

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 under the DVIR logo.
3. Click on the link "Click Here to register for the DVIR Application as a Facility Operator or Maintenance & Repair Vendor" under the DVIR Registration section.
4. Click the link "Click here to register as a M&R Vendor" or Click here to register as a Facility Operator" on the Welcome to DVIR login page.
5. Complete the General Details screen with your company information
 - a. If the Technical and Billing contacts are different, please check "No" and complete the Contact Details information as required.
6. Create your username and password and confirm your 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 IANA for DVIR and then click on the checkbox to accept the terms and conditions.
9. Enter your name in the "Signed by" box
10. Click "Submit"
11. Select the location/facility that you service as well as the role you have at this facility.
12. 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.
13. Select whether you wish to receive DVIRs with no defects.
14. Click "Save"
15. 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 "Settings" and then click "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

Search DVIR by Chassis ID

Note: The system will return maximum 5,000 rows in excel file when running a report. Please adjust your search criteria accordingly (i.e. enter date range) and run the report multiple times to get all DVIR records for your company

1. Visit www.dvir.intermodal.org
2. Click on the Facility Operators/M&R Vendors tab under the DVIR logo.
3. On the right-hand side of the screen, under the "Existing DVIR Subscribers Log Into Your Account", click on "MRV or Facility Operator".
4. On the right-hand side of the screen, enter your Username and Password.
5. Click Login.

6. On the top right-hand side, click on “DVIR Search” and then click the link ”Search DVIR by Chassis ID”.
7. Enter the Chassis ID, i.e. ABCD123456 and click “Search”.
 - a. You can narrow your search by entering the Location or a Date Range.
 - b. If you wish to run a report of all DVIRs, click “Search” without entering any search criteria.
8. Click “Download List in Excel” to download a copy into an excel spreadsheet.
9. Report provides you with the following information:
 - a. Inspection Date
 - b. Inspection Time
 - c. Sender ID
 - d. Chassis ID
 - e. Location Code
 - f. Location Name
 - g. Drivers State
 - h. Drivers License #
 - i. Drivers Name
 - j. IDD Pin
 - k. MC SCAC
 - l. MC Name
 - m. DVIR #
 - n. IEP DOT #
 - o. IEP SCAC
 - p. MC DOT #
 - q. Recipient Type
 - r. Recipient
 - s. IEP Name
 - t. Status
 - u. Created Date/Time
 - v. RCD Info

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@dvir.intermodal.org.