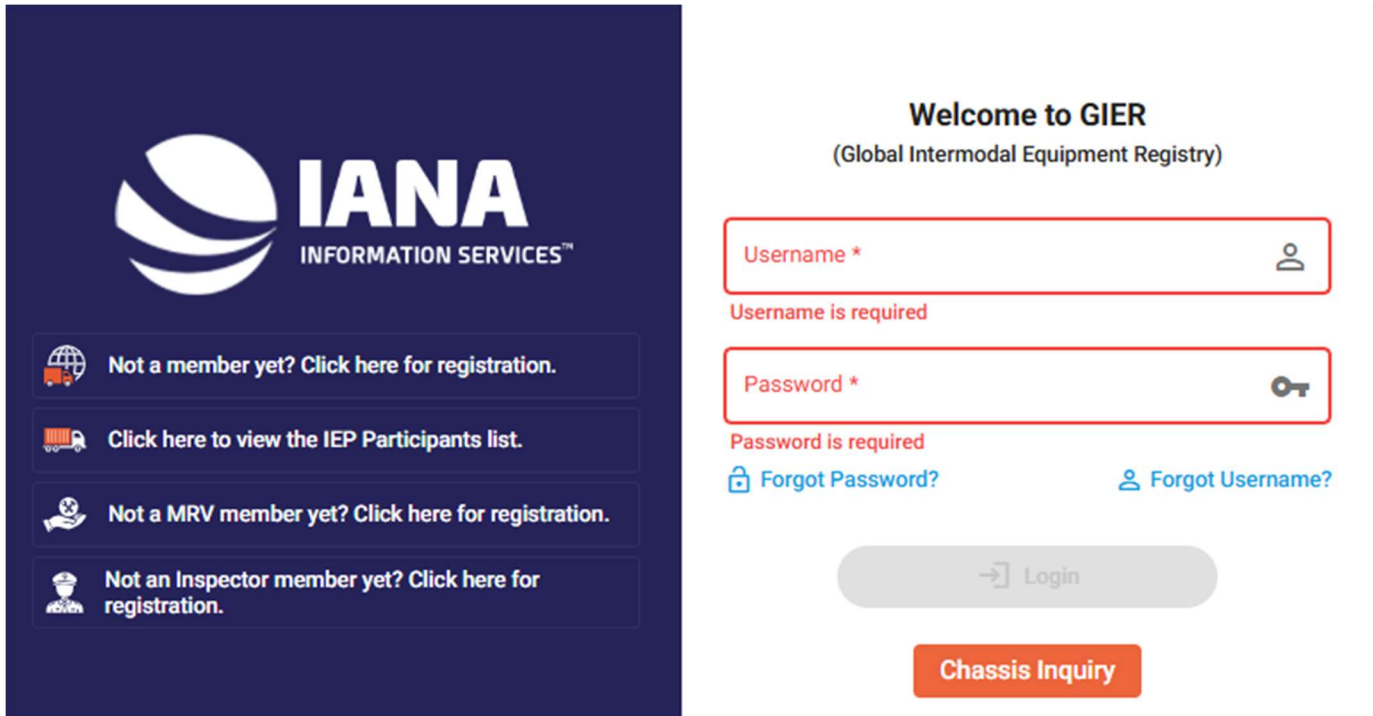


## GIER Web Portal – Intermodal Equipment Provider Quick Reference Guide

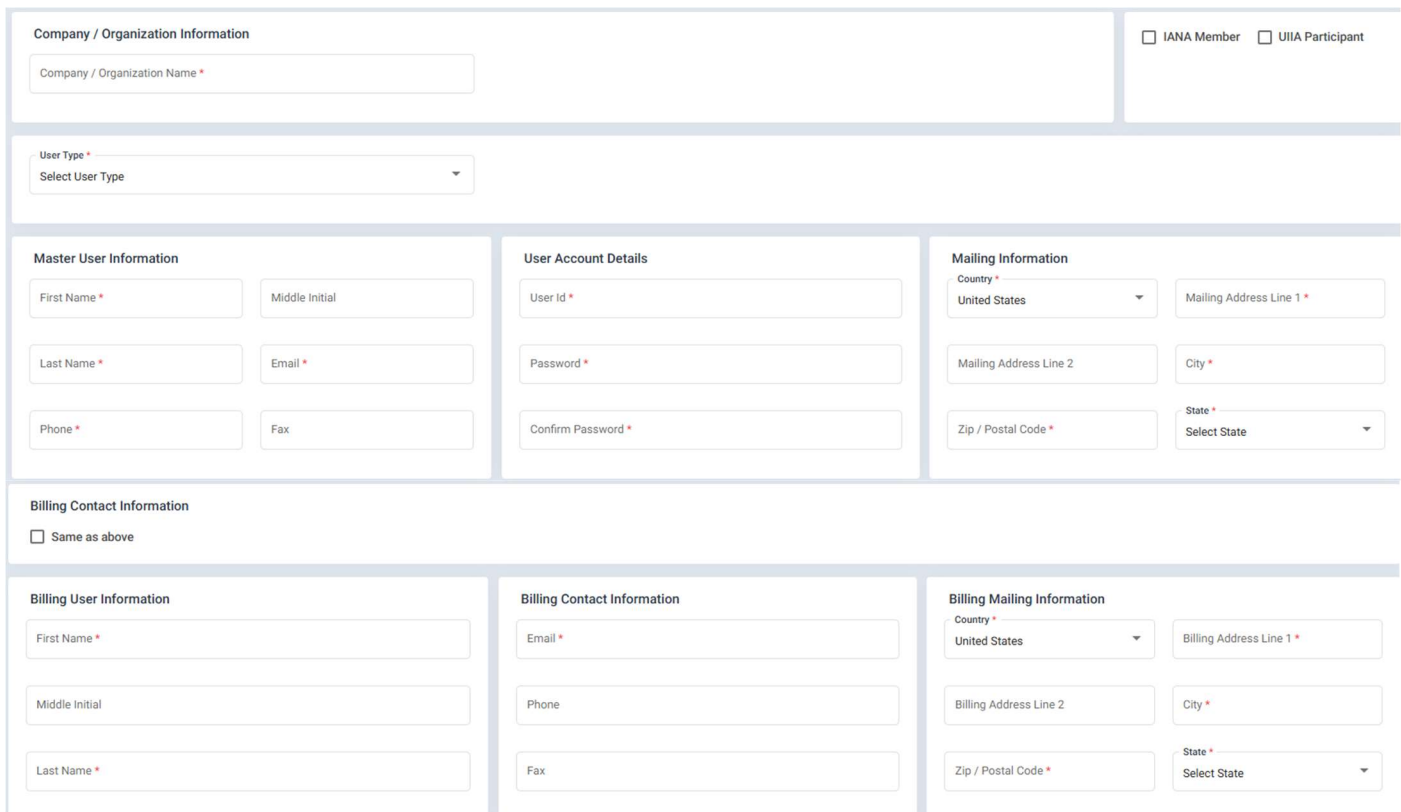
### Registration

1. Visit <https://app.gierregistry.com/apps/auth/login> and click on the link, “Not a member yet? Click here for registration.”



The image shows the GIER (Global Intermodal Equipment Registry) login and registration page. On the left is a dark blue sidebar with the IANA Information Services logo and four registration links: 'Not a member yet? Click here for registration.', 'Click here to view the IEP Participants list.', 'Not a MRV member yet? Click here for registration.', and 'Not an Inspector member yet? Click here for registration.' The main area is white and titled 'Welcome to GIER (Global Intermodal Equipment Registry)'. It features two red-outlined input fields for 'Username \*' and 'Password \*', both with red error messages 'Username is required' and 'Password is required' respectively. Below these are links for 'Forgot Password?' and 'Forgot Username?'. A grey 'Login' button with a right arrow icon is present, along with an orange 'Chassis Inquiry' button.

2. Complete the Company/Organization Information, User Type (select Private), Master User Information, User Account Details, and Mailing Information. If the billing contact is the same, make sure the Same as above box is checked. If not the same, complete the Billing User Information, Billing Contact Information, and Billing Mailing Information:



The image shows a multi-section registration form. The first section, 'Company / Organization Information', includes a text field for 'Company / Organization Name \*' and checkboxes for 'IANA Member' and 'UIIA Participant'. The second section, 'User Type', has a dropdown menu labeled 'Select User Type'. The third section is divided into three columns: 'Master User Information' (with fields for First Name, Middle Initial, Last Name, Email, Phone, and Fax), 'User Account Details' (with fields for User Id, Password, and Confirm Password), and 'Mailing Information' (with fields for Country, Mailing Address Line 1, Mailing Address Line 2, City, State, and Zip / Postal Code). The fourth section, 'Billing Contact Information', has a checkbox for 'Same as above'. The fifth section is also divided into three columns: 'Billing User Information' (with fields for First Name, Middle Initial, and Last Name), 'Billing Contact Information' (with fields for Email, Phone, and Fax), and 'Billing Mailing Information' (with fields for Country, Billing Address Line 1, Billing Address Line 2, City, State, and Zip / Postal Code).

3. Read the Terms and Conditions, click the “I Accept” box, and click Finish.

**Terms and Conditions**

As a subscriber to GIER, I accept the terms and conditions of the GIER Master Agreement which includes being responsible for the accuracy of the data submitted into the GIER by my company and its authorized users. In addition, as a GIER subscriber, I will be responsible for updating the GIER regarding all equipment transfers **within one business day of change of control**.

**[Please note that your GIER account cannot be activated until the signature page of the GIER Master Agreement has been received.]**

To download a copy of the GIER Master Agreement, click [here](#). Complete the signature page of the Master Agreement and e-mail it back to the GIER Administrator at [admin@gierregistry.com](mailto:admin@gierregistry.com). You will be notified when your account has been activated.

☐ I Accept

[< Back](#) [Finish](#)

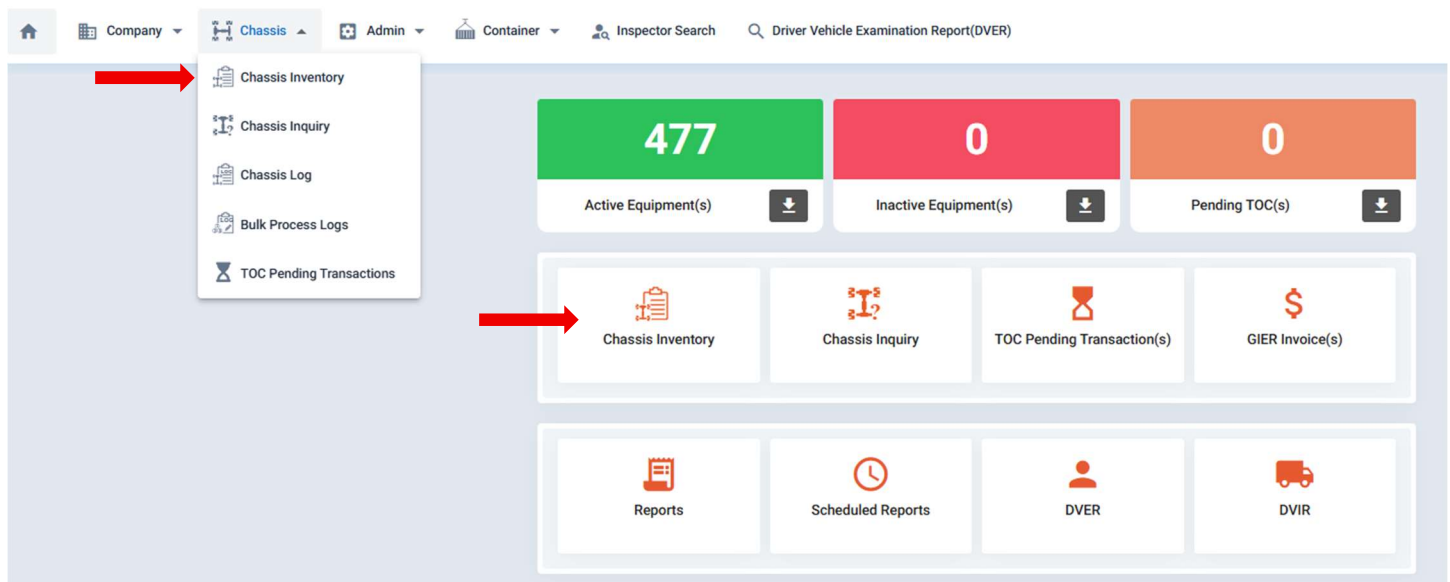
4. You will receive email confirmation of your registration. Once the GIER System Administrator receives and reviews the completed GIER Master Agreement, your account will be activated, and you will receive an email advising that you can log in and begin using the application.

## Registering Equipment Using the GIER Excel Template

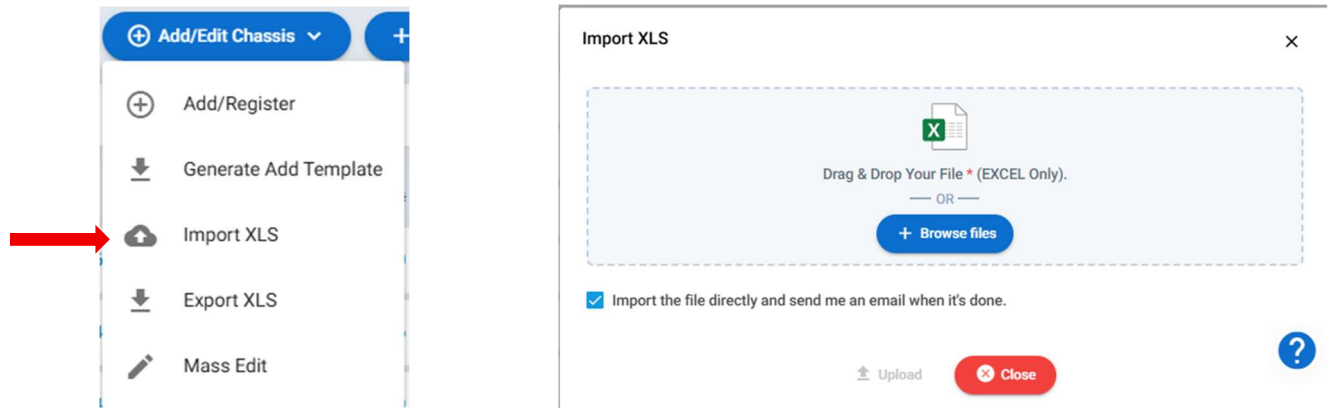
To register new equipment in GIER, you will need to utilize the GIER Excel Template. Please note that if you plan to “cut and paste” information into the GIER Excel Template, you will need to use the “paste text” function in Excel. This will maintain the formatting features in the template.

Once you have completed the GIER Excel Template, follow the instructions below:

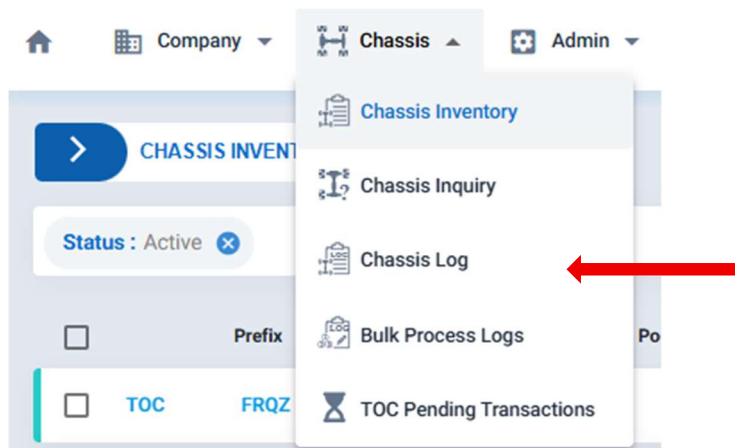
1. Log in to your GIER account using your username and password.
2. Hover over Chassis and select Chassis Inventory or click the Chassis Inventory button in the middle of the screen.



- Click on the Add/Edit Chassis button and select Import XLS to open the Import XLS box, where you can “drag & drop” or browse for your saved GIER Excel Template. Once you have added your file, click Upload.



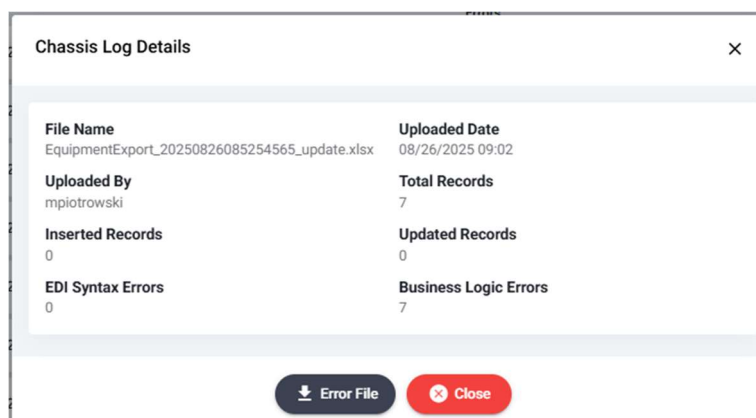
- You will receive an email when the file has been processed. To check the file, log back in to your GIER account, hover over Chassis, and select Chassis Log.



- The most recent file uploaded will be shown at the top of the list. To the right of the file, you can view the total records, business logic errors, EDI Syntax Errors, Successful Inserted Records, and Successful Updated Records.

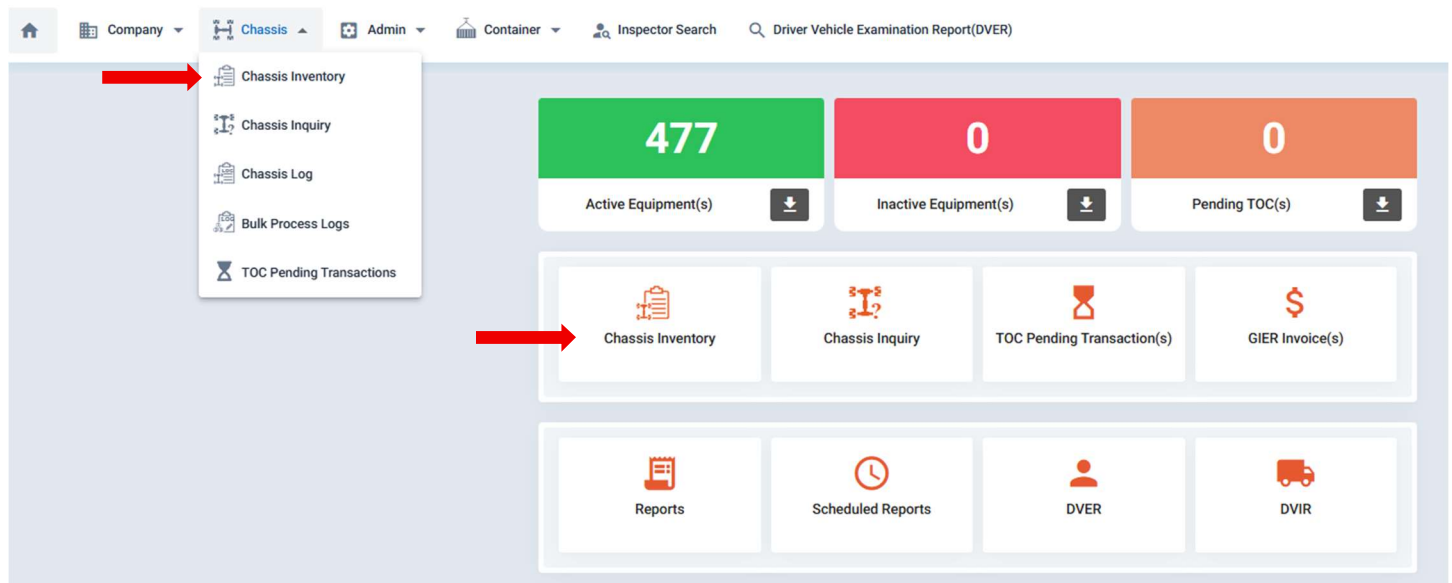
EquipmentExport_20250826100032246_UPDATE.xlsx	08/26/2025 10:18	mpiotrowski	19	0	0	0	19
EquipmentExport_20250826085254565_update.xlsx	08/26/2025 09:02	mpiotrowski	7	7	0	0	0

If there are any Business Logic Errors, click on the file name to open the Log Details. Click on the Error File button to download. Column A on the Error File will provide the reason for the error.



## Search for a Chassis

1. Hover over Chassis and select Chassis Inventory or click the Chassis Inventory button in the middle of the screen to open the Chassis Inventory screen.



2. Click on the Search button, enter the Equipment Prefix and Equipment No separately or in the Combined Chassis ID field, and click Search to retrieve the information. To search for multiple units, follow the steps previously mentioned, click the +Add button, and repeat the process until you enter all units you wish to retrieve (you can search up to 20 units at a time). Once you have added all units, click Search to retrieve the information. You can also Search by File using an Excel spreadsheet with only the Combined Chassis IDs.

The screenshot displays two forms for searching chassis inventory. The top form is titled 'Chassis Inventory Search' and includes a search bar with a 'Search' button and a 'Search By File' button. Below the search bar are several input fields: 'Effective Date (from)', 'Effective Date (to)', 'Equipment Prefix', 'Equipment No', 'Combined Chassis ID', 'Chassis Pool ID', 'Eq. Category Code', 'Eq. Type', 'License Plate No', 'Equipment Status' (set to 'Active'), 'License Country' (set to 'United States'), 'License State', 'VIN Number', 'Lessee SCAC Code', 'Owner SCAC Code', 'IEP US DOT Number', 'Remark/Remanufacture Equipment Prefix', 'Remark/Remanufacture Equipment No', 'Last Inspection Date From', and 'Last Inspection Date To'. At the bottom of the form are buttons for '+ Add', 'Search', and 'Reset'. The bottom form is titled 'Chassis Inventory Search By File' and features a dashed box for file upload with an Excel icon and the text 'Drag & Drop Your File \* (EXCEL Only)'. Below this is a '+ Browse files' button. At the bottom of the form are buttons for 'Search' and 'Close'. A blue question mark icon is visible on the right side of both forms.

**Inactivate Units** – Search the chassis. Click the blank box on the left and click on the + Chassis Status Update button and click on Inactivate. The Confirm box will pop up asking whether you want to proceed. Click OK. The Inactivate Equipment box will open, choose the reason, enter any comments, and click Submit.

+ Chassis Status Update

✓ Activate

✗ In-activate

↓ Generate Bulk Status Update Template

↑ Import Bulk Status Update

Confirm

Are you sure you want to inactivate the selected record?

OKCancel

Submit Form

Code \*  
Select

Reason

SubmitClose

**Activate Units** – Search for the unit by entering the Combined Chassis ID, change the Equipment Status to Inactive, and click Search. Once the unit is retrieved, click the blank box on the left of the unit, click on the + Chassis Status Update button, and click Activate. The Confirm box will pop up asking if you want to activate the unit; click OK. Add any comments on the Submit form and click Submit. The unit will now be moved back to your active inventory.

	Prefix	Number	Chassis ID	Pool ID	Eq Cat. Cd	Owner SCAC	Lessee SCAC	VIN	Lic. State	Lic Plate#	Status	Pending TOC	BOES	Year Built New	FMCSA Insp. Date	CA BIT Insp. Date
☑	TOC	FFZ	120362	FFZ120362	40CH	MOLU		0000001LDE40208HB	CA	1UT1358	Lost	N	N	1987		

+ Chassis Status Update

✓ Activate

✗ In-activate

↓ Generate Bulk Status Update Template

↑ Import Bulk Status Update

Confirm

Are you sure you want to activate the selected record?

OKCancel

Submit Form

Notes

SubmitClose

**Initiate a Transfer of Control (TOC) Transaction** – if you no longer have possession of a unit, the unit will need to be transferred to the controlling IEP.

*Single Unit Transfer or Multiple Units Transfer to the Same IEP:*

Search for chassis, click the blank box(es) to the left of the unit, click on the + TOC Transactions, and click on TOC Online Web Only

CHASSIS INVENTORY

Add/Edit Chassis

Chassis Status Update

TOC Transactions

Status: Active

License Country: United States

	Prefix	Number	Chassis ID	Pool ID	Eq Cat. Cd	Owner SCAC	Lessee SCAC	VIN	Lic. State	Lic Plate#	Status	Pending
<input checked="" type="checkbox"/>	TOC	FFFZ	120362	FFFZ120362	40CH	MOLU		0000001LDE40208HB	CA	1UT1358	Active	

TOC Online Web Only

TOC Export XLS

TOC Import XLS

The Equipment – Transfer of Control box will pop up. Click in the New IEP US DOT Number box and begin entering the new IEP name, US DOT, or SCAC. Click on the company name and click Save.

Equipment - Transfer of Control

Equipment Prefix  
FFFZ

Equipment Number  
120362

Current IEP US DOT Number  
1959869

Current IEP SCAC  
MOLU

IEP Transfer of Control Date  
09/04/2025

IEP Transfer of Control Time  
18:59

New IEP US DOT Number

FLC

Flexivan Leasing Llc | 1977624 | FLXC

Select

New IEP SCAC

Save

Close

TOCs will remain pending for 14 days. If the receiving IEP does not accept the transfer within this timeframe, the TOC will expire and will need to be initiated again.

**Transfer of Control (TOC) to a Non-GIER Subscriber** – if you wish to transfer equipment to a party that is not currently registered in GIER, you must use the default Non-GIER Subscriber details in the TOC fields.

Search for chassis, click the blank box(es) to the left of the unit, click on the + TOC Transactions, and click on TOC Online Web Only

CHASSIS INVENTORY

Add/Edit Chassis

Chassis Status Update

TOC Transactions

Status: Active

License Country: United States

	Prefix	Number	Chassis ID	Pool ID	Eq Cat. Cd	Owner SCAC	Lessee SCAC	VIN	Lic. State	Lic Plate#	Status	Pending
<input checked="" type="checkbox"/>	TOC	FFFZ	120362	FFFZ120362	40CH	MOLU		0000001LDE40208HB	CA	1UT1358	Active	

TOC Online Web Only

TOC Export XLS

TOC Import XLS

The Equipment – Transfer of Control box will pop up. Click in the New IEP US DOT Number box and begin entering IEP1, click on the Non-GIER Participant for TOC name, and click Save. The Confirm box will pop up advising that you are authorizing the TOC to a non-GIER participant, click OK. The units will be automatically moved from your inventory to the IEP1 account.

Equipment - Transfer of Control

×

Equipment Prefix

FFFZ

Equipment Number

120362

Current IEP US DOT Number

1959869

Current IEP SCAC

MOLU

IEP Transfer of Control Date

09/04/2025

IEP Transfer of Control Time

18:59

New IEP US DOT Number \*

IEP

Non-GIER Participant for TOC | 999999 | ...

Select

New IEP SCAC

Save

Close

?

Should you have further questions on GIER, please send an email to [admin@gierregistry.com](mailto:admin@gierregistry.com) or contact the Info Services Help Desk at 877-523-0225.