Business Manager

The Business Manager handles everything related to an organization and its Carrier approval process.

- View Pending Carrier Applications
- Approve a Pending Application
- Reject a Pending Application

View Pending Carrier Applications

Once an organization has submitted an application for approval, a Business Manager can view the application information and decide if it is to be approved or rejected.

Go to the Carrier Applications Page

When logged in as an Admin or Business Manager, click the **Carriers** link in the side navigation panel.

Home
About
Shipper
Carrier

Carriers
Organizations
Web Pages
Users

Profile
Logout
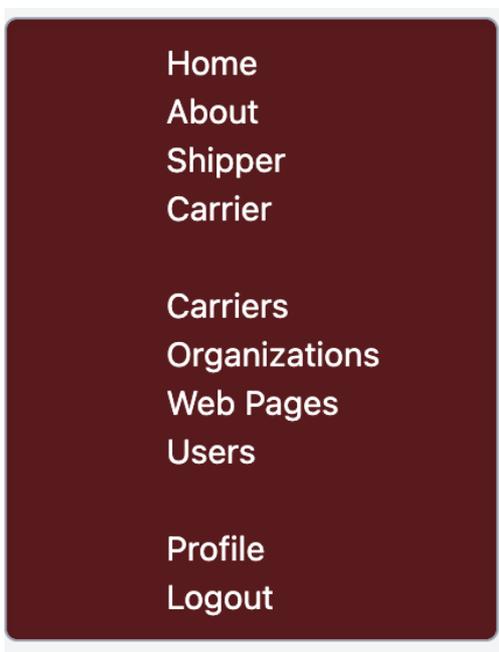
View the List of Carrier Applications

Carrier Applications

Name	Status	Actions
Asgard Web Solutions	Pending Review	𝄩
Asgard Web Solutions	Incomplete	𝄩

Notice the Status is Incomplete for organizations who have not yet completed or submitted their application.

To view an application, click on the Binoculars icon in the **Actions** column of the table.

Once you review an application you may **Approve** or **Reject** it.

Approve a Pending Application

Before an organization ca be approved as a carrier, they must first submit an application for review.

Select An Application To View

Go to the Carrier Applications List page and select an application to view by clicking on the binocular icon.

Use the buttons to view the different pieces of information for this application, and then click the Approve application button.

Confirm The Approval

Click the **Confirm** button to finalize the approval for this application, or click **Cancel** to return to the previous screen.

Reject a Pending Application

Before an organization ca be approved as a carrier, they must first submit an application for review.

Select An Application To View

Go to the Carrier Applications List page and select an application to view by clicking on the binocular icon.

Use the buttons to view the different pieces of information for this application, and then click the **Reject Application** button.

Confirm The Rejection
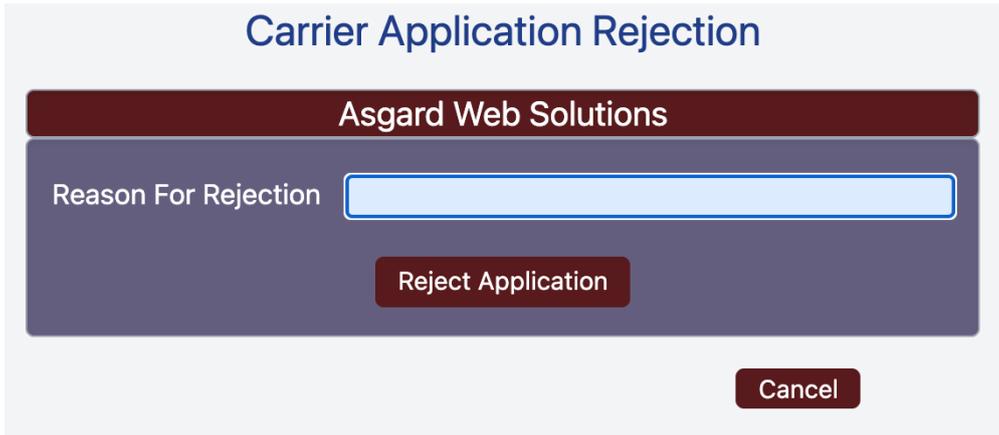
Fill in the **Reason for Rejection** and click the **Reject Application** button to finalize the rejection for this application, or click **Cancel** to return to the previous screen.

Reason for Rejection

Before you can reject the application, you must give a reason for the rejection. This will provide feedback to the organization so they can know why their application was rejected so they can fix it and resubmit.
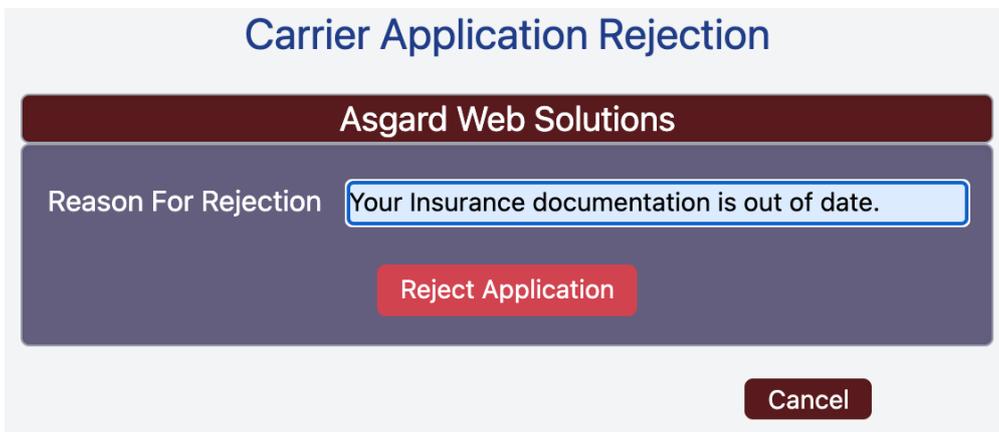
The Reason for Rejection will show up on the organization's Carrier Profile so they can see the response and react to it.

Carrier Profile

Asgard Web Solutions Status

Rejected

Rejection Reason Your Insurance documentation is out of date.

Reset Application Status Reset Status

Tax Information

W9 Form ☑ View W9

Business Certificates

Insurance ☑ Insurance Certificate

Authorization ☑ Authorization Certificate

Extra Information

Business Description ☑ Edit Information

After they update their information the organization can reset the application status and resubmit.