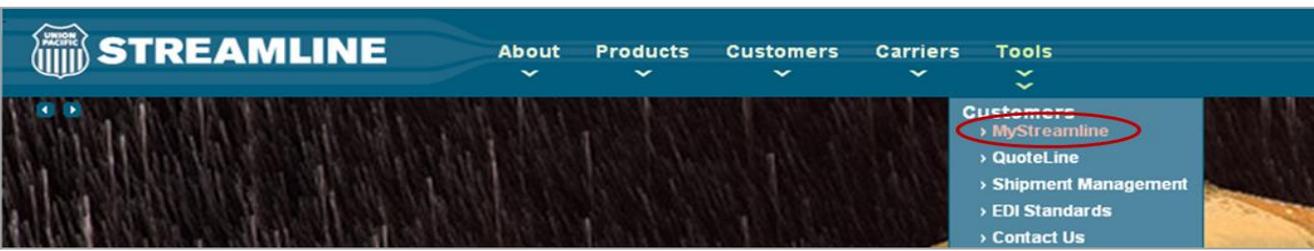# Releasing Equipment through the Streamline Customer Portal

To release a container, it must be in '**completed or invoiced status'**
You may complete this process at www.ShipStreamline.com.

Go to **Tools → Customers → My Streamline**

Go to **Customer Portal → View Existing Shipments**

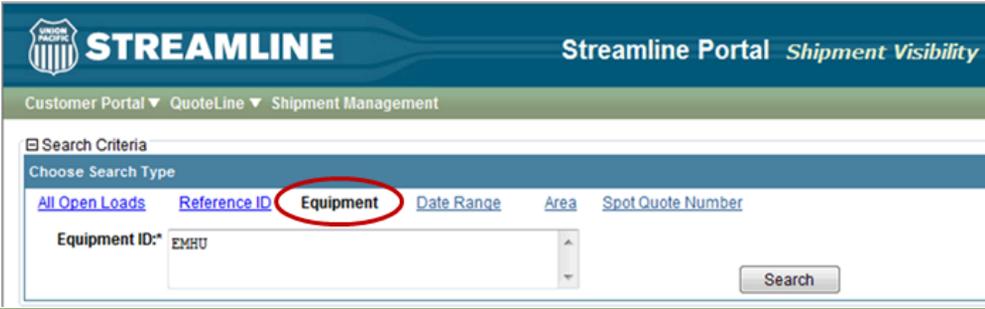## You can search for your empty containers 3 ways:

1. Enter your →**Shipment ID OR Load ID** and Click on → **Search**

2. Click on →**Equipment** Tab and Enter the Equipment ID
   If you do not have your Equipment ID: Click in the empty Equipment ID* space and Click →**Search**

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3. Select a date range →**Start Date** and →**End Date** then Select →**Date Type** Delivery or Pickup (this would indicate "pickups happened during that date range" or "deliveries happened during that date range"
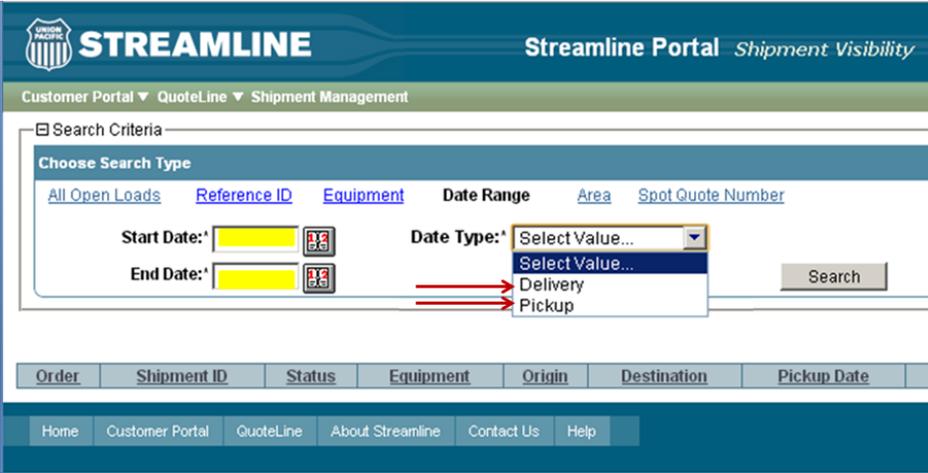
The Shipment ID of the load(s) will populate.

Once your <u>Order ID</u> appears and the Status is <u>Completed or Invoiced</u>

Click on → **Release Empty** **If more than one load appears you are able to release all of them.