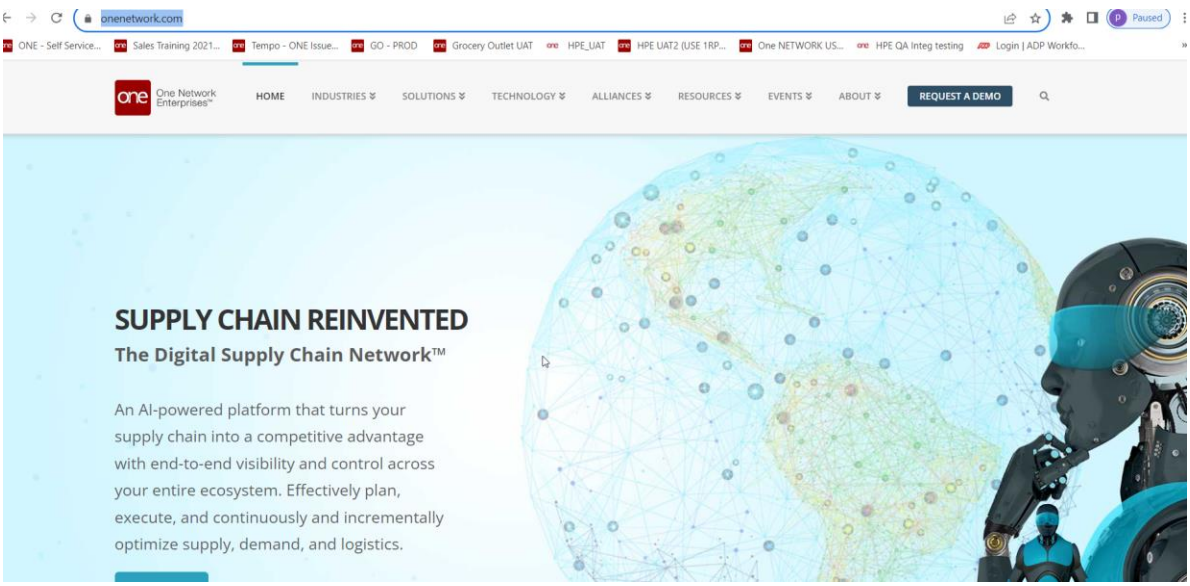
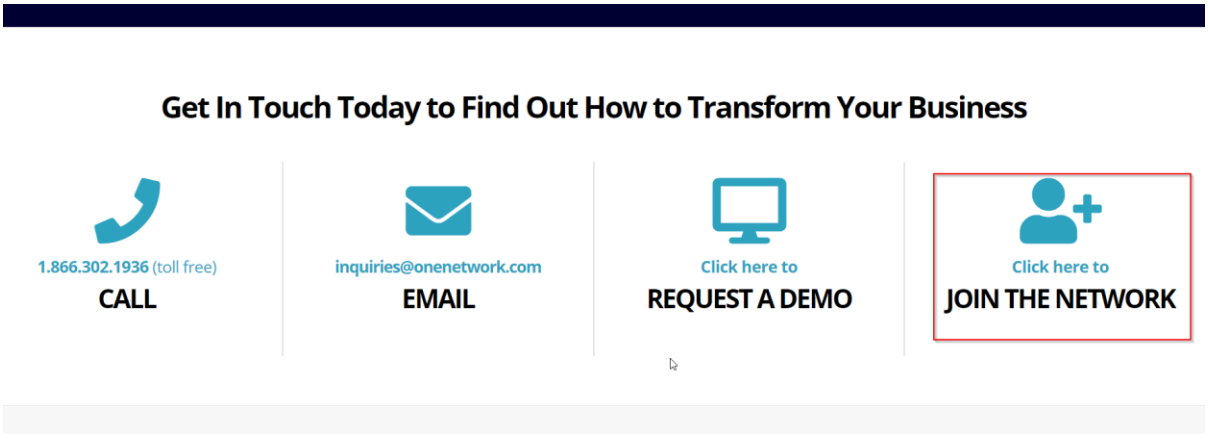
Carrier onboarding through the One Network website.

Steps

1. Please click on this link to go to one network website.
   https://www.onenetwork.com/

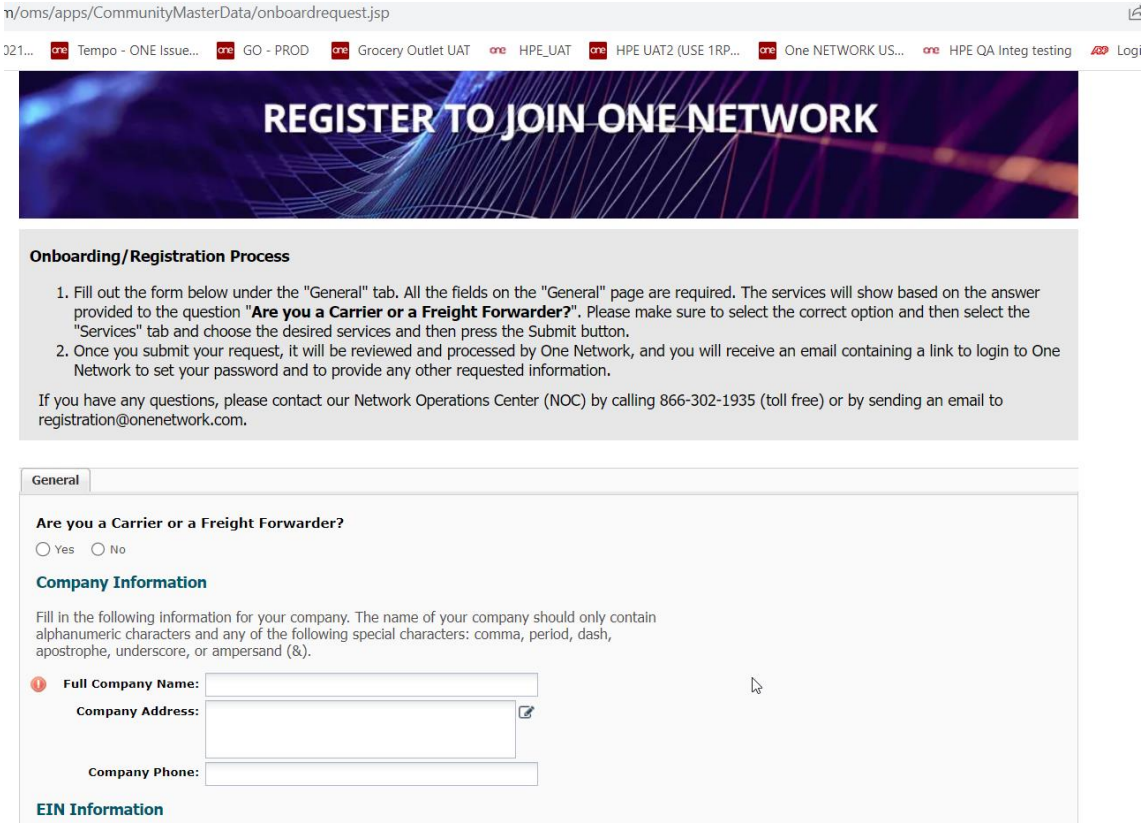


2. Please scroll down to the bottom of this page.

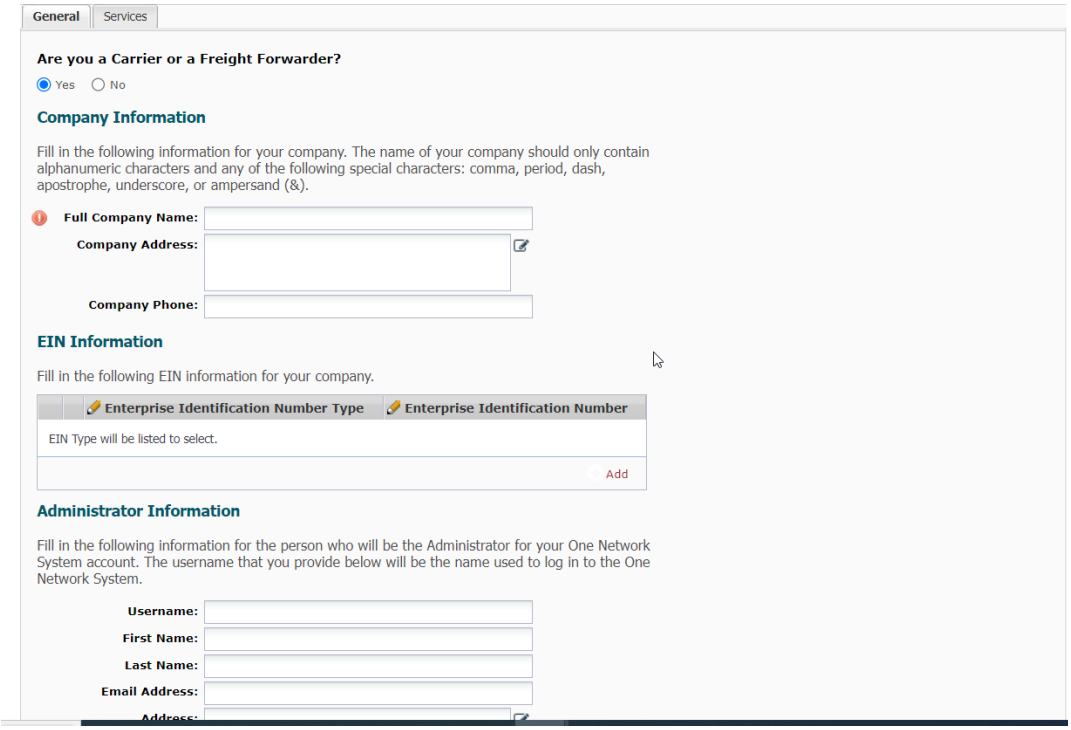


3. Click on this icon, “JOIN THE NETWORK”

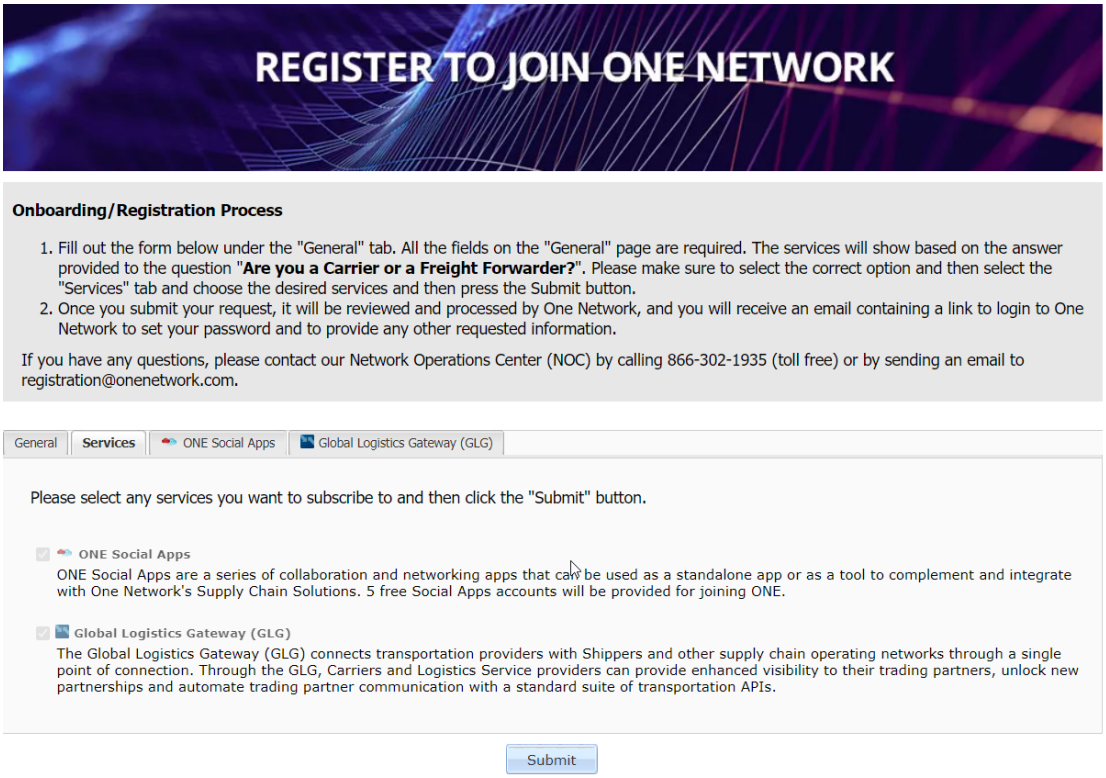
4. Users land on this page.



5. Select “Yes” on the ***Are you a carrier or a Freight Forwarder*** question and provide all the necessary information on **General Tab**. Click Submit. All the fields with asterisk (*) sign are mandatory.
    a. **Please Note:** *Use the “Full Company Name” supplied by Grocery Outlet as far as possible during this process.*
    b. **Please Note**: *Do not re-use usernames from prior onboarding attempts. E-Mails can stay the same, but usernames cannot be repeated*
6. Once the user selects Carrier option **Services tab** appears.
7. Click on Services.



8. **One Social Apps** and **GLG tab appears**.



9. Go to One Social App and accept the terms and conditions. Submit.

10. Go to GLG tab and accept terms and conditions
11. Click the Submit button at the bottom of the screen
    a. A success message should appear, alternatively completed the highlighted missing fields and resubmit
12. One Network's NOC team will reach out to you within 48-hours to complete registration if there are questions
13. A user account creation e-mail will be sent to the registration e-mail with a link to activate the account.
14. See the user guides provided by Grocery Outlet on how to add roles, users and find/book appointments.

Note : Please use the exact same Enterprise name as provided by Grocery Outlet as far as possible