

Driver Road Services is excited to present our agent customers with a new feature on our website!

What is the Secure Portal?

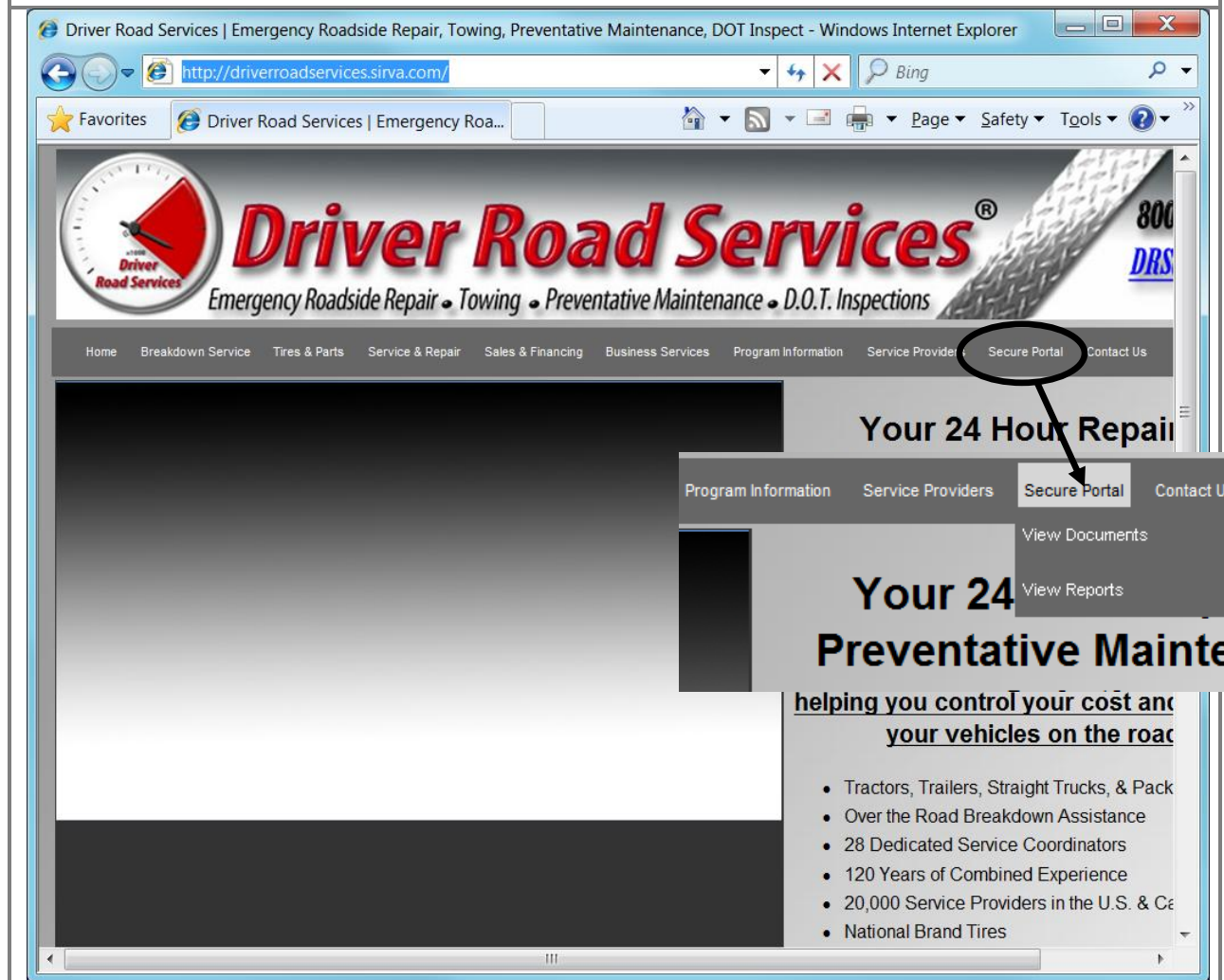
The DRS Secure Portal allows agents to reconcile maintenance records and commission statement charges via the internet.

- **Log-In with your current Extranet User ID and Password!**
- **Gain Real-time access to your Repair and Rental Invoices!**
- **On Demand Maintenance, Tire, and Rental Reports!**

Step 1. Use your Internet Browser and Go to <http://driverroadservices.sirva.com/>

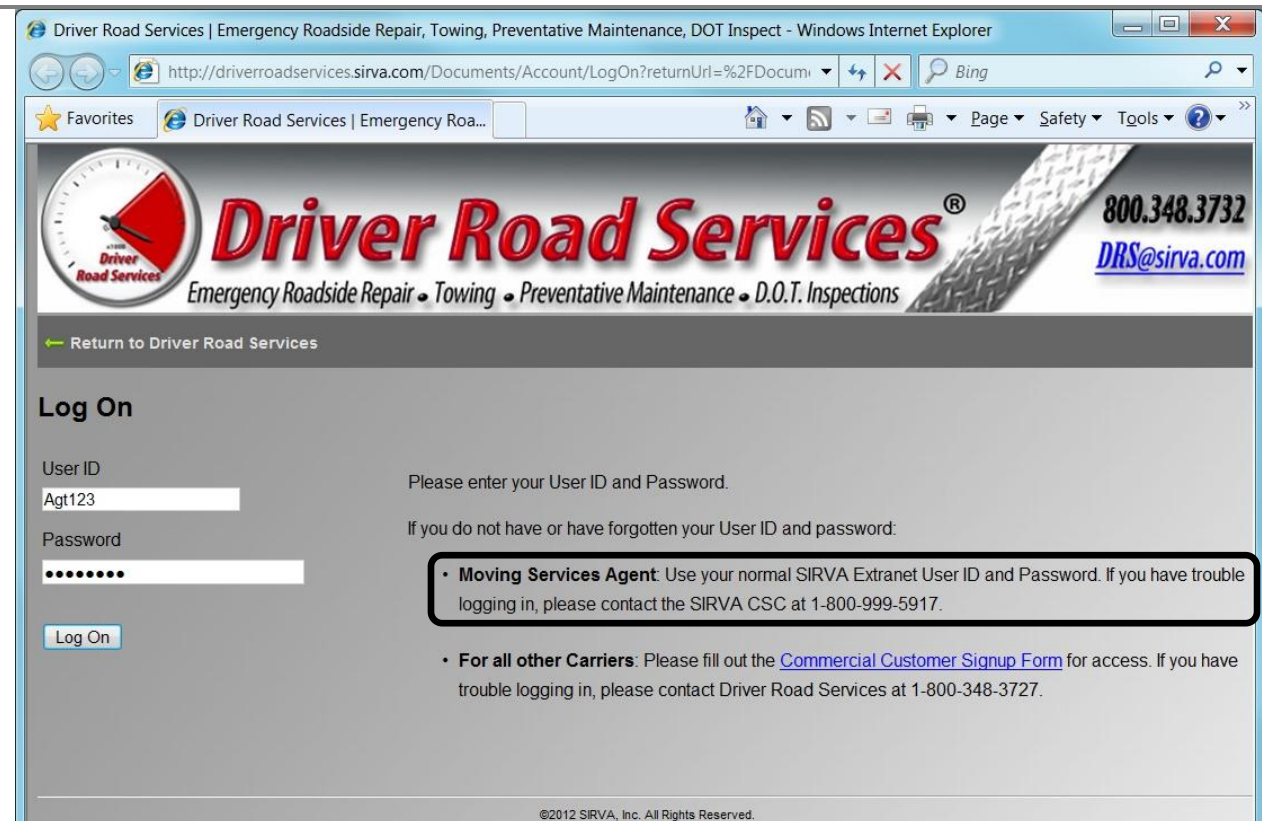
Step 2. Hover your mouse over the “SECURE PORTAL” button on the main menu bar. (See Below)

Step 3. Select the “View Documents” option



The 'View Documents' option will bring you to the following screen.

Step 4. Use your Extranet User ID and Password to Log On



Driver Road Services | Emergency Roadside Repair, Towing, Preventative Maintenance, DOT Inspect - Windows Internet Explorer

http://driverroadservices.sirva.com/Documents/Account/LogOn?returnUrl=%2FDocum...

Driver Road Services | Emergency Roa...

Driver Road Services
Emergency Roadside Repair • Towing • Preventative Maintenance • D.O.T. Inspections

800.348.3732
DRS@sirva.com

Return to Driver Road Services

Log On

User ID
Agt123

Password
.....

Log On

Please enter your User ID and Password.

If you do not have or have forgotten your User ID and password:

- **Moving Services Agent:** Use your normal SIRVA Extranet User ID and Password. If you have trouble logging in, please contact the SIRVA CSC at 1-800-999-5917.
- **For all other Carriers:** Please fill out the [Commercial Customer Signup Form](#) for access. If you have trouble logging in, please contact Driver Road Services at 1-800-348-3727.

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***NOTE:** Once Logged Into the Secure Portal you will be presented with the Main Query screen which will:

- Indicate the Agency Identity
- Allows you to Navigate back to the DRS website
- Log – Off
- View Reports



There are 3 Easy ways to search for supporting documents from the DRS Secure Portal!

Driver Road Services | Emergency Roadside Repair, Towing, Preventative Maintenance, DOT Inspect - Windows Internet Explorer

http://testsite.sirva.com/DriverServices/Documents

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800.348.3732
DRS@sirva.com

Return to Driver Road Services View Documents Reports Log Off Agent Name (5555000)

Search by Incident Number
Incident Number
Search Reset

Search by Date Range
Start Date (mm/dd/yyyy)
End Date (mm/dd/yyyy)
Search Reset

Search by Unit Number
Unit Number
Start Date (mm/dd/yyyy) Optional
End Date (mm/dd/yyyy) Optional
Search Reset

View DRS Documents
In order to view PDF documents, you'll need Adobe Acrobat Reader installed. You can download the most recent version of Acrobat Reader by visiting [Adobe's Download Site](#)
Choose one of the search methods, enter your criteria, and press Search. Documents found matching those criteria will be displayed for view or download.

3 EASY WAYS TO SEARCH!

- 1. Incident Number**
- 2. Search by Date Range**
- 3. Search by Unit Number & Date Range**

Search by Date Range
Start Date (mm/dd/yyyy)
10/01/2012
End Date (mm/dd/yyyy)
01/01/2013
Search Reset

Choose one of the search methods, enter your criteria, and press Search. Documents found matching those criteria will be displayed for view or download.

Search by Date Range Example

Step 1. Input the Start and End date for your search or use the calendar icon.

Step 2. Click the "Search" Button

Done Internet | Protected Mode: On 100%

Results from your Document Search by Date Range...

Document Type Legend

1. **Repair Invoice** = Actual Invoice from the Service Provider or Shop (i.e. Freightliner, Petro, etc.)
2. **Rental Invoice** = Actual Invoice from the Rental Company (i.e. Penske, Ryder, U-Haul)
3. **DRS Repair Invoice** = Detailed documentation from DRS which displays all charges sent to your commission for the Incident such as: All Shops involved, Unit Info, Repair Detail, Repair Charges, Driver Name, & DRS Service Fees.
4. **DRS Rental Invoice** = Detailed documentation from DRS which displays all charges sent to your commission for the Incident such as: Rental Location, Rental Charges, Driver Name, & DRS Service Fees.
5. **Repair Estimate** = Actual Repair Estimates provided by the shop(s) collected by DRS during the course of the Repair



The screenshot displays the Driver Road Services website interface. At the top, the logo and contact information (800.348.3732, DRS@sirva.com) are visible. Below the header, there are navigation links: Return to Driver Road Services, View Documents, Reports, and Log Off. The main section is titled "Search by Incident Number" and "Search by Date Range". The "Search by Incident Number" section has a text input field for the Incident Number and buttons for Search and Reset. The "Search by Date Range" section has input fields for Start Date (mm/dd/yyyy) and End Date (mm/dd/yyyy), with buttons for Search and Reset. Below these search options, a table titled "(9) Documents Found" lists documents with columns for Customer Number, Incident Number, Incident Date, Type, PO Number, Unit Number, and Driver Number. Each row has "View" and "Download" links. A callout box points to the "Filter By" dropdown menu, which is currently set to "(All Documents)". Another callout box points to the "View" and "Download" links, explaining their functions. A third callout box points to the "Filter By" dropdown menu, explaining its use. A sample invoice is displayed, showing details for Invoice # 190224, dated April 05, 2013, for a customer named Vallette Trailer Service. The invoice includes a table of charges for labor and materials, and a total amount of \$730.16. The text "New DRS Invoice Format!" is overlaid on the invoice.

Filter By:
Use the "Filter By" tool to drill down to specific types of documents.

View = View document on your screen in Adobe.
Download = Download & Save Document to a file location on your computer

New DRS Invoice Format!

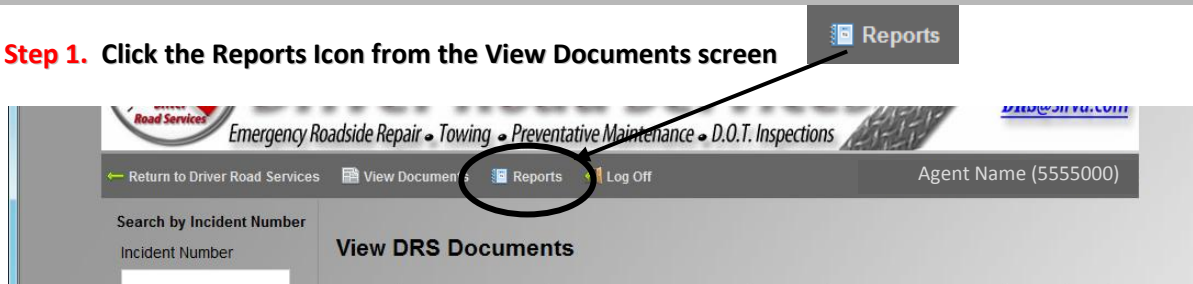
View Reports – On Demand

Maintenance Reports – Provide Repair History for a specific unit or by date range for all units registered to the agency.

Rental Reports – Provide Rental History for a specific driver or by date range for rentals billed through the agency.

Parent/Associated Agencies – When logging into the Secure Portal via Parent Agency code, the report utility allows you to view all activity for associated branches!

Step 1. Click the Reports Icon from the View Documents screen



Step 2. Choose the type of Report you would like to run (Maintenance, Rental, or Tire)
See Report Examples on pages 6-7

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Return to Driver Road Services View Documents Reports Log Off Agent Name (5555000)

Reports

Maintenance Report
Select a date range for all maintenance activity or add unit number for a specific report.

Start Date: (mm/dd/yyyy) End Date: (mm/dd/yyyy) Unit Number: (Optional)

Clear

[View as Microsoft Excel](#)
[View as Adobe PDF](#)

Rental Report
Select a date range for all Rental activity or add Driver Number for a specific report.

Start Date: (mm/dd/yyyy) End Date: (mm/dd/yyyy) Driver Number: (Optional)

Clear

[View as Microsoft Excel](#)
[View as Adobe PDF](#)

Tire Report
Select a date range for all Tire activity or add Unit Number for a specific report.

Start Date: (mm/dd/yyyy) End Date: (mm/dd/yyyy) Unit Number: (Optional)

Clear

[View as Microsoft Excel](#)
[View as Adobe PDF](#)

mailto:DRS@sirva.com Internet | Protected Mode: On 85%

Running a Maintenance Report requires a **Date Range**, but the “Unit Number” is optional

Step 3. Input Date Range

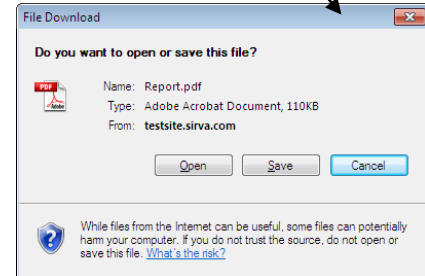
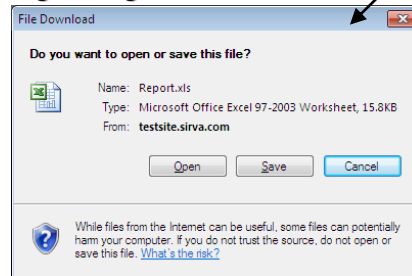
Step 4. Click on the file type best suits your needs; Microsoft Excel or Adobe PDF.



You will receive one of the following messages:

OPEN opens the report on your screen.

SAVE saves the file to a location of your choice before opening the file.



Example 1: Maintenance Report Results in EXCEL

Maintenance Report													
Showing maintenance from 1/1/2013 to 3/1/2013 for customer number(s): 55550000													
12 records total.													
Incident Number	Unit Number	Mileage	Customer Number	Open Date	Vendor Name	VMRS Code	VMRS Description	Work Type	Approved Date	Actual Tires	Actual Parts	Actual Labor	Actual Misc.
314945	xxxxxx1	0	55550000	1/3/2013	Wingfoot Commercial Tire N/s	017001	Tire - Pneumatic	MNT	1/3/2013	\$899.78	\$14.00	\$271.50	\$37.12
Totals for incident 314945:										\$899.78	\$14.00	\$271.50	\$37.12
Totals for unit 111752:										\$899.78	\$14.00	\$271.50	\$37.12
317376	xxxxxx2	749646	55550000	2/8/2013	PACIFIC TIRE COMPANY, INC.	017001	Tire - Pneumatic	MNT	2/8/2013	\$419.45	\$8.00	\$98.00	\$8.00
Totals for incident 317376:										\$419.45	\$8.00	\$98.00	\$8.00
Totals for unit 131121:										\$419.45	\$8.00	\$98.00	\$8.00
318202	xxxxxx3	892138	55550000	2/20/2013	Travelcenters Of America #065	032001	Battery & Cables	MNT	2/20/2013	\$0.00	\$0.00	\$266.50	\$14.66
Totals for incident 318202:										\$0.00	\$0.00	\$266.50	\$14.66
Totals for unit 231308:										\$0.00	\$0.00	\$266.50	\$14.66
315870	xxxxxx4	961959	55550000	1/16/2013	R & R Truck Repair (Volvo)	01301002	Fitting - Air Line	MNT	1/16/2013		\$64.04	\$97.50	\$26.62
315870	xxxxxx4	961959	55550000	1/16/2013	R & R Truck Repair (Volvo)	016003013	Mounting Stud - Upper Shock	MNT	1/16/2013		\$158.03	\$113.75	\$0.00

Maintenance Report

Showing maintenance from 1/1/2013 to 3/1/2013 for customer number(s): 55550000
12 records total.

Vendor Name	VMRS Code	VMRS Description	Work Type	Approved Date	Actual Tires	Actual Parts	Actual Labor	Actual Misc.	Actual Tax	Total Amount	Fee Amount	Total Billed
Wingfoot Commercial Tire N/s	017001	Tire - Pneumatic	MNT	1/3/2013	\$899.78	\$14.00	\$271.50	\$37.12	\$0.00	\$1222.40		
Totals for incident 314945:					\$899.78	\$14.00	\$271.50	\$37.12	\$0.00	\$1222.40	\$125.00	\$1347.40
Totals for unit 111752:					\$899.78	\$14.00	\$271.50	\$37.12	\$0.00	\$1222.40	\$125.00	\$1347.40
PACIFIC TIRE COMPANY, INC.	017001	Tire - Pneumatic	MNT	2/8/2013	\$419.45	\$8.00	\$98.00	\$8.00	\$0.00	\$533.45	\$50.00	\$583.45
Totals for incident 317376:					\$419.45	\$8.00	\$98.00	\$8.00	\$0.00	\$533.45	\$50.00	\$583.45
Totals for unit 131121:					\$419.45	\$8.00	\$98.00	\$8.00	\$0.00	\$533.45	\$50.00	\$583.45
Travelcenters Of America #065	032001	Battery & Cables	MNT	2/20/2013		\$0.00	\$266.50	\$14.66	\$0.00	\$281.16	\$30.00	\$311.16
Totals for incident 318202:					\$0.00	\$0.00	\$266.50	\$14.66	\$0.00	\$281.16	\$30.00	\$311.16
Totals for unit 231308:					\$0.00	\$0.00	\$266.50	\$14.66	\$0.00	\$281.16	\$30.00	\$311.16
R & R Truck Repair (Volvo)	01301002	Fitting - Air Line	MNT	1/16/2013		\$64.04	\$97.50	\$26.62	\$0.00	\$188.16		
R & R Truck Repair (Volvo)	016003013	Mounting Stud - Upper Shock	MNT	1/16/2013		\$158.03	\$113.75	\$0.00	\$0.00	\$271.78		
R & R Truck Repair (Volvo)	043003013	Clamp - Exhaust System	MNT	1/16/2013		\$8.84	\$32.50	\$0.00	\$0.00	\$41.34		
R & R Truck Repair (Volvo)												

Example 2: Rental Report Results shown in Adobe

Rental Report
Showing rentals from 1/1/2013 to 4/1/2013 for customer number(s): 1169000

Incident #	Open Date	Customer Number	Customer Name	Type	Driver Number	Driver Name	Provider	City	State	Shipment #	Pickup Date	Plan Return	Billing Status	Billed Out	Billed In	Unit No.	Total	Rent	Mileage	Insurance	Other	Tax
32069	3/26/2013	1169000	Bellman Group Inc	Local	86022	Wally Rogers	U Haul	Hendersonville	TN	723477	3/19/2013	3/22/2013	INVOICE	3/19/2013	3/23/2013	JH2846H	\$302.59	\$159.80	\$49.77	\$9.00	\$4.00	\$33.42
31995	3/18/2013	1169000	Bellman Group Inc	Local	86425	Derrick Bellamy	Penske Truck Leasing	Brook Park	OH	720599	3/1/2013	3/2/2013	INVOICE	3/1/2013	3/2/2013	597785	\$216.30	\$152.00	\$12.74	\$32.00	\$4.00	\$35.56
31993	3/18/2013	1169000	Bellman Group Inc	Local	8655	Sam Brown	Penske Truck Leasing	Trussville	AL	721545	2/28/2013	3/1/2013	INVOICE	2/28/2013	3/1/2013	9260554	\$248.83	\$152.00	\$6.50	\$32.00	\$52.41	\$5.84
31985	3/15/2013	1169000	Bellman Group Inc	Local	84419	John Nicol	Penske Truck Leasing	Brook Park	OH	720599	2/26/2013	2/28/2013	INVOICE	2/26/2013	2/27/2013	579621	\$181.65	\$114.00	\$20.58	\$32.00	\$3.00	\$33.07
319246	3/6/2013	1169000	Bellman Group Inc	Local	86022	Wally Rogers	U Haul	Carmel	IN	721615	3/1/2013	3/5/2013	INVOICE	3/1/2013	3/1/2013	TT1517D	\$114.20	\$39.95	\$51.94	\$14.00	\$8.04	\$7.47
31906	3/5/2013	1169000	Bellman Group Inc	Local	22316	Mike McCoy	Penske Truck Leasing	Akron	OH		2/17/2013	2/21/2013	INVOICE	2/17/2013	2/21/2013	523053	\$670.63	\$456.00	\$85.70	\$80.00	\$8.00	\$40.93
318825	2/28/2013	1169000	Bellman Group Inc	Local	86425	Derek Bellamy	Penske Truck Leasing	Brook Park	OH	321053	8/3/2012	8/6/2012	INVOICE	7/31/2012	8/4/2012	597777	\$678.50	\$264.00	\$293.70	\$84.00	\$8.00	\$46.80
318185	2/28/2013	1169000	Bellman Group Inc	Local	1185	John Nicol	Penske Truck Leasing	Bellingham	WA	719235	2/4/2013	2/8/2013	INVOICE	2/4/2013	2/7/2013	EL5217K	\$193.54	\$89.85	\$41.87	\$42.00	\$4.00	\$35.82
317261	2/18/2013	1169000	Bellman Group Inc	Local	27425	Derek Bellamy	Penske Truck Leasing	Brook Park	OH	712729	2/7/2013	2/8/2013	INVOICE	2/7/2013	2/8/2013	560850	\$150.42	\$104.00				

Driver Name	Provider	City	State	Shipment #	Pickup Date	Plan Return	Billing Status	Billed Out	Billed In	Unit No.	Total	Rent
Wally Rogers	U Haul	Hendersonville	TN	723477	3/19/2013	3/22/2013	INVOICE	3/19/2013	3/23/2013	JH2846H	\$302.59	\$159.80
Derrick Bellamy	Penske Truck Leasing	Brook Park	OH	720599	3/1/2013	3/2/2013	INVOICE	3/1/2013	3/2/2013	597785	\$216.30	\$152.00
Sam Brown	Penske Truck Leasing	Trussville	AL	721545	2/28/2013	3/1/2013	INVOICE	2/28/2013	3/1/2013	9260554	\$248.83	\$152.00
John Nicol	Penske Truck Leasing	Brook Park	OH	720599	2/26/2013	2/28/2013	INVOICE	2/26/2013	2/27/2013	579621	\$181.65	\$114.00
Wally Rogers	U Haul	Carmel	IN	721615	3/1/2013	3/5/2013	INVOICE	3/1/2013	3/1/2013	TT1517D	\$114.20	\$39.95
Mike McCoy	Penske Truck Leasing	Akron	OH		2/17/2013	2/21/2013	INVOICE	2/17/2013	2/21/2013	523053	\$670.63	\$456.00
Derek Bellamy	Penske Truck Leasing	Brook Park	OH	321053	8/3/2012	8/6/2012	INVOICE	7/31/2012	8/4/2012	597777	\$678.50	\$264.00
John Nicol		Bellingham	WA	719235	2/4/2013	2/8/2013	INVOICE	2/4/2013	2/7/2013	EL5217K	\$193.54	\$89.85
Derrek Bellamy	Penske Truck Leasing	Brook Park	OH	712729	2/7/2013	2/8/2013	INVOICE	2/7/2013	2/8/2013	560850	\$150.42	\$104.00
Derrick Bellamy	Penske Truck Leasing	Brook Park	OH	717530	2/1/2013	2/4/2013	INVOICE	2/1/2013	2/1/2013	607322	\$160.92	\$104.00
Mike McCoy	Penske Truck Leasing	Brook Park	OH	717698	1/27/2013	2/3/2013	INVOICE	2/3/2013	2/5/2013	575240	\$444.68	\$228.00

Example 3: Tire Report Results shown in Excel

Tire Report
Showing tires from 1/1/2013 to 4/10/2013 for customer number(s): 1169000

Unit #	Mileage	Customer Number	Equipment Type	Incident #	Open Date	Quantity	Manufacturer	Tire Size	Tread Design	Position	Ply Rating	Tread Depth/Size	Load Range	Tire Type	Tire Price	Extended Price
232208	277864	1169000	TRACTOR	318993	3/4/2013	1	na	295/75R22.5	na	NA				Casing Credit	-\$60.00	-\$60.00
232208	277864	1169000	TRACTOR	318993	3/4/2013	2	Bridgestone Americas	295/75R22.5	R280	BST - BOTH STEER TIRES	14		G	New Radial Tire	\$464.45	\$928.90
112639	0	1169000	TRAILER	319498	3/11/2013	4	Goodyear	265/70R19.5	G159A	LFI - LEFT FRONT INSIDE	X	14	G	New Radial Tire	\$382.23	\$1528.92
232177	625000	1169000	TRACTOR	320151	3/20/2013	1	Bridgestone Americas	11R24.5	R280	RF - RIGHT FRONT	14		G	New Radial Tire	\$499.83	\$499.83
112983	625000	1169000	TRAILER	320152	3/20/2013	1	Bridgestone Americas	255/70R22.5	R195F	LFO	16		H	New Radial Tire	\$395.99	\$395.99
231329	602210	1169000	TRACTOR	320803	3/27/2013	1	Bridgestone Americas	285/75R24.5	R280	LEFT STEER	14		G	New Radial Tire	\$495.25	\$495.25
233478		1169000		321823	4/9/2013	2	Michelin	275/80R22.5	XZE	BST - BOTH STEER TIRES				New Radial Tire	\$547.98	\$1095.96

Quantity	Manufacturer	Tire Size	Tread Design	Position	Ply Rating	Tread Depth/Size	Load Range	Tire Type	Tire Price	Extended Price
1	na	295/75R22.5	na	NA				Casing Credit	-\$60.00	-\$60.00
2	Bridgestone Americas	295/75R22.5	R280	BST - BOTH STEER TIRES	14		G	New Radial Tire	\$464.45	\$928.90
4	Goodyear	265/70R19.5	G159A	LFI - LEFT FRONT INSIDE	X	14	G	New Radial Tire	\$382.23	\$1528.92
1	Bridgestone Americas	11R24.5	R280	RF - RIGHT FRONT	14		G	New Radial Tire	\$499.83	\$499.83
1	Bridgestone Americas	255/70R22.5	R195F	LFO	16		H	New Radial Tire	\$395.99	\$395.99
1	Bridgestone Americas	285/75R24.5	R280	LEFT STEER	14		G	New Radial Tire	\$495.25	\$495.25
2	Michelin	275/80R22.5	XZE	BST - BOTH STEER TIRES				New Radial Tire	\$547.98	\$1095.96