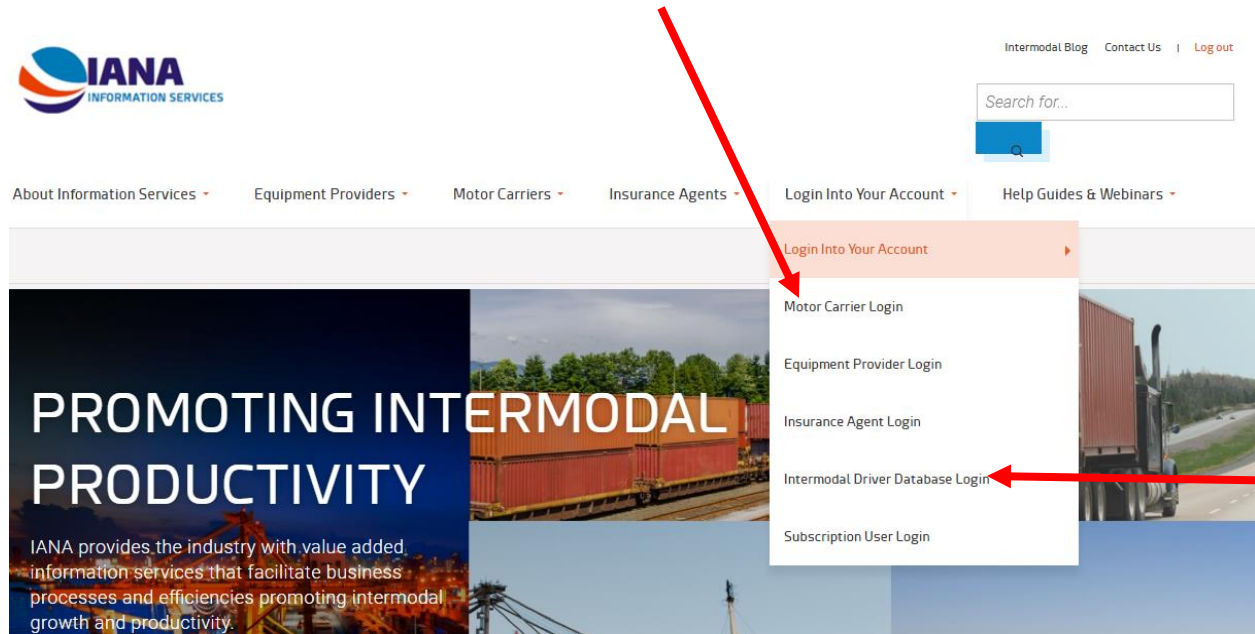


REGISTERING A DRIVER IN THE IDD

To get started you will need to login to your UIIA Account by going to www.uiia.org and then click on the appropriate login button under **LOGIN INTO YOUR ACCOUNT**. UIIA Motor Carriers may access the IDD via their UIIA login or through the Intermodal Driver Database login. Or if you are listed as a **Secondary User** on the account you would click on "Intermodal Driver Database" and login for Secondary IDD Users.



The screenshot shows the IANA Information Services website. The navigation menu includes "About Information Services", "Equipment Providers", "Motor Carriers", "Insurance Agents", "Login Into Your Account", and "Help Guides & Webinars". A dropdown menu is open under "Login Into Your Account", listing "Motor Carrier Login", "Equipment Provider Login", "Insurance Agent Login", "Intermodal Driver Database Login", and "Subscription User Login". Red arrows point to the "Login Into Your Account" menu item and the "Intermodal Driver Database Login" option. The main banner features the text "PROMOTING INTERMODAL PRODUCTIVITY" and a description of IANA's services.

Login with your SCAC Code & Password, as shown below:

Note: if you forgot your password, click on "Forgot Password" put in your SCAC code & click on submit. Your password will be emailed to the email address we have on file for your company. Only Secondary Users will be required to enter SCAC, User Name and Password.

INTERMODAL DRIVER DATABASE LOGIN

[Home](#) > [Login Into Your Account](#) > [Intermodal Driver Database Login](#) PRINT: 

View Edit Delete Revisions



Account Number/SCAC Code(UIIA Motor Carriers please use SCAC Code):

User Name(For SECONDARY USERS ONLY):

Password: ([Forgot Password?](#))

LOGIN

INSTRUCTIONS

Master Users: Please enter your Account Number and Password (no User Name required).

Secondary Users: Please enter Account Number, User Name and Password.

Note: Equipment Providers wanting to subscribe to the IDD cannot register online. Please contact the UIIA office at (877) 438-8442.

[HELP - EQUIPMENT PROVIDER IDD USER GUIDE](#)

[HELP - MOTOR CARRIER IDD USER GUIDE](#)

Once logged in to your account you will click on “Access Driver Database” on the navigation bar on the left. This should put you at the “Driver Search Screen”.



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Home

Back To UIIA Menu

Search By MC Company Name

Motor Carrier

To Check your eligibility enter SCAC or name of EP

Manage Account Info

Add Other Contacts

Update EP List

Update IA Details

Enter Payment Detail

Demographic Information

Company Profile Information

Change Name/SCAC

View Name & SCAC Changes

View Current Insurance

Access Driver Database ←

Manage Secondary Users

MC Home

Sasko Trucking & Distribution

John Smith
(301)982-3400
(253)322-9985
debbie.sasko@intermodal.org
8866 Light Way Beltsville MD 20705 USA

DOT/MC SAFER Lookup :888666 **BAD CERT. EXISTS ON FILE**

[View All Equipment Providers](#)

Approved Equipment Providers [Print](#)

AAAA	A B C Container Line
ANLC	ANL Singapore Pte. Ltd.
CMDU	CMA-CGM (America) LLC
CCMF	Consolidated Chassis Management LLC
UIIAXX	UIIAEP

Scr

DRIVER SEARCH SCREEN:

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Home

IDD

Manage Driver Details

Manage Dispatch Offices

Manage Company Tractor

Details/Tractor Search

Manage My Users

Go To UIIA Menu

TR Registration

MC & New UIIA Companies IDD

Driver Search

Click on "Search" to get a list of drivers.
Click on "Download Report" after a successful search to get the results in an excel file.
To perform a fresh search, please re-enter your search criteria.
To search for Terminated or Deleted Drivers, please change the STATUS drop down menu to either TERMINATED OR DELETED.
Click on "Add Driver" to add a new driver.

First Name	Last Name	Lic No.
Driver No.	License State	Lic Exp Date
Status	Sort By	

Search Download Report Add Driver

ADDING A DRIVER IN THE IDD:

1. You must first add a dispatch number under “Manage Dispatch Offices” from the navigation bar on the left — You must enter at least one Dispatch Office before adding a driver. The phone number for your dispatch office that a driver primarily works from is a required field. Once you have added the number you will click on “Save” & then “Close” at the bottom of the screen. This should put you back at the “Driver Search Screen”.

The screenshot shows the IDD web application interface. The left navigation menu includes 'Home', 'IDD', 'Manage Driver Details', 'Manage Dispatch Offices' (highlighted with a red arrow), 'Manage Company Tractor Details/Tractor Search', and 'Manage My Users'. The main content area is titled 'Dispatch Offices' and contains a table with columns for 'Delete', 'Terminal Name*', and 'Terminal Phone*'. A red arrow points to the 'Manage Dispatch Offices' link in the navigation menu. The table has one row with 'Beltsville, MD' in the 'Terminal Name' field and '(301)982-3400' in the 'Terminal Phone' field. Below the table are buttons for 'Add Row', 'Save', 'Delete', and 'Close'. The bottom right corner of the page has links for 'UIIA HOME' and 'UIIA Contact'.

2. From the Driver Search Screen click on **ADD DRIVER**. You will then enter the driver details. **The following fields are mandatory and are shown with an asterisk (*)**:

- **Driver Number** — This is the an internal number you can use to identify a driver, especially if you already use a code for a driver. This is what you click on in the list view to see the detailed record for the driver. If you don't use a Driver code then leave the field blank and we'll fill in this field with the drivers license number.
- *** Driver Pin** — This is a unique code that YOU assign to a driver. Your drivers will use this code to identify themselves when using a gate that requires a PIN code. Each of your drivers must have their own PIN code.

The code can be 4-10 characters long and contain letters and numbers only. (A-Z,0-9).

The BNSF requires this code for many of the BNSF gates. Without the PIN code drivers may not be able to access these gates.

- *** Hired Date** (enter month, date, year- ex. 08/19/2001)
- *** Terminated Date** — If applicable (enter month, date, year - ex. 05/19/2003). An entry here indicates that the driver can no longer use equipment using your interchanges.
- *** First Name**
- **Middle Initial** — If applicable
- *** Last Name**
- *** License Number**
- *** License Issue State**
- *** License Issue Country**
- *** License Expiration Date (enter month, date, year - ex. 05/19/2001)**
- *** CDL License** — This will be defaulted to **Yes**
- *** Dsp Phone** — Phone number for the Dispatch office that this driver mainly works from. If you have filled out the "Dispatch Office" form then this will be a drop down list of your dispatch offices.
- *** Ramp Details** — This field will be necessary to complete if your company does business with Union Pacific. The driver may have access to all UP ramps but UP needs to know the PRIMARY ramp that this driver will use. The field is a "drop down

list" of ramps that your company may use. You must select a default ramp location for each driver when you add a driver.

Driver Search Screen – Click Add Driver

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Home | IDD

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Manage Dispatch Offices
Manage Company Tractor
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Manage My Users
Go To UIIA Menu
ITR Registration
MC & Non UIIA Companies IDD

Driver Search

Click on "Search" to get a list of drivers.
Click on "Download Report" after a successful search to get the results in an excel file.
To perform a fresh search, please re-enter your search criteria.
To search for Terminated or Deleted Drivers, please change the STATUS drop down menu to either TERMINATED OR DELETED.
Click on "Add Driver" to add a new driver.

First Name: Last Name: Lic No.:
Driver No.: License State: -- Select -- Lic Exp Date:
Status: Active Sort By: Driver Last Name

Search Reset Download Report
Add Driver

Driver Detail Screen- Fill in All fields showing a "red" asterisk next to them to add a driver – Then Click SAVE.

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Driver Details

Note: Hyphenated Last Names -Please enter full hyphenated last name in the LAST NAME field. Do NOT put a portion of the hyphenated last name in the Middle Initial field. Please also be careful to make sure that you enter the driver's first name in the FIRST NAME field and driver's last name in the Driver's LAST NAME field.
Driver Updates to Rails - Please note driver updates are currently transmitted electronically to Union Pacific, CSX Intermodal & BNSF every 15-30 minutes. Upon receipt of the update, each rail may take up to 30-45 minutes to process the driver update within their own internal system.

Company Details

Company: Sasko Trucking & Distribution SCAC Code: TTTT
Driver No.: BNSF Pin Number: (?)

Driver Details

First Name* Middle name
Last Name* TWIC#
Date of Birth Social Security # /Alien Reg. #
Lic No.* Lic Exp Date*
License State* -- Select -- License Country*
Hiring Date* Termination Date
Disp Phone* -- Select --
Ramp Details [Click here to select ramps for EPs](#)

General Details

CDL Yes No IANA IDD Pin
Hazardous Material Yes No Tanker Yes No
Double Endorsement Yes No Triple Endorsement Yes No

Tractor Details

Tractor/Truck License Plate No. Tractor License State -- Select --
Tractor RFID Vehicle Identification No.

Address Details

Address 1
Address 2
Zip City
State Country

ADDITIONAL FIELDS:

The **address** and **phone** fields are optional fields that may be completed at your own discretion. After entering the above information for a driver click on "SAVE". After saving the record you will be taken back to the Driver Search screen where you can click ADD DRIVER for each additional driver record you want to add.

EDITING OR UPDATING A DRIVER RECORD:

If you want to edit or update a record that has already been added, search for the driver from the Driver Search Screen by First Name, Last Name, License Number, Driver Number, License State or License Expiration Date. Then click on Search. Once the Driver List is shown, you can click on the Driver Number of the Driver you wish to update. This will take you to the Driver Details for that record. Make the necessary changes and then click on SAVE.

At any time to see a complete listing of the driver records you have entered, simply go to the **DRIVER SEARCH SCREEN** and click on **SEARCH**. This will provide a full list of your drivers. In addition, Master Users and secondary users that have been given authorization from the Master User can download a list of drivers in Excel format.

TERMINATING a DRIVER – See screen prints below

If you want to TERMINATE a driver you would search for that driver from the Driver Search Screen by putting in the Drivers Last Name or License Number then click on Search. Once the Driver lists, you will click on the *driver number* in the first column to pull up their record, and then put a date in the *Termination Date filed* under DRIVER DETAILS (over to the right of the record) and then click on SAVE at the bottom of the record.

REINSTATING a DRIVER– See screen prints below

If you want to REINSTATE a driver that has been terminated in the system you would search for that driver from the Driver Search Screen by switching the Status from ACTIVE over to ALL & then put in the Drivers Last Name or License Number then click on Search. Once the Driver lists, you will click on the driver number in the first column to pull up their record, and then remove the date in the Termination Date filed under DRIVER DETAILS over to the right and then click on SAVE at the bottom of the record.

The screenshot shows the 'Driver Search' interface. A callout box on the right says 'Put in the drivers last name & click on Search' with an arrow pointing to the 'Last Name' field. Another callout box on the left says 'Switch from "Active" to "All" drivers' with an arrow pointing to the 'Status' dropdown menu, which is currently set to 'Active'. The interface includes fields for First Name, Last Name, License State, Lic No., Driver No., and Lic Exp Date. There are buttons for Search, Reset, Download Report, and Add Driver. A note at the bottom states: 'Note: Before adding a new driver, please make sure the dispatch office for this driver is added under Manage Dispatch Offices.'

The screenshot shows the 'Driver Search' interface with search results displayed. A callout box on the left says 'Click on the driver number in the first row to pull up their account.' with an arrow pointing to the driver number '1' in the first row of the results table. The table has columns: Driver No., BNSF Pin Number, Driver Status, Hiring Date, Termination Date, MC Scac Code, First Name, Last Name, Lic No., and Lic Exp Date. The first row contains: 1, 3400, Active, 06/10/2017, (blank), TTTT, Debbie, Sasko, D000000000, 06/24/2018. There is an 'Add Driver' button at the bottom.

Driver No.	BNSF Pin Number	Driver Status	Hiring Date	Termination Date	MC Scac Code	First Name	Last Name	Lic No.	Lic Exp Date
1	3400	Active	06/10/2017		TTTT	Debbie	Sasko	D000000000	06/24/2018

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Note: Hyphenated Last Names - Please enter full hyphenated last name in the LAST NAME field. Do NOT put a portion of the hyphenated last name in the Middle Initial field. Please also be careful to make sure that you enter the driver's first name in the FIRST NAME field and driver's last name in the Driver's LAST NAME field.
Driver Updates to Rails - Please note driver updates are currently transmitted electronically to Union Pacific, CSX Intermodal & BNSF every 15-30 minutes. Upon receipt of the update, each rail may take up to 30-45 minutes to process the driver update within their own internal system.

Company Details	
Company	Sasko Trucking & Distribution
SCAC Code	TTTT
Driver No.	1
BNSF Pin Number*	3400 (?)
Driver Details	
First Name*	Debbie
Middle name	
Last Name*	Sasko
TWIC#	0
Date of Birth	
Social Security # / Alien Reg. #	
Lic No.*	D000000000
Lic Exp Date*	06/24/2018
License State*	MD
License Country*	USA
Hiring Date*	06/10/2017
Termination Date	
Disp Phone*	Beltsville, MD - (30)
Ramp Details	Click here to select ramps for EPs
General Details	
CDL	<input checked="" type="radio"/> Yes <input type="radio"/> No
IANA IDD Pin	
Hazardous Material	<input type="radio"/> Yes <input checked="" type="radio"/> No
Tanker	<input type="radio"/> Yes <input checked="" type="radio"/> No
Double Endorsement	<input type="radio"/> Yes <input checked="" type="radio"/> No
Triple Endorsement	<input type="radio"/> Yes <input checked="" type="radio"/> No
Tractor Details	
Tractor/Truck License Plate No.	
Tractor License State	
Tractor RFID	
Vehicle Identification No.	
Address Details	
Address 1	
Address 2	
Zip	
City	
State	
Country	

To terminate this driver you would put a date in the "Termination Date" field.

To reinstate the driver with your company you would simply remove the date in the field.

To Obtain your IANA IDD Pin Number on a Existing Driver Record –

Each driver record that is entered in the IDD contains a system generated IDD Pin Number. To locate this number for a driver, you would:

1. Follow instructions above for searching for a existing driver record.
2. Click on Driver Number to bring up detailed driver record.
3. The IANA IDD Pin Number will be found under the General Details Section of the detailed driver record.

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Note: Hyphenated Last Names - Please enter full hyphenated last name in the LAST NAME field. Do NOT put a portion of the hyphenated last name in the Middle Initial field. Please also be careful to make sure that you enter the driver's first name in the FIRST NAME field and driver's last name in the Driver's LAST NAME field.
Driver Updates to Rails - Please note driver updates are currently transmitted electronically to Union Pacific, CSX Intermodal & BNSF every 15-30 minutes. Upon receipt of the update, each rail may take up to 30-45 minutes to process the driver update within their own internal system.

Company Details	
Company	Sasko Trucking & Distribution
SCAC Code	TTTT
Driver No.	1
BNSF Pin Number*	3400 (?)
Driver Details	
First Name*	Debbie
Middle name	
Last Name*	Sasko
TWIC#	0
Date of Birth	
Social Security # / Alien Reg. #	
Lic No.*	D000000000
Lic Exp Date*	06/24/2018
License State*	MD
License Country*	USA
Hiring Date*	06/10/2017
Termination Date	
Disp Phone*	Beltsville, MD - (30)
Ramp Details	Click here to select ramps for EPs
General Details	
CDL	<input checked="" type="radio"/> Yes <input type="radio"/> No
IANA IDD Pin	32433333
Hazardous Material	<input type="radio"/> Yes <input checked="" type="radio"/> No
Tanker	<input type="radio"/> Yes <input checked="" type="radio"/> No
Double Endorsement	<input type="radio"/> Yes <input checked="" type="radio"/> No
Triple Endorsement	<input type="radio"/> Yes <input checked="" type="radio"/> No

IANA IDD PIN