TCA Account Set-up Instructions
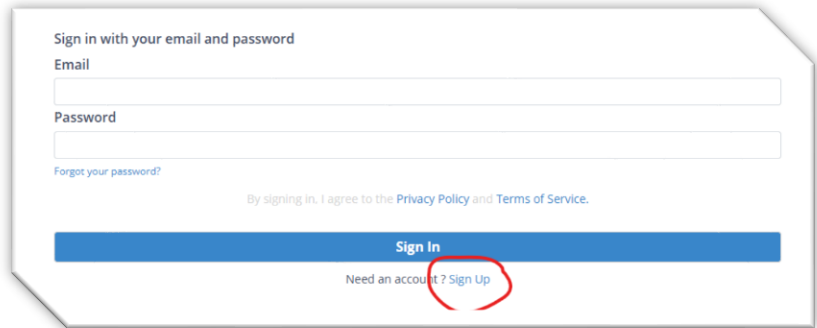
1. If you are new to the system, please click Sign Up to be directed to the account creation page.

2. Enter your first name, last name, and email in the corresponding areas then click *Sign Up* once it turns blue.

   ****Please note: the email address you provide will be used as your username.**
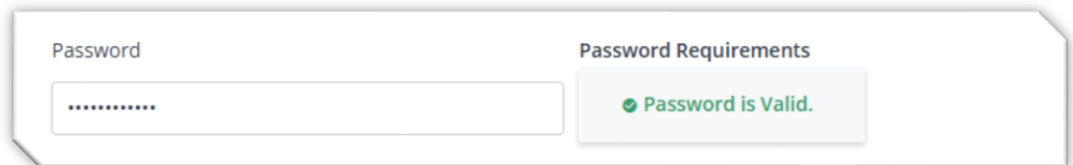

3. Create your password according to the password requirements listed.

4. Directly under the password creation section, please select NATMI & TCA.
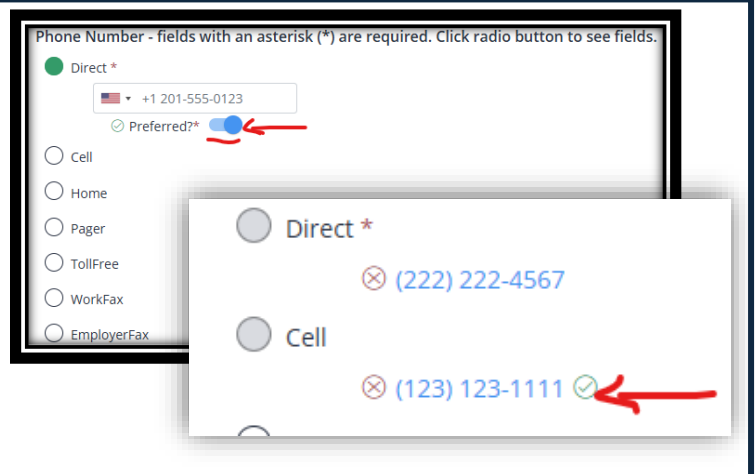
5. Next, input your preferred phone number. Only a direct phone is required. However, you may also enter in additional applicable numbers if desired. **Make sure to toggle "on" your preferred number.**

   You can only have one preferred phone number. If multiple numbers were entered, the preferred number will have a green check mark next to it.

6. Next, click "add corporate address" box to add your company's corporate address.

   Only a corporate address is required, but you may add any additional office and/or personal addresses if desired. Please be sure to complete all fields, including State, Country, and Zip Code.

   Once your address has been entered, click the blue validate button.

7. After your address has been validated, click the blue "Next" button located in the bottom right-hand corner.
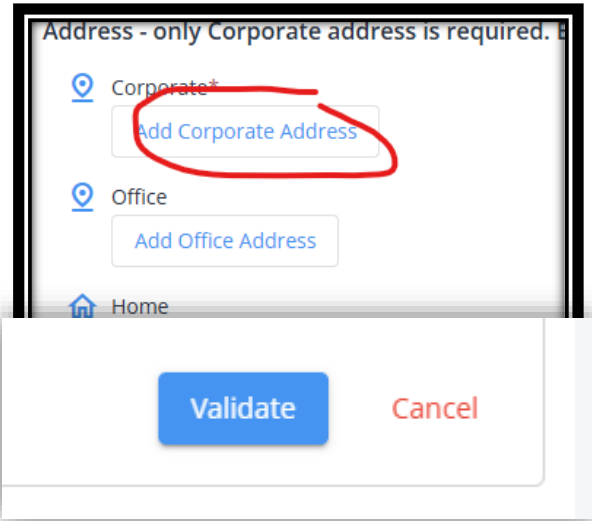
8. You have now reached the "Organization Information" section. Please enter in the name of your organization / employer.

   If your company is already in the system, the name will automatically populate. If your company is not in the system, continue to the next step.
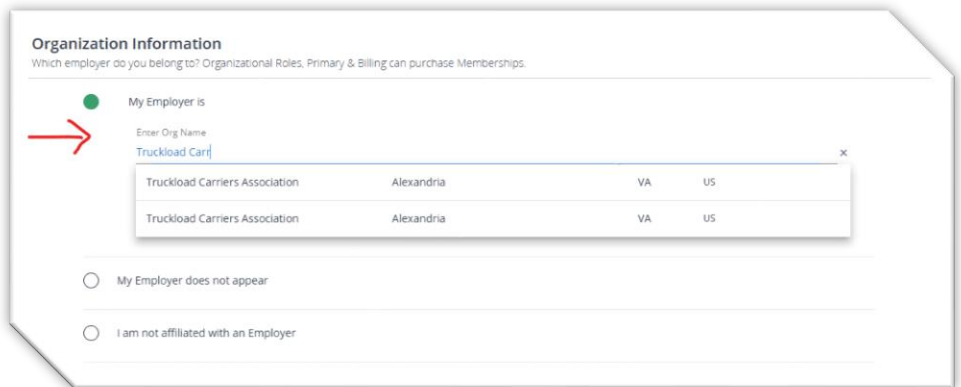

9. If your company is not in the system, select either "My Employer does not appear" to enter in your organization's information or "I am not affiliated with an Employer".

   a. "My Employer does not appear": the following fields are required: company name, company email, type = "NATMI & TCA", your company role, direct phone number, and finally the corporate & billing addresses.
      i. "Other" information is NOT required but recommended if you're a truckload carrier.

   b. If "I am not affiliated with an Employer" is selected, then you can click the Next button to continue to the next page.
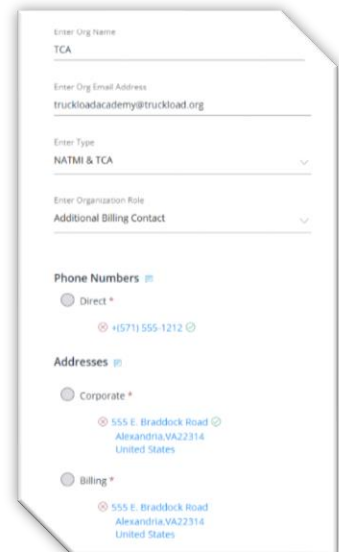
10. Finally, select your general communication options for email and select Next to complete.

11. After you create an account, you will receive a link to verify your email address. You must click that link in your email to login for the first time. **Please make sure to check your spam and junk folders!**