HOW TO CERTIFY & TRANSFER YOUR HOS RECORDS
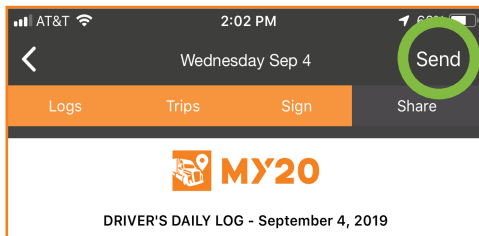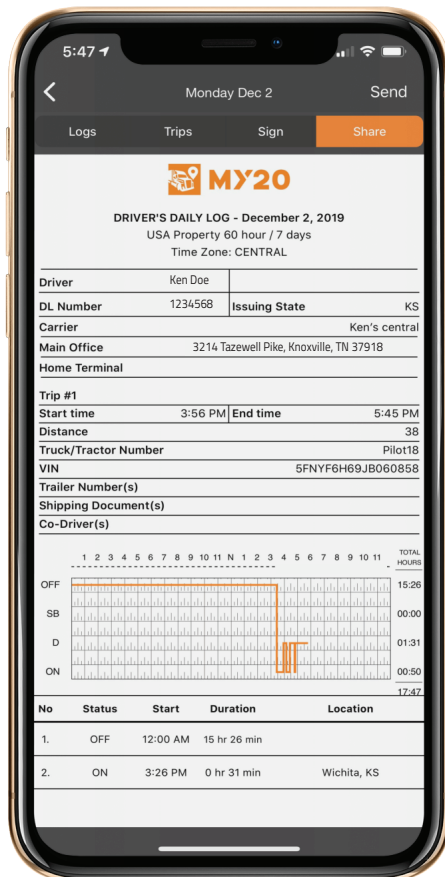
IMPORTANT: Per FMCSA requirements, your RODS logs must be reviewed and certified (signed) on a daily basis. This information is required as part of your ELD packet.

1) Begin on the LOG screen. Tap the center of the RODS graph of the current day's log. Once selected LOGS, TRIPS, SiGN, & SHARE will appear with the Logs tab selected.

2) Review the driving , duty, and cycle hours and change as appropriate.

3) Add any annotations where appropriate.

4) Select the trips tab, review the docs for correct co-driver (if team driving), trailer, and documents.

5) Select the sign tab and use your finger or stylus to sign your signature.

6) Once completed, select save in the upper right corner of the screen.

HOW TO TRANSFER RODS

From the logs screen, tap the RODS graph of the current days logs. Select the SHARE tab to create the days RODS pdf.

On the Share tab, select SEND (Android users tap 3 vertical dots) in the upper right corner of the screen. A drop down box will appear with the options to transfer your RODS via :

- **EMAIL**: Enter an email address and send your log via email

- **PRINT**: Connect your smart phone or tablet to a wireless printer to print a paper copy of your logs.

- **FMCSA Upload**: Electronically transfer logs directly to the FMCSA site. Enter a comment to send to FMCSA. You will receive a confirmation message from the FMCSA.

IMPORTANT: The MY20 app saves 8 days of log history. The MY20 TOWER stores records for 6 months. Per FMCSA regulations, a motor carrier must keep both the ELD RODS data and a back up copy on a separate device for 6 months.