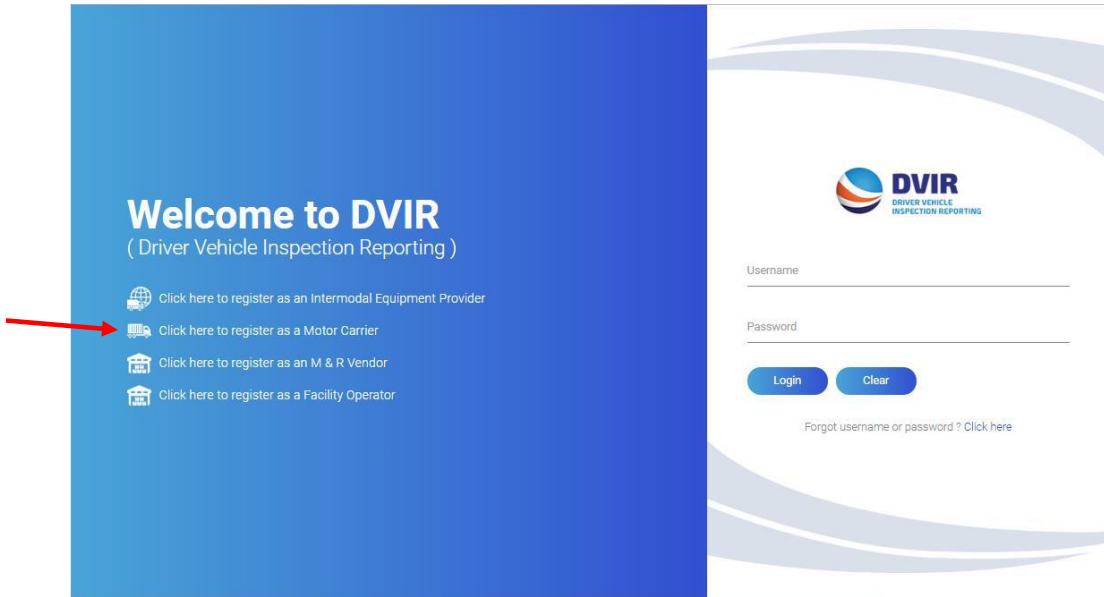


DVIR Web Portal – Motor Carrier User Guide

Registration

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



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.”

GENERAL DETAILS

Company Name*	SCAC Code *	US DOT	First name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Middle name	Last name*	Title*	Email*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line1*	Address Line2	Zip/Postal Code*	City*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State/Province*	Country*	Phone No.*	Fax No.*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technical Contact Details same as above?*	Billing Contact Details same as above?*		
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No		

ACCOUNT ACCESS INFORMATION

Username*	Password*	Confirm Password*
<input type="text"/>	<input type="text"/>	<input type="text"/>

[CONTINUE](#) [RESET](#) [CLOSE](#)

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 wish to send and/or receive DVIRs through IANA DVIR processing is selected, should you wish to change your selection in this section, please send an e-mail to admin@dvir.intermodal.org advising what you would wish to change. The DVIR Admin will get back to you as soon as possible.

PLEASE SELECT THE SERVICES YOUR COMPANY WISHES TO UTILIZE TO REPORT DVIRS.

<input type="checkbox"/> EDI - 322	<input type="checkbox"/> WEB PORTAL	<input type="checkbox"/> XML
<input type="checkbox"/> IVR	<input type="checkbox"/> FIXED FORMAT	<input type="checkbox"/> CSV (Comma Separated Values)

I Agree to abide by the **terms and conditions** of IANA for DVIR.

Signed By *

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
- Click here to register as an M & R Vendor
- Click here to register as a Facility Operator

DVIR
DRIVER VEHICLE
INSPECTION REPORTING

Username _____

Password _____

[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 Last Login Ip Address: 192.168.100.117 [MC](#) [Logout](#)

DVIR
DRIVER VEHICLE
INSPECTION REPORTING

DVIR Search [▼](#) DVIR Reporting Reports [▼](#) Settings [▼](#)

Home

DASHBOARD [+ CLICK HERE TO REPORT DVIR +](#)

DVIR REPORTED IN 2018 SO FAR

Month	COUNT
February	13
March	35
April	11
August	1

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RCD REPORTED IN 2018 SO FAR

Month	Brakes	Lights	Wheel	Air Line	Coupling	Frame	Bolster	Fastener	Slider	No Defects
	01	02	03	04	05	06	07	08	09	00
February	4	1	1	2	2	2	5	2	3	5
March	0	4	23	0	0	3	1	5	1	1
April	4	4	2	2	1	0	0	0	1	0
August	1	0	0	0	0	0	0	0	0	0

[DOWNLOAD REPORT](#)

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.

The screenshot shows the DVIR application interface. At the top, there is a navigation bar with 'DVIR Search', 'DVIR Reporting', 'Reports', and 'Settings'. Below this, the 'Search DVIR by Chassis ID' link is highlighted with a red arrow. The main content area is divided into two sections: 'DVIR INQUIRY VIA CHASSIS' on the left and 'SEARCH RESULTS' on the right. The search results table contains the following data:

DVIR NO	INSP DATE	CHASSIS ID	IEP NAME	RCD
IANA-DVIR-000002703	08/06/2018	HJCZ120058	Interpool, Inc. dba TRAC INTERMODAL	01-BRAKES
IANA-DVIR-000002891	04/17/2018	TSXZ277529	Interpool, Inc. dba TRAC INTERMODAL	01-BRAKES
IANA-DVIR-000002890	04/17/2018	TSXZ277529	Interpool, Inc. dba TRAC INTERMODAL	02-LIGHTS
IANA-DVIR-000002889	04/13/2018	jhz140575	J.B. Hunt Transport Inc	02-LIGHTS,03-WHEEL,05-COUPLING
IANA-DVIR-000002888	04/12/2018	JBHZ140575	J.B. Hunt Transport Inc	04-AIR LINE,
IANA-DVIR-000002887	04/12/2018	JBHZ140575	J.B. Hunt Transport Inc	03-WHEEL,
IANA-DVIR-000002884	04/12/2018	JBHZ140575	J.B. Hunt Transport Inc	02-LIGHTS,
IANA-DVIR-000002883	04/12/2018	JBHZ140575	J.B. Hunt Transport Inc	01-BRAKES,
IANA-DVIR-000002882	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,

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.

The screenshot shows the DVIR application interface. At the top, there is a navigation bar with 'DVIR Search', 'DVIR Reporting', 'Reports', and 'Settings'. Below this, the 'DVIR Inquiry' link is highlighted with a red arrow. The main content area is divided into two sections: 'DVIR INQUIRY PAGE' on the left and 'THE DETAILS FOR THE INQUIRED DVIR ARE AS FOLLOWS:' on the right. The details section contains the following information:

INQUIRED DVIR NO	CHASSIS	MC SCAC	IDD PIN
IANA-DVIR-000002703	HJCZ120058	RDSS	10018637
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 been processed and ready to be sent to responsible IEP.
 * PROCESSED - The DVIR report has been sent to responsible IEP.

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.

Home / DVIR Reporting

DVIR REPORTING

GATE AND CHASSIS TRANSACTION DETAILS

Chassis Prefix*

Chassis Number*

IANA Location Code

Rail Facility/SPLC Code

SELECT LOCATION/FACILITY

IANA Facility Code / SPLC*

Facility/Port Name*

State*

DRIVER AND MC DETAILS

Note: Please enter either IANA IDD Pin Number or Driver's License/License State

Enter via IDD Pin? Yes No

IDD Pin*

MC Name*

MC SCAC*

RDSS

Driver's License*

License State*

RCD INFORMATION*

Brakes -01

Lights -02

Wheel -03

Air Line -04

Coupling -05

Frame -06

Bolster -07

Fastener -08

Slider -09

No Defects -00

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

7. 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.

Home / DVIR REPORTS

DVIR REPORTS

Reports

RCD Statistics

RCD Statistics

Note: Reporting will provide the number of DVIRs your company has processed through IANA DVIR Reporting Service and how many were returned as incomplete.

DVIR REPORTS

Start Date

Start Date

End Date

End Date

DVIR COUNTS

RESET

SEARCH RESULTS

COMPANY NAME	DVIR PROCESSED COUNT	DVIR RETURNED COUNT
Rail Delivery Services	182	0

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.

Home / RCD Statistics

DVIR STATISTICS

Reports

RCD Statistics

RCD Statistics

Note: Enter the date range for the period you wish to obtain information for DVIR RCDs for :

DVIR STATISTICS

Start Date

Start Date

End Date

End Date

GENERATE REPORT

RESET

SEARCH RESULTS

DEFECT TYPE	RCD COUNTS
Brakes	70
Lights	44
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.

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.

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.