LANDSTAR *Carriers*

Update Load Status

How do I update my load status?

Do I have to log in to update my status?

Why do I have to enter a status update?

What if I enter a status update out of order?

I made a mistake making a status update. How can I correct it?

How do I update my load status?

To update the status on a load you are under,

1. Click on the **My Freight** menu option.
2. Click **Update Load Status**.
3. Enter the Landstar Freight Bill and your Carrier reference numbers as requested. Click **Submit**. This takes you to the Order Information screen.
4. Fill out the following fields as indicated below:
   - Status Type – Click on the down arrow and choose the correct status for your entry.
   - Date – Enter today's date.
   - Time – Enter the current time.
   - If available,
     - Late – If your status is Late, choose a reason from the drop-down under the **Late Reason** space.
     - Comments – Enter any comments you feel are important about the status of the load in this space.
   - Submit – Submit and exit from the page or Submit & Stay here to stay on the page.

If you need assistance, please contact us at 800-435-1791 Option 6, or e-mail procurement@landstar.com.

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Do I have to log in to update my status?

No, you can update the status on loads you are hauling by having the Landstar freight bill number and your Carrier reference numbers available.

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Why do I have to enter a status update?

Status updates are entered so that the agent can report the status of the load while in transit to the customer. Some agents and/or customers require this information as a condition to hauling the load.

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What if I enter a status update out of order?

The system allows you to enter the information out of order but, before the load can be delivered out, you have to make sure all status updates are completed, i.e., loaded/stops/delivered.

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I made a mistake making a status update. How can I correct it?

Just re-enter your status update correctly and add a comment in the Comment section that this is a "corrected update."

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