

Title Account: How to update your SBITC records when transferring to a new trucking company

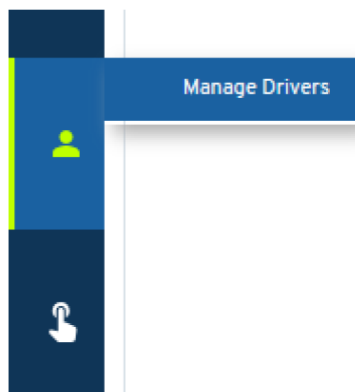
This guide outlines the steps to update a driver's SBITC records when transferring to a new trucking company, including the Navigate Dispatch Manager process and the required email submission to SBITC Customer Care and Safety Team.

PROCEDURE:

1. Submit the complete requirements to SBITC Customer Care via email at customercare@sbitc.ictsi.com.
 - Copy of the driver's license
 - Copy of the truck's OR/CR
 - Copy of the most recent Drug Test Result (must be taken within the last six months from the date of release)
 - Endorsement letter from the **new** trucking company
 - Copy of COE from previous trucking company, signed by authorized personnel
2. Wait for an email confirmation from our Safety Team (SBITC-Safety@sbitc.ictsi.com)
This confirmation will indicate that the driver's records have been successfully updated in our system.
3. The driver may proceed to enter SBITC after successfully attending and completing the required Safety Orientation.

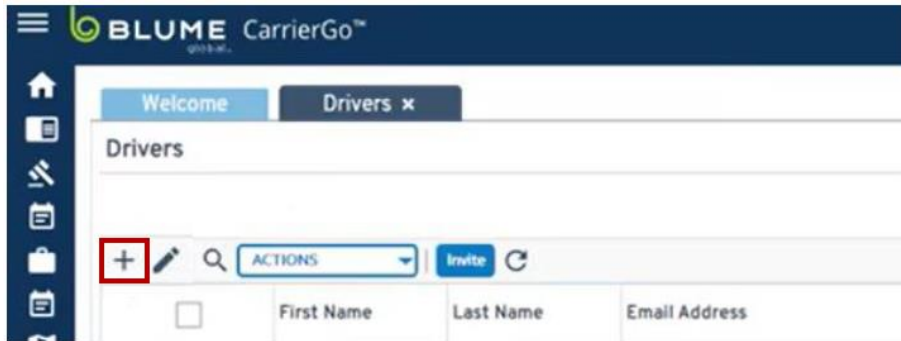
IMPORTANT REMINDERS:

- **Ensure that all required documents have been submitted via email.**
 - **Make sure you've received confirmation from the Safety Team before proceeding to the terminal.**
 - **A new Safety Orientation session is only required if more than one year has passed since the last attendance.**
4. Update or Add Driver Record in Navigate
 - Go to <https://apps.blumesolutions.com/dispatchmanager/home.jsp> and log in to your account. On the Dispatch Manager page, select the profile icon and click **MANAGE DRIVERS**.



NOTE: Only customers registered as a Motor Carrier or Trucker can access this website to manage drivers.

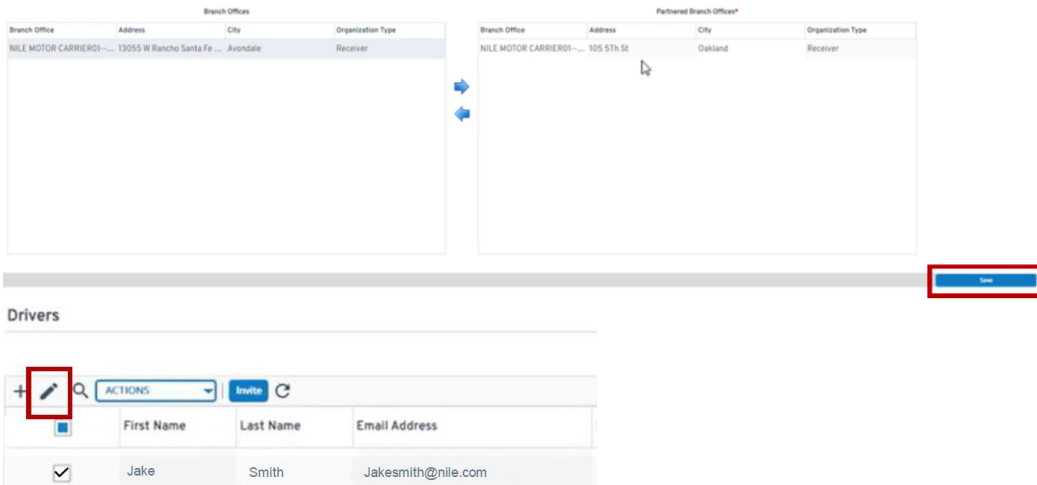
- The Drivers tab will open where you will see the list of drivers registered under your company. To add a new driver, click on +



- Fill in all the required details including the License Number. You may also tick the **Mobile Enabled** box to grant access to the driver's mobile application.

NOTE: Kindly ensure that you enter the driver's license number exactly as it is shown on their driver's license card, including hyphens (ex. N01-23-456789).

- Select the applicable company name under Branch Offices, then click on the right arrow button to add it to the Partnered Branch Office grid. Repeat this process to add additional Branch Offices as needed. Click on **SAVE**.



NOTE: After clicking save, your new driver will be added to the Drivers tab. You may edit the drivers' details by ticking the box beside a driver's name and clicking on (). After editing, click on SAVE to save the changes.

Title Account: Paano mag-update ng records sa SBITC kapag lumipat ng Trucking Company

PROSESO:

1. Ipadala ang kumpletong requirements sa SBITC Customer care (customercare@sbitc.ictsi.com)
 - Kopya ng Driver's license
 - Kopya ng ORCR ng Truck
 - Kopya ng result ng pinakabagong Drug test na isinigawa nang hindi lalampas sa anim na buwan ang nakalipas
 - Endorsement letter mula sa bangong Trucking company
2. Maghintay ng email confirmation mula sa aming Safety Team (SBITC-Safety@sbitc.ictsi.com) na ang records ng driver ay na-update na sa terminal
3. Maari ng bumiyahe sa SBITC matapos ang matagumpay at kumpiramdong pagdalo ng driver sa aming safety orientation.

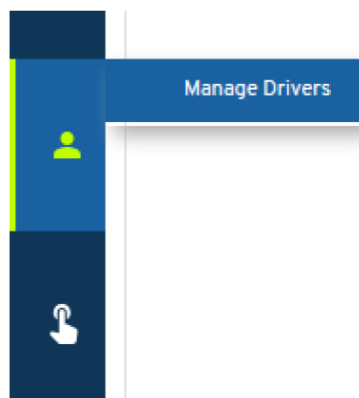
Notes: Bago bumiyahe sa terminal siguraduhing:

- Naipadala na sa email ang inyong kumpletong requirements at,
- May kumpirmasyon n amula sa sa Safety Team na updated na ang inyong records

Tips: Kailangan mo lang dumalo sa isa pang Safety orientation Training kung mahigit na isang taon na ang nakalipas mula sa huli mong pagdalo.

Paalala: Ang pisikal na pagpasa ng requirements sa aming opisina ay hindi pinahihintulutan.

4. I-update o idagdag ang Driver Record sa Navigate.
 - Pumunta sa <https://apps.blumesolutions.com/dispatchmanager/home.jsp> at mag log in sa inyong account. Sa Dispatch Manager page, i click ang profile icon at piliin ang **Manage Drivers**.



Note: Tanging mga customer na rehistrado bilang Motor Carrier o Trucker lamang ang may access sa website na ito upang mag manage ng drivers.

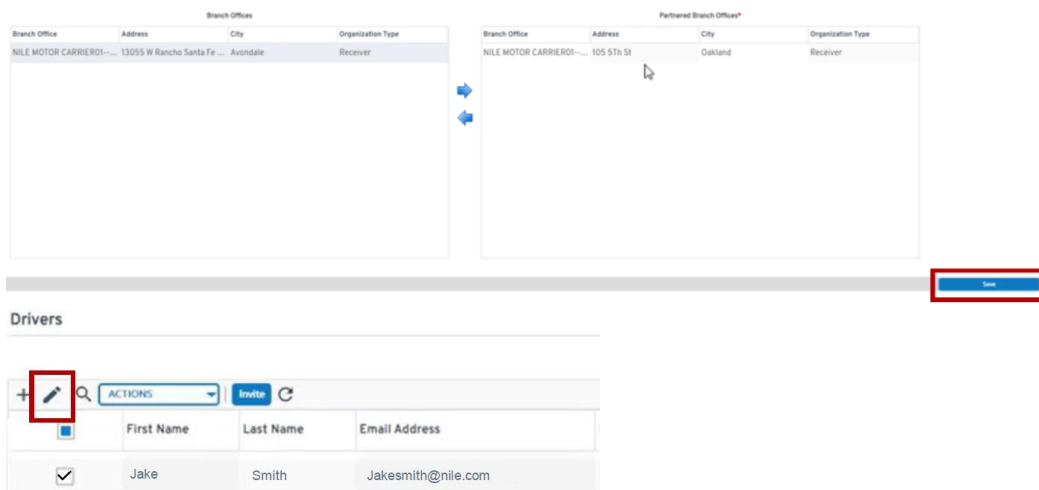
- Lalabas ang Drivers tab kung saan makikita ang listahan ng mga drivers na naka rehistro sa inyong kumpanya. Upang magdagdag ng bagong driver, i click ang (+) plus icon.



- Punan ang lahat ng kinakailangang detalye kabilang ang License Number. Maari ring i check ang Mobile Enabled upang bigyan ng access ang driver sa mobile application.

Note: Siguraduhing eksaktong kapareho ng nasa driver's license card ang ilalagay na license number, kasama ang tamang format at mga gitling.

- Piliin ang tamang company name sa ilalim ng Branch Offices at i click ang right arrow upang idagdag ito sa Partnered Branch Office grid. Ulitin ang proseso kung kinakailangang magdagdag ng iba pang Branch Offices, pagkatapos ay i click ang **Save**.



Note: Matapos i click ang Save, ang bagong driver ay lalabas na sa Drivers tab. Maari ring baguhin ang detalye ng driver sa pamamagitan ng pag check ng kahon katabi ng pangalan at pag click sa Edit icon, pagkatapos ay i-click muli ang Save upang ma apply ang mga pagbabago.