DVIR Intermodal Equipment Providers (IEP)
Quick Reference Guide

Registration

Step 1

1. Visit www.dvir.intermodal.org
2. Click on the Intermodal Equipment Providers tab under the DVIR logo.
3. Click on the link "Click Here to register as an Intermodal Equipment Provider" under the DVIR Registration for Intermodal Equipment Providers section in the middle of the page.
4. Click the link "Click Here to register as an Intermodal Equipment Provider on the Welcome to DVIR login page.
5. Complete the General Details screen with your company information.
6. If the Technical and/or Billing contacts are different, please check "No" and complete the Contact Details information as required.
7. Create your username and password and confirm your Password.
8. Click "Continue"

Step 2

1. Select how you wish to use IANA's DVIR Reporting Service
    a. Send DVIRs to IANA for processing
    b. Receive completed DVIRs from IANA
    c. Both Send DVIRs to IANA for processing and Receive Completed DVIRs from IANA.
2. Select your data communication method for sending and/or receiving DVIRs to/from IANA for processing. You will also need to provide your FTP details if 322, 315 or XML is selected
    a. If user is not sure of FTP Details, if applicable, this info can be provided after registration
3. Click on the link "Terms and Conditions" to view the terms and conditions of the DVIR Web Portal.
4. Click on the checkbox to accept the terms and conditions.
5. Enter your name in the "Signed by" box
6. Click "Save with DVIR Details"

Step 3

1. If you elect to receive DVIRs with NO DEFECTS, you can designate these DVIRs to go to a different location than those DVIRs with defects and to receive the NO DEFECT DVIRs via another data communication method by clicking the link "No Defect Configuration" under the "Settings" link on the top right-hand side of the screen.
2. Click "Save"

Step 4

1. You can designate secondary recipients to receive copies of the completed DVIRs. Click on the link "Add Recipient" under the "Settings" link on the top right-hand side of the screen. Click "Add", complete the contact details and the method of data communication details.
2. Click "Save"

Step 5

1. You can add, view all FO/M&R vendors or view only Selected FO/M&R Vendors from the link "Maint. & Repair Vendor" on the top right-hand side of the screen.
    a. To Add a FO/M&R Vendor, click on the link "Maint. & Repair Vendor" on the top right-hand side of the screen and select "Add FO/M&R Vendor by Location"
        i. Select the State and specific Location and then click Submit.
        ii. The application will then display a listing of registered FO/M&R Vendors for that location
        iii. Click the checkbox next to the FO/M&R Vendor and click "Save Changes"
        iv. Once complete, an e-mail will be sent advising them that their registration has been accepted.
    b. To View/Update All FO/M&R Vendors, click on the link "Maint. & Repair Vendor" on the top right-hand side of the screen and select "View/Update FO/M&R Vendor"
    c. To View the Selected FO/M&R Vendors only, click on the link "Maint. & Repair Vendor" on the top right-hand side of the screen and select "View FO/M&R Vendor Selected Only"

Reports and Search Functions

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@dvir.intermodal.org.