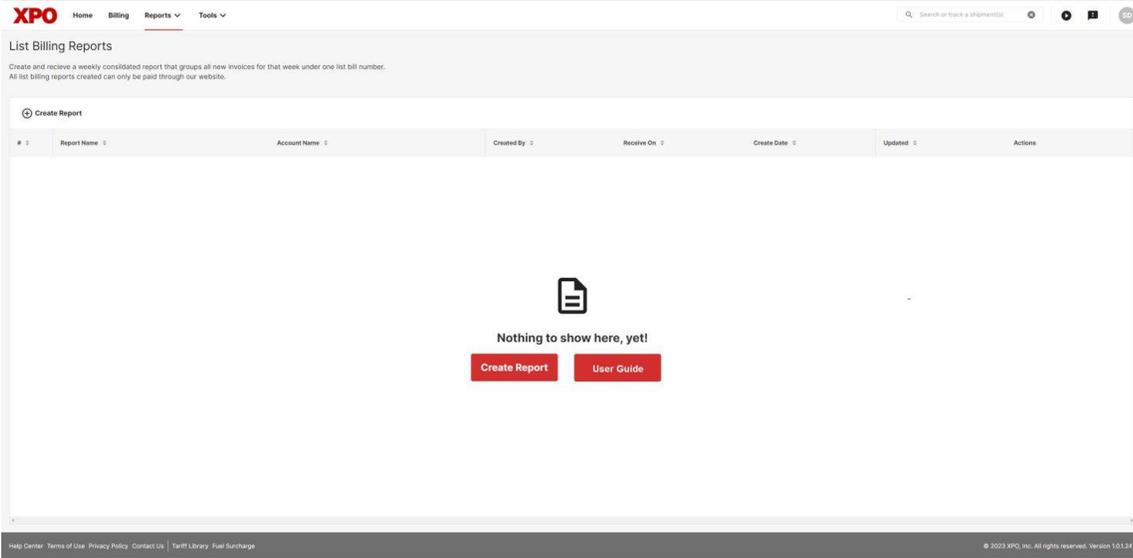


### Scheduling Weekly List Billing Report

Login to your account at [ltl.xpo.com](http://ltl.xpo.com).

- Find **Reports** on the top navigation bar.
- Click on **Create Report** to schedule your weekly report.

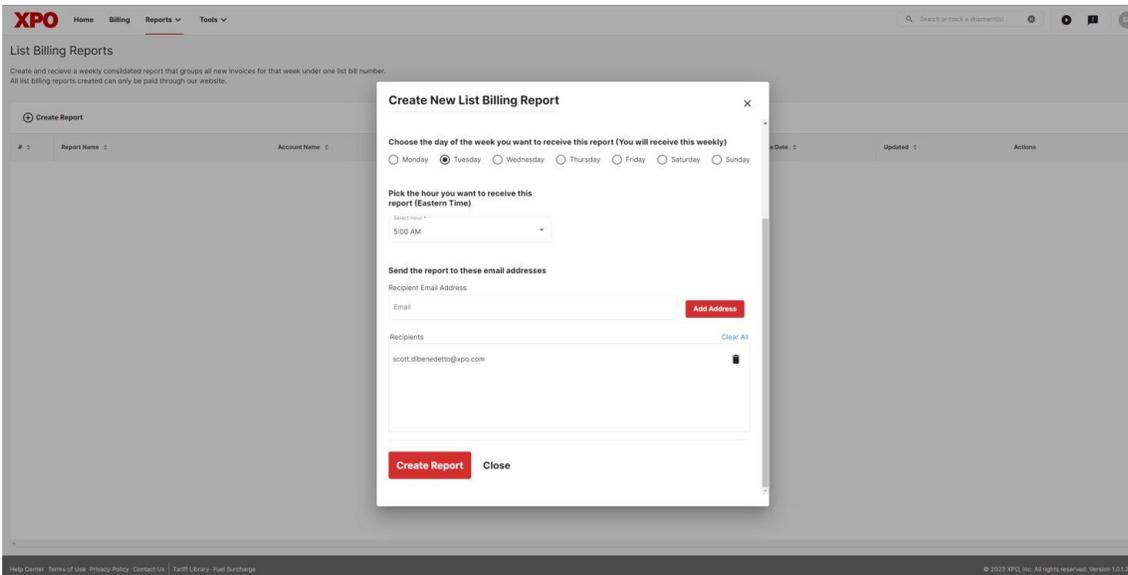


Complete the information requested on the screen.

- You will choose a name for your report, the account, day and time you want the report delivered, as well as, what emails you want the report sent to.

**Note:** You can add as many recipients as needed but remember to click **Add Address** after each one.

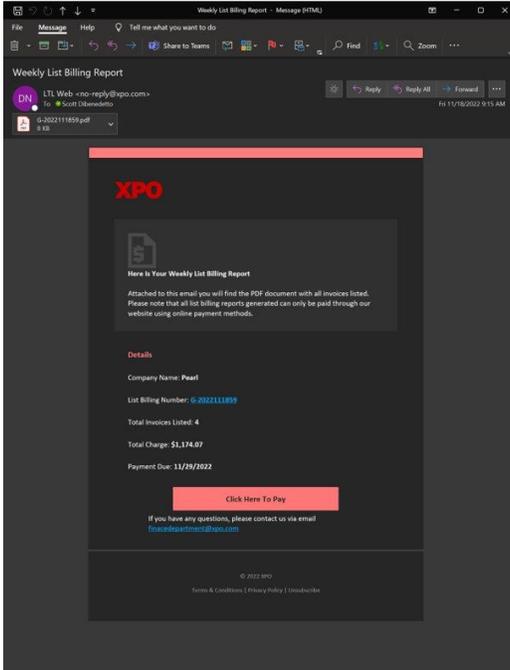
- When the form is completed, you will click on **Create Report**.



# LTL.XPO.COM WEBSITE UPDATES

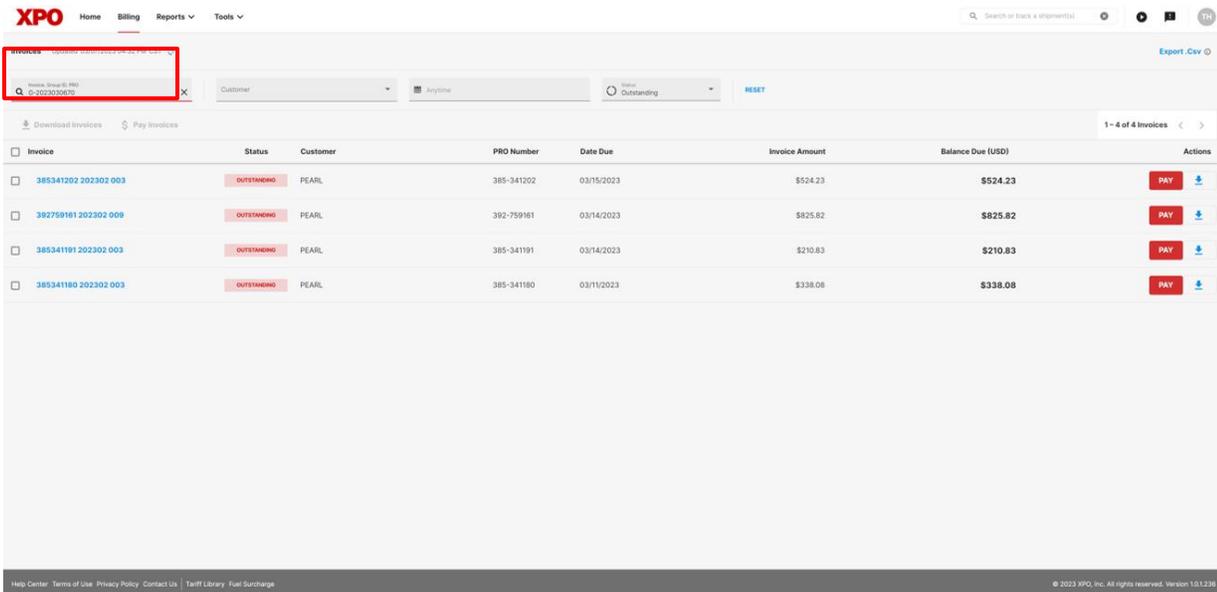
Once you have created the report, you will receive an email on the day and time specified in the request.

- The email will contain links that will take you to the billing page.
- You will be prompted to log in to your ltl.xpo.com account.



On the billing page, you will be able to pay all the individual invoices included in that report.

**Note:** You can also view the same grouping of invoices by using the List Billing Number from your email in the **Invoice, Group ID, PRO** field.



# LTL.XPO.COM WEBSITE UPDATES

Select the invoices you would like to pay.

The screenshot shows the 'Invoices' page in the XPO system. At the top, there are navigation tabs for Home, Billing, Reports, and Tools. A search bar is present with the text 'Search or track a shipment'. Below the navigation, the page title is 'Invoices' with a sub-header 'Updated: 03/07/2023 04:32 PM CST'. There are filters for 'Invoice Group ID' (0-2023030670), 'Customer' (PEARL), and 'Status' (Outstanding). A 'Download Invoices' button and a 'Pay Invoices' button are visible. A red arrow points to the 'Pay Invoices' button. Below the buttons is a table of 4 invoices, all with a status of 'OUTSTANDING' and customer 'PEARL'. The table columns are Invoice, Status, Customer, PRO Number, Date Due, Invoice Amount, and Balance Due (USD). The 'Actions' column contains 'PAY' and download icons for each invoice.

Invoice	Status	Customer	PRO Number	Date Due	Invoice Amount	Balance Due (USD)	Actions
385341202 202302 003	OUTSTANDING	PEARL	385-341202	03/15/2023	\$524.23	\$524.23	PAY
302759161 202302 009	OUTSTANDING	PEARL	392-759161	03/14/2023	\$825.82	\$825.82	PAY
385341191 202302 003	OUTSTANDING	PEARL	385-341191	03/14/2023	\$210.83	\$210.83	PAY
385341180 202302 003	OUTSTANDING	PEARL	385-341180	03/11/2023	\$338.08	\$338.08	PAY

Follow the prompts to pay your invoices via ACH or credit card.

The screenshot shows the 'Payment Information' page. The main section is titled 'SELECT BILLING METHOD' and has two radio button options: 'ACH\*' (selected) and 'Card\*'. Below these are fields for 'New Bank Account', 'ACCOUNT HOLDER', 'BANK NAME', 'Routing Number', 'Account Number', and 'Confirm Account Number'. There is a checkbox for 'I authorize ACH direct debit payment (ACH Debit)'. To the right, there is an 'INVOICES' summary table showing the details of the 4 invoices selected for payment, including their numbers, PRO numbers, due dates, and amounts. The 'Total Cost' is shown as \$1,898.96.

Invoice	Invoice Number	PRO Number	Due Date	Amount
ACH	302759161 202302 009	392-759161	03/14/2023	\$825.82
ACH	385341202 202302 003	385-341202	03/15/2023	\$524.23
ACH	385341191 202302 003	385-341191	03/14/2023	\$210.83
ACH	385341180 202302 003	385-341180	03/11/2023	\$338.08
	Balance Due			\$1,898.96
	Convenience Fee			\$0.00
<b>Total Cost</b>				<b>\$1,898.96</b>