

INSTRUCTIONS FOR MOTOR CARRIERS TO REGISTER A COMPANY TRACTOR WITH ITR Agencies THROUGH THE Intermodal Tractor Registry (ITR)

STEP 1:

Motor Carrier logs into their UIIA account and clicks on ACCESS DRIVER DATABASE or as an alternative can log directly into the IDD.

STEP 2:

Click on ITR REGISTRATION on the left hand navigation bar. Each Motor Carrier must accept the terms of the IANA ITR Agreement which authorizes IANA to upload the tractor registration information to specific ITR Agencies selected by the MC.

Click on "Search" to get a list of drivers.
Click on "Download Report" after a successful search to get the results in an excel file.
Click on "Add Driver" to add a new driver.

Driver Search

First Name Last Name Lic No.
Driver No. License State Lic Exp Date
Status Sort By

Note: Before adding a driver to the system, you must click on this driver is added under Manage Dispatch Offices.

Click on ITR Registration to execute IANA ITR Agreement

STEP 3:

Complete the information under COMPANY DETAILS and then accept terms and conditions of IANA ITR Agreement, then click on SAVE & CONTINUE. Motor Carriers should download a copy of the IANA ITR Agreement by clicking on "terms and conditions" link and review this document before accepting terms.

Uniform Intermodal Interchange and Facilities Access Agreement

Sasko IANA Trucking | GGPP | MC300157 Start Call Logging | Logout

Home
Back To UIIA Menu
Go To MC Menu

IDD
Look up Driver Details
Manage Company Tractor Details/Tractor Search
Manage My Users
ITR Registration - CARB
MC & Non UIIA Companies IDD User Guide
EP IDD User Guide

IANA Intermodal Tractor Registry Agreement

Company Details

Company Sasko IANA Trucking
SCAC Code GGPP
Signed By*
Title*

Terms And Conditions

I accept the terms and conditions of IANA and submit the following signature page as confirmation of my agreement.

Note : Click on Terms and Conditions to download a copy of the IANA Intermodal Tractor Registry Agreement.

Complete Company Details

Accept terms and conditions, then click on SAVE & CONTINUE.

STEP 4:

Motor Carrier can download a completed copy of the IANA DTR Agreement by clicking on the link “IANA AGREEMENT”. MC then selects the Agencies that they would like their tractor registration information to be available to:

Click here to download complete IANA AGREEMENT

Select Agency & then SAVE & CONTINUE

The screenshot shows the 'ITR Agencies' page with a 'Download Agreement' section. A callout box points to the 'Download Agreement' link. Below it, a message says 'Please download a copy of the completed IANA Agreement from here for your files.' The 'Agency Details' section has a message: 'Please select the entities you want your tractor information to be reported to. If you company wants to simply register a tractor click on Skip Agency Selection.' There are three rows: CARB (checked), GPA (checked), and SMART (unchecked). Buttons for 'Save & Continue', 'Close', and 'Skip Agency Selection' are at the bottom.

STEP 5:

MC accepts the terms of the individual Agency licenses they have selected:

Accept Agency Agreement and click then make sure that the appropriate agency the MC wants to register the tractor for is checked. Click on SAVE and CONTINUE.

The screenshot shows the 'ITR Agencies' page with the 'Accept Agency Agreement' section. A callout box points to the 'Accept Agreement' buttons for CARB and GPA. The 'Agency Details' section has a message: 'Please select the entities you want your tractor information to be reported to. If you company wants to simply register a tractor click on Skip Agency Selection.' There are three rows: CARB (unchecked), GPA (unchecked), and SMART (unchecked). Buttons for 'Save & Continue', 'Close', and 'Skip Agency Selection' are at the bottom.

STEP 6:

Motor Carrier will complete the ITR Registration form for the tractor they want to register with the individual agencies. All fields with a “red” asterisk must be completed. The REGISTERED OWNER CONTACT INFORMATION will automatically populate the UIIA Company Details since this is a company tractor. It will require the Motor Carrier to enter the company’s Tax ID Number. Once finished completed the necessary information click on SAVE:

See Sample of Registration Form Screen Below:

Uniform Intermodal Interchange and Facilities Access Agreement

Sasko Direct Transportation And Distribution | BLBL | MC300307 Logout

Home

IDD

- Manage Driver/Tractor Details
- Manage Dispatch Offices
- Manage Company Tractor Details/Tractor Search
- Manage My Users
- Go To UIIA Menu
- ITR Registration - CARB
- MC & Non UIIA Companies IDD User Guide
- EP IDD User Guide

ITR Registration

Company: Sasko Direct Transportation And Distribution
 SCAC Code: BLBL

Tractor/Truck License Plate No.*

Tractor/Truck License State*

Vehicle Identification No.*

Tractor/Truck RFID

Truck ID Information

Truck Manufacturer*

Truck Model Year*

Truck Engine Information

Engine Manufacturer*

Engine Model

Engine Model Year*

Compliance Status

Registration Only
 1994-2003 Model Year Engine
 2004 Model Year
 2005-2006 Model Year
 Meets or exceeds 2007 model year engine

Registered Owner Contact Information

Registered Owner* Company Individual

Registered Owner Name*

Address Line1*

Address Line2*

Zip*

City*

State*

Country*

Phone No.*

Certification

Check here for drayage truck compliance label

Name of person filing

STEP 7:

Registration of Company tractor is now completed. Motor Carrier should download a copy of the completed registration form for their files. Tractor registration details will be made available to each agency the MC has selected. Please note for CARB registrations, IANA uploads to CARB once a day and it will take 24 hours before IANA can download the results of tractor registration from CARB. Once CARB registration results are available, IANA will download this information directly from CARB and populate it in the IANA's DTR database.

Uniform Intermodal Interchange and Facilities Access Agreement

Sasko IANA Trucking | GGPP | MC300157 Start Call Logging | Logout

Home

- Back To UIIA Menu
- Go To MC Menu

IDD

- Look up Driver Details
- Manage Company Tractor Details/Tractor Search
- Manage My Users
- ITR Registration - CARB
- MC & Non UIIA Companies IDD User Guide
- EP IDD User Guide

Registration Successful

Download Registration Form

Thank you for completing the ITR Registration.
 Please print a copy of [registration form](#) for your files.

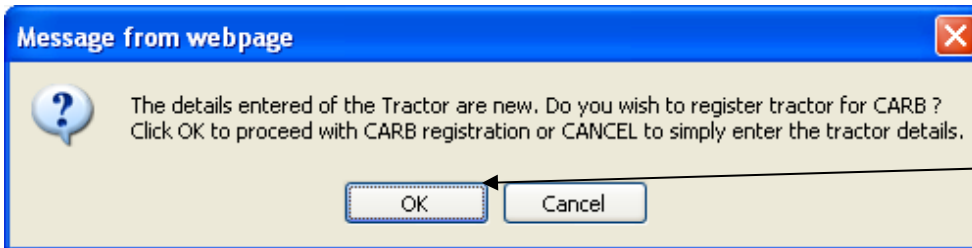
Download copy of completed tractor registration form for your files.

INSTRUCTIONS FOR REGISTERING AN OWNER OPERATOR'S TRACTOR ON THE DETAILED DRIVER RECORD WITH AN ITR Agency THROUGH IANA'S INTERMODAL TRACTOR REGISTRY (ITR)

STEP 1:

Search for the driver that the tractor will be registered for. Go to the **DETAIL DRIVER SCREEN** for this driver. Enter the **TRACTOR LICENSE**, **TRACTOR STATE** on the detailed driver record. IANA's ITR system will search to determine if the tractor has already been registered or the tractor information is new. If tractor information is new, a pop box will appear and ask the MC if they wish to register the tractor with one of IANA's ITR Agencies.

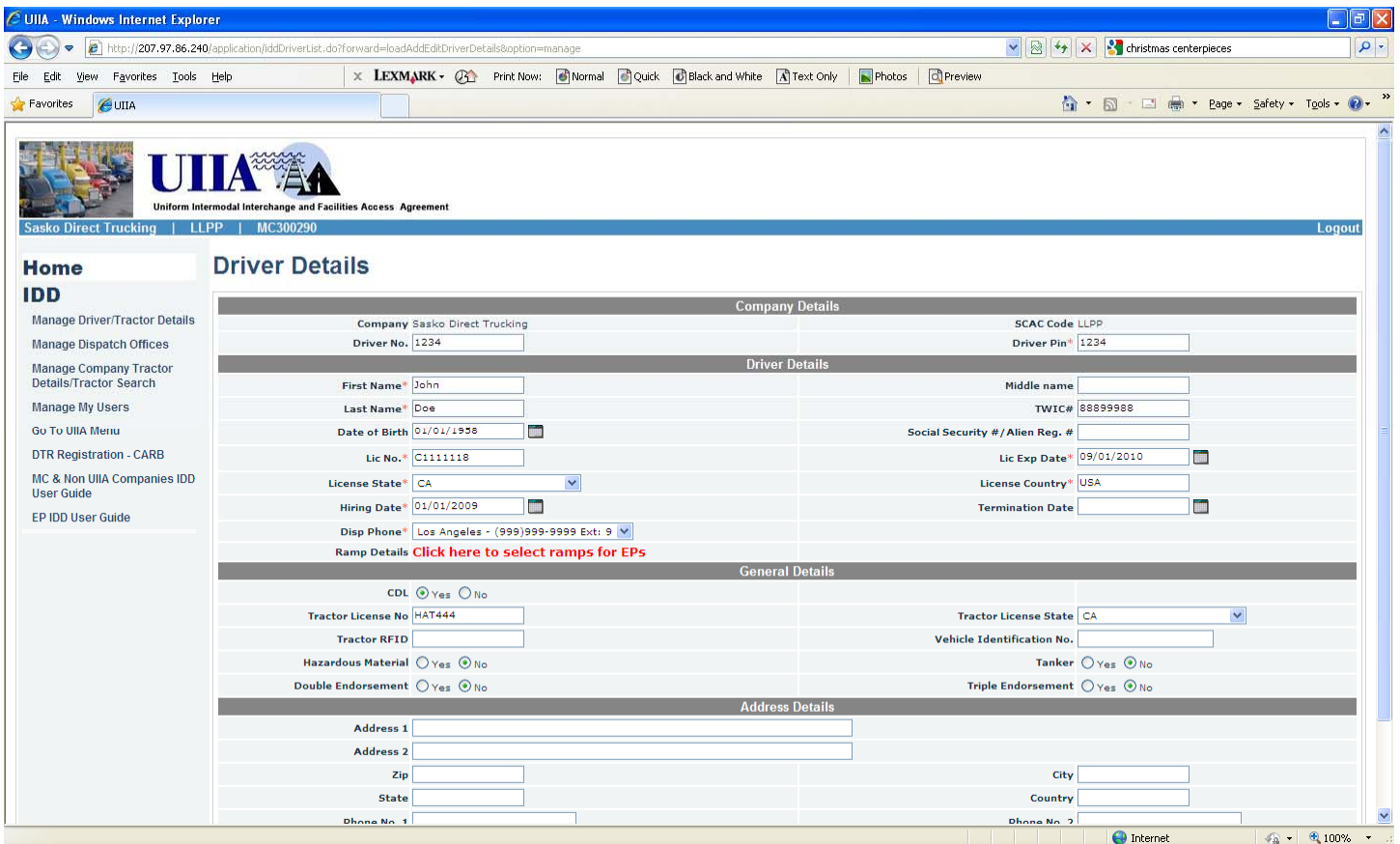
User would then click **OK** in the pop box to proceed with the ITR registration process or click **CANCEL** to simply enter the tractor details (tractor license plate, tractor license state, VIN Number) in the system for the driver.



A screenshot of a 'Message from webpage' pop box. The title bar is blue with a close button. The main area has a light beige background. On the left is a question mark icon. The text reads: 'The details entered of the Tractor are new. Do you wish to register tractor for CARB ? Click OK to proceed with CARB registration or CANCEL to simply enter the tractor details.' At the bottom are two buttons: 'OK' and 'Cancel'.

Click on **OK** in the pop box to proceed with ITR registration or **CANCEL** if you simply want to enter tractor details on driver record.

Detailed Driver Record where Owner Operator Tractor can be registered



A screenshot of a web browser showing the 'Detailed Driver Record' form in the UIIA system. The browser is Internet Explorer. The page title is 'UIIA - Windows Internet Explorer'. The URL is 'http://207.97.86.240/application/iddDriverList.do?forward=loadAddEditDriverDetails?option=manage'. The page content includes the UIIA logo and the text 'Uniform Intermodal Interchange and Facilities Access Agreement'. The main content area is titled 'Driver Details' and contains several sections: 'Company Details', 'Driver Details', 'General Details', and 'Address Details'. The 'Company Details' section shows 'Company' as 'Sasko Direct Trucking' and 'SCAC Code' as 'LLPP'. The 'Driver Details' section shows 'First Name' as 'John', 'Last Name' as 'Doe', 'Date of Birth' as '01/01/1958', 'Lic No.' as 'C1111118', 'License State' as 'CA', 'Hiring Date' as '01/01/2009', and 'Disp Phone' as 'Los Angeles - (999)999-9999 Ext: 9'. The 'General Details' section shows 'CDL' as 'Yes', 'Tractor License No' as 'HAT444', 'Tractor License State' as 'CA', 'Hazardous Material' as 'No', 'Double Endorsement' as 'No', 'Tanker' as 'No', and 'Triple Endorsement' as 'No'. The 'Address Details' section shows 'Address 1', 'Address 2', 'Zip', 'State', 'City', and 'Country' fields. The browser's address bar shows 'http://207.97.86.240/application/iddDriverList.do?forward=loadAddEditDriverDetails?option=manage' and the browser's title bar shows 'UIIA - Windows Internet Explorer'.

STEP 2 IF MOTOR CARRIER WANTS TO REGISTER THE OWNER OPERATOR TRACTOR WITH CARB:

If the Carrier wishes to register tractor details with an ITR Agency, the Motor Carrier would go to the detailed driver record and then when pop box appears stating that the tractor is new, click on OK. MC would then follow the Steps 2-7 outlined above for registering a company tractor. If the Motor Carrier had already executed the IANA DTR Agreement, they would skip automatically to STEP 3 for company tractors.

STEP 2 IF MOTOR CARRIER SIMPLY WANTS TO ENTER TRACTOR DETAILS IN THE SYSTEM FOR THE DRIVER:

Click CANCEL in the pop box and then resume entering tractor license plate, license state and VIN Number and click on SAVE on the detailed driver record.

TO CHECK ITR COMPLIANCE OF TRACTORS WITH INDIVIDUAL ITR AGENCIES THAT REGISTERED THROUGH IANA'S ITR DATABASE:

Motor Carriers can check the status of both company and owner operator tractor information that they have registered through IANA's ITR database by doing the following:

STEP 1: (GENERAL SEARCH FOR EITHER COMPANY OR DRIVER SPECIFIC TRACTOR DETAILS)

Motor Carrier must login to their UIIA account or directly to the IDD to get to the Driver Search screen. From this screen click on MANAGE COMPANY TRACTOR DETAILS/TRACTOR SEARCH LINK.

The screenshot shows the 'Driver Search' page. The top navigation bar includes 'Sasko IANA Trucking', 'GGPP', and 'MC300157'. The left sidebar contains a 'Home' section with 'Back To UIIA Menu' and 'Go To MC Menu', and an 'IDD' section with 'Look up Driver Details', 'Manage Company Tractor Details/Tractor Search', 'Manage My Users', 'ITR Registration - CARB', and 'MC & Non UIIA Companies IDD User Guide'. The main content area has a 'Driver Search' heading and a form with fields for 'Company' (Sasko IANA Trucking), 'SCAC Code' (GGPP), 'First Name', 'Last Name', 'Lic No.', 'Driver No.', 'License State' (dropdown), 'Lic Exp Date', 'Status' (dropdown), and 'Sort By' (Driver Last Name). There are 'Search' and 'Download Report' buttons. A red-bordered callout box with a red border and a black arrow pointing to the 'Manage Company Tractor Details/Tractor Search' link in the sidebar contains the text: 'Click on Manage Company Tractor Details/Tractor Search'.

This will take the Motor Carrier to a general search screen where they can search for any tractor they have registered through IANA's ITR (this would also include any tractor that the MC had registered directly with CARB since IANA will download a daily update from CARB that will include any tractor that has been registered directly through the CARB interface).

Search can be done by tractor license plate or VIN Number:

The screenshot shows the 'Tractor Search' page. The top navigation bar includes 'Rail Delivery Services', 'RDSS', and 'MC004792'. The left sidebar contains a 'Home' section with 'Go To UIIA Menu' and an 'IDD' section with 'Manage Driver/Tractor Details', 'Manage Dispatch Offices', 'Manage Company Tractor Details/Tractor Search', 'Manage My Users', and 'Go To UIIA Menu'. The main content area has a 'Tractor Search' heading and a form with fields for 'Company' (Rail Delivery Services), 'SCAC Code' (RDSS), 'Tractor RFID', 'Tractor License No.', and 'Tractor VIN No.'. There are 'Search', 'Add Tractor', and 'Close' buttons.

STEP 2:

Once the results of the search are returned it will show the following:

1. Compliance Status/Registration Details Column

a. Compliance status column will show one of four status:

Not Registered – truck has been entered in the ITR, but is not currently registered with any ITR Agency.

View Registration Details- Pending – truck was registered in ITR and ITR Registration Details were completed, but is pending compliance with individual ITR Agency.

Non-Compliant – truck was registered in ITR and ITR Registration Details were completed. Based on ITR Agency's requirements, the truck was found to be NOT compliant.

Compliant – truck was registered in ITR and ITR Registration Details were completed. Information was uploaded to ITR and status from ITR Agency was that the truck was compliant.

Options:

- If status shows as Not Registered, Motor Carrier can click on the status and complete the ITR Registration form for that specific ITR Agency.
- If status shows as View Registration Details- Pending, Non-Compliant, or Compliant – Motor Carrier can click on status link and view registration details. If the Motor Carrier is the company that entered the equipment in the ITR, they can modify the registration details, if necessary.

2. Download Completed Registration Form Column –

- a. This column will indicate NOT REGISTERED if Motor Carrier has not registered tractor for any ITR Agency or if REGISTRATION FORM is indicated in this column it will allow the user to download a copy of the completed ITR registration form.

The screenshot displays the UIIA Tractor Search interface. At the top, there is a navigation bar with the UIIA logo and the text "Uniform Intermodal Interchange and Facilities Access Agreement". Below this, the user is logged in as "Sasko John Jones Trucking" with a "Data saved successfully" message. The main heading is "Tractor Search".

The search form includes fields for "Company" (Sasko John Jones Trucking), "Tractor RFID", "Tractor License No.", and "Tractor VIN No.", along with a "Search" button. The results are shown in a table with the following columns: Delete, Tractor License No., Tractor License State, Tractor RFID, Tractor VIN No., SCAC Code, Compliance Status/Registration Details, and Download Completed CARB Registration Form.

Delete	Tractor License No.	Tractor License State	Tractor RFID	Tractor VIN No.	SCAC Code	Compliance Status/Registration Details	Download Completed CARB Registration Form
<input type="checkbox"/>	888888	Arkansas	888		YYUU	TRACTOR DELETED	TRACTOR DELETED
<input type="checkbox"/>	TESTCARB	Arkansas	3333	9999988	YYUU	NON-COMPLIANT	Not Registered
<input type="checkbox"/>	ABC888	Arkansas		1112223399977777	YYUU	NON-COMPLIANT	Not Registered
<input type="checkbox"/>	abc123	Arkansas	9999		YYUU	NON-COMPLIANT	Not Registered
<input type="checkbox"/>	GYU111	California		hy55555555555555	YYUU	View Registration Details	Registration Form

Note: To view/edit registration details for a tractor or to register a previously entered tractor for CARB, click on the link in the "Compliance Status/Registration Details" column.

Buttons at the bottom: Add Tractor, Delete Tractor, Close.

Footer: UIIA HOME | UIIA Contact

REPORTING AVAILABLE:

COMPANY TRACTORS:

Motor Carriers that wish to download a list of all their company tractors that includes whether the tractor is compliant with an ITR Agency would do the following:

- Click on Manage Company Tractor Details.
- Click on Download Report
- An Excel file will be produced that contains all company tractors registered in the ITR that includes tractor details, Compliance Status with ITR Agencies, Compliance Until Date and ITR Number (system generated number assigned to all tractor registrations. Please note CARB assigns a DTR Number that is similar to the ITR number).

Click on Compliance Status Column or Download Completed ITR Registration Form to obtain additional information as indicated above.

Delete	Tractor License No	Tractor License State	Tractor RFID	Tractor VIN No.	Compliance Status/Registration Details	Compliance Until Date	DTR Number	Download Completed CARB Registration Form
<input type="checkbox"/>	WEQ111	Arizona	LO999777777777777	LO999777777777777	View Registration Details - Pending			Registration Form
<input type="checkbox"/>	NGR123	California	yt622222222222222	yt622222222222222	Not Registered			Not Registered
<input type="checkbox"/>	YUR777	Colorado	po333333333333333	po333333333333333	Compliant	2009-12-31	000099388	Registration Form
<input type="checkbox"/>	WWQ333	Montana	tr444444444444444	tr444444444444444	Non-Compliant			Registration Form

Note: To view/edit registration details for a tractor or to register a previously entered tractor for CARB, click on the link in the "Compliance Status/Registration Details" column.
"Pending" status means the tractor is not uploaded to CARB for registration.

[Add Tractor](#) [Delete Tractor](#) [Download Report](#) [Close](#)

UIIA HOME | UIIA Contact

Click on Download Report

OWNER OPERATOR TRACTORS/TRACTORS ASSOCIATED WITH A DRIVERS

Motor Carriers also have the ability under the existing IDD Driver Reports available through the IDD, to now download a driver report that will include any tractors that have been registered and associated with a driver record for your SCAC Code. The driver report has been enhanced to include, Tractor License, Tractor State, Compliance Status, Compliance Until Date, and ITR Number. We have also added the TWIC Number field and a new Universal IDD Pin Number to the report. To run this report, you will need to the following:

- Log into the IDD and go to the Driver Search Screen.
- Click on Download Report



- An Excel file will be produced that contains all drivers registered for your company in the IDD along with any tractor information that has been entered for these drivers. (see above for fields included on report).

Note: The New Universal IDD Pin Number is a field that contains the eight digit pin number for your driver that is system generated by IANA and serves as the electronic signature of the driver for reporting of the Driver Vehicle Inspection Report. This field is different than the current BNSF Pin Number that is in the IDD presently.

The screenshot shows the UIIA (Uniform Intermodal Interchange and Facilities Access Agreement) web application. The header includes the UIIA logo and the text "Uniform Intermodal Interchange and Facilities Access Agreement". Below the header, there is a navigation bar with "Sasko Direct Transportation And Distribution", "BLBL", "MC300307", and a "Logout" link. On the left side, there is a "Home" menu with "IDD" and several sub-links: "Manage Driver/Tractor Details", "Manage Dispatch Offices", "Manage Company Tractor Details/Tractor Search", "Manage My Users", "Go To UIIA Menu", "ITR Registration - CARB", "MC & Non UIIA Companies IDD User Guide", and "EP IDD User Guide". The main content area is titled "Driver Search" and contains a search form with the following fields: "First Name", "Last Name", "Lic No.", "Driver No.", "License State" (a dropdown menu with "--Select--"), "Lic Exp Date", "Status" (a dropdown menu with "All"), and "Sort By" (a dropdown menu with "Driver Last Name"). Below the form are three buttons: "Search", "Download Report", and "Add Driver". A red callout box with an arrow pointing to the "Download Report" button contains the text: "Click on Download Report from Driver Search Screen to download a list of drivers along with any tractor information associated with the drivers for your SCAC Code". Below the form, there is a note: "Note: Before adding a new driver, please make sure the dispatch office for this".