FRONTIER

STEP 1: Visit the Frontier home page: https://www.frontierscs.com/

STEP 2: Click on SHIPMENT TRACKING

STEP 3: Click on WEBship

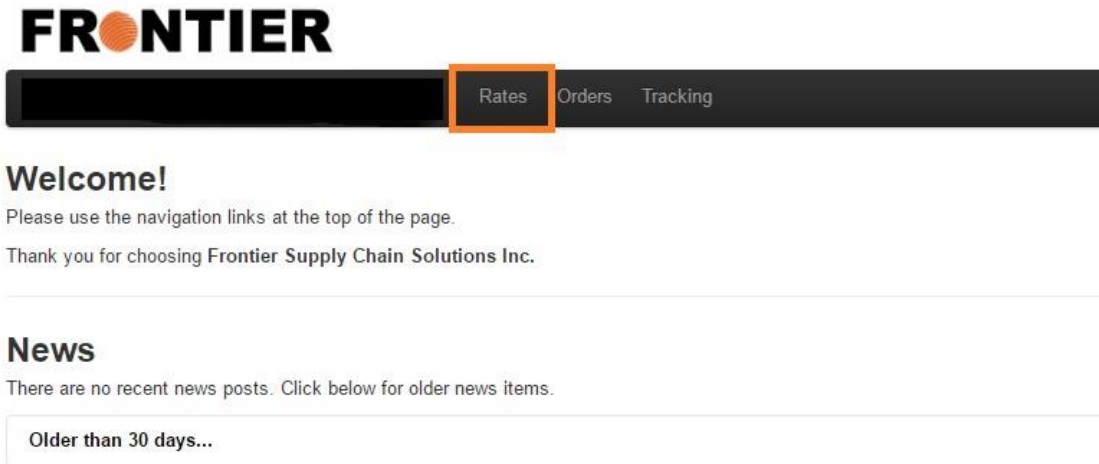STEP 3: WEBship will launch in a new window, please enter your Username and Password, and then click "Login"

Note: Certain versions of Internet Explorer are not supported. For optimal performance, please use Google Chrome or Mozilla Firefox.

How to use WEBship:

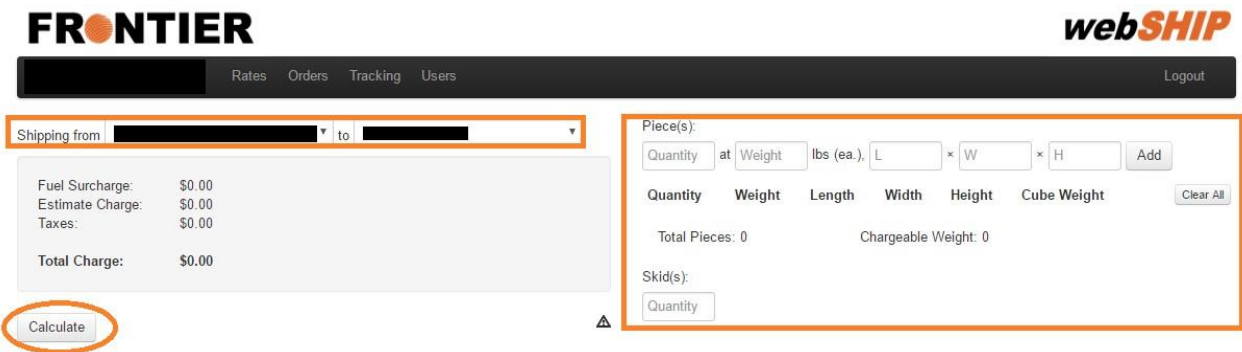## Rates

STEP 1: Select "Rates" on top of the menu bar

STEP 2: Select your shipping "from" and "to" location

STEP 3: Enter all applicable information on the right hand side[1], (please enter in inches for length, width, and height) and click "Add"

NOTE: PLEASE ADD SKID(S) COUNT ONLY IF SKID RATES ARE APPLICABLE, OTHERWISE, PLEASE LEAVE BLANK
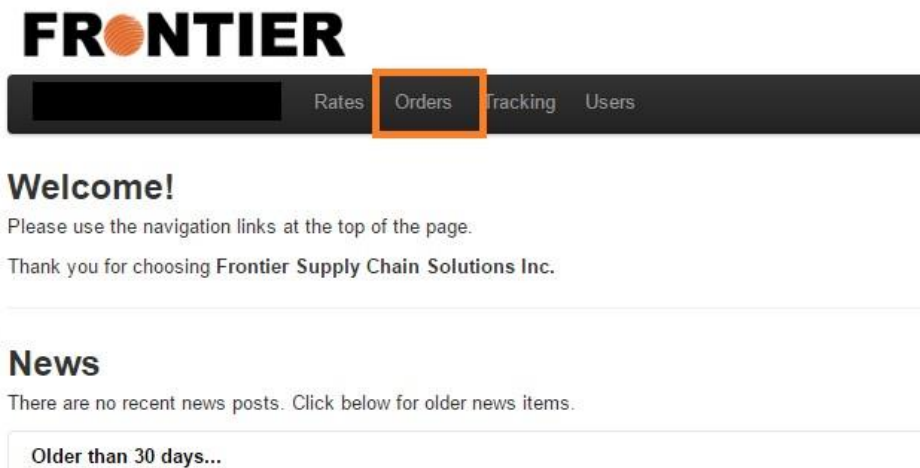
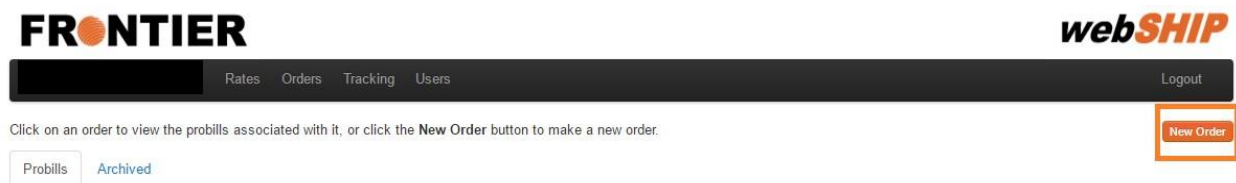STEP 4: Click Calculate to get your estimated charge[2]

How to use WEBship:

Orders

STEP 1: Select "Orders" on top of the menu bar

STEP 2: Click on "New Order" to get started

STEP 3: In Consignee area use pull-down menu to select Consignee. If this is a brand new consignee/customer, Click the "New" button and add information

STEP 4: Under pieces, piece count = # of cartons/boxes/packages per customer

STEP 5: Enter the weight & dimensions[3] in inches for each piece (or pallet), hit add button

STEP 6: Enter in desired reference number(s) and hit add ref #

STEP 7: Click the "Calculate" button to generate freight rate[4]

STEP 8: Make sure the consignee is chosen from the drop down before hitting "Add pro bill"

How to use WEBship:

STEP 9: The Shipping Label will pop up in separate window. Either print it now or in batch at end of entering orders

STEP 10: Make sure you hit "Submit Order" after each entry to ensure cut off time are met

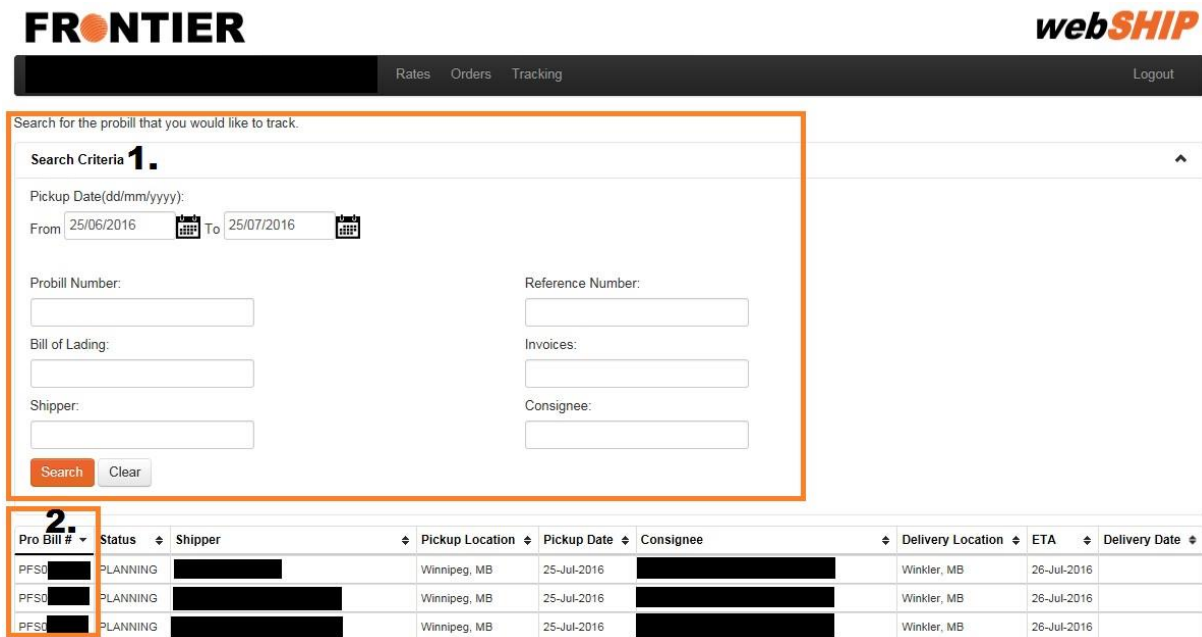STEP 11: To do the next shipment, please start over from step number 3

How to use WEBship:

Tracking

STEP 1: Click on "Tracking" to access all shipments

STEP 2: The Pro Bills will be automatically displayed, you can refine your search based on multiple search criterias for efficiency (the Control Number to reconcile between your Pro Bill and invoice is going to be the PFS Number referenced under the Pro Bill Number)

STEP 3: Click on any shipment you want to look into, and the screen will display more information (including an electronic signature that serves as the Proof of Delivery)