



# *RELAY ELD USER GUIDE*

Applicable for version 1.33.2 or higher

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## Glossary

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**Bluetooth** – a communications pathway that wirelessly transmits data from the ELD to the Driver app.

**Diagnostics Event** – An event that is captured if ELD fails to detect diagnostics from the vehicle as required

**DVIR (Driver Vehicle Inspection Report)** – Stands for Daily Vehicle Inspection Report and is performed by the driver on the truck and trailer before, during, and after a trip.

**ELD Driver App** – Application installed on a Driver’s phone and used to input their HOS records

**Hours of Service (Hours of Service)** – A driver’s time, as regulated by the DOT. Hours of Service are tracked as On Duty, Driving, Off Duty, and Sleeper Berth. Limits are placed on how much a driver can work, and how much time he must take time off to rest.

**Logbook** – The records kept by the Driver of all activity.

**Malfunction** – Indicates that the ELD is not functioning properly.

**Off Duty** – The driver is not working. Their time is 100% their own.

**On Duty Not Driving** – The driver is doing work other than driving, such as fueling, inspection, unloading freight, etc.

**Personal Use** – When the driver is using the vehicle on his own time for personal transportation. This time does NOT count against a driver’s log time; it is counted as Off Duty time. But as of the mandate, personal driving must be visible on the ELD device for law enforcement.

**Roadside Inspection** – When a DOT officer reviews the Driver’s logbook for compliance while the Driver is working

**Unsigned Event** – An event captured by the ELD when no driver is associated (e.g. driving the vehicle without logging on).

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## Accessing Relay ELD

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### Download Amazon Relay from the App Store

#### Driver Login

All drivers will be assigned a unique user name and password to login into the Relay app. ELD drivers will use this same login to access the ELD features.

1. Open the Relay App from your phone's home screen.
2. Enter your email / username and password. If you do not have a Relay account, contact your carrier.

#### Connect your mobile device to Relay ELD

All drivers must connect to their tractor via Bluetooth technology before using Relay ELD:

1. On the main Relay screen, tap the Odometer icon at the top right corner.
2. On the Relay ELD screen, tap "Connect to a tractor" to connect with your vehicle's ELD.
3. Select the correct tractor.
4. From there, you are automatically taken back to the main Relay ELD screen. You can confirm connection to your tractor at the top.

#### Driver Logout

All drivers are encouraged to log out at the end of their shift or workday. This is performed by doing the following:

1. On the Relay ELD page, click on "Log Out of ELD"

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## Managing your Duty Status

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### Changing Duty Status

As soon as the vehicle begins moving and maintains a speed of 5mph, Relay ELD will automatically set the driver's duty status to Driving. To change your duty status:

1. Tap on the Odometer icon to access Relay ELD.
2. If not expanded, expand Current status by tapping on the "+".
3. Tap on the Duty Status that you'd like to enter.

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## Modifying Logs

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### Editing your Duty Status Changes or Events

Driving events automatically recorded by Relay ELD cannot be changed. However, other changes can be completed by doing the following:

#### Historical

##### Add

1. On the main Relay ELD screen, click on "+" next to "View last 7 days".
2. Tap on the day you would like to modify.

3. Add a past duty status by tapping on the “+ Insert past duty status”.
4. Add the Duty Status and all relevant information to the new log and tap “Submit”.

### **Modify Existing Events**

1. On the main Relay ELD screen click on “+” next to “View last 7 days”.
2. Tap the pencil icon to modify the event.
5. Make the necessary changes to the event and tap submit.

### **Current**

#### **Add**

1. On the main Relay ELD screen, tap on the arrow next to Today’s date.
2. Tap on the day you would like to modify.
3. Add a past duty status by tapping on the “+ Insert past duty status”.
4. Add the Duty Status and all relevant information to the new log and tap “Submit”.

#### **Modify**

1. On the main Relay ELD screen, tap on the arrow next to Today’s date.
2. Tap the pencil icon to modify the event.
3. Make the necessary changes to the event and tap submit.

### **Accepting or Rejecting Proposed Duty Status Changes or Events**

Carrier Managers or support staff may review logs and propose changes to the driver. These changes will appear on the main Relay ELD screen to be accepted or rejected. Do this in the following way:

1. On the main Relay ELD screen, tap on the arrow next to Today’s date.
2. Review the log and make any necessary changes.

### **Certifying Logs**

Every 24 hours, a driver must certify their logbook. When logging into Relay ELD, you will be prompted to certify any open logs. To Certify your logbook, do the following:

#### **Historical**

6. On the main Relay ELD screen, click on “+” next to “View last 7 days”.
7. You will see a Certify icon next to any logbooks that require certification.
8. Tap the logbook you would like to certify.
9. Review the log, make any adjustments and tap on the Certify Logs button at the bottom of the screen.
10. Tap Agree to certify the logbook.
11. Tap the back arrow at the top of the Driving Log and repeat steps 3-5 as needed.

#### **Current**

4. On the main Relay ELD screen, tap on the arrow next to Today’s date.
5. Review the log and make any necessary changes.
6. Tap on the Certify Logs button at the bottom of the screen.
7. Tap Agree to certify the logbook.

## Claiming Unidentified Drive Time

Unidentified Drive Time is when Relay ELD records events when no driver can be identified when a vehicle was moving. These events will be presented in the app when a driver connects to the vehicle. The driver can action these Unassigned Drive Time by doing the following:

1. Upon connecting, you will end the Unassigned Drive Time workflow. Here you will be presented the Unassigned time Log along with each event within the log. You can choose to select one or multiple events to Claim.
2. Select each event that you'd wish to add to your log. If you do not wish to Claim any events, tap "Claim 9 events". Follow prompts to continue.
3. Tap on the Claim Events button to claim the selected events and add them to your log.
4. Repeat for each Unassigned Drive Time Log you are presented.

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## Viewing Diagnostics and Malfunctions

Diagnostics and malfunction events are captured by Relay ELD and viewable by the driver. These events are viewable on the main Relay ELD screen. There are two event indicators:

1. An ELD diagnostic is indicated by a "D" in the header with yellow background.
2. An ELD malfunction is indicated by a "M" in the header with magenta background.

These Events are captured and displayed in the indicator found on the main Relay ELD screen. The Events are captured and viewable in the Roadside Report (see Accessing Roadside Reports).

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## Accessing Roadside Reports

In the event a logbook is requested by a Safety Office or Roadside Inspector, the Roadside Report can be viewed and transferred through File or Email by performing doing the following:

### Roadside Inspections

1. From the main Relay ELD screen, tap the Roadside Inspection arrow.
2. To begin an inspection, tap "Begin inspection". Hand over the device to the interested party for review.

### Send Logs

1. On the main Relay ELD screen, tap the Roadside Inspection arrow.
2. Tap on Send Logs.
3. Select the delivery method for the logs and enter the Routing code if applicable.
4. Click Submit.

### View Vehicle Inspection

1. On the main Relay ELD screen, tap the Roadside Inspection arrow.
2. To begin an inspection, tap "View vehicle inspection". Hand over the device to the interested party for review.

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## Contact Support

For Relay ELD support, contact DSS on the AFP hotline at **1-855-216-6155**.

# RELAY ELD CAB CARD

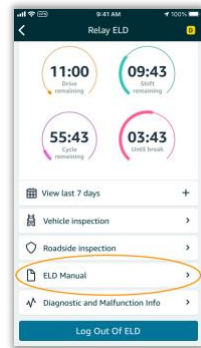
## Relay ELD



ELD Registration ID: FXKS  
ELD Identifier: AMZN01

The Relay ELD manual is electronically embedded in the ELD and can be viewed on your mobile device.

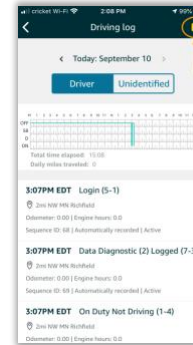
**Relay ELD Certification**  
Relay ELD complies with ELD mandate requirements defined by the FMCSA in part 395 Subpart B when used as instructed in the user manual.



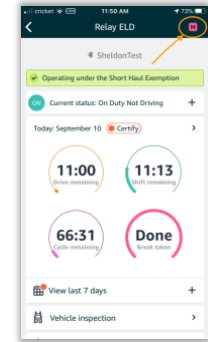
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## ELD Diagnostics and Malfunctions

1) An ELD diagnostic is indicated by a "D" in the header with yellow background.



2) An ELD malfunction is indicated by a "M" in the header with magenta background.



3) What should a driver do if the ELD displays a diagnostic or malfunction indicator.

When a diagnostic is indicated, continue operating with the ELD as normal but monitor for a clearing of the diagnostic or indication of a malfunction.

When a malfunction is indicated, reconstruct paper records of duty status (RODS) for the current 24-hour period and the previous 7 days. Continue to use paper RODS until the ELD malfunction has cleared.

**A driver must notify the carrier within 24 hours of the malfunction when going to paper logs**

3) What should the carrier do if the ELD displays a diagnostic or malfunction indicator.

When a diagnostic is indicated, continue operating with the ELD as normal but monitor for a clearing of the diagnostic or indication of a malfunction.

When a malfunction is indicated, ensure drivers are using paper RODS for the current 24-hour period and the previous 7 days and continue to use paper RODS until the ELD malfunction has cleared.

For Relay ELD support, contact DSS on the AFP hotline at 1-855-216-6155.



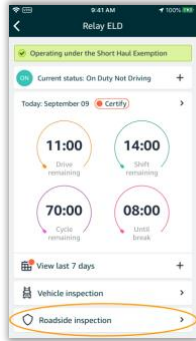
Keep this Cab Card in Your Vehicle for Reference

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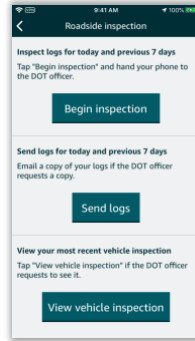
### eRODS Transfer and Roadside Inspection

You must BT connect to vehicle to use Roadside inspection.

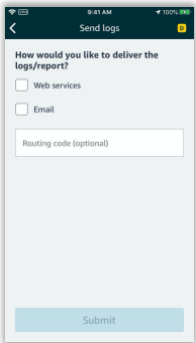
1) Scroll to the bottom of the main Relay ELD screen and tap "Roadside inspection"



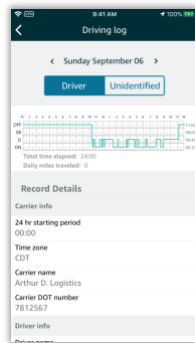
2) To initiate an on-screen inspection tap "Begin inspection". To send logs to FMCSA tap "Send logs".



3) To send logs to FMCSA tap "Web Services" or "Email" and add a comment as directed by the law enforcement officer and tap "Submit". You will receive a success or error message within 15 seconds.

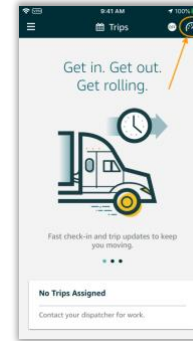


4) To view the current 24-hour period and past days tap the arrows next to the displayed date. Scroll the page to view all events for the date displayed.

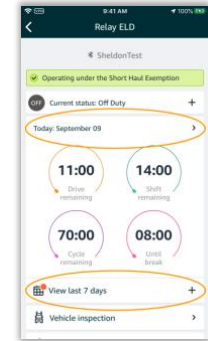


### Viewing Driver's HOS Logs

1) Navigate to Relay ELD by tapping on the Speedometer icon on the Trips page.



2) Tap/ select today or expand to view last 7 days.



3) Tap and drag to scroll to view ELD events and carrier and driver information for the 24 hour period.



4) Tap arrows next to displayed date to view logs for other days.



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