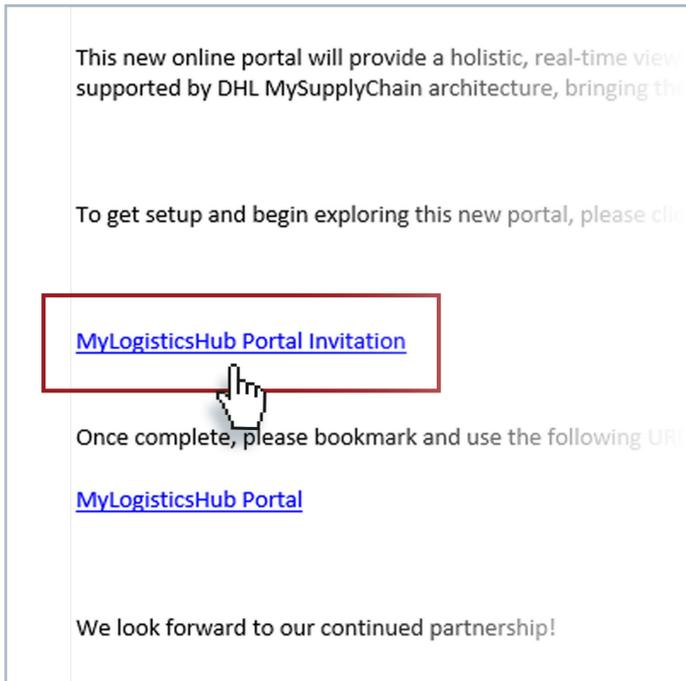
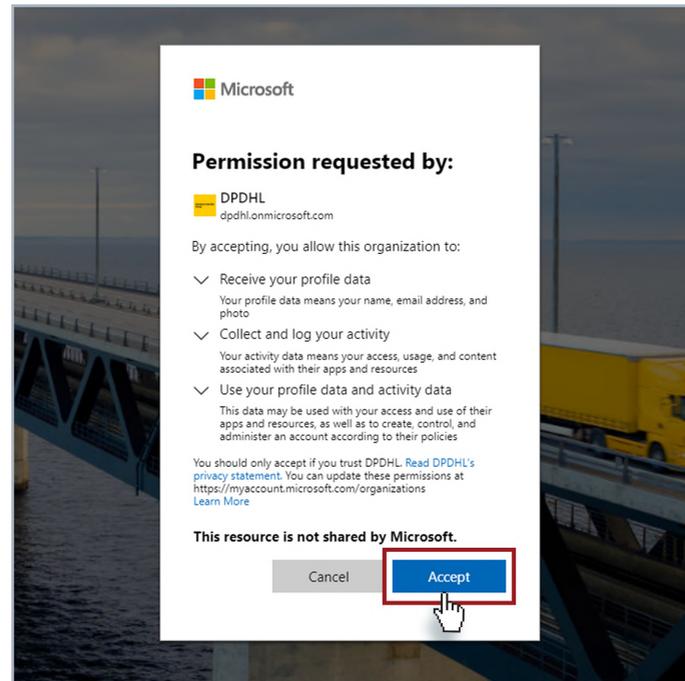


# How to activate your MyLogisticsHub account



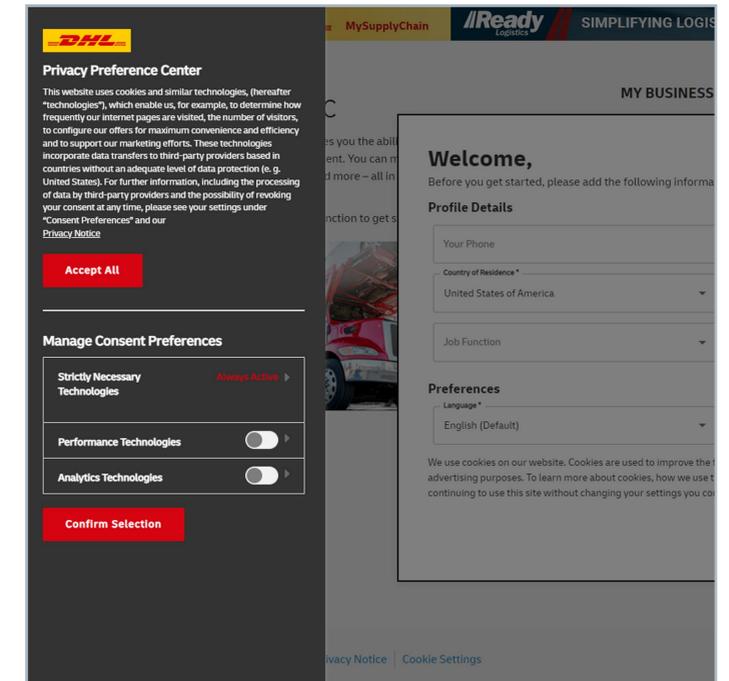
## 01

In your invitation email, use the **MyLogisticsHub Portal Invitation** link to begin.



## 02

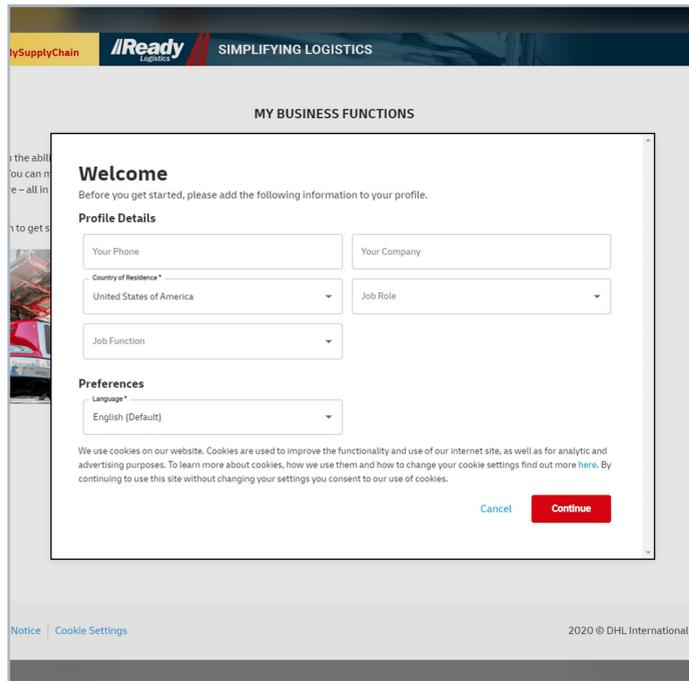
If you are logged into a Microsoft account on your machine, you will be prompted to accept the permissions. If you do not have a Microsoft Single Sign On (SSO), you will need to create a free account and then accept permissions.



## 03

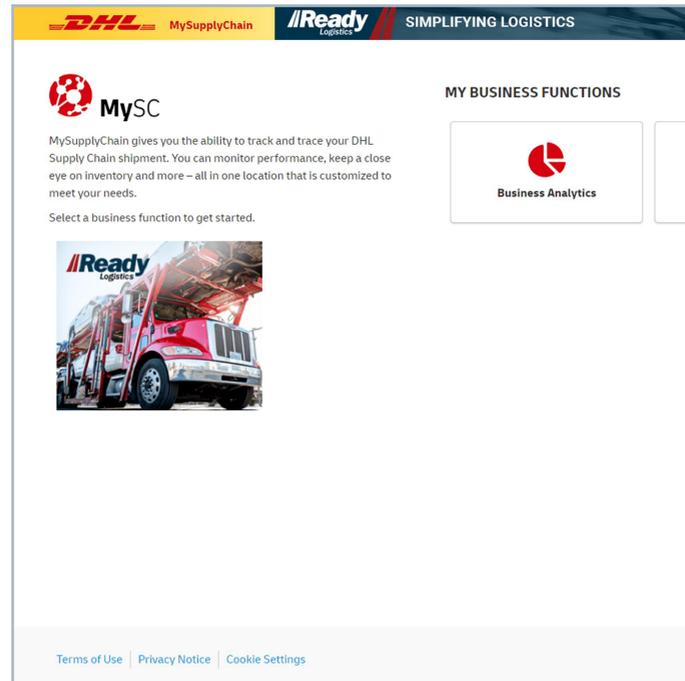
Select privacy preferences for your profile on the left side.

# How to activate your MyLogisticsHub account



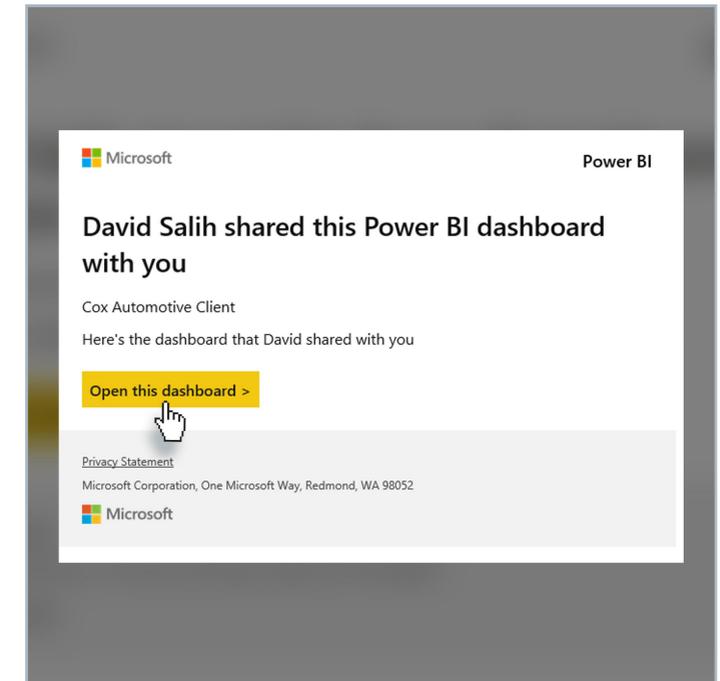
**04**

Enter your profile details.



**05**

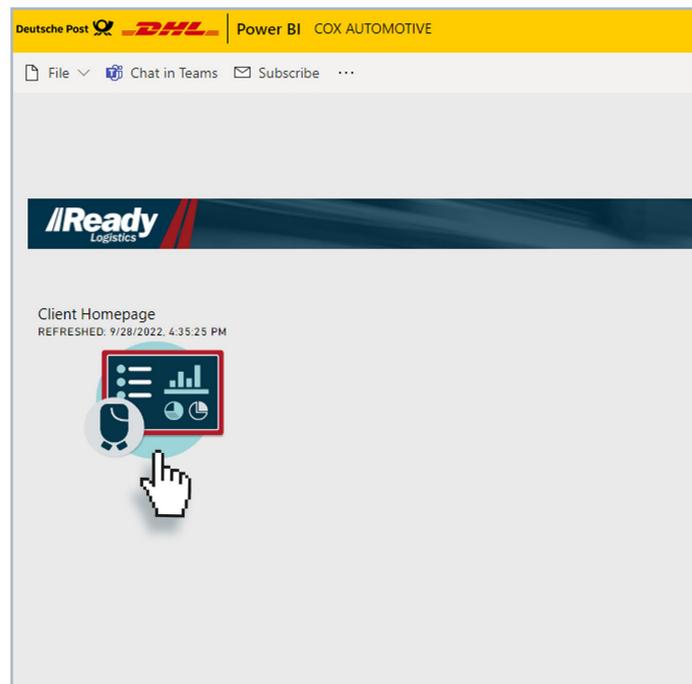
You are now in MyLogisticsHub, but to proceed further, please exit this window and access the hub through the link just sent to your email address.



**06**

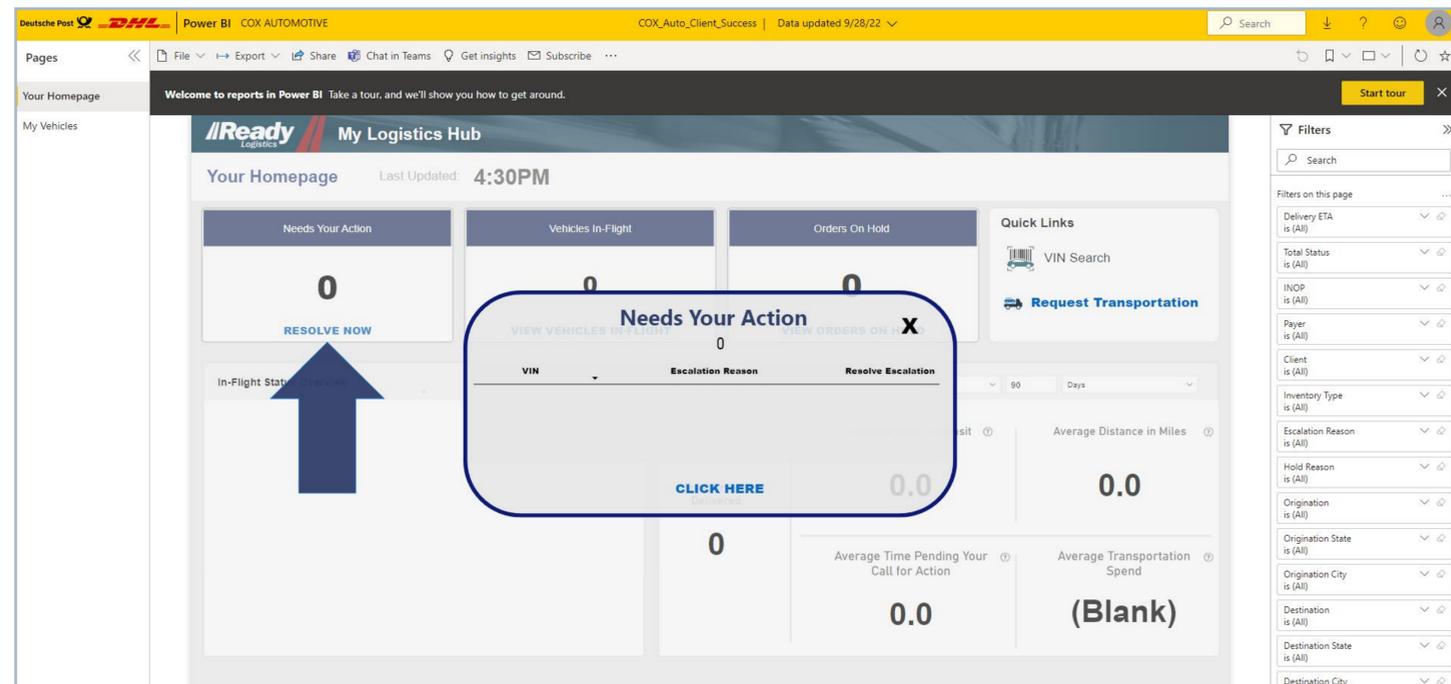
Open the second email, from “no-reply-powerbi@microsoft.com”, (which is automatically sent a few minutes after the first email). On this email hit the **Open This Dashboard** button.

# How to activate your MyLogisticsHub account



## 07

You will be taken back to your MyLogisticsHub page. Select **Client Homepage** to load your dashboard.



**Congratulations!** You can now view your transportation activity. For additional training resources on how to navigate within the Business Analytics tool, please visit our Resources page with Videos and Reference Guides at [www.readylogistics.com/getready](http://www.readylogistics.com/getready)

**Please note:** *The Transport Management module requires additional processing after your profile is activated, you will not be able to access right away. You will receive a third email from 'MSC-noreply@dhl.com' alerting you to Transport Management activation once your profile is enabled. This typically takes 5-7 business days.*