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.”
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.”

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.

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.
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.

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.
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.

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.

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.
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.