



Uniform Intermodal Interchange and Facilities Access Agreement

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

### ➤ **IDD Only Login:**

- Website address is [www.uiia.org](http://www.uiia.org) click on "Access Intermodal Driver Database" in upper right handle corner.

### ➤ **Non-UIIA Companies Only:**

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

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

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- 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 Intermodal Driver Database in upper right hand corner of UIIA homepage at [www.uiia.org](http://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.

UIIA Intermodal Driver Database Login Page

**IDD ONLY USER LOGIN**

Login here if you are trying to access the Intermodal Driver Database and you are a Non-UIIA company, IDD Secondary User or IDD Master User.

Account Number/SCAC Code:

User Name:  
(For SECONDARY USERS ONLY)

Password

**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 on-line. Please contact the UIIA office at 877-438-8442.

**Not a member yet? Click here for registration.**

[Forgot Password?](#)

[Click here for Driver License Format Rules](#)

[UIIA Master Login Page](#)

[EQUIPMENT PROVIDER IDD USER GUIDE](#)

[MOTOR CARRIERS IDD USER GUIDE](#)

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## Login to Access IDD Only:

1. Click on Access Intermodal Driver Database from the UIIA homepage shown under Login to IANA/UIIA Business Services.
2. **If Master User for the Account, user will login in with:**
  - a. Account Number
  - b. Password(No user name is required)

### **If Secondary User for the Account, user will login in with:**

- a. Account Number
- 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 shows a web application interface for driver search. At the top, there is a navigation bar with the text "Uniform Intermodal Interchange and Facilities Access Agreement" and "Cushing Transportation, Inc. | CIMC | MC004901 | Logout". On the left, there is a sidebar menu with "Home" and "IDD" sections. The "IDD" section includes links for "Manage Driver Details", "Manage Dispatch Offices", "Manage Tractor Details", "Manage My Users", and "Go To UIIA Menu". 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 "Active"), and "Sort By" (a dropdown menu with "Driver Last Name"). Below the form are three buttons: "Search", "Download Report", and "Add Driver".

## 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:**

**Managing Secondary Users:**

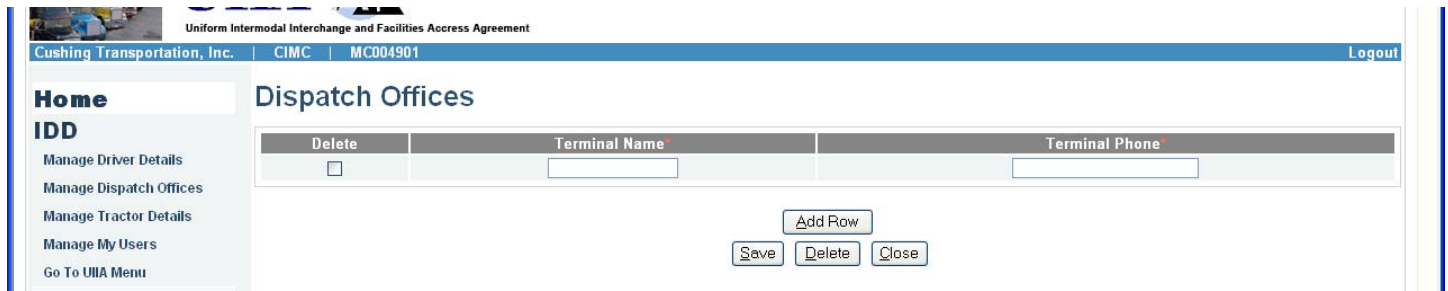
| Delete                   | User Name* | Password* | Email              | Download Reports |
|--------------------------|------------|-----------|--------------------|------------------|
| <input type="checkbox"/> | Rachel     | ****      | debbie.sasko@inten | YES              |
| <input type="checkbox"/> |            |           |                    |                  |

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:



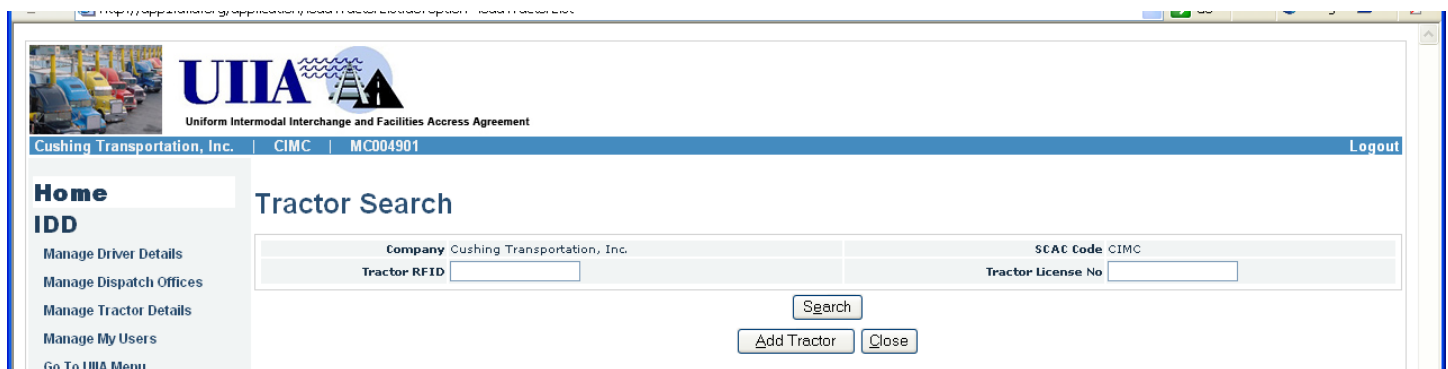
Each Master User or Secondary User will have the ability to add or delete their dispatch offices. It should include the **Location** under **Terminal Name** and **Phone Number** under **Terminal Phone**. Please make sure **Dispatch Office** information is entered prior to trying to add drivers. This 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:



**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.**

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