



**CROSS/COUNTRY**  
**CROSS/BORDER**

# CSA Online Tracking

Immediate shipment details:  
Status (Pickup & Delivery)  
Documents (PDF downloads)  
e-mail notifications

Bill: C123456				
Caller ABC Company 1234 ABC Way Delta, BC V4A 0F7	Shipper <b>123 Company</b> <b>1234 ABC Way</b> <b>Toronto, ON</b> <b>M5B 4H9</b>	Consignee ABC Company 1234 ABC Way Delta, BC V4A 0F7		
<b>Scheduled Pickup</b>				
From: 01/20/2011 10:30:00 AM	To: 01/20/2011 4:30:00 PM	Actual: 01/20/2011 4:08:33 PM		
<b>Scheduled Delivery</b>				
From: 01/27/2011 09:30:00 AM	To: 01/27/2011 1:30:00 PM	Actual: 01/27/2011 12:01:33 PM		
<b>Bill Details</b>				
Commodity	Description	Pallets	Pieces	Weight
FOOD	57C 90PKGS OF CANE SUGAR	2	2	4500
<b>Totals:</b>		<b>2</b>	<b>2</b>	<b>4500</b>

**25 Years of Service**  
**1986-2011**

## Welcome to Online Tracking:

This guide will help your company access CSA's shipment tracking and document portal.

Within these pages, you will find instruction on the following:

1. Registration
2. Login
3. Tracking shipments
4. Shipment documentation download (Bills of Lading, POD's)
5. Email notification (For shipment pickup & delivery)

## Overview:

Only one login will be setup per customer account. Multiple members of your team will be able to access the portal by using the common login (username/password combination) setup upon registration.

When registering for online tracking, choose a username and password that you would be willing to share with others.

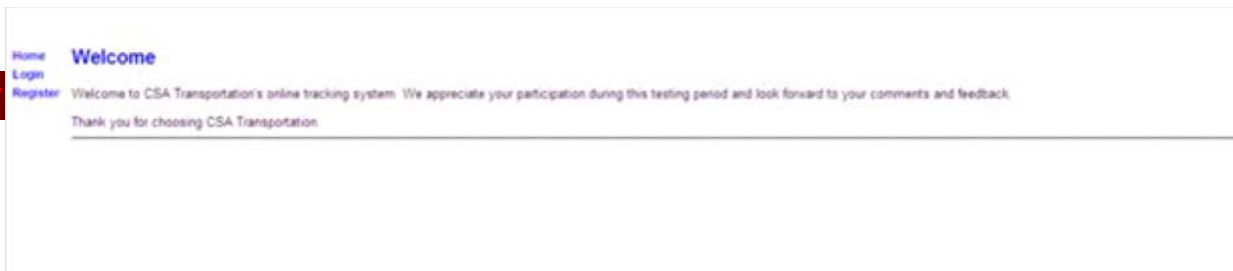
## 1. Registration

An authorization code is required to gain access to online tracking. To request an authorization code, visit this page and complete the form:

<http://csatransportation.com/online-tracking/setup-support>

If you have an authorization code, registration is only a few steps away:

- a) Visit <http://csatransportation.com/online-tracking> and select the login button. This will take you to the tracking portal.
- b) Click the Register button pictured below



- c) Fill out the registration form. Fields indicated by an \* are required.
- d) Create your company's user name and password. Password must be 7 to 12 characters and include at least one (1) number. Document your user name and password.
- e) Enter the Authorization code provided by our Online Support Department.

## 2. Login

Once you create a username and password, your company's registration is complete. Remember, anyone with these login credentials can review information and download documentation related to your current shipments.

Now click the word "login", enter your username and password and press submit, a dialogue box about Internet Explorer 6 support may appear. Click OK.

## 3. Tracking shipments:

Click Trace to track your shipments. Enter CSA Tracking Number (found on your Freight Bill) in the Search Value field, using only capitals and no spaces. Do not modify the Search Field or Search Style dropdowns. Click Trace on the bottom of the screen.

*Note: If you don't have the CSA Tracking Number, click the Advanced Search button to search by scheduled Pickup or Delivery date range.*

The following Trace Results should appear:

Home  
Profile  
Trace  
Logout

**Trace Results**

CUSTOMER

Trace took 2.8209 Seconds

1 - 30 of 148      << Previous Next >>

Bill Number	Pick Up By	Deliver By	Consignee Name	Commodity	Pieces	Weight
blocked from example for privacy	09/02/2010	09/07/2010	blocked from example for privacy	MEDICAL	15	10500
blocked from example for privacy	09/03/2010	09/08/2010	blocked from example for privacy	ELECTRO	1	84
blocked from example for privacy	09/03/2010	09/13/2010	blocked from example for privacy	ELECTRO	1	280
blocked from example for privacy	09/03/2010	09/10/2010	blocked from example for privacy	ELECTRO	1	340
blocked from example for privacy	09/03/2010	09/08/2010	blocked from example for privacy	ELECTRO	1	81
blocked from example for privacy	09/03/2010	09/08/2010	blocked from example for privacy	ELECTRO	1	540
blocked from example for privacy	09/08/2010	09/14/2010	blocked from example for privacy	ELECTRO	1	270
blocked from example for privacy	09/08/2010	09/10/2010	blocked from example for privacy	ELECTRO	1	844
blocked from example for privacy	09/08/2010	09/13/2010	blocked from example for privacy	ELECTRO	1	117
blocked from example for privacy	09/10/2010	09/15/2010	blocked from example for privacy	ELECTRO	1	390
blocked from example for privacy	09/10/2010	09/17/2010	blocked from example for privacy	ELECTRO	1	470

Click on the appropriate Freight Bill number for that shipment's status.

This will open a screen dedicated to the selected freight bill.

**Bill:** [REDACTED]

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**Caller**  
ABC COMPANY  
555 SERVICE LANE  
ROCKWOOD, TN

**Shipper**  
ABC COMPANY  
555 SERVICE LANE  
ROCKWOOD, TN

**Consignee**  
XYZ COMPANY  
444 ON TIME BLVD  
WHITBY, ON

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**Scheduled Pickup**  
From: 01/20/2011 10:30:00 AM To: 01/20/2011 4:30:00 PM

**Scheduled Delivery**  
From: 01/27/2011 09:30:00 AM To: 01/27/2011 1:30:00 PM

**Actual:**  
01/20/2011 4:08:33 PM

**Actual:**  
01/27/2011 12:01:33 PM



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**Bill Details**

Commodity	Description	Pallets	Pieces	Weight
FOOD	STC 90PKGS OF CANE SUGAR	2	2	4500
<b>Totals:</b>		2	2	4500

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**Related Microdex Documents**

Document Name	Document Type
 00000649	POD
 00001157	BOL

**Indicates shipment has been picked up or delivered (time shown as close as possible to actual)**

**Time frame or appointment time in which the shipment is currently scheduled to pickup or deliver**

**Indicates POD, BOL or both are available for online viewing and download**  
In most cases these will be available within 72 hours of delivery

## 5. Email notification (For shipment pickup & delivery)

In addition to our self-serve tracking portal, you will receive email notifications when your shipment is either picked up or delivered\*. This message will contain the details of your order, including a link to online tracking and a CSA bill number to help retrieve related documentation.

\*CSA also does US to US shipments. Online tracking for this service will be available in the near future.

### Managing the email notification feature:

Email notifications will automatically be sent to the email address entered when you requested access to online tracking.

If you wish to change the email address, you must notify CSA by completing a change request at the following web page:

<http://csatransportation.com/online-tracking/setup-support>

Note: At this time, it is not possible to send email notifications to more than one (1) email address.

### Help and Support:

If you require assistance with the online tracking system, please submit your request at: <http://csatransportation.com/online-tracking/setup-support>.