

TEN CUSTOMER PORTAL ACCESS FORM



PURPOSE:

To designate your company's Portal Administrator and authorize Users for access to the TEN (Transportation Equipment Network) Customer Portal.

Our portal provides secure, real-time access to the following information:

- Financials: Invoices, payment history, and ACH options
- GPS Tracking: Location and telematics data
- Fleet Information: Asset details, contracts, and fleet status
- Payment Tools: Online payment and account management
- Maintenance Records: Service history and schedules

ADMINISTRATOR RESPONSIBILITIES & AUTHORIZATION

Customer is solely responsible for the management of Customer Portal user access. The designated Administrator will have full administrative access to the Portal, which includes the authority to grant, modify, or revoke user permissions for your organization.

The Administrator is responsible for:

- Ensuring all authorized users are current and accurate
- Promptly updating user access when personnel changes occur
- Maintaining compliance with the Portal's Terms of Use

By signing below, the Administrator acknowledges these responsibilities and confirms that actions taken through the Portal by the Administrator or other authorized users are authorized by Customer and may be relied upon by TEN.

ADMINISTRATOR & USER SETUP

Please complete the fields below to help us set up your team with appropriate access:

Company Name:

Primary Contact Name:

Email:

Phone Number:

PORTAL ADMINISTRATOR

Name:

Email:

Phone Number:

AUTHORIZED USERS

Please list all users who should have access to the portal. You may attach a separate sheet if needed.

Access Level Definitions:

- View: Read-only access
- Edit: Ability to update or modify data

NAME	EMAIL	ROLE/DEPARTMENT	ACCESS LEVEL (VIEW/EDIT)

AGREED:

Administrator Name:

Signature:

Date:

SUBMISSION INSTRUCTIONS

Once completed, please return this form to the Account Support Group at AccountSupportGroup@TENLeasing.com. Our team will process your request and confirm access within 2–3 business days.

If you have questions or need assistance, feel free to contact the Account Support Group at

- AccountSupportGroup@TENLeasing.com