

BILATERAL CONTRACT ADMINISTRATION SERVICES – TRAC

INSURANCE COLLECTION

To follow are instructions on how to use the IANA Information Services Web Portal to access insurance information on behalf of TRAC Motor Carriers.

➤ Account Information

The account information screen is where the user can update their address and contact information as well as change their password. The user may also establish a separate contact for billing purposes. Company Name and SCAC Code changes will require that you contact IANA directly.

Company Details			
Company Name*	Interpool Inc. D/b/a Trac Intermodal, Its Affiliates, Subsidiaries Ar		
Addr. Entities To Be Listed As Addl. Insureds			
SCAC Code	TAXZ	Type of Equipment Provider*	Leasing Company
Account No.	EP200031	Company Url	trac intermodal
Iana Member?	<input type="checkbox"/>		
Status Details			
Status	Pending	Activated Dated	
Cancelled Date		Re-Instated Date	
Deleted Date		Billed Date	
IDD Flag	<input type="checkbox"/>	Invoice Required?	<input checked="" type="checkbox"/>
NO Reporting	<input type="checkbox"/>	Level Of Service	Level1
Contact Info			
First Name*	Trac	Middle Name	
Last Name*	Trac	Mr./Ms.	--
Salutation		Suffix	
Title*	Mr.	Email*	piyush@ianaoffshore.com
Secondary Email			
Address Line1*	11785 Beltsville Drive		
Address Line2	Suite 1100		
Zip*	20705	City*	Calverton
State*	MD	Country*	US
Phone No.*	(301)982-3400	Fax No.*	(301)982-3400
Secondary Phone No.		Secondary Fax No.	lcic
Billing Contact Info Same As Contact Info? <input type="radio"/> Yes <input type="radio"/> No			
Dispute Contact Info Same As Contact Info? <input type="radio"/> Yes <input type="radio"/> No			
Login Details			
Password*	****	Confirm Password*	
<input type="button" value="Save"/> <input type="button" value="Reset"/>			
<input type="button" value="Close"/>			

➤ Current Template Details

The Current Template Details shows the user a snapshot of their insurance requirements. Each time insurance information is received for a Motor Carrier, the information is bounced up against the user's template to determine if the Motor Carrier meets the user's requirements.

Addendum Details									
Member Specific Carrier	YES				Known As	NO			
Ramp Details Required	NO				Blanket Additional Insured Allowed	YES			
Insurance Requirements									
Policy	Required	Minimum Limit	Maximum Deductible Allowed	Additional Insured Required	EP Allows Self Insurance	Min BEST Rating	Risk Retention Insurance (RRG) Allowed	EP Specific Insurance Policy Allowed	
AL	YES	1,000,000	0	YES	NO		YES	YES	
GL	YES	1,000,000	0	YES	NO		YES	YES	
CARGO	NO			NO	NO		YES	YES	
CONTARGO	NO			NO	NO		YES	YES	
TI	YES	25,000	0	YES	NO		YES	YES	
REFTRAILER	NO			NO	NO		YES	YES	
WC	NO			NO	NO		YES	YES	
EL	NO			NO	NO		YES	YES	
EMPDHBOND	NO			NO	NO		YES	YES	
Multiple Limits									
Delete	Policy	Minimum Limit	Maximum Deductible Allowed						
<input type="checkbox"/>	---								
Additional Requirements									
Description	Code	Required	Original Required in Days	File Path	Download				
		NO		Choose File No file chosen					
Effective Date* 09/11/2019									
<input type="button" value="Close"/>									

➤ **EP Template**

Each time a user changes its requirement, a new template is created. This page allows the user to look at past, current or future versions of its requirement templates. User will simply selection from the Search Templates dropdown menu which option they are searching for.

➤ **MC Lookup**

This is where the user will go to lookup a Motor Carrier's account. Users may search by Company Name, SCAC Code or Internal Known As Code (if applicable). Once search parameter is entered, click on SEARCH to go to the MC Detailed Page.

🔍 Search

—Enter Search Criteria—

MC Name

MC SCAC Code

Known As Code

Search

Reset

Close

NOTE: After search results are returned, click on MC Company Name for detailed information for MC.

If searching by name, multiple entities may be returned dependent upon the search criteria entered. From this summary screen the user can see under the MC EP STATUS column whether the Motor Carrier is approved or not. There are also fields to show whether an override has been used on the account, the MC is flagged as a member carrier for the user and if there is an internal KnownAs Code assigned to the MC.

🔍 Search

—Enter Search Criteria—

MC Name

MC SCAC Code

Known As Code

Search

Reset

MC/EP STATUS column shows MC's status with User

MC Specific Addendum Details

Next Page >

MC Name	MC SCAC	MC Acct. No.	MC EP Status	Override Used	EP Member	Known As
Rail Connect Trans. & Dist. Svcs., Inc.	RCON	MC136458	NOT APPROVED	N		
Rail Delivery Services	RDSS	MC004792	NOT APPROVED	N		
Rail Direct Transportation Company	RLDP	MC068238	NOT APPROVED	N		
Rail Freight Transportation	RFHG	MC006314	NOT APPROVED	N		

By clicking on the MC Company Name, it will take the user to the Detailed screen regarding the MC. See information on the follow page on what is accessible from this screen:

Note: To View Reason Why Motor Carrier is not approved click on status in MC status with EP field

EP Basic Details																																																																													
EP Name Interpol Inc. D/b/a Trac Intermodal, Its Affiliates, Subsidiaries And Chassis Lessors.						EP SCAC Code TAXZ																																																																							
EP Account No. EP200031																																																																													
MC Basic Details																																																																													
Company Name Rail Delivery Services				Account No. 004792				SCAC Code RDSS																																																																					
Tax ID 954352930				US DOT # 520912				Federal Registration No.(MC Number) 162519																																																																					
Business Address 8600 Banana Avenue 1100 Fontana, CA 92335 USA				Contact Information Mr Greg Steffire Phone No.(909)355-4120 Fax No.(909)822-3140 Email: piyush@ianaoffshore.com Sec.Email: piyush@ianaoffshore.com				MC Additional Contacts																																																																					
MC Status ACTIVE - UIIA Participant						Iana Member? Y																																																																							
Demographic Information						Company Profile Information																																																																							
<table border="1"> <thead> <tr> <th>Policy Code</th> <th>Policy Status</th> <th>Policy Type</th> <th>Limit</th> <th>Deductible</th> <th>Policy Effective Date</th> <th>Policy Expiration Date</th> <th>Policy Number</th> <th>Insurer Name</th> <th>Best Rating</th> <th>Insurance Agent</th> </tr> </thead> <tbody> <tr> <td>AL</td> <td>ACTIVE</td> <td>PRIMARY</td> <td>1,000,000</td> <td>0</td> <td>07/08/2019</td> <td>07/08/2020</td> <td>AU2016000014325</td> <td>New York Marine And General Insurance Co</td> <td>A 06/13/2014</td> <td>1 & Done Agency LLC</td> </tr> <tr> <td>GL</td> <td>ACTIVE</td> <td>PRIMARY</td> <td>1,000,000</td> <td>1,000</td> <td>07/08/2019</td> <td>07/08/2020</td> <td>GL201600001432</td> <td>New York Marine And General Insurance Co</td> <td>A 06/13/2014</td> <td>1 & Done Agency LLC</td> </tr> <tr> <td>CARGO</td> <td>ACTIVE</td> <td>PRIMARY</td> <td>250,000</td> <td>5,000</td> <td>04/29/2019</td> <td>05/31/2020</td> <td>QT6601788N808TIL16</td> <td>Travelers Casualty and Surety Co America</td> <td>A++ 05/28/2015</td> <td>Zack Cooper & Associates</td> </tr> <tr> <td>TI</td> <td>ACTIVE</td> <td>PRIMARY</td> <td>50,000</td> <td>1,000</td> <td>04/29/2019</td> <td>05/31/2020</td> <td>AU201500001432</td> <td>New York Marine And General Insurance Co</td> <td>A 06/13/2014</td> <td>Zack Cooper & Associates</td> </tr> <tr> <td>WC</td> <td>ACTIVE</td> <td>PRIMARY</td> <td>STATUTORY 0/0/0</td> <td>0</td> <td>04/14/2017</td> <td>04/14/2018</td> <td>Exemption on File</td> <td>See Letter in File</td> <td></td> <td>UIIA STAFF</td> </tr> </tbody> </table>												Policy Code	Policy Status	Policy Type	Limit	Deductible	Policy Effective Date	Policy Expiration Date	Policy Number	Insurer Name	Best Rating	Insurance Agent	AL	ACTIVE	PRIMARY	1,000,000	0	07/08/2019	07/08/2020	AU2016000014325	New York Marine And General Insurance Co	A 06/13/2014	1 & Done Agency LLC	GL	ACTIVE	PRIMARY	1,000,000	1,000	07/08/2019	07/08/2020	GL201600001432	New York Marine And General Insurance Co	A 06/13/2014	1 & Done Agency LLC	CARGO	ACTIVE	PRIMARY	250,000	5,000	04/29/2019	05/31/2020	QT6601788N808TIL16	Travelers Casualty and Surety Co America	A++ 05/28/2015	Zack Cooper & Associates	TI	ACTIVE	PRIMARY	50,000	1,000	04/29/2019	05/31/2020	AU201500001432	New York Marine And General Insurance Co	A 06/13/2014	Zack Cooper & Associates	WC	ACTIVE	PRIMARY	STATUTORY 0/0/0	0	04/14/2017	04/14/2018	Exemption on File	See Letter in File		UIIA STAFF
Policy Code	Policy Status	Policy Type	Limit	Deductible	Policy Effective Date	Policy Expiration Date	Policy Number	Insurer Name	Best Rating	Insurance Agent																																																																			
AL	ACTIVE	PRIMARY	1,000,000	0	07/08/2019	07/08/2020	AU2016000014325	New York Marine And General Insurance Co	A 06/13/2014	1 & Done Agency LLC																																																																			
GL	ACTIVE	PRIMARY	1,000,000	1,000	07/08/2019	07/08/2020	GL201600001432	New York Marine And General Insurance Co	A 06/13/2014	1 & Done Agency LLC																																																																			
CARGO	ACTIVE	PRIMARY	250,000	5,000	04/29/2019	05/31/2020	QT6601788N808TIL16	Travelers Casualty and Surety Co America	A++ 05/28/2015	Zack Cooper & Associates																																																																			
TI	ACTIVE	PRIMARY	50,000	1,000	04/29/2019	05/31/2020	AU201500001432	New York Marine And General Insurance Co	A 06/13/2014	Zack Cooper & Associates																																																																			
WC	ACTIVE	PRIMARY	STATUTORY 0/0/0	0	04/14/2017	04/14/2018	Exemption on File	See Letter in File		UIIA STAFF																																																																			
EP/MC Specific Details																																																																													
Known As Code				EP Member No																																																																									
House Trucker				EP Private																																																																									
Cancel MC				Override Used? N																																																																									
Remarks/Reason for Cancellation																																																																													
<table border="1"> <thead> <tr> <th>MC_NMCHG</th> <th>Description</th> <th>Code</th> <th>Received Date</th> <th>Original Received Date</th> </tr> </thead> <tbody> <tr> <td colspan="5"> Waive/Change Requirements for MC Save Close Print Page </td> </tr> </tbody> </table>												MC_NMCHG	Description	Code	Received Date	Original Received Date	Waive/Change Requirements for MC Save Close Print Page																																																												
MC_NMCHG	Description	Code	Received Date	Original Received Date																																																																									
Waive/Change Requirements for MC Save Close Print Page																																																																													

Note : If downloading insurance documents please note that this process may take a few minutes in order to retrieve the documents requested.

- MC Contact Details** – address, phone, fax and e-mail (primary & secondary)
- Link to click on **US DOT Number** that links to FMCSA's safer website
- Link to **additional contacts** for the Motor Carrier, if provided
- UIIA Status for the Motor Carrier** – possible statuses
 - Active – MC is active in the UIIA
 - Cancelled – MC is participant in the UIIA but currently in a cancelled status
 - Deleted – MC was formerly a UIIA participant but no longer is as they are currently deleted
 - Non-UIIA – MC has never been a participant in the UIIA
- MC Status** – This field identifies if the Motor Carrier is valid for User. If not valid, User may click on the Link to see what information is needed for the MC to become approved. The missing information will be shaded in pink unless the User has cancelled the MC for non-payment. If cancellation for non-payment it will indicate this at the top of the box.
- Links to **Demographic and Company Profile** Information. These links will display this information if it has been provided by the MC. Please note that this data is strictly as information since is MC furnished and no validation is done on this data.
- The **MC Insurance Details** – shows all the insurance that has been submitted on behalf of the MC to IANA. You can click on the Policy Code to see further details on the policy. This includes:
 - Policy Code (Type)
 - Policy Status
 - Policy Type (Primary or Excess)
 - Limit/Deductible
 - Effective Date/Expiration Date
 - Policy Number
 - Insurance Company
 - Best Rating (if available)
 - Insurance Agent

Note: That IANA expires policies at 12:01 a.m. on the date of expiration so agents are advised that insurance renewals need to be provided the day before policy expiration occurs.

8 – **EP/MC Specific Details** – This section contains the following information:

- **Known As Code** (If applicable)
- **EP Member** – this flag will be set to YES if it is a carrier for the User.
- **House Trucker** – optional field that can be used by the User to identify House Carriers
- **EP Private** – Only applicable to railroads
- **Cancel MC** – Should user wish to cancel the Motor Carrier for some reason, they would check this box, enter a Reason for the cancellation in the Remark field and click on SAVE. The Remark should also include if there is a specific contact the User wants the MC to contact regarding the cancellation, otherwise the main contact will be provided.
- **Override Use flag** – this field identifies whether the account has a waiver for a requirement on file. If waiver is on file, this field will be set to Y.

9 - **WAIVE/CHANGE REQUIREMENTS** – User will hit this button should they want to waive an insurance requirement for a specific MC. Once you click on the WAIVE/CHANGE REQUIREMENTS button, you will be taken to the WAIVER screen below:

MC Specific Addendum Details							
EP Name Interpool Inc. D/b/a Trac Intermodal, Its Affiliates, Subsidiaries And Chassis Lessors.						EP SCAC Code TAXZ	
EP Account No. EP200031							
MC Name Rail Delivery Services						MC SCAC Code RDSS	
MC Account No. MC004792							
MC Status With EP NOT APPROVED							
Policy	Grant Waiver	New Limit	New Deductible	Additional Insured Required	Self Insured Override	Min BEST Rating	RRG Override
AL	No	1,000,000	0	Yes	No		Yes
GL	No	1,000,000	0	Yes	No		Yes
TI	No	25,000	0	Yes	No		Yes
Description	Code	Grant Waiver	Original Required in Days				
<input type="button" value="Save"/> <input type="button" value="Close"/>							

To waive a requirement, the User will set the GRANT WAIVER Flag for the specific coverage to YES.

If the User wants to waive the limit on the policy they will get the New Limit field and enter a -1 (negative 1).

This will tell the system to ignore this policy when calculating the MC’s status for the User.

If the User wants to waive Additional Insured, Self Insured, or RRG, the user would set the GRANT WAIVER flag to Yes and then set the appropriate flag on the drop down menu for the item.

Then click on SAVE.

➤ **Re-Calculate MC/EP Valid Status**

This screen allows the user to see how many valid motor carriers they would have if they were to change their requirements (i.e. limits, additional insured, etc.). No change occurs it is simply provided as an information only screen for the user. All submissions for changing requirements would need to be submitted to Debbie Sasko via e-mail at debbie.sasko@intermodal.org.

➤ **Manage Secondary Users**

The Main User on the account can create as many secondary users that it would like to have available for the account. Each Main User is responsible for managing the access to their account through IANA.

Secondary Users will log in at: <https://www.uiia.org/equipment-providers-secondary-users-login>

Secondary users will login with SCAC, User Name and Password.

➤ **Web Report Generator**

The Web Report Generator will allow the User to pull customized reports. These reports can also be scheduled to run at a specific time on various intervals.

To follow are the options available for reports:

Web Report Generator	
Basic Properties	
Field Set	<input type="radio"/> Your Field Picks <input type="radio"/> Company Contact Info and UIIA Status <input type="radio"/> Company Contact Info, Primary Insurance Expiration dates & UIIA Status <input checked="" type="radio"/> Company Contact Info, All Insurance Expiration Dates & UIIA Status
EP Specific Policies	<input type="checkbox"/> Note: This is a standard report that will return any Motor Carriers that have a separate insurance policy with specific limits/deductibles that only applies when doing business with this EP.
File Type	Excel
Sort Order	Company Name
MC Filter	All Member Carriers
Status	Enter Details For Status
Limit	Enter Details For Limit
Area	Enter Details For Area
Company Profile	Enter Details For Company Profile
Equipment Type	Enter Details For Equipment Type

- **Your Field Picks** – This allows the user to select the fields it wishes to receive on the report. A pop-up box will appear once the User selects this option. There are three sets of data fields available – a) General Information (always select EP/MC Approved Y/N field), b) Policy Details (Insurance information) and c) Company Profile information (will be generated on report if provided by the MC)

Your Field Picks

Please select the fields you want included on your report

OK

	General Info	Policy Details	Company Profile
<input checked="" type="checkbox"/>		MC Company Name	
<input checked="" type="checkbox"/>		SCAC	
<input type="checkbox"/>		MC EP Internal Identifier (Known As)	
<input type="checkbox"/>		Address 1	
<input type="checkbox"/>		Address 2	
<input type="checkbox"/>		City	
<input type="checkbox"/>		State	
<input type="checkbox"/>		Zip	
<input type="checkbox"/>		UIIA Main Contact	
<input type="checkbox"/>		Phone	
<input type="checkbox"/>		Phone 2	

Once fields are select click on OK.

Basic Properties	
Field Set	<input type="radio"/> Your Field Picks <input type="radio"/> Company Contact Info, UIIA Status and status w/ TRAC <input type="radio"/> Company Contact Info, Primary Insurance Expiration dates, UIIA Status and status w/ TRAC <input checked="" type="radio"/> Company Contact Info, All Insurance Expiration Dates, UIIA Status and status w/ TRAC
EP Specific Policies	<input type="checkbox"/> Note: This is a standard report that will return any Motor Carriers that have a separate insurance policy with specific limits/deductibles that only applies when doing business with this EP.
File Type	Excel
Sort Order	Company Name
MC Filter	All Member Carriers
Status	Enter Details For Status
Limit	Enter Details For Limit
Area	Enter Details For Area
Company Profile	Enter Details For Company Profile
Equipment Type	Enter Details For Equipment Type

Scroll down and select

File Type – available formats are Excel or TXT Fixed Column

Sort Order – select Company Name, SCAC, Zip Code or Known As Code

MC Filter – Select

- a) **All Member Carriers** – includes all MCs flagged for the User regardless of whether approved or not.
- b) **Not Approved Member Carriers** – only companies that are flagged for the User but are not currently approved.
- c) **Approved Member Carriers** – only companies that are flagged for the User and approved.

Enter any other parameters you wish to include on the report on and then Scroll to the bottom of the screen and click on **GENERATE REPORT NOW**.

- The User may also elect to run a canned report – Options are under Basic Properties
 - Company Contact Info and UIIA Status/TRAC Status
 - Company Contact Info, Primary Insurance dates & UIIA Status/TRAC Status
 - Company Contact Info, All Insurance Expiration Dates & UIIA Status/TRAC Status
- There are also other parameters that can be selected:
 - MC Record Updated – Last date the MC's account was updated.
 - MC Status Changed – Last date the MC's status changed (i.e. Approve/Not Approved or Not Approved to Approve)
 - Policy Expiration Date
 - MC Will Become Not Approved
- Limits
 - User can search for companies that have specific limits on a specific type of policy.
- Company Profile Info and Equipment Type – This information can be pulled into a report but is based on information provided by the MC.

To Schedule Reports

- Once parameters are entered scroll down and click on SCHEDULE REPORT.
- A pop-box will appear where you will set the frequency of the report and indicate the emails the report should be sent to.
- Once finished, click on SCHEDULE REPORT.

➤ Lookup Archival & History

This is where the User will go to look for information for a past timeframe. For instance, if looking for insurance that was in place for a MC for specific date/time. User would enter Company Name or SCAC Code (better to use SCAC) and then the date of the incident. Then click on SEARCH.

🔍 Search

—Enter Search Criteria: (Search for Past Interchange Status and Insurance information for a MC)—

<input type="radio"/>	Account Number	<input type="text"/>	<input type="radio"/>	EP Name	Interpool Inc. D/b/a Trac Int
<input type="radio"/>	MC Name	<input type="text"/>	<input type="radio"/>	EP SCAC Code	TAXZ
<input checked="" type="radio"/>	MC SCAC Code	rdss	<input type="radio"/>	Date	01/01/2018

[Search](#)

[Close](#)

When results are returned click on the Company Name to obtain the status and the insurance for the specific date provided: (Note: Status shown on this screen is the company's current status in our system. Need to click on company name to find status on date of request)

Look Up for Archival and History

Company Name	Account No.	SCAC Code	Current UIIA Status
Rail Delivery Services	MC004792	RDSS	ACTIVE

Note: Click on MC Company Name to obtain status information on MC for the date of inquiry.

[Close](#)

Detailed results are returned below. This shows the information that was in place on the date and allows the User to print the insurance in place by clicking on the PRINT IN PLACE POLICIES. If there are SCANNED DOCUMENTS available they will be accessible as well by clicking on the ACCESS SCANNED DOCUMENTS button.

EP was not UIIA participant on specified date

Company Name: Rail Delivery Services		Account No. MC004792	SCAC Code RDSS
Business Address 8600 Banana Avenue 8600 Banana Avenue 1100 1100 Fontana CA 92335 USA		UIIA Contact Information Greg Steffire Phone No.(909)355-4120 Fax No.(909)822-3140 Email:vpul@ianacoffshore.com	
Iana Member? Y	UIIA Status	ACTIVE	

Download Preamble Page

Cert No	Policy Code	Policy Status	Policy Type	Limit	Deductible	Policy Effective Date	Policy Expiration Date	Policy Number	Insurer Name	Insurance Agent
513	AL	ACTIVE	PRIMARY	1,000,000	0	08/30/2016	09/01/2017	AU2015000014325	New York Marine And General Insurance Co	Zack Cooper & Associates
	GL	ACTIVE	PRIMARY	1,000,000	1,000	08/30/2016	09/01/2017	GL201600001432	New York Marine And General Insurance Co	Zack Cooper & Associates
433	CARGO	ACTIVE	PRIMARY	250,000	5,000	09/01/2015	09/01/2017	QT6601788N808TL16	Travelers Casualty and Surety Co America	Edgewood Partners Insurance Company
513	TI	ACTIVE	PRIMARY	50,000	1,000	08/30/2016	09/01/2017	AU201500001432	New York Marine And General Insurance Co	Zack Cooper & Associates
12375	WC	ACTIVE	PRIMARY	STATUTORY 0/0/0	0	04/14/2017	04/14/2018	Exemption on File	See Letter in File	UIIA STAFF

* Terminated Policies or Pending Termination on File

[Close](#)

[Print In-place Policies](#) [Print MC Preamble Page](#)

Note : If downloading insurance documents please note that this process may take a few minutes in order to retrieve the documents requested.

[Access Scanned Documents](#)

Note: Click on Access Scanned Documents below and select the documents, based on scanned date, that are applicable to your inquiry.

➤ Daily MC Operating Status Report

IANA does a sweep against FMCSA's SAFER website each morning. Any MC that has a DOT or MC NOT AUTHORIZED OR OUT OF SERVICE, will receive a warning letter from our office stating that if this is not addressed within 24 hours their account will be cancelled. If the account is actually cancelled the next day, the Motor Carrier would received notice of the cancellation.

Users will have access to the results of the daily reports which contains any updates (i.e. new information from the previous run on companies with DOT/MC Numbers out of service and also reinstatements). These are available in Excel format.

➤ Add Other Contacts

User will have the ability to add additional contacts that MC's will have the ability to see when logged into their account with IANA (i.e. specific contacts for detention issues, lost/stolen, outstanding interchanged info)

➤ **Notification of Outstanding Interchanged Equipment**

Users can upload an Excel file using the specified template available in the application that identifies interchanged equipment that has not been returned by a specific Motor Carrier company. The naming convention of the file would be the date file is uploaded followed by the MC SCAC (i.e. 01012017ABCD.xls). Alternatively, User may upload a single Excel file that contains information for multiple companies as long as all outstanding equipment is listed for each Motor Carrier together in the file and the first column in the Excel file is the SCAC Code for the Motor Carrier.

On a daily basis a batch job will take the Excel files received and send notification via e-mail to the main Motor Carrier contact or a contact designated by the Motor Carrier to receive these types of notifications. The e-mail will include an Excel file of the outstanding equipment as an attachment.

Each Excel file uploaded would need to include at least the following information in order to furnish the Motor Carrier with the necessary information needed for research purposes:

Equipment Alpha/Numeric ID

Outgate Date

Location/Facility

Booking/BL

Number of Days Equipment has been out

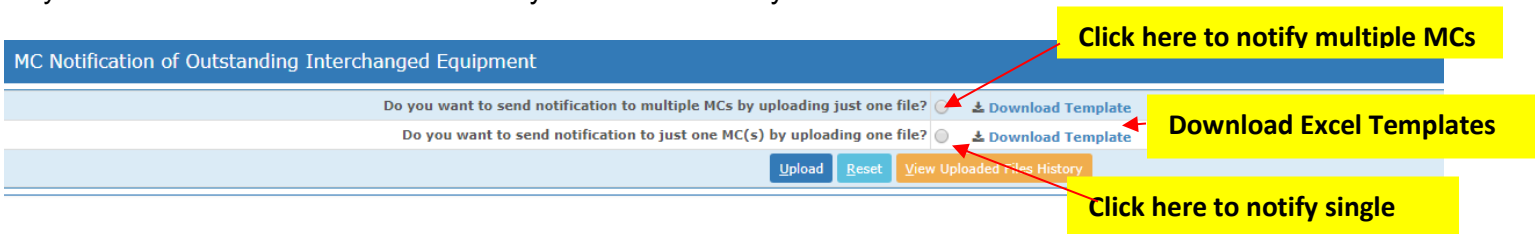
IEP Contact (should include the person, email and/or phone number that MCs may call regarding questions on the outstanding interchanged equipment).

Please see screen shots below on how to use the new feature:

1. Click on new link – **MC Notification of Outstanding Interchanged Equipment**



2. Download the appropriate Excel template depending if the file you will be uploading contains multiple motor carriers or is specific a single motor carrier. Once Excel Template is prepared, you will select the appropriate option based on if the file is for multiple MCs or the file is only for one MC. Please make sure if the file is for only one MC that the file name is that day's date followed by the MC SCAC.



3. Click on **UPLOAD** to submit the Excel file.

MC Notification of Outstanding Interchanged Equipment

Do you want to send notification to multiple MCs by uploading just one file? [Download Template](#)

Do you want to send notification to just one MC(s) by uploading one file? [Download Template](#)

[Upload](#) [Reset](#) [View Uploaded Files History](#)

4. Click on **CHOOSE FILE** to upload the Excel file. If uploading files for a single Motor Carrier SCAC in separate files, you will have the ability to upload five files at a time. If you want to add more than one file, click on **ADD MORE FILES**.

Home

Search EP

Back To UIIA Menu

EP

Account Info

Current Addendum Details

MC Notification of Outstanding Interchanged Equipment

Do you want to send notification to multiple MCs by uploading just one file?

Do you want to send notification to just one MC(s) by uploading one file?

Select File 1* [Choose File](#) No file chosen

Note: File naming convention should be mmddyyyySCAC.xls or .xlsx

[Add More Files](#) [Upload](#) [Reset](#) [View Uploaded Files History](#)

Click on **CHOOSE FILE** to upload Excel file.

To upload more than one file for different motor carriers, click on **ADD MORE FILES**.

5. Below screenshot shows an example if more than one Excel file is uploaded for multiple Motor Carriers. Once ready to submit the file click on **UPLOAD**.

Home

Search EP

Back To UIIA Menu

EP

Account Info

Current Addendum Details

New EP Template

EP Template

MC Lookup

MC Notification of Outstanding Interchanged Equipment

Do you want to send notification to multiple MCs by uploading just one file?

Do you want to send notification to just one MC(s) by uploading one file?

Select File 1* [Choose File](#) 20170101ABCD.xlsx

Note: File naming convention should be mmddyyyySCAC.xls or .xlsx

Select File 2 [Choose File](#) 20170101FGHI.xlsx

Select File 3 [Choose File](#) No file chosen

Select File 4 [Choose File](#) No file chosen

Select File 5 [Choose File](#) No file chosen

[Upload](#) [Reset](#) [View Uploaded Files History](#)

6. When files are uploaded successfully you will see a message at the top of the screen that states: **Files uploaded successfully and notification will be sent to MC soon.**

A B C Container Line | AABB | EP200023

Home

Search EP

Back To UIIA Menu

EP

Account Info

MC Notification of Outstanding Interchanged Equipment

- File(s) uploaded successfully and notification will be sent to MC soon.

Do you want to send notific

Do you want to send not

7. An IEP may review files it has uploaded by clicking on the VIEW UPLOADED FILES HISTORY

MC Notification of Outstanding Interchanged Equipment

Do you want to send notification to multiple MCs by uploading just one file?

Do you want to send notification to just one MC(s) by uploading one file?

See below for VIEW UPLOADED FILES HISTORY screen. The Notification Sent Status will show a check mark if the notice has been sent to the MC.

Search EP

Back To UIIA Menu

EP

Account Info

Current Addendum Details

New EP Template

EP Template

MC Lookup

Payment Details

Re-calculate MC/EP valid Status

Access Driver Database

Manage Secondary Users

Enter Search Criteria

File Name:

File Uploaded Option:

Notification Sent Status:

From Date:

To Date:

View Uploaded File History Search

File Name	File Uploaded Option	Created date	Notification Sent Status
20170101FBPE.xlsx	multiple	01/25/2017	<input checked="" type="checkbox"/>
20170107RDSS.xlsx	multiple	01/25/2017	<input checked="" type="checkbox"/>

: This icon indicates that notification has been successfully sent.
 : This icon indicates that notification has yet to be sent.

Below column shows if notice has been sent to the MC.

Non- UIIA Motor Carriers

When a Non-UIIA Motor Carrier registers, TRAC will receive email alerting them that the company has registered in IANA's system. Before the Non-UIIA Motor Carrier can become approved, TRAC will need to flag the company as a MEMBER. Below are steps to follow to flag a company as a MEMBER:

- Go under the MC Lookup and search for the company
- Go to the MC Details by clicking on the MC company name
- Scroll down to the **EP/MC SPECIFIC DETAILS** section and set the **EP MEMBER Flag** to **YES**.
- Click on **SAVE**.

Known As Code:

House Trucker:

Cancel MC:

EP Member:

EP Private:

Override Used?:

Remarks/Reason for Cancellation:

SET EP MEMBER FLAG TO YES

RETENTION OF ACCOUNTS

Motor Carriers that are also UIIA participants will be maintained in the system as long as they are active. Once a company is cancelled it is maintained in a cancelled status for 90 days. If the information to reinstate the account is not received within the 90-day period, then the account is deleted. This same process will be implemented for Non-UIIA Motor Carriers companies.

Non-UIIA Motor Carrier accounts that are pending will be maintained for 30 days. TRAC will receive an e-mail communication when the trucking company first registers. If the required information is not received to activate the account within the 30 day period then the pending account will be deleted. A 7-day warning letter will be sent to the trucking company prior to being deleted. TRAC will receive a copy of the 7-day warning along with the actual deletion notice should it occur.