

DVIR Motor Carrier Quick Reference Guide

Registration

1. Visit www.dvir.intermodal.org
2. Click on the “Motor Carriers” tab under the DVIR logo.
3. Click on the link “Click Here to register as a Motor Carrier” under the DVIR Registration and Submission for Motor Carriers section.
4. Click the link “Click here to register as a Motor Carrier” on the Welcome to DVIR login page.
5. Complete the General Details screen with your company information.
 - a. If the Technical and/or 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. Click “Continue”
8. Select which services you wish to utilize in submitting DVIRs*
 - a. EDI-322
 - i. If selecting EDI as your method, you will need to complete the DVIR Configuration Details. You will indicate if you want to send, receive or both send and receive DVIRs through IANA DVIR Report Processing Service and also the method on which you wish to send/receive DVIR information
 - b. Web Portal
 - c. XML
 - d. Fixed Format
 - e. CSV (Comma Separated Values)
9. Click on the link “Terms and Conditions” to view the terms and conditions of the services you have selected and then click on the checkbox to accept the terms and conditions.
10. Enter your name in the “Signed by” box
11. Click “Save with DVIR Details”
12. Once complete, an e-mail will be sent advising the MC that they are a registered user. Once you receive this e-mail, you will be able to log in.

*[Click here](#) for an explanation of the various services a MC can utilize to submit DVIRs

How to report DVIRs

[Click here](#) for instructions on how to report a DVIR using the Web Portal.

How to obtain your IDD Driver Pin Number

[Click here](#) for instructions on how to obtain your IDD Driver Pin Number

Reports and Search Functions

[Click here](#) for instructions on how to access DVIRs reported by your company or on your behalf by the railroad.

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.