

# DVIR Intermodal Equipment Providers (IEP) Quick Reference Guide

## Registration

### Step 1

1. Visit [www.dvir.intermodal.org](http://www.dvir.intermodal.org)
2. Click on the Intermodal Equipment Providers tab at top of screen
3. Click on the link "Click Here to register as an Intermodal Equipment Provider" to begin registration process
4. Complete the General Details screen with your company information
5. If the Technical and Billing contacts are different, please check "No" and complete the Technical and/or Billing Contact Details information
6. Create your username and password
7. Click "Save Changes"

### Step 2

1. Select how you wish to use IANA's DVIR Reporting Service
  - a. Send DVIRs to IANA for processing
  - b. Receive completed DVIRs from IANA
  - c. Both Send DVIRs and Receive Completed DVIRs
2. Select your data communication method for sending and/or receiving DVIRs to/from IANA for processing. You will also need to provide your FTP details if 322, 315 or XML is selected
  - a. If user is not sure of FTP Details, if applicable, this info can be provided after registration
3. Click on the link "Terms and Conditions" to view the terms and conditions of the DVIR Web Portal.
4. Click on the checkbox to accept the terms and conditions.
5. Enter your name in the "Signed by" box
6. Click "Save with DVIR Details"

### Step 3

1. If you elect not to receive DVIRs with NO DEFECTS, you can designate these DVIRs to go to a different location than those DVIRs with defects and to receive the NO DEFECT DVIRs via another data communication method by clicking the link "No Defect Configuration" on the navigation bar.
2. Click "Save"

### Step 4

1. You can also designate secondary recipients to receive copies of the completed DVIRs. Click on the link "Add Recipient" on the navigation bar and complete the contact details and the method of data communication
2. Click "Save"

### Step 5

1. Click on the link "Add M&R Vendor/FO as a Recipient" on the navigation bar to select the M&R Vendors and/or Facility Operators by location that you want to receive completed DVIRs or 315 – Damaged on Hold Notifications.
  - a. Facility Operators and M&R Vendors in the database as registered users will be displayed to you for selection.
  - b. Select location and the Facility Operators and M&R Vendors registered for that location will be displayed for you to select
  - c. Each Facility Operator and/or M&R Vendor will have listed next to the company name whether it is a Facility Operator and/or a M&R Vendor and the method that they selected to receive DVIR information from IANA
2. Click "Save Changes"
3. Once complete, an e-mail will be sent advising the IEP that their registration has been accepted.

## Reports

[Click here](#) for instructions on how to run reports on DVIRs processed completely or those that have been returned.

Should you have further questions on the DVIR Processing System, please contact the Info Services Help Desk at 877-523-0225 or send an e-mail to [admin@dvir.intermodal.org](mailto:admin@dvir.intermodal.org).