Washington State Department of Transportation

HaulHub

Contractor & Subcontractor Calibration

User Guide

(for Suppliers & Contractors)

June 2025

Washington State Department of Transportation

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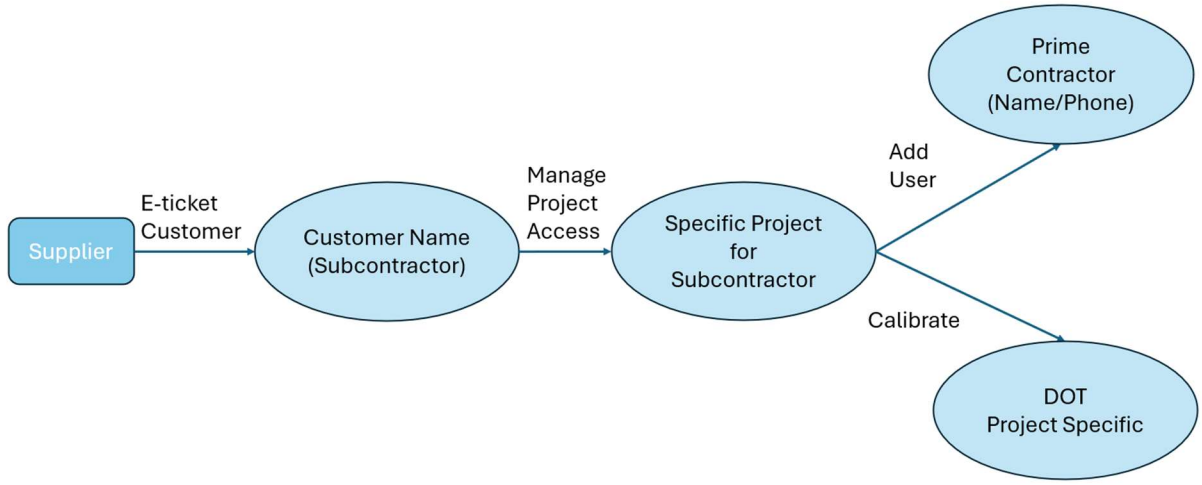
Overview

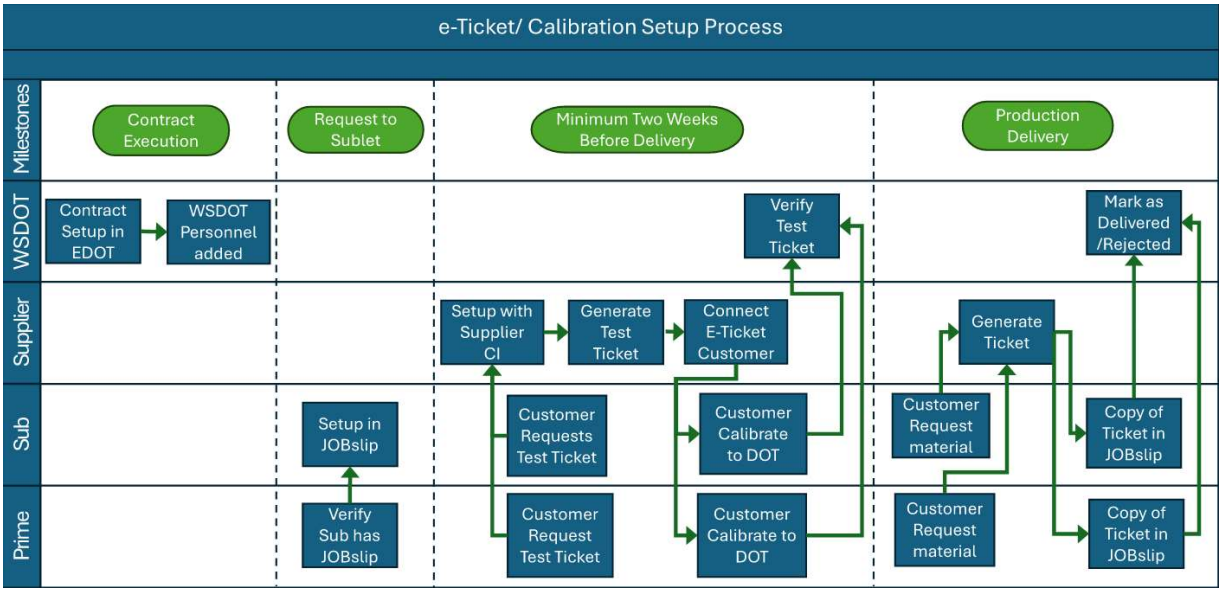
This document will provide the steps necessary to get a ticket from the supplier to the Subcontractor then to the Prime Contractor and DOT.

Workflow



*Customer Name = Contractor and/or Subcontractor

Calibration Setup Process



Washington State Department of Transportation

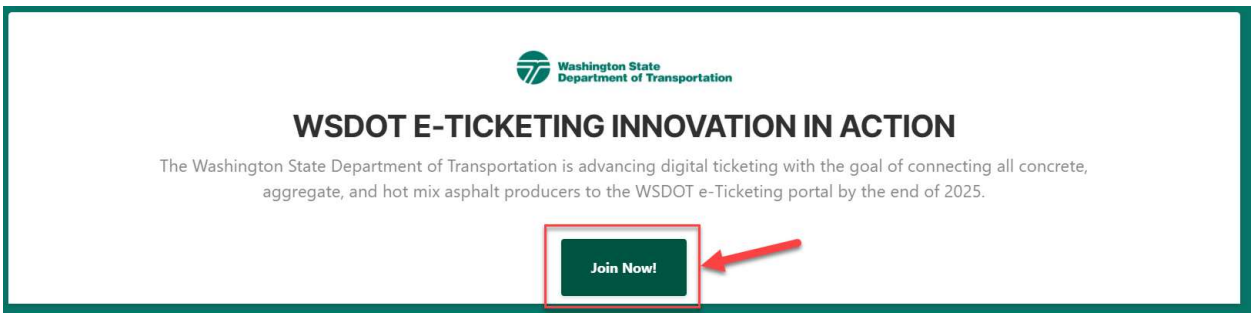
New to HaulHub

If you are a new HaulHub supplier or contractor of any tier, it is important to have a HaulHub account to follow the e-Ticket Portal requirements.

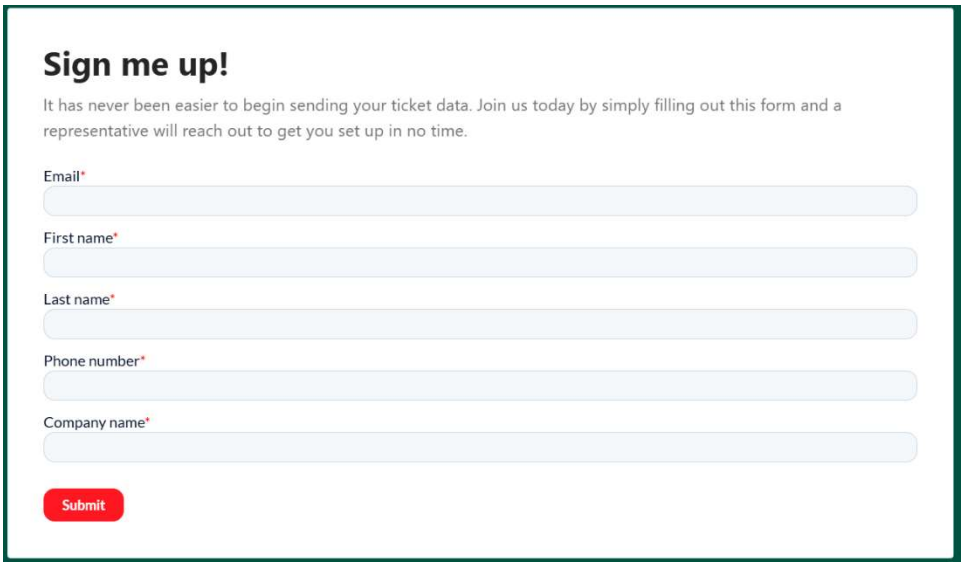
Washington State Department of Transportation (WSDOT) has partnered with HaulHub to provide one software license for every Supplier/Producer. Supplier/Producers will be set up with SupplierCI. Depending on the supplier's internet connection, Supplier Integration takes approximately 45 minutes.

WSDOT provides contractors with complimentary access to JOBslip. Tickets can be viewed and downloaded by field staff or the back office giving a full transaction report of what tickets have been sent electronically and their delivery status. Setup time is as little as 10 minutes.

To sign up for a SupplierCI or JOBslip account, use the following WSDOT HaulHub landing page link to get in contact with HaulHub. https://www.haulhub.com/agency/washington-state. At the top of the webpage is an option to "**Join Now!**".



From there enter the following information: **Email, First name, Last name, Phone number, Company name**. A HaulHub representative will reach out within 48 hours to assist with setting up the required account.

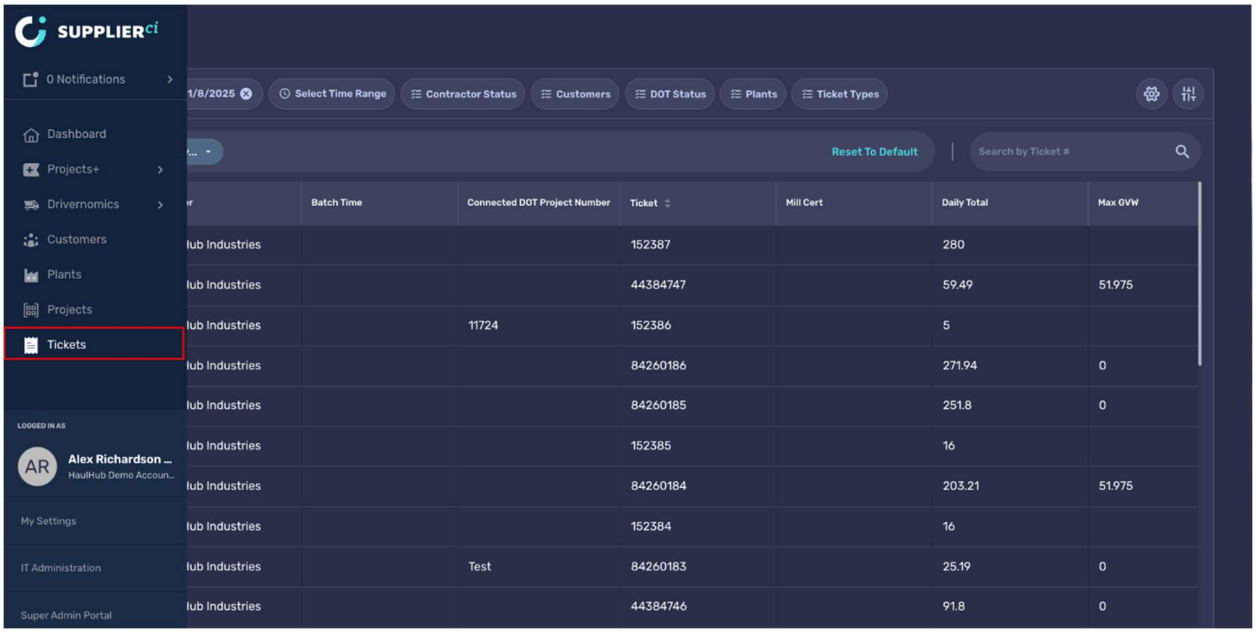


SupplierCI

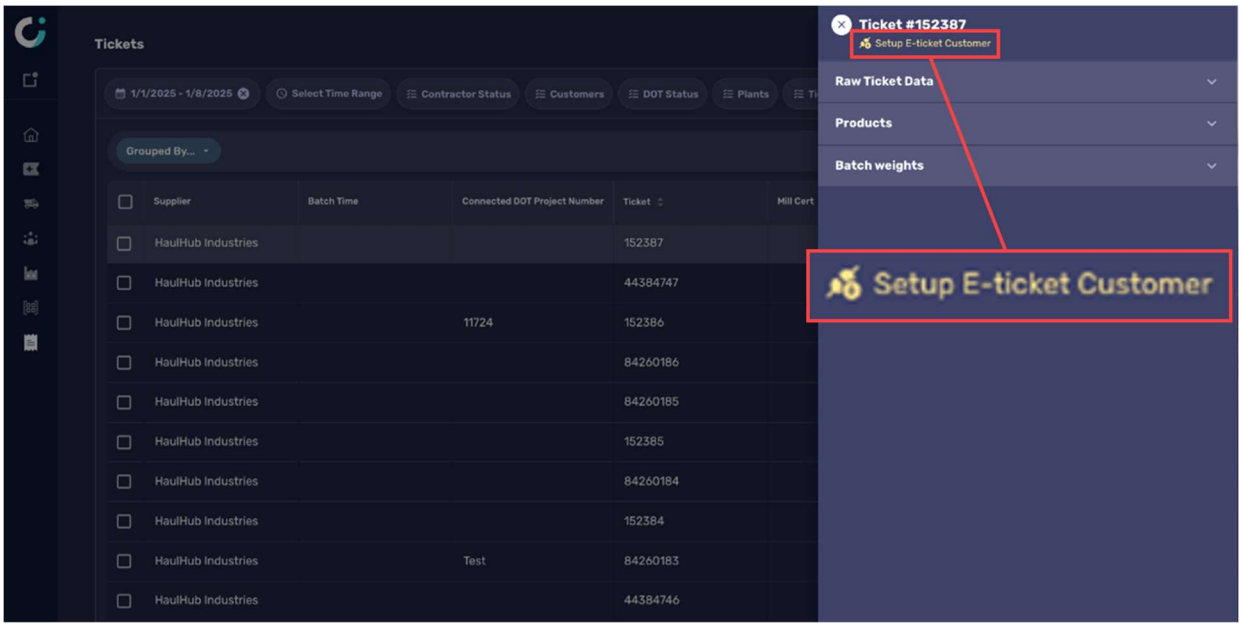
There are two methods to connecting the Raw Ticket Data to an e-Ticket Customer and DOT Authority within Supplier CI.

Method 1

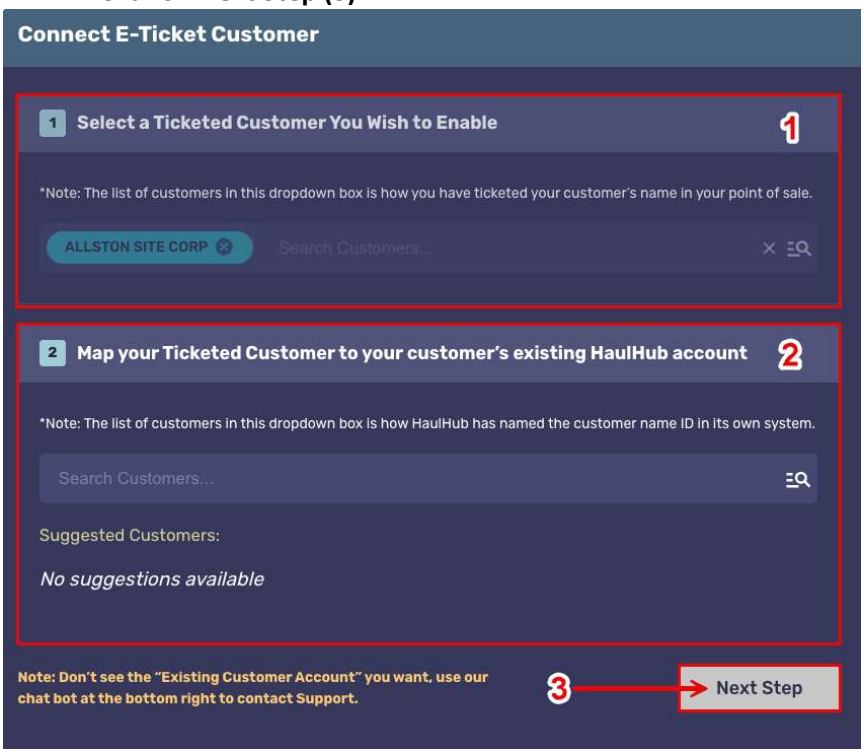
1. After logging into your account, navigate to the left-hand menu and select **Tickets.**



1. Select a ticket that needs to be connected to E-ticket Customer. Click on **Setup E-Ticket Customer**

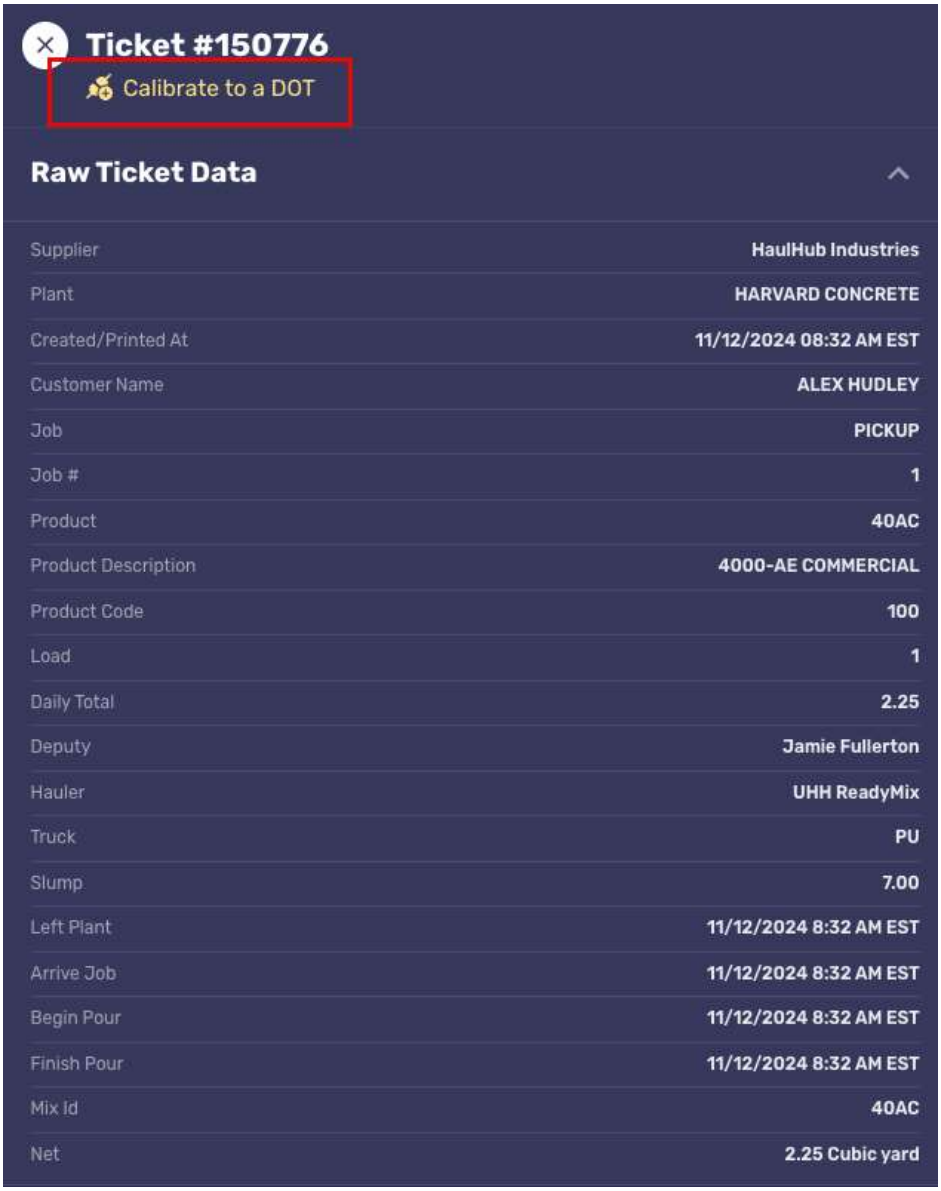


2. Type in the customer's name or scroll through the list provided in **Search Customers (1)** to select the Ticketed customer you want to link to an existing customer account.
3. Type in the **Existing Customer Accounts (2)** or scroll through the list provided under the second prompt to connect the Ticketed Customer to the Existing Customer Account.
    a. If an E-Ticket Customer does not exist, you can use the HaulHub **chatbot** in the lower right or email support@haulhub.com to have them created
    b. If you have a large volume of customers to add please use this template and email to support@haulhub.com
4. Click on **Next Step (3).**

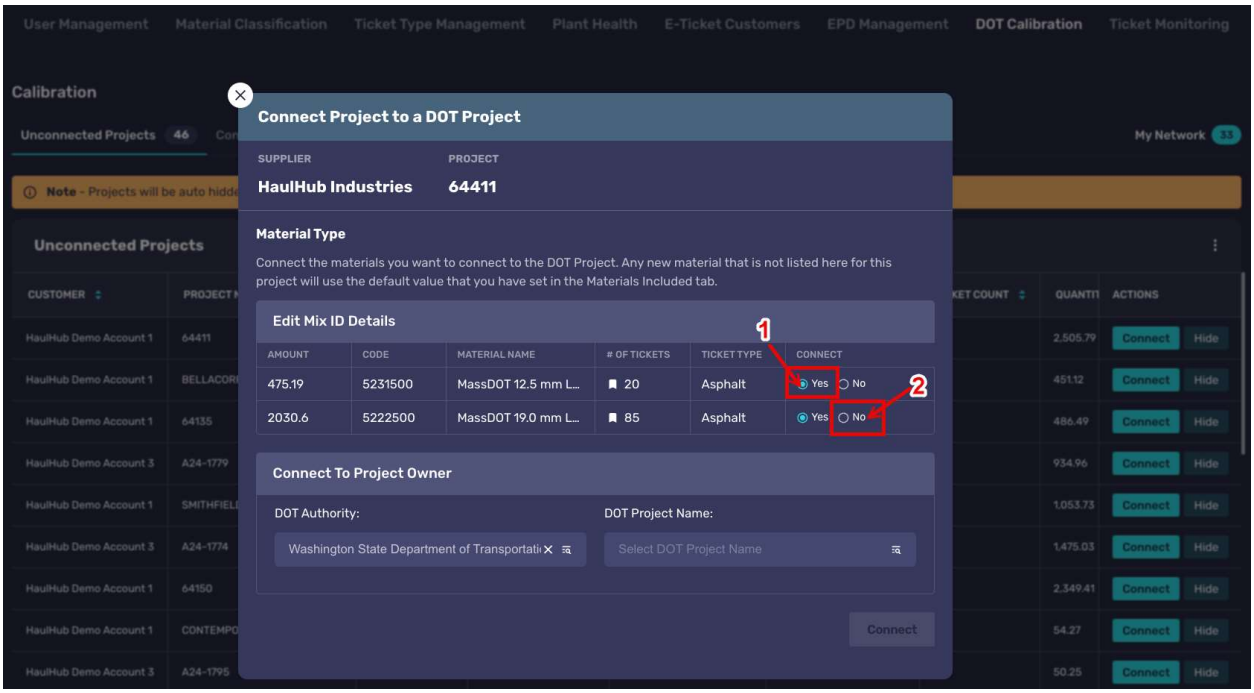


5. Select Confirm.

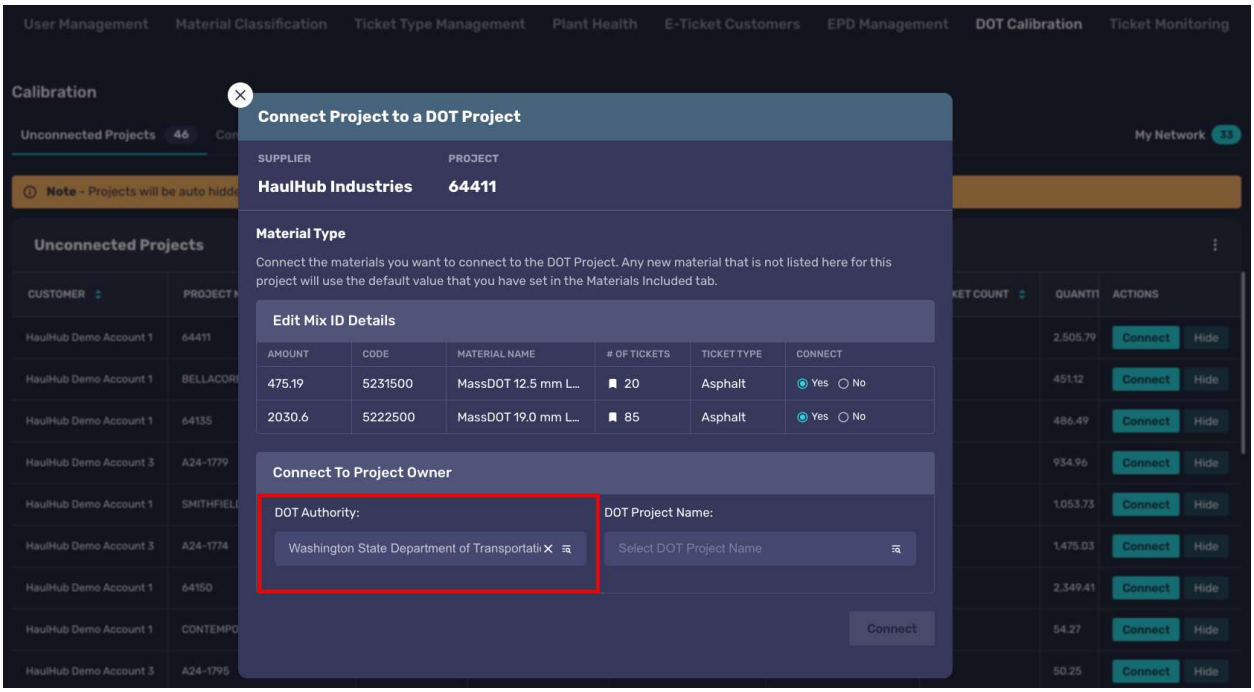
6. To connect the project to a DOT Project, select **Calibrate to a DOT** at the top of the ticket.



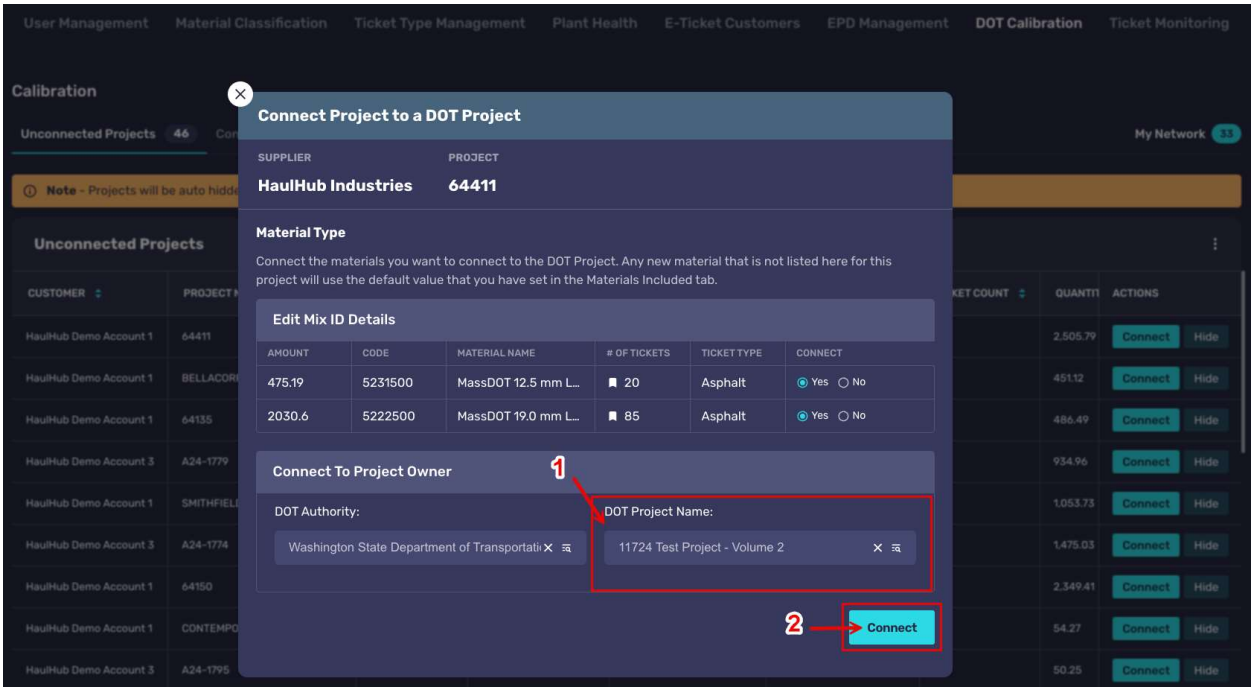
7. Select "**Yes" (1)** for the material types to be connected to the project. Select **"No" (2)** for the material types not to be connected to the project.



8. Select the DOT Authority from the drop-down menu. For all WSDOT projects, select "**Washington State Department of Transportation"**

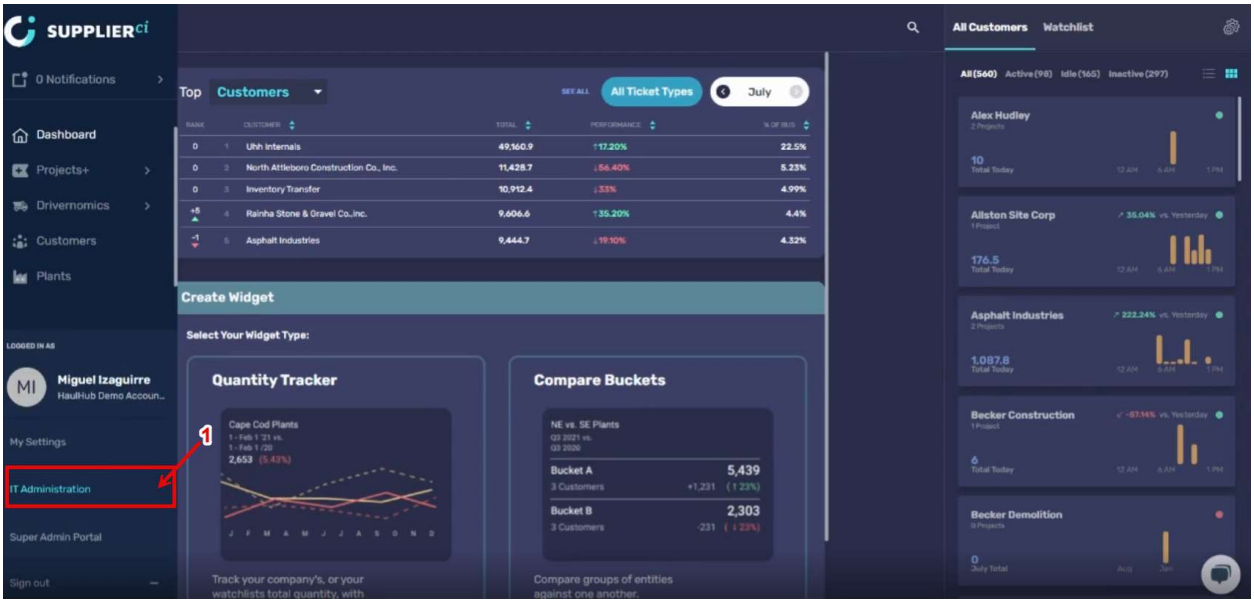


9. Select the WSDOT Project from the DOT Project drop-down list. Type in either the contract number or contract name to locate the project. Select **Connect (2)** to finalize the connection of the Project to a DOT Project.

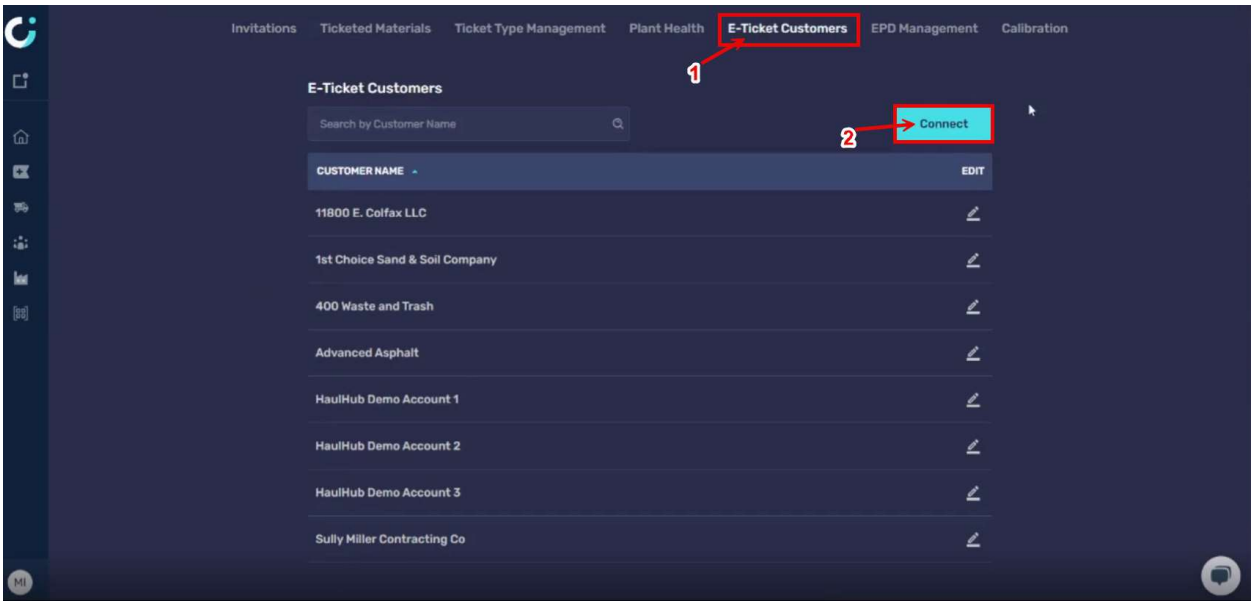


Method 2

1. After logging into your account, navigate to the left hand menu and look for **IT Administration (1)** at the bottom.



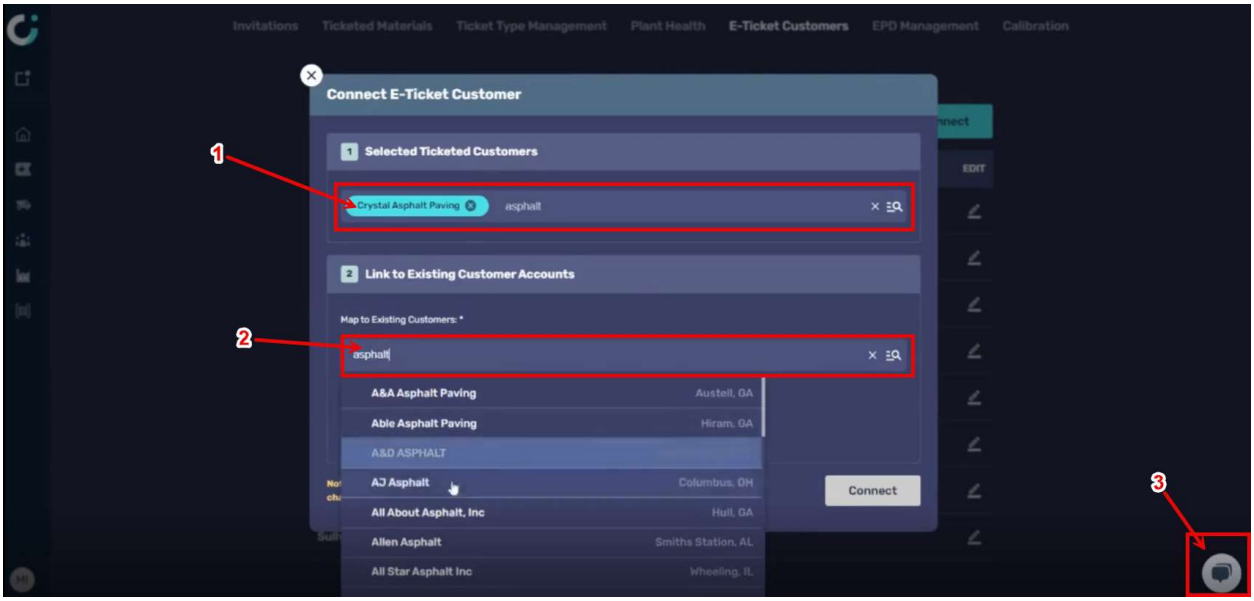
2. Then, click on the **E-Ticket Customers (1)** tab at the top then select **Connect (2).**



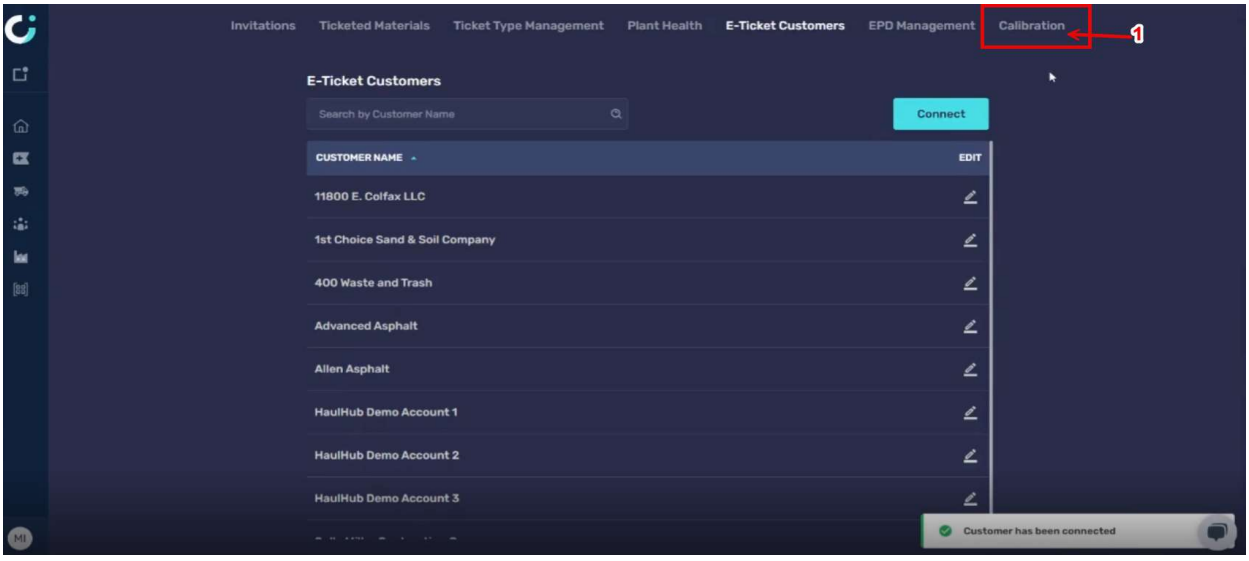
3. Type in the customer's name or scroll through the list provided in **Search Customers (1)** to select the Ticketed customer you want to link to an existing customer account.
4. Type in the **Existing Customer Accounts (2)** or scroll through the list provided under the second prompt to connect the Ticketed Customer to the Existing Customer Account.

    a. If an E-Ticket Customer does not exist, you can use the HaulHub **chatbot (3)** in the lower right or email support@haulhub.com to have them created

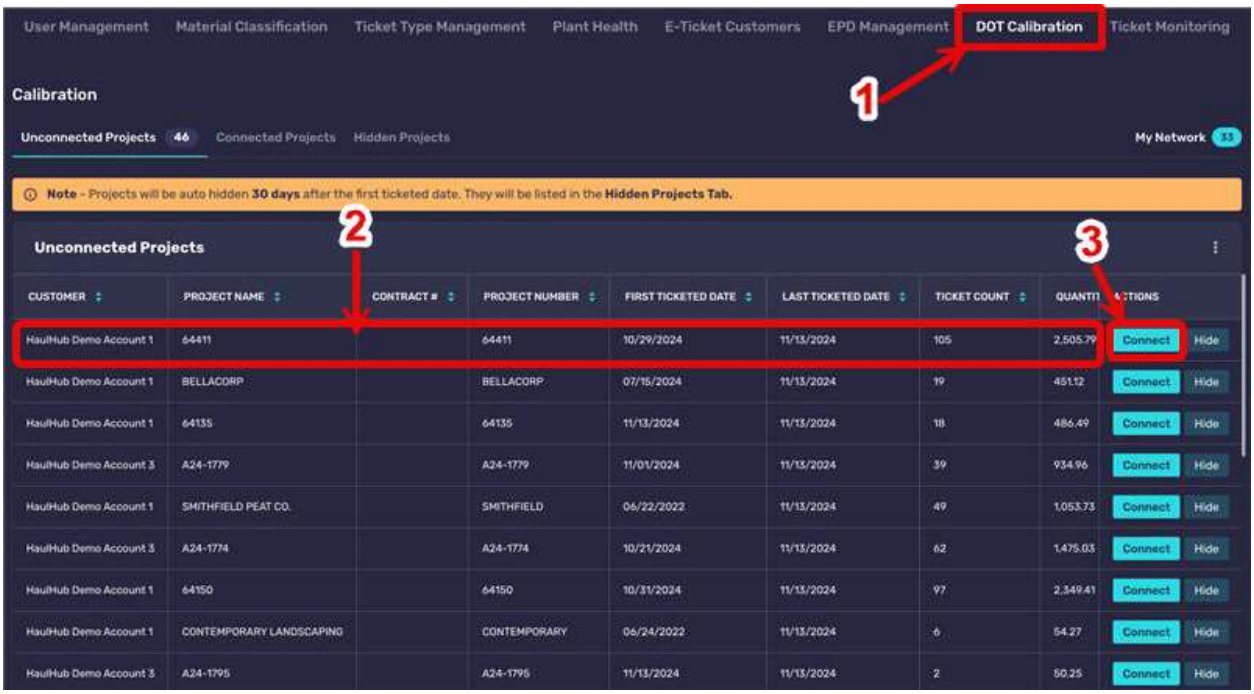
    b. If you have a large volume of customers to add please use this template and email to support@haulhub.com



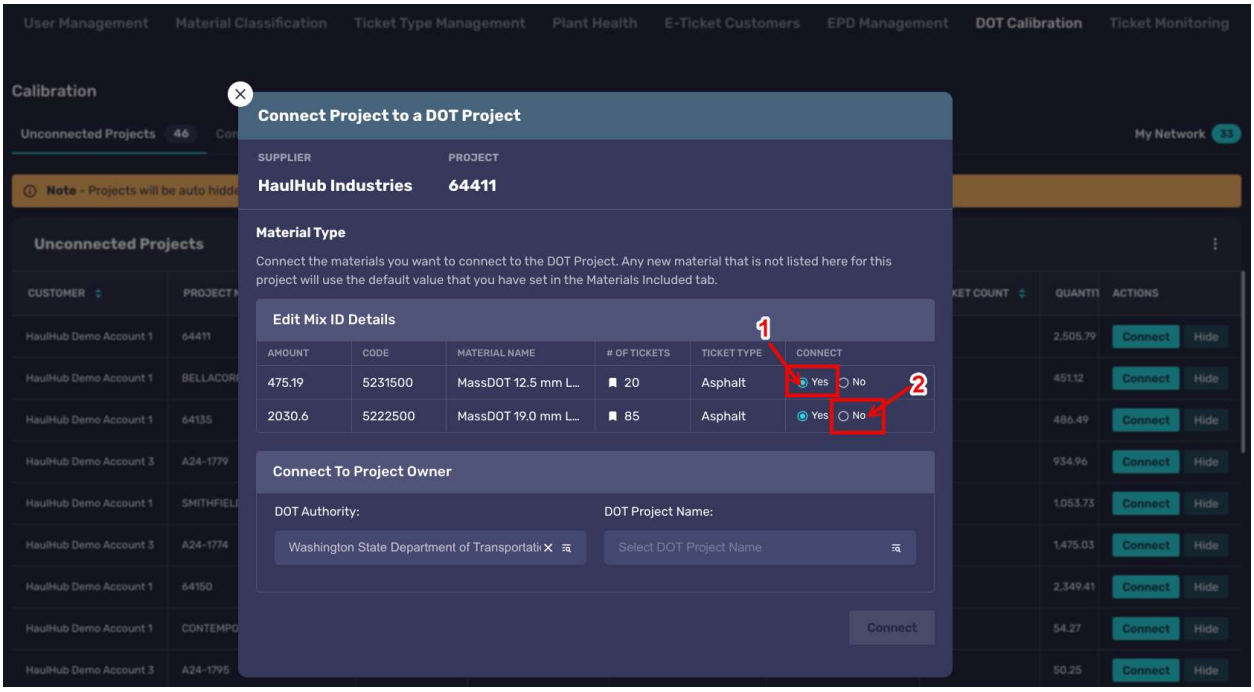
5. Click **Connect** to finalize the connection.
6. Then, navigate to the **DOT Calibration (1)** tab at the top and add the e-Ticket customer (Sub-Contractor) as a DOT customer.



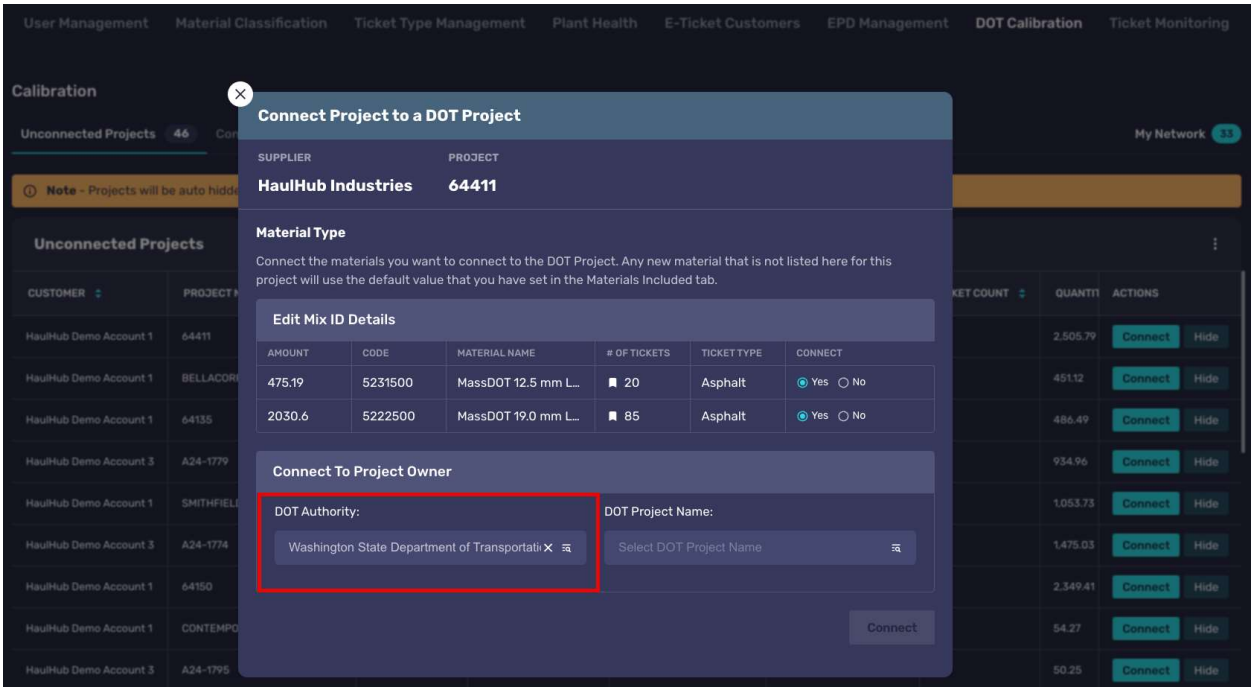
7. Look for the **Unconnected Project (2)** you wish to connect to the DOT Authority.
8. Select **Connect (3)** to connect this project to a DOT project. Select hide to hide this project from the Unconnected Projects list. That project can still be accessed by selecting Hidden Projects.



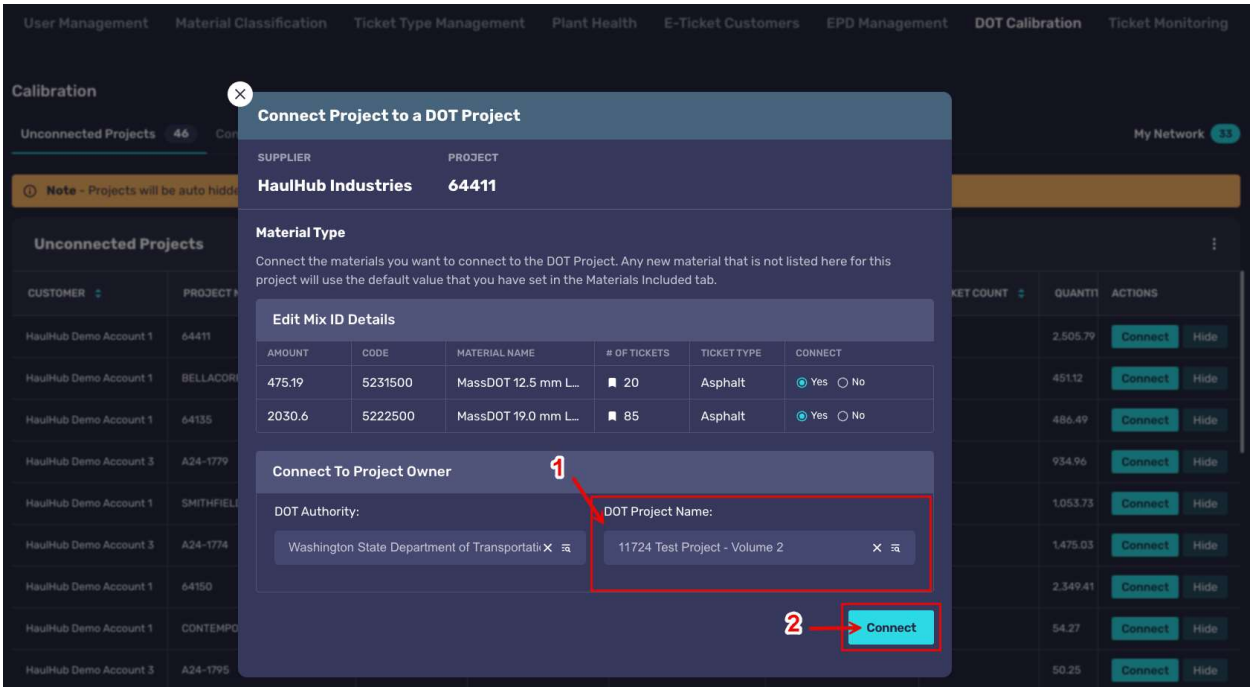
9. Select "**Yes" (1)** for the material types to be connected to the project. Select **"No" (2)** for the material types not to be connected to the project.



10. Select the DOT Authority from the drop-down menu. For all WSDOT projects, select "**Washington State Department of Transportation"**



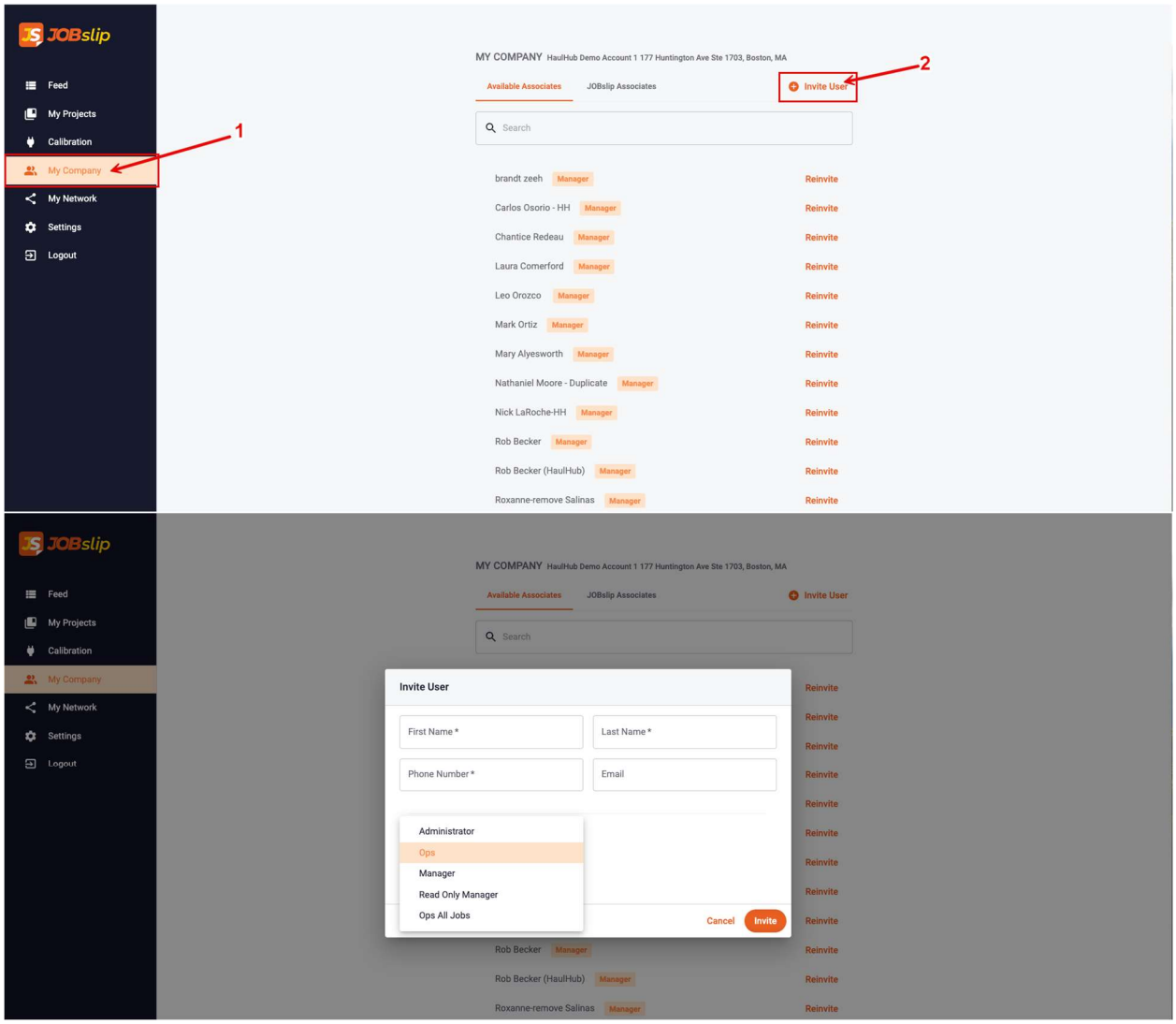
11. Select the WSDOT Project from the DOT Project drop-down list. Type in either the contract number or contract name to locate the project. Select **Connect (2)** to finalize the connection of the Project to a DOT Project.



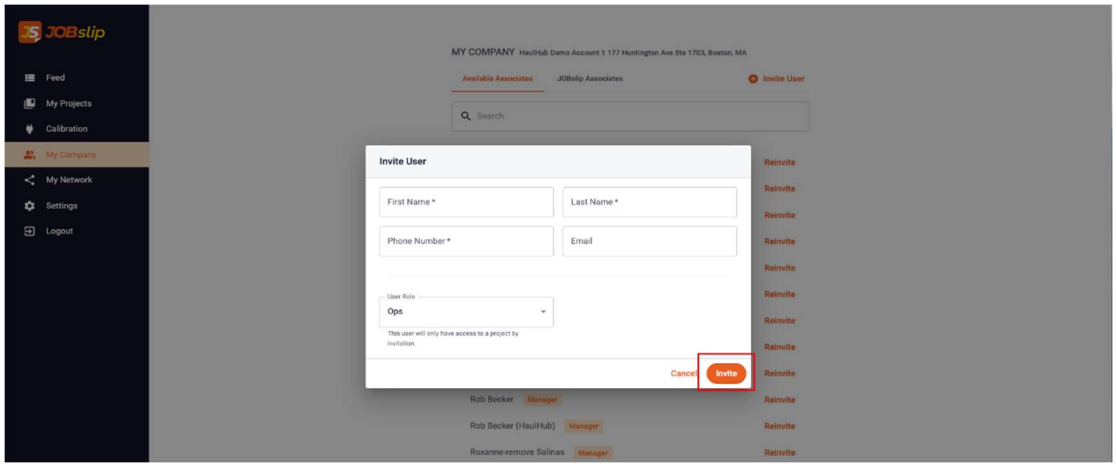
JobSlip

Add Prime Contractor User to JOBslip

1. Log into JOBslip and select **My Company (1)** in the left hand menu.
2. Select **Invite User (2)** on the top right hand corner of the screen. The users First Name, Last Name, and Phone Number are required information. You will also need to assign a role to the user. There are 5 roles to choose from. Selecting the User Role will provide a brief description of that roles capabilities.
    a. If adding a Prime Contractor to the account, it is suggested to use the **Ops** Role.

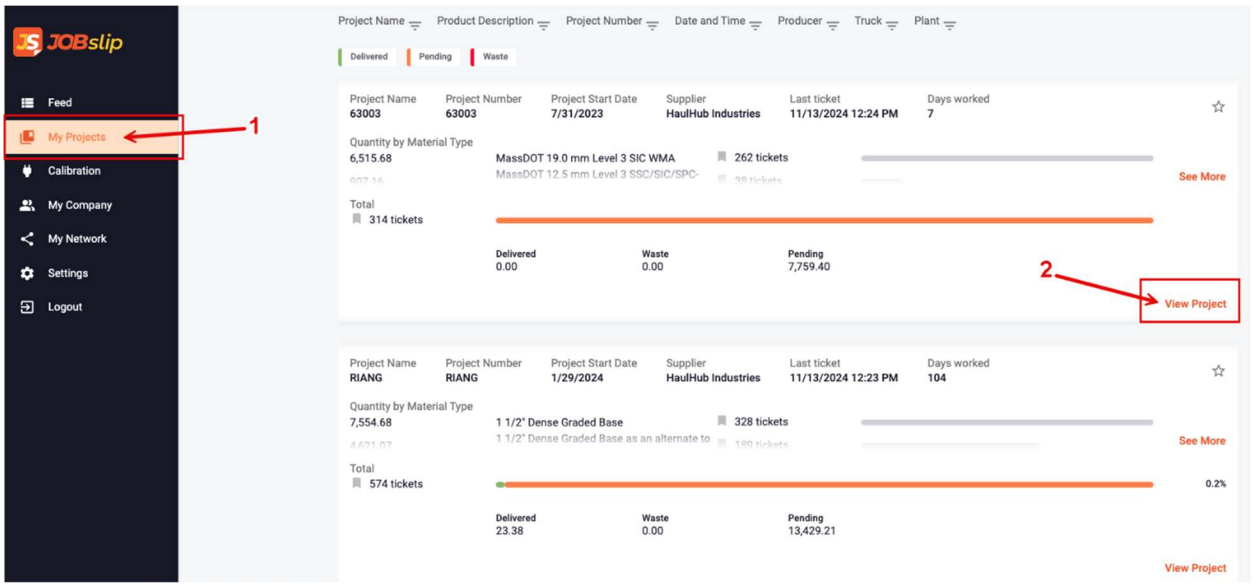


3. When completed, select the **Invite** button at the bottom right of the screen. When successful you will see the green alert at the bottom left of the screen.

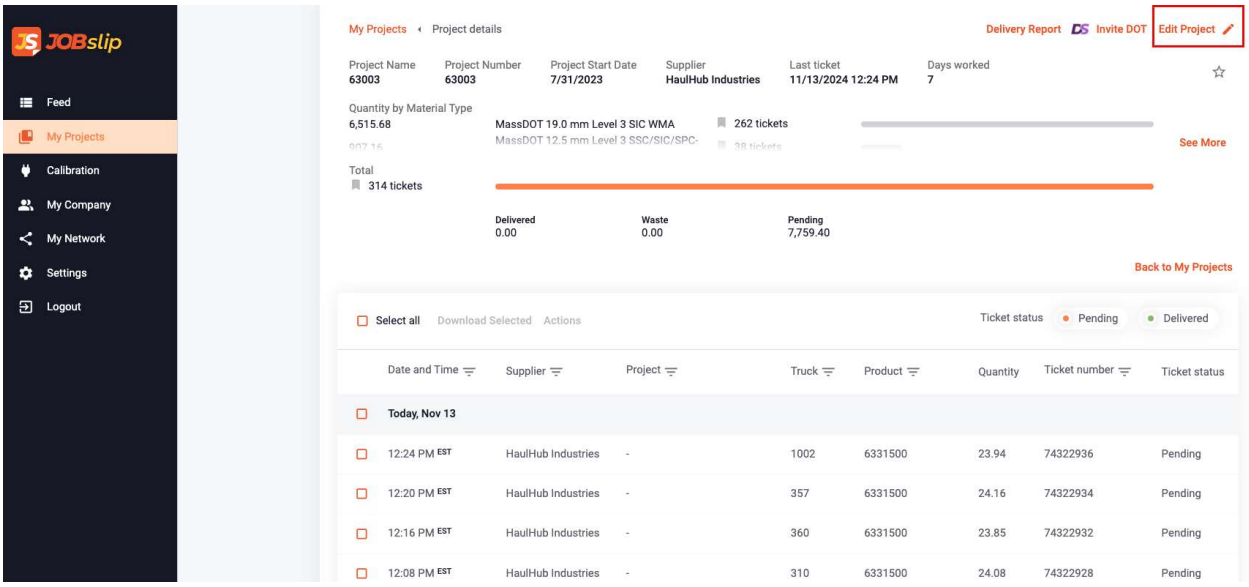


Add User to Project in JOBslip

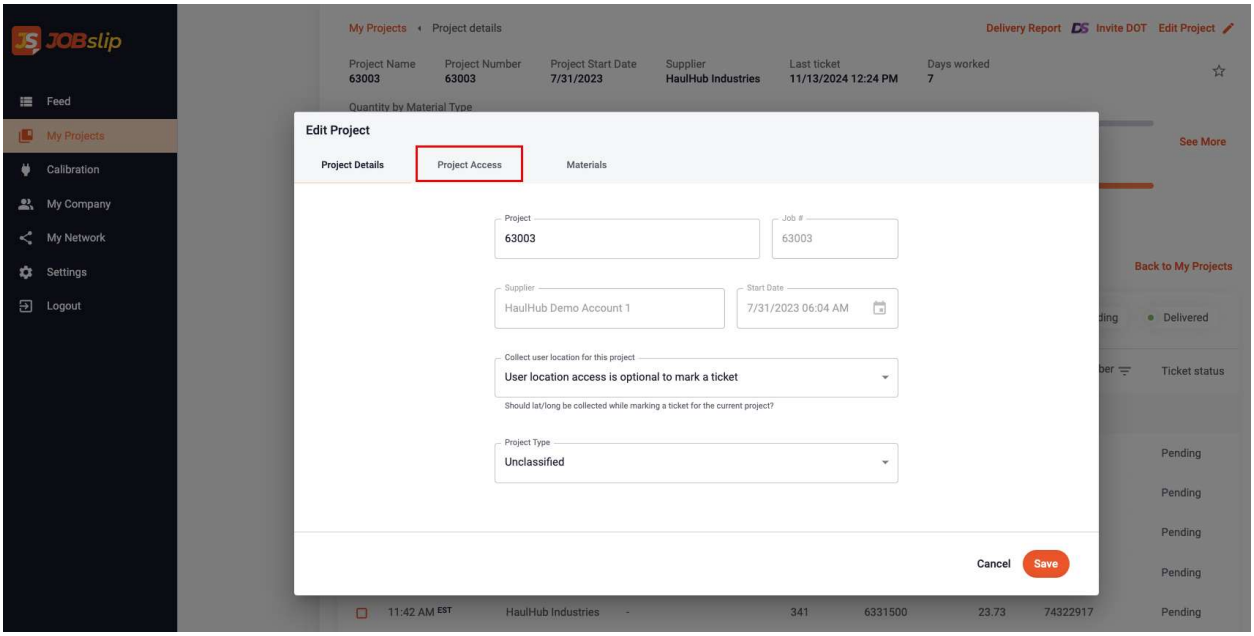
1. Select **My Projects (1)** on the left-hand side of the screen. Select **View Project (2)** on the project you wish to add users to.



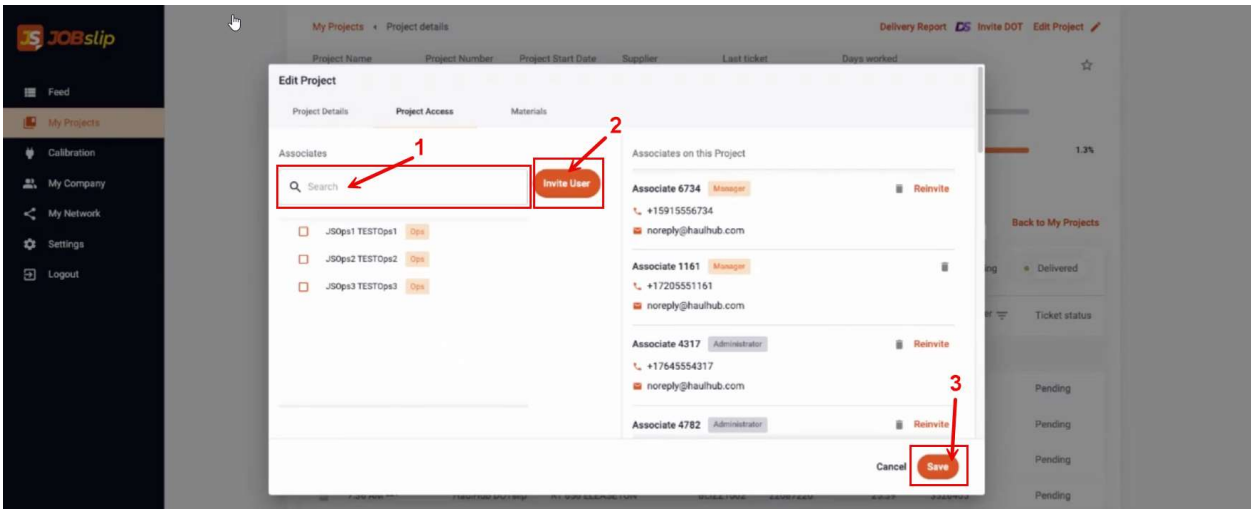
2. Select **Edit Project** in the top right corner of the screen.



3. Select **Project Access** to view a list of current employees to invite to view this project

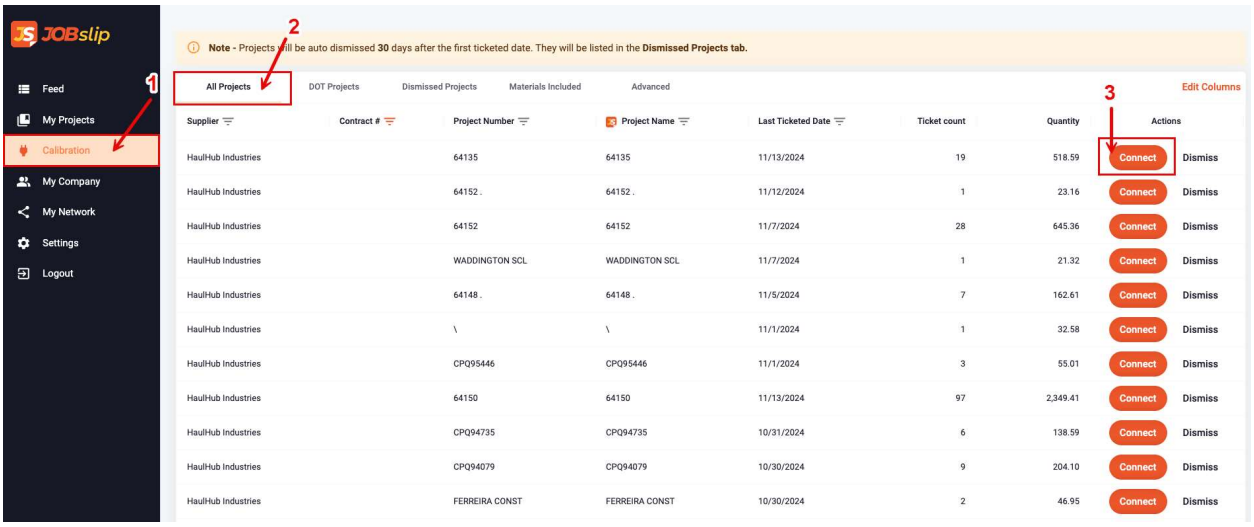


4. Type in the user in the search bar to add the individual to the project. Select Invite User to add them to the project. Select save at the bottom when complete.

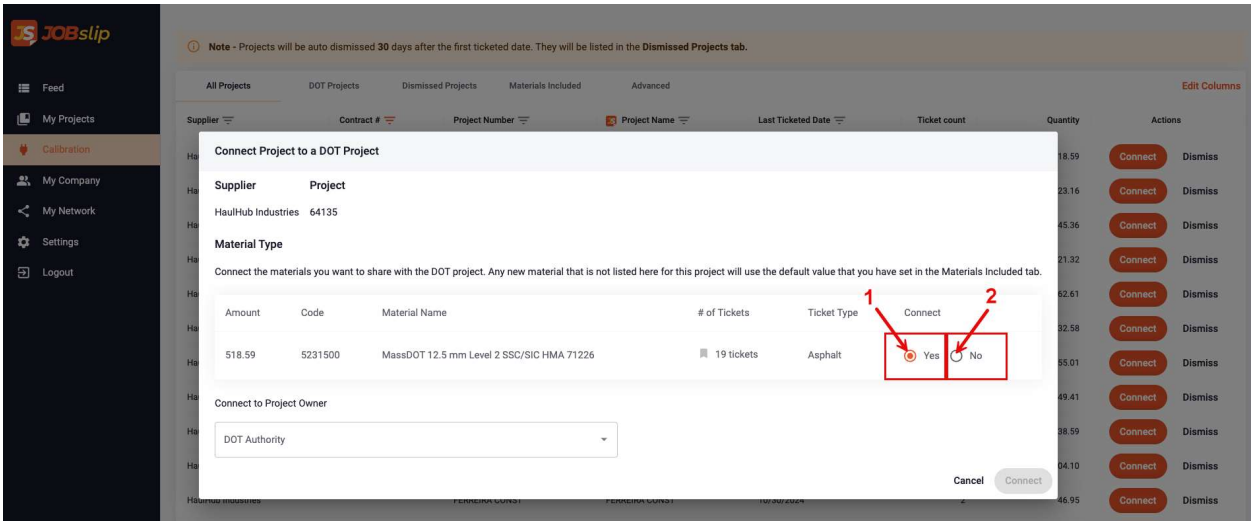
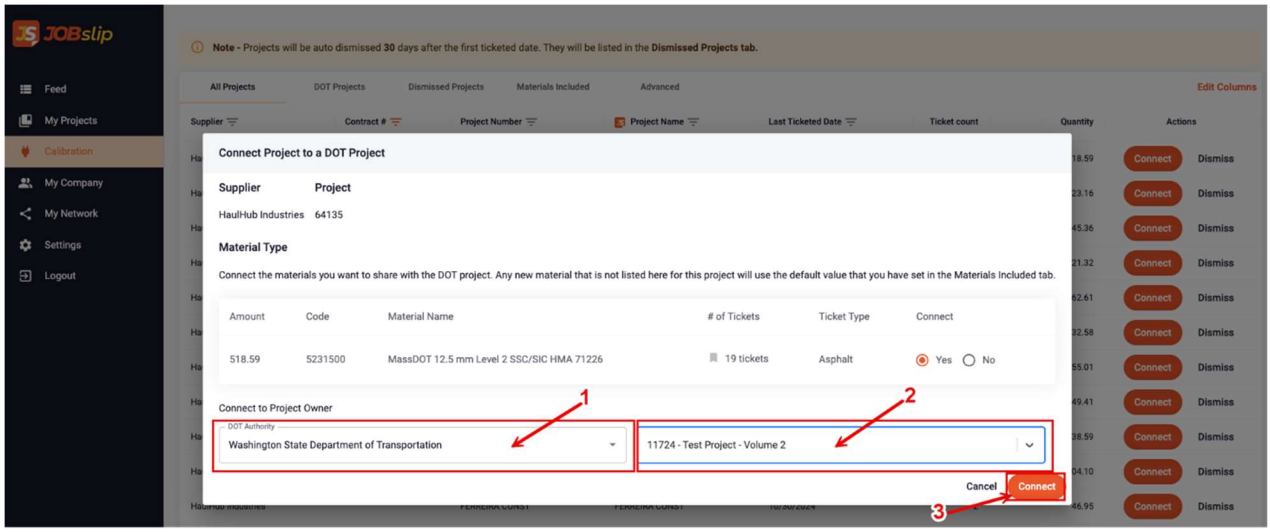


Connect Tickets from JOBslip to DOT

1. On the left side panel of JOBslip select **Calibration (1).**
2. Under the **All Projects (2)** tab at the top, find the project you want tickets to be provided to WSDOT.
3. Select **Connect (3)**



4. Select **Yes (1)** the materials you want to share with WSDOT. Select **No (2)** for any materials you do not want to share with WSDOT



5. Under "**Connect to Project Owner**" **(1)** use the dropdown menu and select "**Washington State Department of Transportation**" for the DOT Authority.
6. Select the WSDOT **project number (2)** from the drop-down menu, and then select **Connect (3)** to finalize the connection.