate for the shipment entered including, transit days, delivery commitment date and time.

Submit & Print Label **Submit & Print**

When your shipment information is complete, click this button to advance to the label screen. After printing the label, place it in the OnTrac shipping sleeve and adhere it to your package.

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