



## Quick Reference Card

# Send Logs to the FMCSA: BigRoad Web App

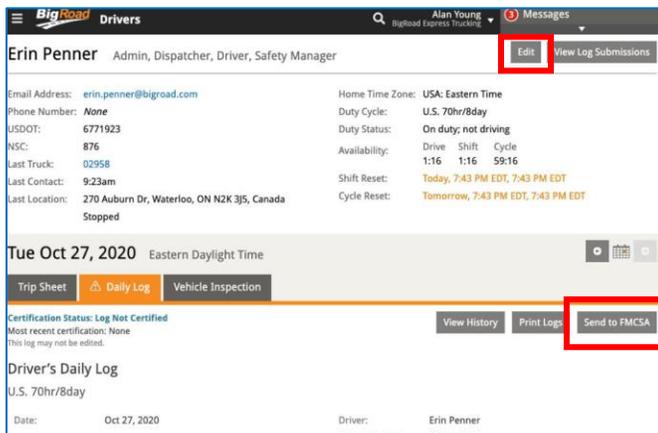
### OVERVIEW

As a BigRoad Safety Manager, you can submit logs to FMCSA via Web or via Email from a Driver's Daily Logs page in the BigRoad web application.

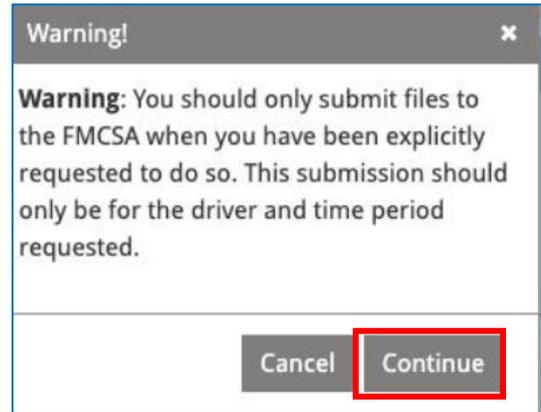
**Note: Please refer to *Send Logs to the FMCSA: BigRoad Mobile App Quick Reference Guide* to learn more about sending logs from the Mobile App.**

### SEND LOGS TO THE FMCSA: VIA WEB

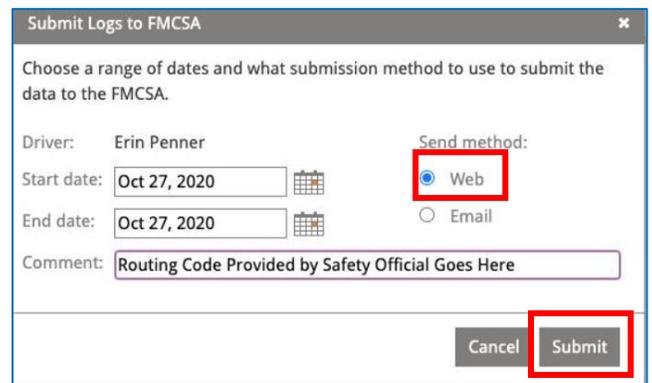
1. Login to the **BigRoad Web App**
2. Select a **Driver** name
3. Click the **Edit** button on the Driver's profile page
4. On the Driver Daily Logs section, click the **Send to FMCSA** button



5. Click the **Continue** button on the Warning pop up message to continue to send



6. On the **Submit Logs to FMCSA** window, enter the preferred **Start Date & End date** for the logs
7. Select **Web** under **Send method**
8. In the **Comment** field, enter the **Routing Code** provided by the safety official
9. Click the **Submit** button



10. On the **Submission Successful** pop up window, click the **Dismiss** button to exit from the screen
11. Alternatively, click the **View Status** button to review a history of log submissions to the FMCSA



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### SEND LOGS TO THE FMCSA: VIA EMAIL

You can alternatively choose to **Send logs via Email:**

1. On the **Submit Logs to FMCSA** window, enter the preferred **Start Date & End date** for the logs to be emailed
2. Select **Email** under Send method
3. In the **Response Email Sent to** field, enter the email address of the user in the Fleet who should receive FMCSA successful/not successful responses. By default, this field shows the email address of the user currently logged in.
4. In the **Comment** field, enter the Routing Code provided by the safety official
5. Click the **Submit** button

**Note: The Driver License # field will only display if the Driver's license is missing from the drivers' profile. In that case you will be asked to enter their License number here and the number will also be automatically saved in the Driver's BigRoad profile.**

6. Once the Email is sent, a pop message displays on screen to indicate the response from FMCSA will be sent to the email address provided.
7. Click the **Dismiss** button to exit from the screen
8. Alternatively, click the **View Status** button to review a history of log submissions to the FMCSA.

**Note: Please refer to the Log Submission History Report Quick Reference Guide to learn more about the View Status feature.**