

How Profile Management Works for Owner Operators on the 24/7 Truckin App

Keep Your Business Information Up-to-Date

Overview:

The Profile Management feature in the 24/7 Truckin app allows Owner Operators to manage their personal details, company information, and important documents. This section is divided into three tabs: Profile, **Company, and Documents.**

Image 1: Mobile App Homepage

Steps are as follow:



1. Open the 24/7 Truckin App

Launch the app on your mobile device.





2. Go to the Notification Panel

• On the homepage, click the "Profile".

3. Profile Tab

This tab displays your personal details and provides account management options:

- **Details Shown**: "Full Name" and "Phone Number" of Owner Operator.
- Account Management Options:
- **Delete Account**: Tap "Delete Account".
 - i. Enter your "email address" and the "reason for deletion" in the description field.
 - ii. After "submission", your account will be reviewed and deleted permanently within 48 working hours following a confirmation call or email.
- Log Out: Tap "Log Out" to safely exit the app.





4. Company Tab

This tab contains information about your "company", which was entered during onboarding: "Details Shown" -"Company Legal Name", "MC Number", "DBA Name", "DOT Number" and "Physical Address".

5. Documents Tab

This tab stores and displays your company's uploaded legal documents, including: "MC Certificate", "W9 Form", "Insurance Certificate", "Notice of Assignment", "Hauling Reference".

These documents were uploaded during the onboarding process and are available for review anytime.

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