



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.



Busters Trucking | BUSS | 323465 | Start Call Logging

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Driver Search

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.
To perform a fresh search, please re-enter your search criteria.
To search for Terminated or Deleted Drivers, please change the STATUS drop down menu to either TERMINATED OR DELETED.

Company	Busters Trucking	SCAC Code	BUSS	Lic No.	
First Name		Last Name		Lic Exp Date	
Driver No.		License State	-- Select --		
Status	Active	Sort By	Driver Last Name		

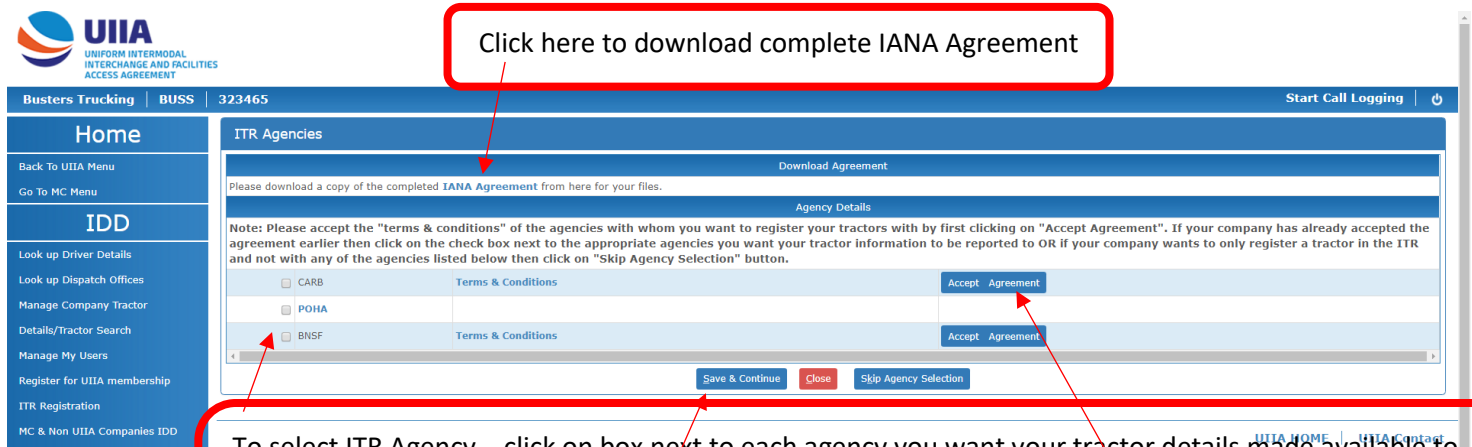
Search | Reset | Download Report

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Click on ITR Registration to execute IANA ITR Agreement

STEP 3:

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:



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 4:

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.

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ITR Registration

Company: Busters Trucking

SCAC Code: BUSS [This unit is currently registered and owned by the SCAC Code shown.]

Tractor/Truck License Plate No. *

Tractor/Truck License State *

Vehicle Identification No. * (?)

Tractor/Truck RFID

Truck ID Information

Truck Manufacturer *

Truck Model Year *

Truck Engine Information

Engine Manufacturer *

Engine Model

Engine Model Year *

EPA Engine Family

Compliance Status

Select the class of Trucks * Class 8 (33,001 or more GVWR)

Note : Please click on (?) for information on each status.

Non-Compliant.(?) 1994-2006 Model Year Engine.(?) 2004 Model Year.(?)
 2005-2006 Model Year.(?) Meets or exceeds 2007 Model Year Engine.(?)

Registered Owner Contact Information

Registered Owner * Company Individual

Registered Owner Name *

Address Line1 *

Address Line2

Zip *

City *

State *

Country *

Phone No. *

Certification

Check here for drayage truck compliance label

Name of person filing

STEP 5:

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

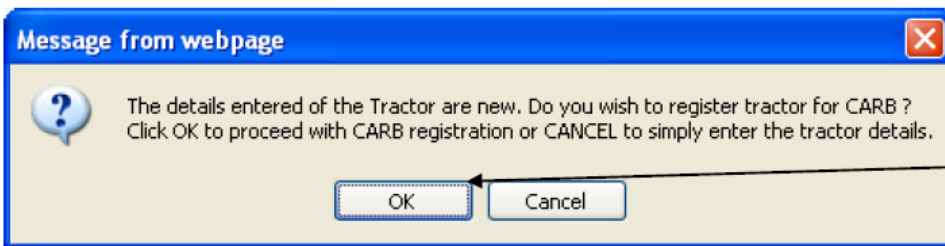
Download copy of completed tractor registration form for your files. If multiple agencies were selected by the user, then there would be a link for each agency registration form.

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



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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 3243333
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	City
Address 2	Country
Zip	Phone No. 2
State	
Phone No. 1	
Modification Details	
Created By MC323462	Created Date 06/10/2017 09:18:04
Last Modified By MC323462	Last Modified Time 06/10/2017 09:21:58
IP 192.168.100.15410	Timestamp 06/10/2017 09:21:58

Look Up for Archival and History

Driver No.	First Name	Last Name	Driver Status	Modified By	Modified Date
1	Debbie	Sasko	Terminated	MC323462	06/10/2017 09:20:49
1	Debbie	Sasko	Active		
1	Debbie	Sasko	Active		

Close Update Time Stamp

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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Home | Driver Search

Back To UIIA Menu | 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. | To perform a fresh search, please re-enter your search criteria.

Go To MC Menu | To search for Terminated or Deleted Drivers, please change the STATUS drop down menu to either TERMINATED OR DELETED.

IDD

Look up Driver Details | Company: Sasko Trucking & Distribution | SCAC Code: TTTT | Last Name: | Lic No: |

Look up Dispatch Offices | Driver No: | License State: -- Select -- | Lic Exp Date: |

Manage Company Tractor | Status: Active | Sort By: Driver Last Name |

Details/Tractor Search | Search | Reset | Download Report

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Register for UIIA membership

ITR Registration

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:

UIIA
UNIFORM INTERMODAL
INTERCHANGE AND FACILITIES
ACCESS AGREEMENT

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Look up Driver Details
Look up Dispatch Offices
Manage Company Tractor
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Search

Enter Search Criteria

Company: Sasko Trucking & Distribus
Tractor RFID
Tractor VIN No.

SCAC Code: TTTT
Tractor/Truck License Plate No.
Compliance Until Date

Search

Add Tractor Close

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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.

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).

The screenshot shows a web application interface for managing company tractors. On the left is a blue navigation menu with options like 'Home', 'Back To UIIA Menu', 'Go To MC Menu', 'IDD', and various user management and registration options. The main content area features a search bar at the top with fields for Company (Day-Nite Transportation), SCAC Code (DIRNH), Tractor RFID, Tractor VIN No., Tractor/Truck License Plate No., and Compliance Until Date. Below the search bar is a table titled 'Tractor Search' with columns: Delete, Tractor/Truck License Plate No., Tractor License State, Tractor RFID, Tractor VIN No., Tractor Compliance Status, and Download Registration Form. A single row of data is visible with license plate WP8337, state California, and VIN 3AKJGLD56E8F6020. The 'Tractor Compliance Status' column is expanded to show three entries: 'CARB - Registered Directly', 'POHA - Not Registered', and 'BNSF - Not Registered'. The 'Download Registration Form' column shows 'Registered Directly', 'Not Registered', and 'Not Registered'. Below the table are buttons for 'Add Tractor', 'Delete Tractor', 'Download Report', and 'Close'. A 'Note' section provides definitions for various status terms. Two red callout boxes are present: one pointing to the 'Download Report' button with the text 'Click on download report', and another pointing to the 'Tractor Compliance Status' and 'Download Registration Form' columns with the text 'Click on Compliance Status Column or Download Completed ITR Registration Form to obtain addl. information as indicated above.'

Delete	Tractor/Truck License Plate No.	Tractor License State	Tractor RFID	Tractor VIN No.	Tractor Compliance Status	Download Registration Form
	WP8337	California		3AKJGLD56E8F6020	CARB - Registered Directly POHA - Not Registered BNSF - Not Registered	Registered Directly Not Registered Not Registered

Note : To view/edit registration details for a tractor or to register a previously entered tractor for an ITR Agency, click on the link in the "Tractor Compliance Status" column.
Pending status means the tractor is not uploaded to CARB for registration.
Compliant status means the tractor is Compliant for an ITR Agency.
Non Compliant status means the tractor is not Compliant for an ITR Agency.
Registered Directly status means the tractor is directly registered with CARB and not thru ITR Agency.
Not Registered status means the tractor is not registered with ITR Agency yet.
Registered status means the tractor is registered with ITR Agency.

Buttons: Add Tractor, Delete Tractor, Download Report, Close

Callout 1: Click on download report

Callout 2: Click on Compliance Status Column or Download Completed ITR Registration Form to obtain addl. information as indicated above.

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.



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To search for Terminated or Deleted Drivers, please change the STATUS drop down menu to either TERMINATED OR DELETED.

Company: Sasko Trucking & Distribution	SCAC Code: TTTT	Lic No.:	
First Name:	Last Name:	Lic No.:	
Driver No.:	License State: -- Select --	Lic Exp Date:	
Status: Active	Sort By: Driver Last Name		

Search Reset Download Report

Click on download report from the Driver Search Screen to download a list of drivers along with any tractor information associated with the drivers for your SCAC code.