

## **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.

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Logs	Trips	Sign	Share	
	<b>18</b> 2 M	<b>)</b> ′20		
DRI	VER'S DAILY LOG	- September 4,	2019	

	5:47 🕇			•	.⊪ ≎ ∎	ŀ		
<		Μ	londay Dec 2		Send			
	Logs	Trips	Sig	n	Share			
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	DR	USA Prop	Y LOG - Decen perty 60 hour / Zone: CENTR	7 days	019			
Drive	ər	Ken D	loe			_		
DL N	umber	1234	568 Issuing	State		KS		
Carri	ier				Ken's ce	ntral		
Main	Office	1	3214 Tazewell Pil	e, Knoxvill	e, TN 37918			
Hom	e Terminal							
Trip	#1							
Start	time	3:5	56 PM End tim	e	5:4	5 PM		
Dista						38		
	k/Tractor N	umber				lot18		
VIN	er Number(s	-)		5FNY	F6H69JB06	0858		
	ping Docum							
	priver(s)							
	1234	56789	10 11 N 1 2 3	4567	8 9 10 11	TOTAL HOURS		
OFF SB								
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ON	de de la la de la					00:50		
No	Status	Start	Duration		Location	17:47		
1.	OFF	12:00 AM						
2.	ON	3:26 PM	0 hr 31 min	١	Wichita, KS			
		-						

- 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.