

TRANSFLO

MOTOR CARRIER COMPANIES - IDD REGISTRATION

In order to register your drivers in IANA's Intermodal Driver Database (IDD), your company will need to do the following:

Go to: <https://idd.uiia.org/apps/auth/registration>

COMPANY DETAILS, put in the following:

1. Full Company Name
2. SCAC or EIN (Employee Identification Number)
3. Type of business should be switched to "Non-UIIA Motor Carrier"
4. Change the CTPAT Certification to "No".
5. Click NEXT

IDD Registration

The screenshot shows the 'Company Details' step of the registration process. At the top, a progress bar indicates five steps: 1. Company Details (highlighted), 2. Contact Details, 3. Login Details, 4. Confirm & Register, and 5. Congratulations. The form contains several input fields: 'Company Name *' (with a blue arrow pointing to it labeled '1.'), 'Company URL', 'SCAC/EIN *' (with a blue arrow pointing to it labeled '2.'), 'Nature of Business *' (a dropdown menu with 'MC' selected, with a blue arrow pointing to it labeled '3.'), 'Type Of Business' (a dropdown menu with 'Non-UIIA Motor Carrier' selected, with a blue arrow pointing to it labeled '3.'), 'CTPAT Certification' (radio buttons for 'Yes' and 'No', with 'No' selected, and a blue arrow pointing to it labeled '4.'), and 'SVI#' (an empty text box). At the bottom, there are three buttons: 'Next >' (with a blue arrow pointing to it labeled '5.'), 'Reset', and 'Close'.

Contact Details, put in the following:

1. First Name, Last Name & your Job Title (i.e., owner, CEO)
2. Email Address
3. Phone number
4. Fax number – if you don't have a fax number, you can put in (999)999-9999.
5. Address Details
6. Once you put in your ZIP code everything else should automatically populate (i.e., City, State & Country). If it doesn't, clear out the zip code & re-enter it.
7. Click NEXT

IDD Registration

The screenshot shows the 'Contact Details' step of the registration process. At the top, a progress bar indicates five steps: 1. Company Details, 2. Contact Details (highlighted), 3. Login Details, 4. Confirm & Register, and 5. Congratulations. The form is divided into three columns: 'Contact Details', 'Contact Details', and 'Address Details'. The first column contains 'First Name *' (with a blue arrow pointing to it labeled '1.'), 'Middle Name', 'Last Name *', and 'Title *'. The second column contains 'Email *' (with a blue arrow pointing to it labeled '2.'), 'Phone No *', and 'Fax No *' (with a blue arrow pointing to it labeled '4.'). The third column contains 'Address Line 1 *' (with a blue arrow pointing to it labeled '5.'), 'Address Line 2', 'Zip *' (with a blue arrow pointing to it labeled '6.'), 'City *', 'State *', and 'Country *'. At the bottom, there are three buttons: '< Back', 'Next >' (with a blue arrow pointing to it labeled '7.'), and 'Reset'. A blue question mark icon is visible in the bottom right corner. The footer text reads 'UIIA HOME | UIIA Contact'.

LOGIN DETAILS:

1. Create your password.
2. Confirm your password.
3. Click NEXT

The screenshot shows a progress bar at the top with five steps: 1. Company Details, 2. Contact Details, 3. Login Details (highlighted), 4. Confirm & Register, and 5. Congratulations. Below the progress bar, there are two input fields: '1. Password *' and '2. Confirm Password *'. At the bottom, there are three buttons: '< Back', '3. Next >', and 'Reset'.

CONFIRM & REGISTER

- You will need to confirm everything you just enter is correct and if so, click “Register & Continue”.
- To edit any of the information on this page you will need to click the “Back” button, to go back to the previous pages to make your changes.

The screenshot shows a progress bar at the top with five steps: 1. Company Details, 2. Contact Details, 3. Login Details, 4. Confirm & Register (highlighted), and 5. Congratulations. Below the progress bar, there are two summary tables: 'Company Details' and 'Contact Details'. At the bottom, there are two buttons: '< Back' and 'Register & Continue' (with a blue arrow pointing to it).

Company Details	
Company Name	Sherry's Trucking
Company Url	-
SCAC/EIN	SHEr
SVI#	-
Nature of Business	MC
Type Of Business	Non-UIIA Motor Carrier
CTPAT Certification	No

Contact Details	
First Name	Sherry
Middle Name	-
Last Name	Parnell
Title	Owner
Email	sherry@uiia.org
Phone No	(301)982-3400
Fax No	(301)982-3414
Address Line 1	11785 Beltsville Drive, Suite 1100
Address Line 2	-
Zip	20705-1000
City	BELTSVILLE
State	MD
Country	USA

CONGRATULATIONS!

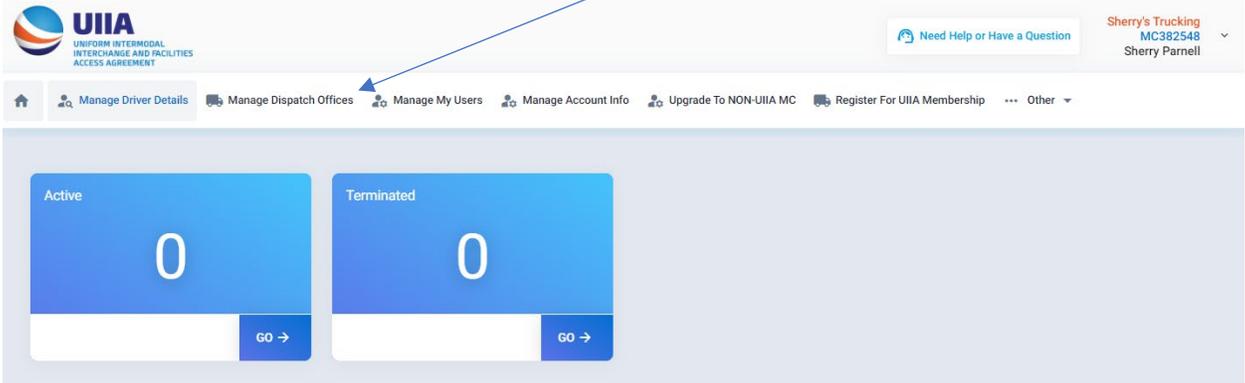
Click on the “Click here to go to IDD Login page” to login to your IDD account.

The screenshot shows a progress bar at the top with five steps: 1. Company Details, 2. Contact Details, 3. Login Details, 4. Confirm & Register, and 5. Congratulations (highlighted). Below the progress bar, there is a large green checkmark icon. Underneath the icon, the text reads: 'Congratulations!', 'Congratulations on completing initial registration.', and 'Further information will be sent to you at sherry@uiia.org'. At the bottom, there is a button labeled 'Click here to go to IDD Login page' (with a blue arrow pointing to it).

REGISTERING YOUR DRIVERS

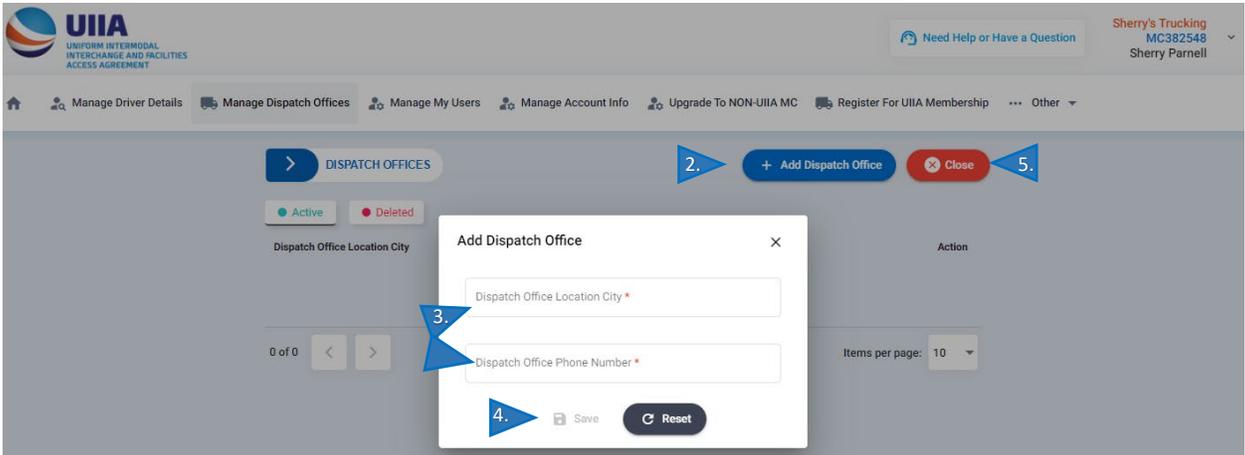
ADD A DISPATCH OFFICE

1. When you log back into your account, click on “**Manage Dispatch Offices.**”



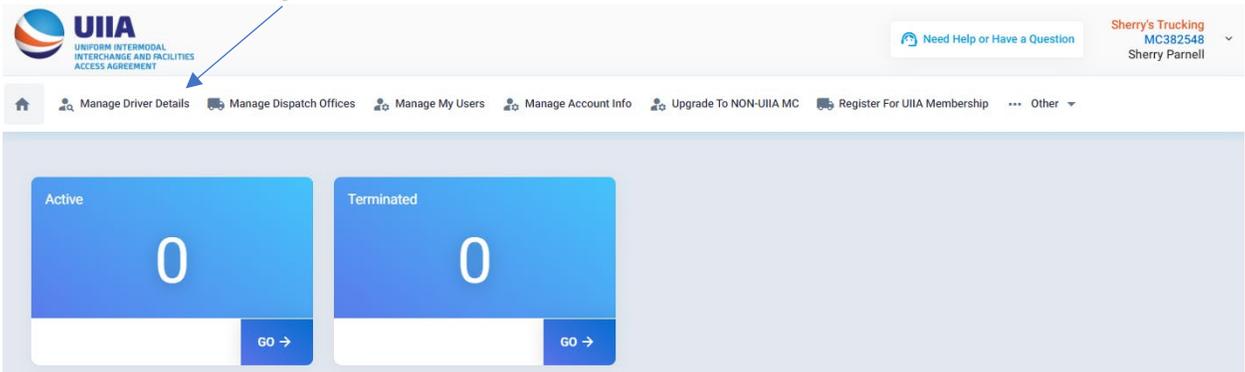
2. Click on “**+ Add Dispatch Office.**”
3. Put in *your* Dispatch Office Location City & *your* Dispatch Office Phone Number
4. Click on “**SAVE**”
5. Click on “**CLOSE**”

Note: to add another dispatch office you would simply repeat steps 2, 3 & 4 above

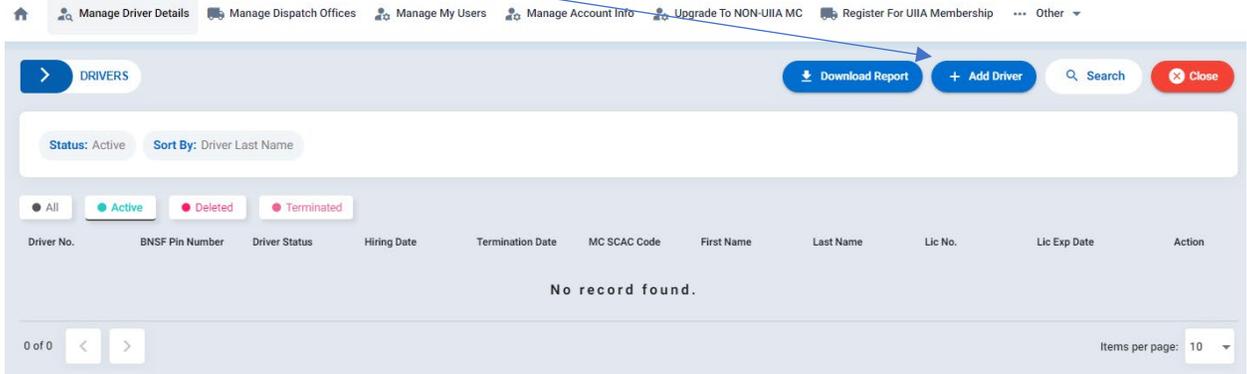


ADD A DRIVER

1. Click on “**Manage Driver Details**”



2. Click on “+ Add Driver”



Driver Details Screen

Note, you will only need to complete the fields that have the red (*) beside it, as follows:

3. **Add a Driver No. & BNSF PIN Number.** *YOU* create these numbers for each driver you register. You can use a truck number or maybe the last 4 numbers of the driver’s cell phone number. The numbers do not need to be unique, you just need to have a number listed in these two fields.
4. **Put in the drivers: First Name, Last Name, License Number, License Expiration Date & License State, of how it shows on the license.**
5. **Hiring Date**, you can guess this date or put in that day’s date.
6. **Dispatch Phone**, you will toggle over to the dispatch office you just entered.
7. Click **SAVE**

A screenshot of the 'ADD DRIVER' form. The form is divided into two tabs: 'Driver Details' and 'Address Details'. The 'Driver Details' tab is active. It contains several input fields: 'Driver No.', 'BNSF Pin Number *' (with a question mark icon), 'First Name *', 'Middle Name', 'Last Name *', 'TWIC#', 'Date of Birth' (with a calendar icon), 'Lic No. *', 'Lic Exp Date *' (with a calendar icon), 'License State *' (dropdown), 'License Country *', 'Hiring Date *' (with a calendar icon), 'Termination Date' (with a calendar icon), and 'Disp Phone *' (dropdown). To the right of the form is a 'General Details' section with several toggle switches: 'CDL' (checked), 'Hazardous Material', 'Tanker', 'Double Endorsement', and 'Triple Endorsement'. At the bottom of the form are three buttons: 'Save', 'Reset', and 'Close'. A blue arrow points from the 'Save' button to the 'Termination Date' field.

Note: you will only use the *Termination Date* field if the driver no longer works for your company. If the driver is active with your company, there should not be a date in this field.

If you should have any questions or run into any problems when registering your drivers for **Trans**FLO, please contact:

Sherry Parnell

Program Manager, Information Services

sherry.parnell@intermodal.org

Phone: (301)982-3400 ext. 348

thank you!