

## HOW TO TEXT LOADS FROM KBX TM (Formerly TOPS) – For Contracted Lanes

1. Go to the “Authless Mobile Text Maintenance” Screen in KBX TM (Formerly TOPS)
  - a. Blue Menu Icon → KBX TM Mobile → Authless Mobile Text Maintenance
  - b. The screen will look like the screenshot below
2. Type in the driver’s phone number
3. Type in the shipment ID number
4. Click Next
5. Confirm you want to send the text and a text containing a link for the app will be sent to your driver

## Authless Access to KBX TM Mobile

Phone Number

XXX-XXX-XXXX

International numbers must include the plus sign and the entire number.  
Example: +44 800 496 1083

Load Number/SID

Next >

## HOW TO TEXT LOADS FROM LOADSHOP - For Loads Tendered Through Loadshop

1. Go the “Booked” loads tab in Loadshop
2. Click the white pencil icon under the “Phone #” Column
3. Enter the driver’s phone number
4. A text containing a link for the app will be sent to your driver

| Load ID | Origin         | Destination      | Phone # | Pickup             | Delivery           | Equipment |
|---------|----------------|------------------|---------|--------------------|--------------------|-----------|
| 17770   | Carlisle, PA   | Woodbridge, VA   |         | 11/28/20, 12:54 PM | 11/29/20, 10:00 AM | Van       |
| 15024   | Petersburg, VA | Shippensburg, PA |         | 11/27/20, 11:59 PM | 11/30/20, 11:59 PM | Van       |