# TABLE OF CONTENTS

1   Transportation Service Provider Document Upload ................................................................. 1  

1.1  Logging into Logistics Gateway .............................................................................................. 2  

1.2  Uploading a Document ............................................................................................................. 5  

1.3  Logging out of Logistics Gateway ............................................................................................. 9
This Page Intentionally Left Blank
1 Transportation Service Provider Document Upload

Once a Transportation Service Provider (TSP) has been given login credentials to access Logistics Gateway, TSP documents can be uploaded. These documents will be used in the vetting process to determine if the TSP qualifies to be a FEMA-approved TSP and is eligible to provide transportation services to FEMA.

The FEMA Standard Tender of Service identifies the documents that are required for each type of Transportation Service Provider. A copy of the current FEMA Standard Tender of Service is available at www.fema.gov/transportation-programs.

This TSP Document Upload Reference Guide provides step-by-step instructions for how to upload the documents required for FEMA approval. For questions or additional assistance, you may contact FEMA at: FEMA-Transportation-Programs@fema.dhs.gov.
1.1 Logging into Logistics Gateway

**Step 1**
Navigate to [https://lscms.fema.gov/](https://lscms.fema.gov/)

**Step 2**
Click the panel for **External Users**
Step 3: Enter the login credentials that were provided by FEMA

Step 4: Click Login
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>A successful login will bring you to the Logistics Gateway web top pictured in the screenshot above</td>
</tr>
</tbody>
</table>
1.2 Uploading a Document

Step Instructions

1. Click the icon in the top left-hand corner of the Logistics Gateway dashboard.

2. Click Carrier Document Management under the Logistics Gateway tab.
Step 3 Instructions

Click the **Add Document** button

- The allowable file types for upload are: jpg, gif, pdf, xls, xlsx, txt, bmp, htm, png, doc, docx, msg, ppt, pptx
- The maximum allowable file size for upload is 10 mb
Step Instructions

4. Select one of the Document Types from the dropdown menu:
   - Cargo Insurance
   - FEMA TSP Agreement
   - SCAC Assignment Letter

   Additional information on each of the required documents can be found in the FEMA Standard Tender of Service (FEMA STOS).

   *Note: The Other document type is for any additional documents required for onboarding, such as a one page summary of experience for TSPs wishing to provide TTHU services to FEMA.

5. Click the Browse… button and select the designated file to upload from your computer.

   Helpful Hints: LSCMS cannot accept long file names or files that contain special character symbols. You will receive an error message if you attempt to upload a file with a name that is too long or contains special characters.

6. Type a Description the document in the last input field

7. Click Save
Step 8

Verify your upload details are correct by finding the document in the now-populated table.

- Note: While TSP users can see the Document Revisions table, it is for internal FEMA use only. TSPs do not need to do anything with this field.

Step 9

Uploaded documents can be downloaded from this page by clicking the underlined filename.
1.3 Logging out of Logistics Gateway

Step | Instructions
---|---
1 | Click the icon in the top right-hand corner of the Logistics Gateway dashboard.
2 | Click **Sign out**