

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.

Uniform Intermodal Interchange and Facilities Access Agreement

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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 --Select--	Lic Exp Date
Status All	Sort By Driver Last Name	

Search Download Report

Add Driver

Note: Before adding a driver to the system, the driver must be 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.

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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.

Save & Continue Close Skip IANA Agreement

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

Complete Company Details

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 and accepts the terms and conditions of the agency:

Click here to download complete IANA AGREEMENT

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ITR Agencies

Download Agreement

Please download a copy of the completed IANA Agreement from here for your files.

Agency Details

Note: Please accept the "terms & conditions" of the agencies with whom you want to register your tractors with by first clicking on "Accept Agreement". If your company has already accepted the agreement earlier then click on the check box next to the appropriate agencies you want your tractor information to be reported to OR if your company wants to only register a tractor in the ITR and not with any of the agencies listed below then click on "Skip Agency Selection" button.

<input type="checkbox"/> CARB	Terms & Conditions	Accept Agreement
<input type="checkbox"/> POHA	Terms & Conditions	Accept Agreement
<input type="checkbox"/> BNSF	Terms & Conditions	Accept Agreement

Save & Continue Close Skip Agency Selection

To select ITR Agency – click on box next to each agency you want your tractor details made available to. ACCEPT AGREEMENT of the ITR Agency. Once accepted this button will disappear. Once you are ready to register a tractor, click on the checkbox next to the agencies you want to register the tractor for and then click on SAVE & CONTINUE

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:

Note: Any tractors registered by the MC for CARB or BNSF will be automatically registered for any additional ITR agency once the MC accepts the terms and conditions of that specific ITR agency’s agreement.

See Sample of Registration Form Screen on Next Page:


Please note that under the Compliance Status section user will need to check Class 8 Truck and then select either NON COMPLIANT OR MEETS OR EXCEEDS 2007 MODEL YEAR ENGINE.

Complete the Required Fields that are noted with a red asterisk (*). Please note that the FUEL TYPE field is currently only required for registrations for Port of Houston (POHA). Once registration is completed, click on SAVE.

Browser: http://192.168.100.43/application/dtreg.do?forward=saveAgencyList&checkedAgencyList= UIIA

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Sassy Trucking Co. | SYKO | 302826

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ITR Registration

Company Sassy Trucking Co.	
SCAC Code SYKO [This unit is currently registered and owned by the SCAC Code shown.]	
Tractor/Truck License Plate No.*	<input type="text"/>
Tractor/Truck License State*	--Select--
Vehicle Identification No.*	<input type="text"/> (?)
Tractor/Truck RFID	<input type="text"/>
ITR Number	337869
Truck ID Information	
Truck Manufacturer*	Select Truck Manufacturer
Truck Model Year*	Select Truck Model Year
Truck Engine Information	
Engine Manufacturer*	Select Engine Manufacturer
Engine Model	<input type="text"/>
Engine Model Year*	Select Engine Model Year
EPA Engine Family	<input type="text"/>
Fuel Type*	Select Fuel Type
Compliance Status	
Select the class of Trucks* <input checked="" type="radio"/> Class B (33,001 or more GVWR)	
Note : Please click on (?) for information on each status.	
<input type="radio"/> Non-Compliant.(?) <input type="radio"/> Meets or exceeds 2007 Model Year Engine.(?)	
Registered Owner Contact Information	
Registered Owner* <input type="radio"/> Company <input type="radio"/> Individual	Registered Owner Name* <input type="text"/>
Address Line1*	<input type="text"/>
Address Line2	<input type="text"/>
Zip*	<input type="text"/>
State*	<input type="text"/>
Phone No.*	<input type="text"/>
	City* <input type="text"/>
	Country* <input type="text"/>
Certification	
Check here for drayage truck compliance label <input checked="" type="checkbox"/>	
Name of person filing <input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Close"/>	

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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.

Registration Successful

Download Registration Form

Thank you for completing the ITR Registration.
Please print a copy of registration form for your files clicking on agency name.

[BNSF](#)

Close

Download copy of completed tractor registration form for your files. If multiple agencies were selected by the user, then there would be a link for each agency registration form.

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:

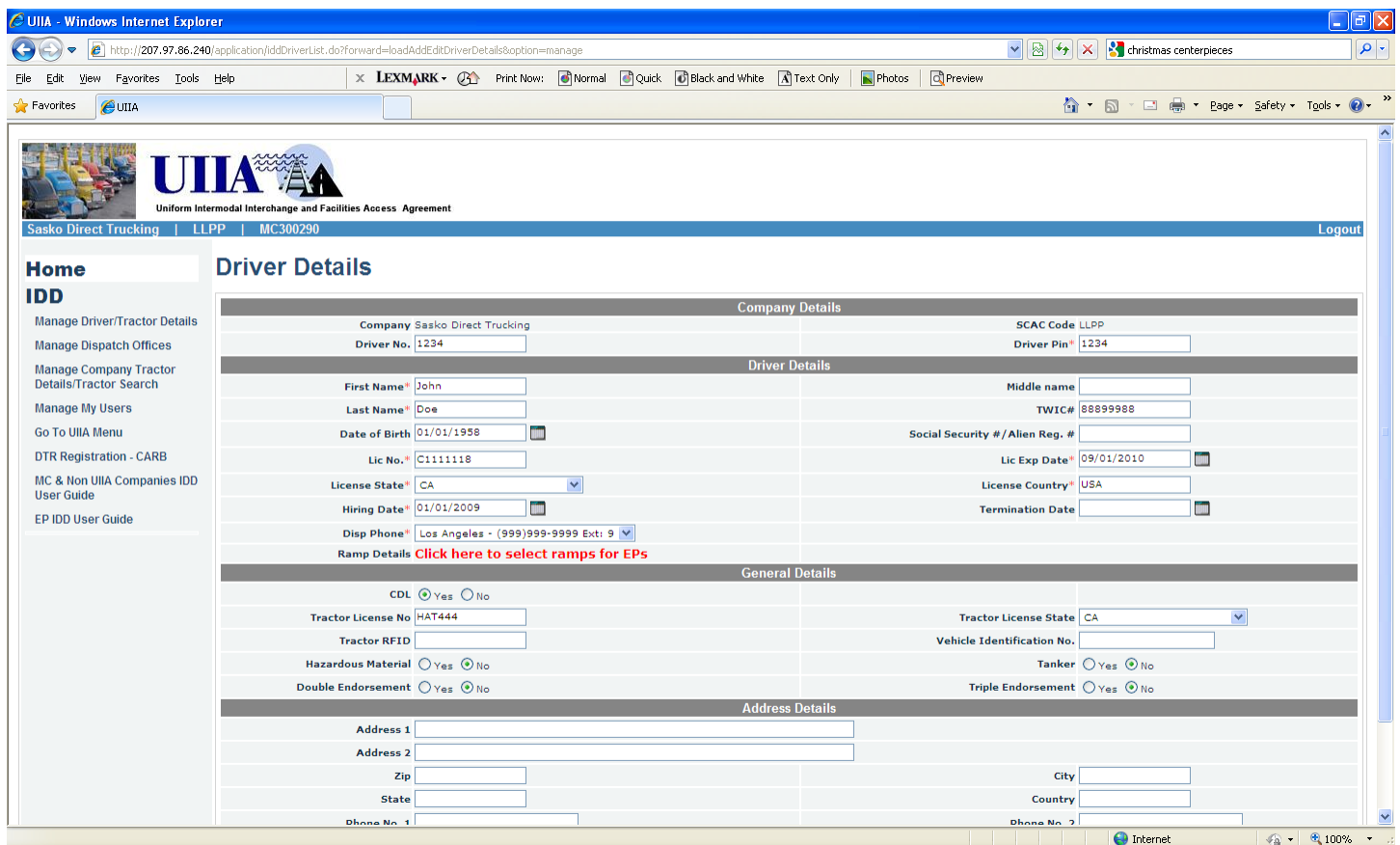
Search for the driver that the tractor will be registered for. Go to the **DETAIL DRIVER SCREEN** for this driver. Enter the **TRACTOR LICENSE, TRACTOR STATE** on the detailed driver record. IANA's ITR system will search to determine if the tractor has already been registered or the tractor information 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.



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



UIIA - Windows Internet Explorer

http://207.97.86.240/application/iddDriverList.do?forward=loadAddEditDriverDetails?option=manage

File Edit View Favorites Tools Help

LEXMARK Print Now: Normal Quick Black and White Text Only Photos Preview

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Driver Details

Company Details	
Company	Sasko Direct Trucking
Driver No.	1234
SCAC Code	LLPP
Driver Pin	1234

Driver Details	
First Name	John
Last Name	Doe
Middle name	
Date of Birth	01/01/1958
TWIC#	88899988
Lic No.	C1111118
Social Security # / Alien Reg. #	
License State	CA
Lic Exp Date	09/01/2010
Hiring Date	01/01/2009
License Country	USA
Disp Phone	Los Angeles - (999)999-9999 Ext: 9
Termination Date	

Ramp Details [Click here to select ramps for EPs](#)

General Details	
CDL	<input type="radio"/> Yes <input checked="" type="radio"/> No
Tractor License No	HAT444
Tractor License State	CA
Tractor RFID	
Vehicle Identification No.	
Hazardous Material	<input type="radio"/> Yes <input checked="" type="radio"/> No
Tanker	<input type="radio"/> Yes <input checked="" type="radio"/> No
Double Endorsement	<input type="radio"/> Yes <input checked="" type="radio"/> No
Triple Endorsement	<input type="radio"/> Yes <input checked="" type="radio"/> No

Address Details	
Address 1	
Address 2	
Zip	
City	
State	
Country	
Phone No. 1	
Phone No. 2	

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

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.

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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.

Driver Search

Company	Sasko IANA Trucking	SCAC Code	GGPP	Lic No.	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>	Lic Exp Date	<input type="text"/>
Driver No.	<input type="text"/>	License State	--Select--		
Status	All	Sort By	Driver Last Name		

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:

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Tractor Search

Company	Rail Delivery Services	SCAC Code	RDSS
Tractor RFID	<input type="text"/>	Tractor License No.	<input type="text"/>
Tractor VIN No.	<input type="text"/>		

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 (Uniform Intermodal Interchange and Facilities Access Agreement) Tractor Search interface. The page header includes the UIIA logo and navigation links. The search form is titled "Tractor Search" and includes fields for Company (Sasko John Jones Trucking), Tractor RFID, Tractor VIN No., and Tractor License No. A "Search" button is present. Below the search form is 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. The table contains four rows of data, with the last row having a "View Registration Details" link in the Compliance Status column and a "Registration Form" link in the Download Completed CARB Registration Form column. A note at the bottom of the table states: "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." Below the table are buttons for "Add Tractor", "Delete Tractor", and "Close".

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

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).

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Tractor Search

Company: Sasko Direct Transportation And Distribution

Tractor RFID:

Tractor VIN No.:

SCAC Code: BLBL

Tractor License No.:

Compliance Until Date:

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	View Registration Details - Pending			Registration Form
<input type="checkbox"/>	NGR123	California		yt622222222222222	Not Registered			Not Registered
<input type="checkbox"/>	YUR777	Colorado		po333333333333333	Compliant	2009-12-31	000099388	Registration Form
<input type="checkbox"/>	WWQ333	Montana		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.

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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.

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	

Search Download Report Add Driver

Note: Before adding a new driver, please make sure the dispatch office for this

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