



IDD Only Users Guide for UIIA Motor Carriers/Non-UIIA Companies

➤ **IDD Only Login:**

- Website address is www.uiia.org. Hover over *Login to Your Account* and click on "Intermodal Driver Database login".

➤ **Non-UIIA Companies Only:**

- [New Registration to Access the IDD](#)

➤ **Secondary Users: UIIA Motor Carriers & Non-UIIA Companies**

- [Search for Drivers](#)
- [Add a New Driver](#)
- [Manage Dispatch Offices](#)

➤ **Master Users: UIIA Motor Carriers & Non-UIIA Companies**

- [Search for Drivers](#)
- [Add a New Driver](#)
- [Manage Dispatch Offices](#)
- [Download Reports](#)
- [Manage Tractor Details](#)
- [Manage Secondary Users](#)
- Access UIIA Account (UIIA Motor Carrier Only)

IDD Only User – Motor Carrier & Non-UIIA Companies Registering Drivers in IDD

The IDD Only User Access will accommodate the following users:

- **Non-UIIA companies accessing IDD to register drivers**
- **Secondary Users for UIIA Motor Carrier companies**

Note: Primary Users for the IDD can also log into via the IDD only login screen in lieu of accessing driver information through their UIIA account access.

New Registration for Non-UIIA Companies to Access IDD to Register Drivers:

1. Click on the *Intermodal Driver Database login* under “Login to Your Account” from the UIIA homepage at www.uiia.org.
2. Click on “Not a Member Yet – Click Here for Registration”
3. Complete the registration form. Fields with * are mandatory. Please make sure to select Nature of Business indicating whether your company is a Motor Carrier or OTHER for any other type of company). Once completed press SAVE
4. You will receive an e-mail shortly providing you with your Account Number and password to access your account. Go back to login page and enter your account number and password and click on Login. The Master User for the account does not require a user name. The user name is only required as a part of the login for secondary users.

INTERMODAL.ORG UIIA.ORG INTERMODALEXPO.COM

IANA INFORMATION SERVICES

Intermodal Blog Contact Us Log out

Search for...

About Information Services Equipment Providers Motor Carriers Insurance Agents Login Into Your Account Help Guides & Webinars

INTERMODAL DRIVER DATABASE LOGIN

Home Login into Your Account Intermodal Driver Database Login PRINT

View Edit Delete Revisions

IDD INTERMODAL DRIVER DATABASE

Account Number/SCAC Code (UIIA Motor Carriers please use SCAC Code):
Enter Account Number/SCAC Code

User Name (For SECONDARY USERS ONLY):
Enter User Name

Password: (Forgot Password?)
Enter Password

LOGIN

Not a member yet? Click here for registration

INSTRUCTIONS

Master Users: Please enter your Account Number and Password (no User Name required).

Secondary Users: Please enter Account Number, User Name and Password.

Note: Equipment Providers wanting to subscribe to the IDD cannot register online. Please contact the UIIA office at (877) 438-8442.

HELP - EQUIPMENT PROVIDER IDD USER GUIDE

HELP - MOTOR CARRIER IDD USER GUIDE

Login to Access IDD Only:

1. Click on *Intermodal Driver Database Login* from the UIIA homepage shown under “Login to Your Account”.
2. **If Master User for the Account, user will login in with:**
 - a. Account Number/SCAC Code
 - b. Password(No user name is required)
- If Secondary User for the Account, user will login in with:**
 - a. Account Number/SCAC Code
 - b. User Name (this is setup by the Master User of the Account)
 - c. Password

Note: If a user forgets their password, they can click on the forget password link and enter their account number. The password will be sent via e-mail to the Master User on the account.

MOTOR CARRIER/NON-UIIA COMPANY MASTER USER ACCESS TO ACCOUNT:

Once the Master User logs into their account via the IDD Only login, they will be able to do the following:

1. Search for drivers to Edit, Terminate or Delete driver records
2. Add new driver records
3. Download a report of all their drivers in an Excel format
4. Manage Dispatch Offices
5. Manage Tractor Details
6. Manage Secondary Users
7. Go back to their UIIA Account

The screenshot displays the IDD (Intermodal Driver Database) web application. The header includes the IDD logo and the text 'INTERMODAL DRIVER DATABASE'. The main navigation bar shows 'Sasko Trucking & Distribution | TTTT | 323462' and a 'Start Call Logging' link. The left sidebar contains a 'Home' button and a list of navigation options: 'Back To UIIA Menu', 'Go To MC Menu', 'IDD', 'Look up Driver Details', 'Look up Dispatch Offices', 'Manage Company Tractor', 'Details/Tractor Search', 'Manage My Users', 'Register for UIIA membership', and 'ITR Registration'. The main content area is titled 'Driver Search' and contains the following instructions: '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.', and 'To perform a fresh search, please re-enter your search criteria.' A red note states: 'To search for Terminated or Deleted Drivers, please change the STATUS drop down menu to either TERMINATED OR DELETED.' The search form includes fields for 'Company' (Sasko Trucking & Distribution), 'SCAC Code' (TTTT), 'First Name', 'Last Name', 'Lic No.', 'Driver No.', 'License State' (a dropdown menu), 'License Exp Date', 'Status' (a dropdown menu set to 'Active'), and 'Sort By' (a dropdown menu set to 'Driver Last Name'). There are three buttons at the bottom: 'Search', 'Reset', and 'Download Report'. The footer of the page includes 'UIIA HOME | UIIA Contact'.

Search for Driver Records:

1. You can search for your drivers by First Name, Last Name, License Number, Driver Number (number assigned internally by company, State, License Expiration Date, Status (Active, Terminated, Deleted or all). Searches can be sorted by Driver's License Number or Driver's Last Name.
2. The Master User may also download a report of all drivers. Make sure you select the Status Field when downloading the report to select whether you want Active, Terminated, Deleted or All Drivers on the report.

Adding Driver Records:

1. To add a driver record, Click on ADD DRIVER. Before adding a driver make sure you have entered your Dispatch Office(s) under Manage Dispatch Offices.
2. Enter in all the mandatory fields (First Name, Last Name, License Number, License Expiration Date, License State, License Country, Hiring Date, Dispatch Phone Number). Please note that when entering a driver the Driver Number and Driver Pin Number should also be included. The Driver Pin Number is utilized by BNSF Railway, and if not entered when driver record is added, a pin number will be automatically assigned by our system.
3. If your company does business with the Union Pacific Railroad, you will also need to click on the link next to Ramp Details and select the Default UP Ramp. This is the UP ramp that the specific driver is most likely to access. Ramp Details for other railroads are not required.
4. After adding the Driver Record Details click on SAVE. After adding the record you will be taken back to the Driver Search screen where you can search or add additional driver records.

See Sample Detail Driver Record Below:

Driver Details					
Company Details					
Company	Sasko Trucking & Distribution				
SCAC Code	TTTT				
Driver No. 1	BNSF Pin Number 3400				
Driver Details					
First Name	Debbie				
Middle Name					
Last Name	Sasko				
TWIC#	0				
Date of Birth	Social Security #/Alien Reg. #				
Lic No.	D000000000				
Lic Exp Date	06/24/2018				
License State	MD				
License Country	USA				
Hiring Date	06/10/2017				
Termination Date					
Disp Phone (301)982-3400	Driver Status				
	Active				
General Details					
CDL	Y				
IANA IDD Pin	32433333				
Hazardous Material	N				
Tanker	N				
Double Endorsement	N				
Triple Endorsement	N				
Tractor Details					
Tractor/Truck License Plate No.	Tractor License State				
Tractor RFID	Vehicle Identification No.				
Address Details					
Address 1					
Address 2					
Zip	City				
State	Country				
Phone No. 1	Phone No. 2				
Modification Details					
Created By	MC323452				
Created Date	06/10/2017 09:18:04				
Last Modified By	MC323452				
Last Modified Time	06/10/2017 09:21:58				
IP	192.168.100.154 0				
Timestamp	06/10/2017 09:21:58				
Look Up for Archival and History					
View All					
Driver No.	First Name	Last Name	Driver Status	Modified By	Modified Date
1	Debbie	Sasko	Terminated	MC323452	06/10/2017 09:20:49
1	Debbie	Sasko	Active		
1	Debbie	Sasko	Active		

Close Update Time Stamp

Managing Secondary Users:



Sasko Trucking & Distribution | TTTT | 323462 | Start Call Logging

Home

Back To UIIA Menu
Go To MC Menu

IDD

Look up Driver Details
Look up Dispatch Offices
Manage Company Tractor
Details/Tractor Search
Manage My Users
Register for UIIA membership
IIR Registration
MC & Non UIIA Companies IDD

Search

Enter Search Criteria

Company Sasko Trucking & Distributio SCAC Code TTTT User Name

Search

Secondary User Details

Delete	User Name*	Password*	Email	Download Reports	IDD Read Only Access	UIIA Read Only Access
<input type="checkbox"/>	debbie	*****		YES	NO	NO
<input type="checkbox"/>	rob	****		YES	NO	NO

Note: Deleted users shaded in RED

Add User

Save Delete Close

Master Users for the IDD have the ability to add additional users and set up individual user names and passwords for these users to have access to the IDD. To add a secondary user:

1. Click on ADD USER.
2. Enter a User Name, password and the e-mail address for the secondary user.
3. Select Yes or No whether you wish for this secondary user to have the ability to pull a report of all of your company's drivers.
4. Once the secondary user information has been added click on SAVE and then CLOSE.

Master Users can also search for secondary users by clicking on the SEARCH feature or entering a specific Secondary User's Name. If you wish to remove a secondary user, you will check the box under the DELETE column for that user.

Manage Dispatch Offices:



Sasko Trucking & Distribution | TTTT | 323462 | Start Call Logging |

Home

Dispatch Offices

Delete	Terminal Name*	Terminal Phone*
<input type="checkbox"/>	Beltsville, MD	(301)982-3400

Each Master User or Secondary User will have the ability to add or delete their dispatch offices. It should include the Location under Terminal Name and Phone Number under Terminal Phone Number. Please make sure Dispatch Office information is entered prior to trying to add drivers. This list will be shown as a drop down menu on the Add Driver Details Screen to allow you to select the dispatch office associated with each driver added.

Manage Tractor Details:

Master Users can manage their tractors in the IDD as well. This will allow the Motor Carrier to maintain the Tractor RFID and Tractor License Number for company trucks. Master Users will have the ability to:

- Search for tractor by RFID or License Number
- Add tractors
- Delete tractors

Sample Search Screen:



Sasko Trucking & Distribution | TTTT | 323462 | Start Call Logging |

Home

Look up Driver Details

Look up Dispatch Offices

Manage Company Tractor

Details/Tractor Search

Q Search

Enter Search Criteria

Company	Sasko Trucking & Distributio	SCAC Code	TTTT
Tractor RFID		Tractor/Truck License Plate No.	
Tractor VIN No.		Compliance Until Date	<input type="text"/>

UIIA HOME | UIIA Contact

PLEASE NOTE THAT ONLY THE MASTER USER CAN ADD ADDITIONAL USERS AND BE PROVIDED WITH PASSWORD INFORMATION FOR ACCESSING THE IDD. PASSWORDS WILL NOT BE PROVIDED TO ANYONE OTHER THAN THE MASTER USER ON FILE.

[Back to top](#)