



DVIR Facility Operators/M&R Vendors Quick Reference Guide

Registration

1. Visit www.dvir.intermodal.org
2. Click on the Facility Operators/M&R Vendors tab at top of screen
3. Click on the link "Click Here to register as a Facility Operator/M&R Vendor" to begin registration process
4. Complete the General Details screen with your company information
5. If the Technical and Billing contacts are different, please check "No" and complete the Technical and/or Billing Contact Details information
6. Create your username and password
7. Select whether your company is a Facility Operator, M&R Vendor or both
8. Click on the link "Terms and Conditions" to view the terms and conditions of the DVIR Web Portal.
9. Click on the checkbox to accept the terms and conditions.
10. Enter your name in the "Signed by" box
11. Click "Submit"
12. Select the location/facility that you service as well as the role you have at this facility.
13. Select your data communication method for how you wish to receive DVIRs.
 - a. You will be requested to provide your FTP details if 322, 315 or XML is selected. If e-mail is selected, you will only need to provide a valid e-mail address.
14. Select whether you wish to receive DVIRs with no defects.
15. Click "Save"
16. Once complete, an e-mail will be sent advising the FO/MRV IEP that their registration is complete and that they are now an authorized user for the DVIR Web Portal.

View Locations Serviced

Click on the link "View Your Locations" to view the full list of locations you service. This list provides the following:

1. Location selected
2. Your Role, i.e. Facility Operator, M&R Vendor or both
3. Data Communication method

To identify whether your facility will accept Bad Order Release notifications from IEPs

Once logged into your account, click on **Bad Order Configuration** and select which method your facility wishes to receive this information or select "none" if you do not wish to receive Bad Order information. If you select that you do want to receive Bad Order information, but you wish to pull this information versus having it pushed to you, contact admin@dvir.intermodal.org to obtain ftp details for your company.



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Reports

[Click here](#) for instructions on how to run reports on DVIRs processed completely or those that have been returned.

Should you have further questions on the DVIR Processing System, please contact the Info Services Help Desk at 877-523-0225 or send an e-mail to admin@diver.intermodal.org.