## Registration

1. Visit <u>https://dvir-prod.intermodal.org/dvir/login</u> and click on the link "Click Here to register as a Motor Carrier."

Welcome to DVIR (Driver Vehicle Inspection Reporting)	
	Username
Click here to register as an Intermodal Equipment Provider	
	Password
💼 Click here to register as an M & R Vendor	Lazia Claar
Click here to register as a Facility Operator	Login
	Forgot username or password ? Click here

- 2. 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.
- 3. Create your Username and Password and confirm your Password and click "Continue."

company Name"	SCAC Code *	US DOT	First name *
Company Name	SCAC Code	US DOT	First name
Middle name	Last name*	Title*	Email*
Middle name	Last name	Title	Email
Address Line1*	Address Line2	Zip/Postal Code*	City*
Address Line1	Address Line2	Zip/Postal Code	City
State/Province*	Country*	Phone No.*	Fax No.*
State/Province	USA	Phone No.	Fax No.
Fechnical Contact Details same as above?*	Billing Contact Details same as above	?*	
●Yes ○No	●Yes ○No		
CCOUNT ACCESS INFORMATION			
CCOUNT ACCESS INFORMATION			
COUNT ACCESS INFORMATION	Password*	Confirm Password*	
COUNT ACCESS INFORMATION Jsername* Username	Password* Password	Confirm Password*	

- 4. 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 the method on which you wish to send/receive DVIR information
  - b. Web Portal
  - c. XML
  - d. Fixed Format
  - e. CSV (Comma Separated Values)
- 5. Click on the link "Terms and Conditions" to view the terms and conditions of the services you have selected and click the checkbox to accept the terms and conditions.
- 6. Enter your name in the "Signed by" box and click "Save with DVIR Details."

DVIR CONFIGURATION		
Note: After initial selection of whether you wis admin@dvir.intermodal.org advising what you	sh to send and/or receive DVIRs through IANA DVIR processing is would wish to change. The DVIR Admin will get back to you as so	selected, should you wish to change your selection in this section, please send an e-mail to on as possible.
PLEASE SELECT THE SERVICES YOUR COMPAN	Y WISHES TO UTILIZE TO REPORT DVIRS.	
☐ EDI - 322 ☐ IVR	U WEB PORTAL	XML CSV (Comma Separated Values)
I Agree to abide by the terms and condition	is of IANA for DVIR.	
Signed By	SKIP DVIR DETAILS SAVE WITH DVIR DETAILS	CANCEL REGISTRATION

7. 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.

## **Motor Carrier Instructions**

1. Login with your Username and Password.

Welcome to DVIR (Driver Vehicle Inspection Reporting)	
Click here to register as an Intermodal Equipment Provider	
Click here to register as a Motor Carrier	Password
Click here to register as an M & R Vendor	
Click here to register as a Facility Operator	Login Clear
	Forgot username or password ? Click here

2. Dashboard – Once logged in, user will see their dashboard. This will show total DVIRs reported by the company for the current year and shows this information broken down by RCD for each month. For Motor Carrier user this would be the DVIRs your company had reported.

Last Login Date Time	: 08/08/2018 13:25:29 📮 Las	t Login Ip Address : 192.1	68.100.117										🕞 Logou
								DVIR Sea	rch 🧡	DVIR Reporti	ng Rep	iorts 🗸	Settings 🕚
Home													
DASHBOARD											CLICK HERE	TO REPORT I	VIR +
DVIR REPO	RTED IN 2018 SO FAR	RCD REPORT	ED IN 2018	SO FAR									
Month	COUNT		Brakes	Lights	Wheel	Air Line	Coupling	Frame	Bolster	Fastener	Slider	No Defects	
February	13	Month	01	02	03	04	05	06	07	08	09	00	
March	35	February	4	1	1	2	2	2	5	2	3	5	
April	11	March	0	4	23	0	0	3	1	5	1	1	
August	1	April	4	4	2	2	1	0	0	0	1	0	
C	DOWNLOAD REPORT	August	1	0	0	0	0	0	0	0	0	0	
							DOWNLOAD RI	EPORT					

3. The DVIR Search – Users have two options under the DVIR Search tab at the top of the page. The first is to Search DVIR by Chassis ID. Users can search for a DVIR by various parameters, including the chassis ID number.

t Login Date Time : 08/08/2018 13:25:	:29 🖵 Last	t Login lp Address : 192.168.100.117				
					DVIR Search 🗸 DV	VIR Reporting Reports 🛩 Setting
e / Search DVIR by Chassis ID						
IR INQUIRY VIA CHASSIS	Q DVIR	R Inquiry Inquiry		O,	earch DVIR by Chassis ID earch DVIR by Chassis ID	
DVIR INQUIRY VIA CHASSIS		SEARCH RESULTS				
Chassis ID		DVIR NO	INSP DATE	CHASSIS ID	IEP NAME	RCD
Chassis ID				0.0.0010.00		
IANA Location Code		IANA-DVIR-000002703	08/06/2018	HJCZ120058	Interpool, Inc. dba TRAC INTERMODAL	01-BRAKES
Rail Facility/SPLC Code	-	IANA-DVIR-000002691	04/17/2018	TSXZ277529	Interpool, Inc. dba TRAC INTERMODAL	01-BRAKES
IANA Facility Code / SPLC	TY	IANA-DVIR-000002890	04/17/2018	TSXZ277529	Interpool, Inc. dba TRAC INTERMODAL	02-LIGHTS
IANA Facility Code / SPLC		IANA-DV/P-000002890	04/13/2018	ibbz140575	I.B. Hunt Transport Inc	024 IGHTS 03-WHEEL 05-COURLING
Start Date		101000002000	04/13/2010	JUN2 14037 3	5.b. Hunt Hanaport inc	62 EIGHT9,03 WHEEE,03 0001 EING
Start Date		IANA-DVIR-000002688	04/12/2018	JBHZ140575	J.B. Hunt Transport Inc	04-AIR LINE,
End Date		IANA-DVIR-000002687	04/12/2018	JBHZ140575	J.B. Hunt Transport Inc	03-WHEEL,
End Date		IANA-DVIR-000002884	04/12/2018	JBHZ140575	J.B. Hunt Transport Inc.	02-LIGHTS
Include NO-DEFECTS		101000002004	0-17 12/2010	0012140070	olo, many manaport file	on born of
SEARCH RESET CLO	DSE	IANA-DVIR-000002683	04/12/2018	JBHZ140575	J.B. Hunt Transport Inc	01-BRAKES,
		IANA-DVIR-000002682	04/12/2018	JBHZ140575	J.B. Hunt Transport Inc	09-SLIDER,
		IANA-DVIR-000002879	04/12/2018	NSPZ133267	Norfolk Southern Corp	01-BRAKES,02-LIGHTS,
		Go to Page 1 🔻				Record Per Page 10 V

4. DVIR Inquiry by DVIR Report Number - Second option under the DVIR SEARCH menu is to search by DVIR Report Number. User may also search for a DVIR by the unique DVIR Report Number assigned to each DVIR transaction reported through IANA's DVIR application.

	gin lp Address : 192.168.100.117			🔺 MC 🕼 Logout
			DVIR Search 🗸 DVIR I	Reporting Reports 🗸 Settings 🗸
Home / DVIR Inquiry 123 DVIR Inquiry DVIR INQUIRY PAGE 4Q DVIR Inquiry		Search DVIR by Chassis Search DVIR by Chassis ID	ID	
DVIR INQUIRY PAGE	THE DETAILS FOR THE INQUIRED D	VIR ARE AS FOLLOWS :		
DVIR No	INQUIRED DVIR NO	CHASSIS	MC SCAC	IDD PIN
IANA-DVIR-000002703	IANA-DVIR-000002703	HJCZ120058	RDSS	10018637
SEARCH CLOSE	STATUS	IEP NAME	MC DOT	DRIVER'S LICENSE#
	PENDING	Interpool, Inc. dba TRAC INTERMOI	520912	A1083731
	INSPECTION DATE	IEP DOT	DRIVER NAME	LICENSE'S STATE
	08/06/2018	1521807	JESUS CASTROCORREA	CA
	INSPECTION TIME	RCD INFORMATION		
	15:02:00	01-BRAKES //		
	* PENDING - The DVIR has b * PROCESSED - The DVIR re	een processed and ready to be sent to re: port has been sent to responsible IEP. DOWNLOAD REPO	sponsible IEP. ORT CLOSE	

5. DVIR Reporting - Motor Carrier will click on the DVIR Reporting menu at the top of the page to get to the DVIR Reporting Screen.

DVIR Search         DVIR Reporting         Reports         S           c / DVIR Reporting         Reports         S           c / DVIR Reporting         R         <	Last Login ip Add	JIESS : 192.100.117	
			DVIR Search 🗸 DVIR Reporting Reports 🗸 Settin
GATE AND CHASSIS TRANSACTION DETAILS   GATE AND CHASSIS TRANSACTION DETAILS   Chassis Prefix*   Chassis Prefix   Chassis Number*   Chassis Number*   Chassis Number*   Chassis Number*   Chassis Number   INA Facility/SPLC Code   State*   Chassis Transaction Name*   Facility/Port Name*   Driver's License*   Driver's License*   Driver's License*   Driver's License State*	e / DVIR Reporting		
GATE AND CHASSIS TRANSACTION DETAILS       DRIVER AND MC DETAILS       RCD INFORMATION*         Chassis Prefix       Note: Please enter either IANA IDD Pin Number or Driver's License/License State       Brakes -01         Chassis Number*       License/License State       Brakes -01         Chassis Number*       DP Pin*       Wheel -03         State*       IDD Pin       MC SCAC*         Rail Pacifity/Port Name*       MC SCAC*       Presenter         Driver's License*       Driver's License*       Bisler -07         License State*       Driver's License*       Bisler -09         License State*       State*       State*       State*	R REPORTING		
Chassis Prefix*       Note: Please enter either IANA IDD Pin Number or Driver's License/License State       Brakes -01         Chassis Number*       Enter via IDD Pin?	GATE AND CHASSIS TRANSACTION DETAILS	DRIVER AND MC DETAILS	RCD INFORMATION*
Chassis Prefix       License/License State       Lights -02         Chassis Number*       Enter via IDD Pin?         Wheel -03         Chassis Number       IDD Pin*       M keel -03         IDD Pin*       IDD Pin*       Air Line -04         Rail Facility/SPLC Code       MC Name*       Coupling -05         KANA Facility       Rail Delivery Services       Bolster -07         KC SCAC*       Poriver's License*       State*         License State*       Driver's License state*       State*	Chassis Prefix*	Note: Please enter either IANA IDD Pin Number or Driver's	Brakes -01
Chassis Number*       Enter via IDD Pin?       Yes © No       Wheel -03         © LANA Location Code       IDD Pin*       IDD Pin*       Air Line -04         Rail Facility/SPLC Code       MC Name*       Coupling -05         NAN Facility Code / SPLC*       MC SCAC*       Bolster -07         Facility/Port Name*       Driver's License*       State*       Driver's License*         License State*       License State*       No Defects -00	Chassis Prefix	License/License State	Lights -02
Chassis Number       Enter Visitor Nint Or Visiter Nint Or Visitor Nint Or Visitor Ninterea Nint Or Vi	Chassis Number*	Enter via IDD Pin?  Ves	Wheel 02
IANA Location Code       IDD Pin         IDD Pin       IDD Pin         IDD Pin       Coupling -05         SELECT LOCATION/FACILITY       Rail Delivery Services         IANA Facility Code / SPLC*       MC Name*         MC SAC*       Bolster -07         Facility/Port Name*       Driver's License*         State*       Driver's License*         License State*       License State*	Chassis Number		
Rail Facility/SPLC Code       Coupling -05         SELECT LOCATION/FACILITY       MC Name*         IANA Facility Code / SPLC*       MC SCAC*         Facility/Port Name*       RDSS         State*       Driver's License*         License State*       License State*	IANA Location Code		air Line -04
SELECT LOCATION/FACILITY     Into Rail       IANA Facility Code / SPLC*     Rail Delivery Services       MC SCAC*     Bolster -07       Facility/Port Name*     Driver's License*       State*     License State*       License State*     License State*	Rail Facility/SPLC Code	MC Name*	Coupling -05
IANA Facility Code / SPLC*     Interaction of the constraint of the constrai	SELECT LOCATION/FACILITY	Rail Delivery Services	Frame -06
Facility/Port Name*     RDSS       State*     Driver's License *       License State*     No Defects -00	IANA Facility Code / SPLC*	MC SCAC*	Bolster -07
Facility/Port Name*     Driver's License *     Islider -09       State*     License State*     No Defects -00		RDSS	Fastener -08
State* Increase State* No Defects -00	Facility/Port Name*	Driver's License*	Slider -09
State* License State*			No Defects -00
	State*	icense State*	
		SUBMIT RESET CLOSE	

- 6. To Report a DVIR, enter the following information and click Submit:
  - a. Gate and Chassis Transaction Details
    - i. Chassis Prefix, i.e. ABCD
    - ii. Chassis Number, i.e. 123456
    - iii. Location if you are unsure of the Location Code, click the "Select Location/Facility" link to open the list of Locations. You can filter this list by state by clicking on the "Filter By State" drop down and selecting the State. Once the Search Results are displayed, scroll down, select the correct location and click "Done" at the top or bottom of the page. This will automatically populate the Location information.
  - b. Driver and Motor Carrier Details
  - c. RCD Information

 DVIR Reports Screen – The report screen will allow Motor Carrier users to pull report on DVIRs reported through the application. The report is pulled by date range and returns the number of DVIRs processed and returned/rejected.

🕐 Last Login Date Time : 08/08/2018 13:25:29 🛛 🖵 Last L	.ogin lp Address : 192.168.100.117		👗 MC 🕞 Logout
DVIR DRIVER VEHICLE INSPECTION REPORTING		DVIR Search	DVIR Reporting Reports      Settings
Home / DVIR REPORTS DVIR REPORTS Reports Reports	+	RCD Statistics RCD Statistics	
Note: Reporting will provide the number of DVIR DVIR REPORTS	s your company has processed through IANA I	DVIR Reporting Service and how many were returned	d as incomplete.
Start Date	COMPANY NAME	DVIR PROCESSED COUNT	DVIR RETURNED COUNT
End Date	Rail Delivery Services	182	0
End Date DVIR COUNTS RESET		DOWNLOAD REPORT	

8. DVIR RCD Statistics Screen - Under the DVIR Reports there is also the RCD Statistics Report. This allows a user to run a report that shows breakdown of DVIRs reported by RCD. User can enter a date range to pull this report.

st Login Date Time : 08/08/2018 13:25:29	🖵 Last Login Ip Address : 192.168.100.117	📥 MC 🔅 Logout
		DVIR Search 🗸 DVIR Reporting Reports 🗸 Settings 🗸
e / RCD Statistics		
R STATISTICS	Reports Reports od you wish to obtain information for DVIR RCDs for :	RCD Statistics RCD Statistics
DVIR STATISTICS	SEARCH RESULTS	
Start Date	DEFECT TYPE	RCD COUNTS
ind Date	Brakes	70
Ind Date	Lights	44
GENERATE REPORT RESET	Wheel	50
	Air Line	66
	Coupling	14
	Frame	13
	Bolster	53
	Fastener	7
	Slider	8
	No Defects	28

9. DVIR Configuration - Under the Settings dropdown the Configuration screen can be found. This contains information on how the user communicates and receives information from IANA's DVIR application.

Last Login Date Time : 08/08/2018 13:	25:29 📮 Last Login Ip Address	: 192.168.100.117			MC 🕞 Logou
DVIR DRIVER VEHICLE INSPECTION REPORTING				DVIR Search 🖌 DVIR Reporting Reports 🗙	Settings
lome / DVIR Configuration	DVIR Confi	figuration guration		· · · · · · · · · · · · · · · · · · ·	3
Note: After initial selection of wh admin@dvir.intermodal.org advis	nether you wish to send and/or sing what you would wish to cha /OUR COMPANY WISHES TO UTILI	receive DVIRs through IANA D ange. The DVIR Admin will get I ZE TO REPORT DVIRS.	VIR processing is selected, sho back to you as soon as possible	uld you wish to change your selection in this section, please s a.	end an e-mail to
<ul> <li>✓ EDI - 322</li> <li>□ IVR</li> </ul>		WEB PORTAL FIXED FORMAT		XML CSV (Comma Separated Values)	
Transmission Mode	O ASCII O BINARY     O ACTIVE O PASSIVE				
FTP URL or IP Address*	FTP Directory*	FTP UserName*	FTP Password*	Your Identifier* [For ISA & GS envelope header]	
ETP Port	dfsadfaadsfasdff	rdss		ASDFASDFASDFADFADSF	
4887	]			d	
				Element Delimiter*	
				s	
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10. Manage Company Details – Also under the Settings tab is the Manage Company Details where the user maintains their contact information and account access information. Users may also change their password on this screen.

Login Date Time : 08/08/2018 13:25:29	🖵 Last Login Ip Address : 192.168.100.117		💄 MC 🕞 Log
DRIVER VEHICLE INSPECTION REPORTING		DVIR Search	<ul> <li>DVIR Reporting Reports          <ul> <li>Settings</li> </ul> </li> </ul>
/ Manage Company Deta	_		
NAGE COMPANY DETAILS	DVIR Configuration DVIR Configuration	්ලා සිසිසි	Manage Company Details Manage Company Details
GENERAL DETAILS			ACCOUNT ACCESS INFORMATION
Company Name*	SCAC Code *	US DOT	Username*
ABC Inc	RDSS	2242343	rdss
First name *	Middle name	Last name*	Password*
Piyush1	Adfsadsf	Panchal	Password
Title*	Email*	Address Line1*	Confirm Password*
Lead	xyz@abc.com	Greencastle	Confirm Password
Address Line2	Zip/Postal Code*	City*	
Address Line2	00601-0001	ADJUNTAS	
State/Province*	Country*	Phone No.*	
PR	US	(444)444-4444 Ext: 44444	
Fax No.*	Technical Contact Details same as above?*	Billing Contact Details same as above?*	
(444)444 4444	Non No	Non No	

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 <u>admin@dvir.intermodal.org</u>.