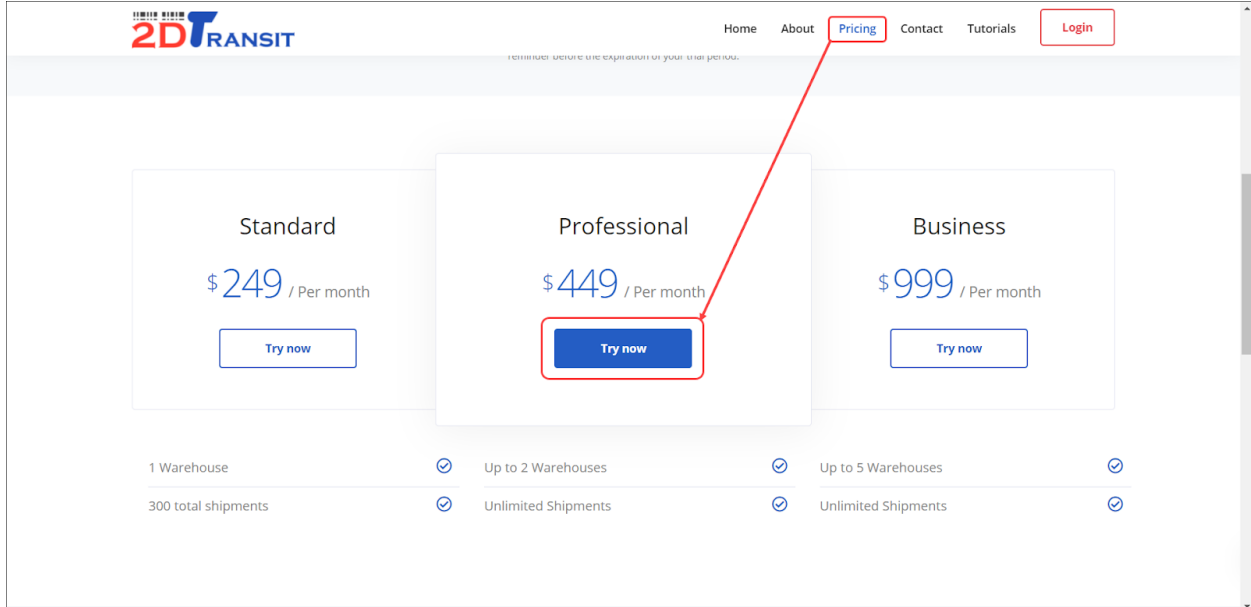


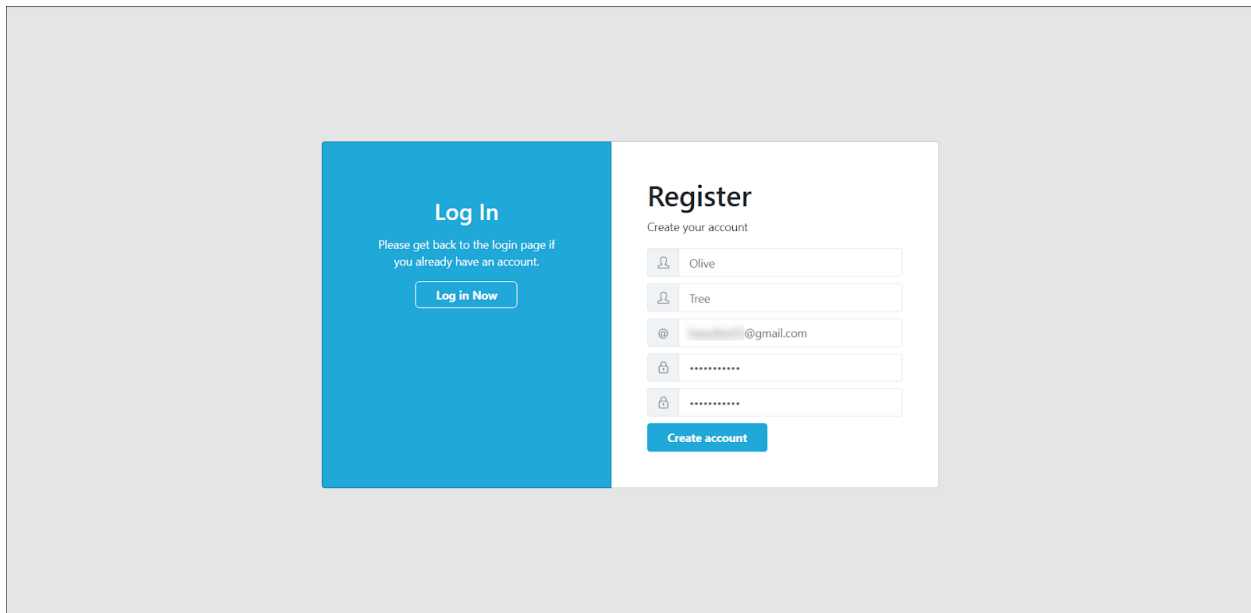
Getting Started

Setting up your Account

- In the 2D Transit [website](#), go to the Pricing Plan page and select the plan that you want to subscribe to and just click the **Try now** button to proceed.




- After selecting a plan, you will be redirected to the Registration page. Fill-in all the information needed and click the **Create account** button. Make sure your email address is active as we will be sending an activation code for verification.



- After you created your account, you will now be redirected to the Account Activation page where you need to get the verification code from your email. Just copy and paste the code in the box and click the **Verify** button to proceed.

Activate your 2D Transit Account Inbox x

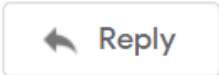
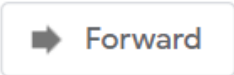
 **2D Transit** no-reply@2d-transit.com [via](#) sendgrid.net
to me ▾

Hi Olive,

Thanks for signing up for 2D Transit - and welcome!
To make sure it's you, please enter the code below to complete the registration.


317598 ←

Thanks in advance,
The 2D Transit Team

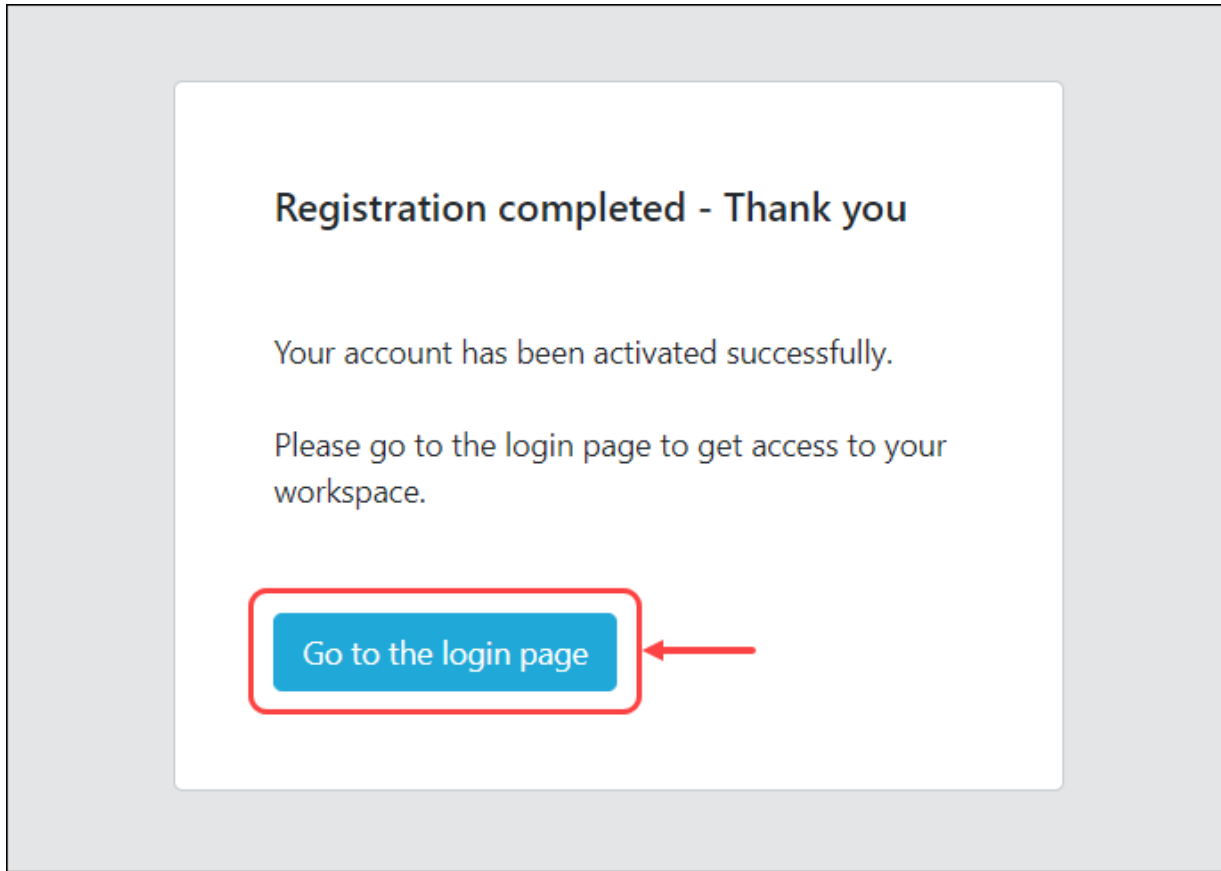
Account Activation

Enter your verification code

 Enter your code here

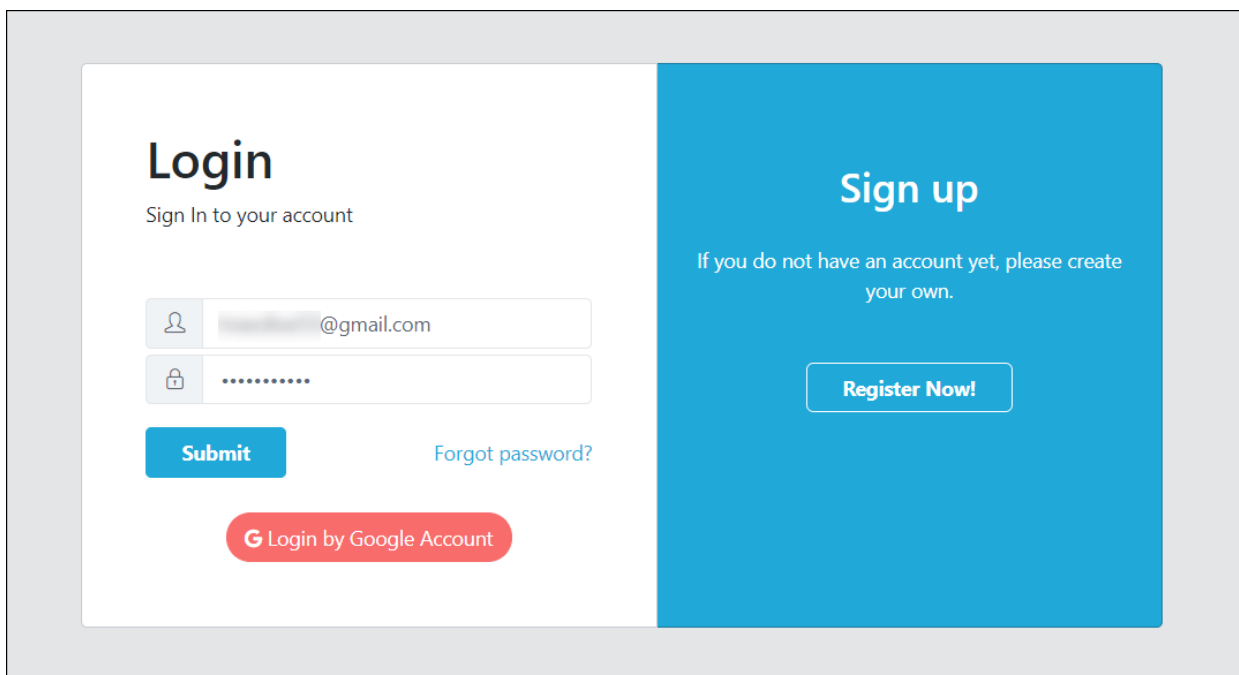
Verify **Resend Code**

- After your account was verified, click the **Go to login page** button to proceed into the Login page.



How to Login & Setup Organization

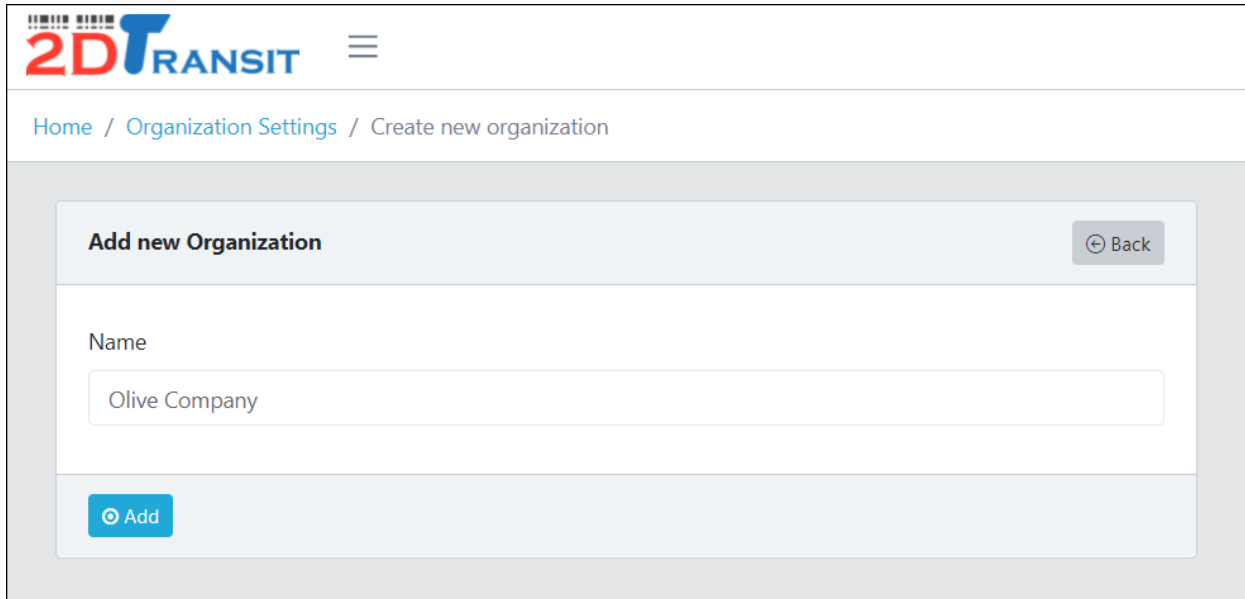
- If you're from the registration page and you successfully created your account, you will be redirected directly to the login page or just click this [link](#). Fill-in your email address and password then click the **Submit** button.



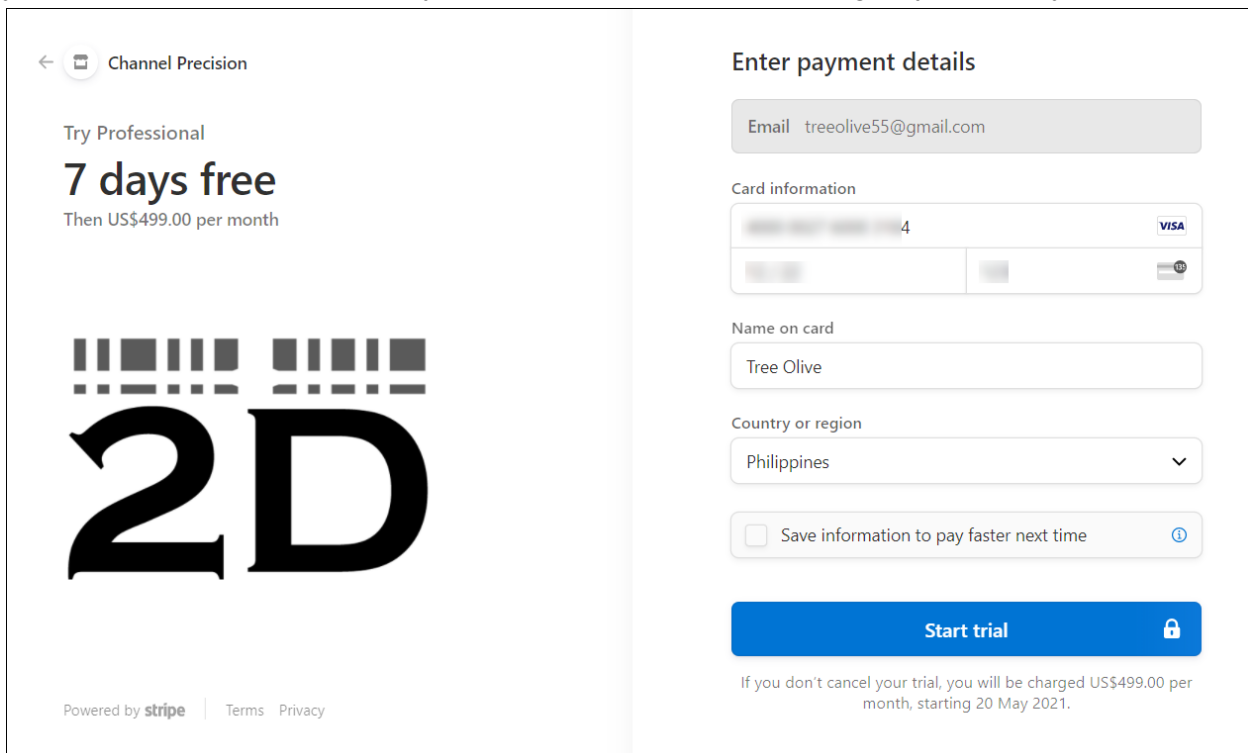
- During your first login, you need to set up an organization before you can start using it. Just click the **Create your own organization** button to proceed.



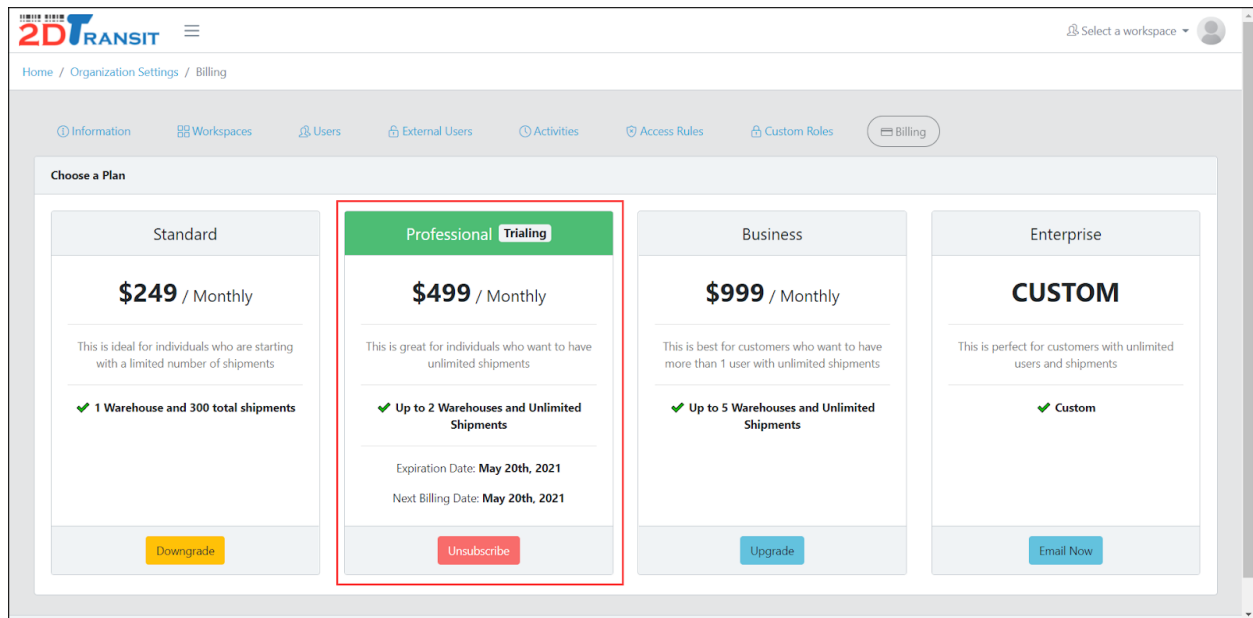
- Provide the organization name you want and click the **Add** button. Please note that you can still update the name of your organization after your set up.



- After the initial setup, you will now be redirected to the payment setup page. In this page, you are required to input your billing information but you don't have to worry about this since we are giving you a free trial service before paying the subscription plan. Your days in free trial will depend on what plan you've selected. For example, if your plan is Professional, we will give you a 7 days free trial.

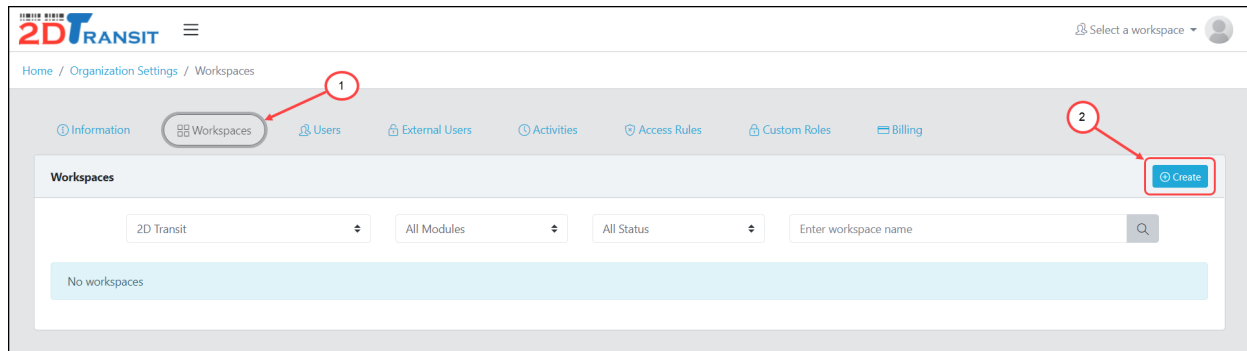


- Once you're done with your payment set up, you will now be redirected to the Billing page of your Organization settings. As you can see, the current status is **Trialing** but after your free trial service, you are required to pay on the selected plan or else the system will automatically cancel your plan.



Creating your first Workspace

- To create your first workspace, go to the Workspaces tab in your organization settings and click the **Create** button.



- Enter the workspace name you want and click the **Add** button to proceed.

2DTRANSIT

Home / Organization Settings / Create new workspace

Add new Workspace Back

Name

Workspace 1

Add

- After you successfully created a workspace, you can now see it in the workspace table. To know more about Workspaces and how to manage it, go to **Manage your Workspace** tab.

2DTRANSIT

Home / Organization Settings / Workspaces

Workspace: Workspace 1

Information Workspaces Users External Users Activities Access Rules Custom Roles Billing

Workspaces Create

2D Transit All Modules All Status Enter workspace name

Name	Status	Created	Actions
Workspace 1	Enabled	a few seconds ago by Olive Tree	Manage

Updating Organization Information

- To update your organization name, go to the **Information** tab in your organization settings.

2DTRANSIT

Home / Organization Settings / Information

Select a workspace

Information Workspaces Users External Users Activities Access Rules Custom Roles Billing

Organization Information

Name

Olive Company

Update

- Enter your new organization name and click the **Update** button to proceed.

Manage your Billing

This page is where you manage the billing of your plan. You also see here the other plans and each detail.

- To upgrade/downgrade your subscription plan, choose the plan you want and click the **Upgrade/Downgrade** button.

The screenshot shows the 'Billing' page with a navigation bar at the top containing 'Information', 'Workspaces', 'Users', 'External Users', 'Activities', 'Access Rules', 'Custom Roles', and 'Billing'. Below the navigation bar is a 'Choose a Plan' section with four plan cards: Standard (\$249 / Monthly), Professional (\$499 / Monthly), Business (\$999 / Monthly, marked as 'Trialing'), and Enterprise (CUSTOM). The Standard and Professional plans have 'Downgrade' buttons, while the Business plan has an 'Unsubscribe' button and the Enterprise plan has an 'Email Now' button. A red circle highlights the 'Downgrade' buttons for Standard and Professional, with a red arrow pointing to a text box that says 'Click any of these'. The footer of the page reads '2D Transit © 2021'.

- If you want a customized plan, just click the **Email Now** button and a pop-up window will appear where you can find the email then send a message on it.

This screenshot is identical to the one above, showing the 'Billing' page with the same navigation bar and 'Choose a Plan' section. In this version, a red box highlights the 'Email Now' button on the Enterprise plan card, with a red arrow pointing to it. The footer of the page reads '2D Transit © 2021'.

- To unsubscribe, just click the red button **Unsubscribe** then just click the **Confirm** button to proceed. Please note that unsubscribing your plan will make you not able to access any workspaces & the organization settings. You need to re-subscribe first in order to use it again.

Home / Organization Settings / Billing

Information Workspaces Users External Users Activities Access Rules Custom Roles Billing

Choose a Plan

Standard	Professional	Business Trialing	Enterprise
\$249 / Monthly	\$499 / Monthly	\$999 / Monthly	CUSTOM
✓ 1 Warehouse and 300 total shipments	✓ Up to 2 Warehouses and Unlimited Shipments	✓ Up to 5 Warehouses and Unlimited Shipments	✓ Over 5 warehouses and unlimited shipments
Downgrade	Downgrade	Unsubscribe	Email Now
		Expiration Date: May 27th, 2021 Next Billing Date: May 27th, 2021	

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