New UIIA Web Portal
Equipment Provider Overview

EP UIIA Login Screen

New EP Login page to access the UIIA application –

1) **Select from the drop down the type of user that is logging in. (Primary, Secondary, Billing, etc.)**

2) **Enter your SCAC Code**

3) **Enter your Password**

4) **Click Login.**

New UIIA Login Page for EPs can be found at https://ep.uiia.org/apps/auth/login
If you have your current login page saved as a favorite, you will be redirected to the new URL. We suggest that all EPs save the new URL as a new favorite.

New EP Home Page

- **The newly designed UIIA application presents a dashboard for the EP when they log in that provides access to pertinent information related to their UIIA account.**

The left side of the dashboard provides the following info:

1. Company Info
2. Next Bill Date
3. Auto Pay Feature
4. Date EP Became Effective in the UIIA
5. Access to current and previous versions of EP addenda.
6. Access to open invoices (if applicable)

New EP Home Page – cont'd

- **The newly designed UIIA application presents a dashboard for the EP when they log in that provides access to pertinent information related to their UIIA account.**
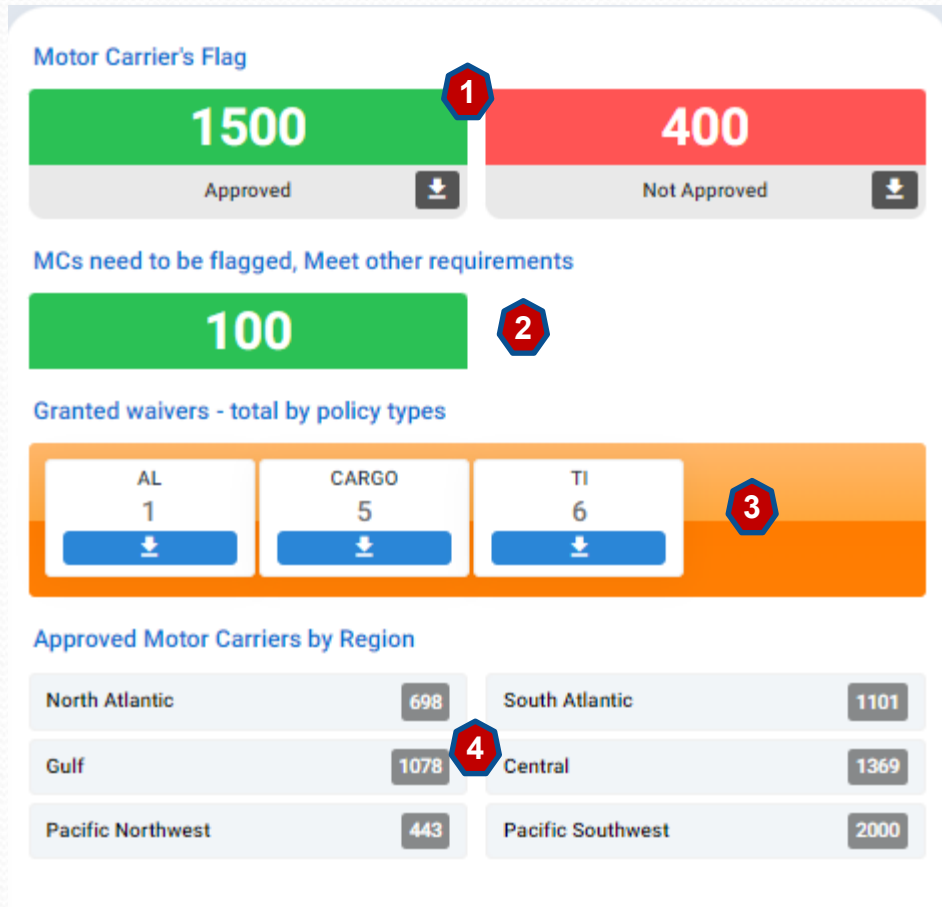

The middle panel of the dashboard provides the following info:

1. **Number of MCs approved and not approved for the EP** (Ability to download in Excel file)
2. **For EPs that are "Member Specific"** – meaning that the EP must approve the MC to be flagged for their company in the UIIA system – Provides a list of MCs that meet the EP's requirement but just need to be flagged for the EP.
3. **Waivers –** Shows number of MCs that the EP has granted waivers for and on what type of insurance policy – Ability to download these lists in Excel.
4. **Lists of Approved MCs by region** – Ability to download in Excel. open invoices (if applicable)

New EP Home Page – cont'd

- **The newly designed UIIA application presents a dashboard for the EP when they log in that provides access to pertinent information related to their UIIA account such as the MC Lookup functionality.**

EP can search for UIIA MC by Company Name, SCAC Code or Internal Known As Code

Motor Carrier Lookup

🔍 MC Lookup | Search By MC Name/SCAC/Known As Code

Quick MC Snapshot – Provides MC's Status w/EP and also has the following action buttons:
1. Flag MC as an authorize carrier for the EP
2. Suspend MC's Interchange – This is a toggle when suspended icon will change to reinstate, when reinstated icon will be to cancel
3. Update Timestamp on MC Record – Update the timestamp allows for the record to be included on the next electronic data fee to the EP and/or Terminal.

Motor Carrier Lookup

🔍 MC Lookup | Search By MC Name/SCAC/Known As Code
zzsa

MC status

MC Name	SCAC	MC EP Status	Known As	1	2	3
IANA Trucking Inc.	ZZSA	NOT APPROVED		✏️	❌	🔄

Status of MC for EP

Motor Carrier Lookup

Search By MC Name/SCAC/Known As Code

🔍 MC Lookup | zzsa

Click on NOT APPROVED to see the information the MC needs to become approved for the specific EP

MC Name	SCAC	MC EP Status	Known As	Action
IANA Trucking Inc.	ZZSA	NOT APPROVED		✏️ ❌ 🔄

Equipment Provider Requirements

Company Name	Tel.	Email	MC Name
IANA Railroad Company	(888)428-2673	intermodal.ep@gmail.com	IANA Trucking Inc.

Main UIIA Contact	MC SCAC Code	Status	
IANA Staff	ZZSA	Selected Pending	
11785 Beltsville Dr Calverton MD 20705 US			

Information need to do business with - IANA Railroad Company

Auto Liability

| SELF INSURED | IANA Railroad Company does not allow self-insurance on auto. |
| RRG | IANA Railroad Company does not accept insurance written through an risk retention insurance company. |

General Liability

| LIMITS | Insufficient policy limit. Limit of the policy needs to be 1M . |
| RRG | IANA Railroad Company does not accept insurance written through an risk retention insurance company. |

Cargo

| RRG | IANA Railroad Company does not accept insurance written through an risk retention insurance company. |

Trailer Insurance

| RRG | IANA Railroad Company does not accept insurance written through an risk retention insurance company. |

Additional Documentation Required

Addendum

Download Member Instructions

⬇ Generate Pdf   ❌ Close

Identifies Only Information the MC needs to provide in order to meet EP's requirements

6

EP View of MC Detail Record

Click on MC Company Name to get to Detail Record

Motor Carrier Lookup

Search By MC Name/SCAC/Known As Code

🔍 MC Lookup zzsa

MC Name	SCAC	MC EP Status	Known As	Action
IANA Trucking Inc.	ZZSA	NOT APPROVED		✏️ ⊗ ⟳

> MC SPECIFIC ADDENDUM DETAILS

First became approved : **08/10/2017** | Last updated status : **08/24/2022**

MC Basic Details

Company Name
IANA Trucking Inc.

Account No.
364685

SCAC Code
ZZSA

Tax ID
844089650

US DOT #
3381612

Safety Ratings
SATISFACTORY
(Rating Date : 08/22/2022)

**Federal Registration No.
(MC Number)**
1085443

Iana Member?
No

UIIA Status
CANCELLED Reason For UIIA Cancellation •••

MC Status With EP
⚠ NOT APPROVED •••

Address Details

Email
intermodal.mc@gmail.com

Business Address
1155 S Tippecanoe Ave, SAN BERNARDINO, CA, 92408-0019, USA

UIIA Contact Information
Mr Romeo Ramirez

Phone No.   **Fax No.**   **Email**   **Sec. Email**
(909)500-0007 (909)500-0008 intermodal.mc@gmail.com intermodal.mc@gmail.com

👤 MC Additional Contacts

Demographic Information   Company Profile Information

Left Side of Detailed MC Screen

1. Company Address/Contact Info
2. USDOT Info
3. Safety Rating – as reported by FMCSA
4. MC Status in UIIA
5. MC Status with Specific EP
6. Link to MC addl. contacts (if provided)
7. Link to MC Demographic Info (regions service if provided)
8. Link to MC Company Profile Info (as reported by FMCSA or MC)

EP View of MC Detail Record – cont'd

Click on MC Company Name to get to Detail Record

Motor Carrier Lookup

Search By MC Name/SCAC/Known As Code

🔍 MC Lookup   zzsa

MC Name	SCAC	MC EP Status	Known As	Action
IANA Trucking Inc.	ZZSA	NOT APPROVED		✏️ ⊗ ↻

Summary of MC's Insurance on File – Tabs will be displayed for both Inplace and Pending Insurance.

⬇ Print In-place Policies   ⬇ Print MC Preamble Page   ⬇ Print EP Addenda   🖨 Print Page   ⊗ Close

1   **2**   **3**   **4**

MC Insurance Details

● Inplace - Insurance   ● Pending - Insurance

AL PRIMARY ● ACTIVE	Limit 1,000,000	Deductible 0	Eff. Date 03/01/2023	Exp. Date 05/31/2023	Best Rating A++ 10-12-2021	Policy# MMT H25563153 IANA Insurance Agency ACE American Insurance Company
GL PRIMARY ● ACTIVE	Limit 1,000,000	Deductible 0	Eff. Date 03/01/2023	Exp. Date 05/31/2023	Best Rating A++ 10-12-2021	Policy# HDO G72487539 IANA Insurance Agency ACE American Insurance Company
CARGO PRIMARY ● ACTIVE	Limit 500,000	Deductible 1,000	Eff. Date 06/28/2022	Exp. Date 06/28/2023	Best Rating A++ 04-11-2021	Policy# QT-660-9B784276 Encompass Risk Solutions Travelers Property Casualty Co of Amer
TI PRIMARY ● ACTIVE	Limit 65,000	Deductible 1,000	Eff. Date 06/28/2022	Exp. Date 06/28/2023	Best Rating A++ 04-11-2021	Policy# QT-660-9B784276 Encompass Risk Solutions Travelers Property Casualty Co of Amer
WC PRIMARY ● ACTIVE	Limit STATUTORY 1,000,000/1,000,000/ 1,000,000	Deductible -	Eff. Date 03/01/2023	Exp. Date 03/01/2024	Best Rating A+ 22-04-2021	Policy# 406-04-49-14 IANA Insurance Agency OBI National Insurance Company
EL PRIMARY ● ACTIVE	Limit 1,000,000/1,000,000/ 1,000,000	Deductible 0	Eff. Date 04/01/2022	Exp. Date 03/15/2023	Best Rating A+ 22-04-2021	Policy# 406-04-49 IANA Insurance Agency OBI National Insurance Company

From Insurance Screen following actions can be performed:
1. Print certificate of insurance.
2. Print the MC's signature page to the UIIA (preamble).
3. Print a copy of EP addenda completed (if applicable).
4. Print current page.

New Smart Checklist – Info Needed

The New UIIA platform will provide a much clearer listing of information needed to become approved for a specific Equipment Provider . Listing will only show the actual info that is missing. It will also provide access to EP addenda and have a link to email the EP directly should it be necessary.

Equipment Provider Requirements

Company Name
CSX Intermodal Terminals, Inc.

Main UIIA Contact
Chris Pettit

Address
550 Water Street, 550 Bldg. 9th Flr. Jacksonville FL 32202 US

Email
intermodal.ep@gmail.com

Items Your Insurance Agent Needs to Provide for CSX Intermodal Terminals, Inc.

Your insurance agent needs to submit a certificate of insurance online to the UIIA with the following policy info

General Liability

LIMITS — Insufficient policy limit. Limit of the policy needs to be 1M .

Worker Compensation

LIMITS — Need policy with statutory limits.

SELF INSURED — CSX Intermodal Terminals, Inc. does not allow self-insurance on the policy.

Employee Liability

LIMITS — Need policy with limits of 100k/500k/100k .

SELF INSURED — CSX Intermodal Terminals, Inc. does not allow self-insurance on the policy.

Additional Items to be provided

Addendum Required - Click here to submit Addendum Online

Letter of Credit - Click here to Download

EP needs to flag your company as an authorized MC - Click here to send an email to CSX Intermodal Terminals, Inc. , or Download Member Instructions

Generate Pdf   Close

1. View EP addenda versions
2. View addl. contacts for EP
3. Execute online addenda (if applicable)
4. Send an email to the specific EP

- View Additional EP Contacts For Specific Issues ①
- Versions of EP Addenda ②
- Online Addendum ③
- Send Email to CSX Intermodal ... ④

Identifies only the info that is missing to become approved for specific EP

EP/MC Specific Details

This section allows the EP to do the following:
1. **Flag MC as an authorized carrier –versus using short-cut on home page.**
2. **Enter Known As Code if EP uses another code to identify the MC in their internal system.**
3. **Flag MC as a house carrier.**
4. **Suspend a MC's Interchange**
5. **Waive Insurance Requirements**
6. **Update Timestamp on MC Record**
7. **Identify date MC executed addl. documentation that EP may require**

EP/MC Specific Details – Suspend Interchanges

Short cut icon on MC summary screen

To Suspend a MC's Interchange Privileges – An EP can utilize the short-cut icon on the initial search result for a MC record to suspend or reinstate or the EP can go to the MC detailed record under EP/MC Specific Details and do the following:

1. **Click on Cancel Motor Carrier**
2. **Enter in Remarks the Reason for the Cancellation and where questions can be directed.**
3. **EP Suspension Notif Email – This should be the EP's email address where they want the copy of the notice to the MC sent.**
4. **Dispute Contact for Notice - If you have a separate EP Dispute Contact you want included in the letter to the MC**
5. **Click on SAVE.**

Motor Carrier Lookup

Search By MC Name/SCAC/Known As Code

🔍 MC Lookup — zzsa

MC Name	SCAC	MC EP Status	Known As	Action
IANA Trucking Inc.	ZZSA	NOT APPROVED		

Cancel Motor Carrier ✕

Company Name
1st Coast Cargo, Inc.

SCAC Code
FCRD

Cancellation Effective Date *
04/04/2023

Pending suspension date is auto populated to provide 3 business days notice

Remarks/Reason for Cancellation * **2**

EP Suspension Notif. Email *   Other Email   **3**

Dispute contact for notice   **4**

💾 Save   **5**

Note: If no Dispute Contact for Notice Email provided then contact in notice will default to the Dispute Contact in the EP's master account. If no Dispute Contact in Master account, then the primary contact on file for the EP will be included in the notification.

↻ Update Timestamp   ✏ Waive/Change Requirements for Motor Carrier   💾 Save   ✕ Close   ✕ Cancel Motor Carrier **1**

EP/MC Specific Details – Reinstate Interchanges

Short cut icon on MC summary screen

To Reinstate a MC's Interchange Privileges – An EP can utilize the short-cut icon on the initial search result for a MC record to reinstate or the EP can go to the MC detailed record under EP/MC Specific Details and do the following:

1. Click on Reinstate Motor Carrier.
2. Enter in Remarks – current date followed by who is doing the reinstatement. (see example in image to the right)
3. Click on CONFIRM.

Motor Carrier Lookup

Search By MC Name/SCAC/Known As Code
zzsa

MC Name	SCAC	MC EP Status	Known As	Action
IANA Trucking Inc.	ZZSA	NOT APPROVED		

Reinstate ✕

Company Name	SCAC Code
IANA Trucking Inc.	ZZSA

Remarks/Reason for Reinstate *
3/29/23 - reins per D. Sasko

Are you sure you want to reinstate above motor carrier?

Confirm   Cancel

Update Timestamp   Waive/Change Requirements for Motor Carrier   Save   Close   Reinstate Motor Carrier

EP/MC Specific Details – Waivers

Waivers – EPs can elect to waive their individual insurance requirements for a specific MC should they wish to do so. To do so, follow instructions below:

1. **Click on Waiver/Change Requirements for Motor Carrier.**
2. **On the specific coverage you wish to waive, select YES under Grant Waiver.**
3. **Put a -1 in the New Limit column or deductible column if you are waiving a limit in its entirety. If you are accepting a lower limit then enter that limit. For example, if your requirement is $100,000 cargo and you are willing to accept $50,000 for a MC you would enter $50,000 in the limit field.**
4. **Click on SAVE.**

Manage Account Information

Under Manage Primary Account Info
1. Provides ability to update certain contact information (changes to company name require written request be sent to debbie.sasko@intermodal.org
2. Click on **Update Company Info** button to right hand side of screen.
3. Tabs For Company Details, UIIA Contact Details, Billing Contact Info and Change Password are all available to update.

Access UIIA Addenda

EPs can access their addenda information by drop down to right and do the following:

1. Print current addendum
2. View current addendum template that shows requirements
3. View past templates and addenda

MC Lookup

Under the Motor Carrier Lookup on the toolbar, you can perform the following actions:

1. Search for MC company
2. Click on MC Company to go to detail record
3. Click on MC/EP Status if MC is showing NOT APPROVED to see what info is missing
4. Update timestamp on record so that account is included on the next feed.
5. Flag a MC as an authorized company
6. Cancel or Reinstate a MC's interchange privilege (This is a toggle button)

Access Reporting Tools – Web Report Generator

The Web Report Generator is available under the Access Reporting Tools drop down. This feature allows the EP to run customized reports within the UIIA database.   EPs can select from 3 standard reports or select "Your Field Picks" that allows the EP to customize the data returned on the report. Once criteria is selected, EP scrolls to the bottom and clicks on "Generate Report Now".

Access Reporting Tools – Web Report Generator Scheduled Reporting

Once the EP has selected the criteria for the report, they have the option to set the same report to run on a specified schedule. Click on Schedule Report on the Web Report Generator Page

Enter Search Criteria

Generate Report Now   Schedule Report   Reset

Add Report Schedule   ✕

Selected Report Criteria

Report Type
Your Field Picks

Field Selected

MC Filter   MC Authorized To Carry   CTPAT Certified?
All Member Carriers   HazMat   No
                         No

Schedule Report Name * **1**   Email * **2**

Select the frequency to run this report   **3**   Start Time

Daily   Weekly   Monthly   Start Hour **4**
                                                0

Days   **5**

All Days   Sunday   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday

6 💾 Add Report Schedule   ✕ Close

1. Name the Report
2. Enter email address where you report sent. Multiple emails can be utilized if separated by semicolon.
3. Set the frequency the report is to run
4. Start Time
5. Select the days of the Week the EP wants the report to run on or if it should run every day.
6. Click on ADD REPORT SCHEDULE.

Access Reporting Tools – List of Terminal Feed Locations

EPs that are subscribers to IANA's Terminal Service can find a list of the facilities that the EP has designated to receive UIIA MC interchange status information on behalf of their company. List can be downloaded in an Excel file.

Access Reporting Tools –
List of Deleted Motor Carriers

EPs may pull a list of Motor Carriers that are deleted in the UIIA by date range. List can be downloaded in an Excel file format.
Note: Companies shown as deleted during a specified timeframe may have rejoined the UIIA so EPs will need to consider this when pulling list of deleted MCs.

	Q Motor Carrier Lookup	Access Reporting Tools ▾	Manage Users/Contacts ▾	Billing/Payment ▾	Driver Database(IDD)	⋯ Other Options ▾

LIST OF DELETED MOTOR CARRIERS   ⬇ Download Report   Q Search

Company Name	Account No.	SCAC Code	Cancelled Date	Deleted Date	UIIA Status Code
0769449 BC Ltd.	MC163596	ZSSN	05/18/2019	06/07/2019	DELETED (C1)
0777625 BC Ltd	MC342916	LLOS	02/03/2022	07/25/2022	DELETED (C5)
1 2 3 Logistics, Inc.	MC328369	OWHG	05/07/2020	08/27/2020	DELETED (C12,C5)
1 LA Trucking LLC	MC353788	OLBW	04/23/2022	07/25/2022	DELETED (C2,C7)
1 Sly Transport Corp.	MC306488	OSYC	06/15/2013	07/05/2013	DELETED (C1,C5,)
1 Trade Fwdng Inc	MC327938	OTDG	07/17/2022	08/23/2022	DELETED (C1,)
101 Transport LLC	MC334493	OZOP	06/12/2020	11/09/2020	DELETED (C5,C9)
101 Transport, Inc.	MC301803	OZOT	01/01/2010	04/01/2010	DELETED ()
101 Transport, LLC	MC328303	OZOPxx	06/12/2019	09/10/2019	DELETED ()
101 Trucking	MC175155	OZMV	03/20/2011	06/18/2011	DELETED (C5)

Access Reporting Tools – Lookup for Archival & History

EPs have the ability to enter a specific date and have the system return the MC's interchange status on that date for the specific EP. In addition, EP can download the documentation related to the MC's status on that date. Enter date of claim and MC's Name, SCAC or UIIA Account Number and then click SEARCH for results.

Search Criteria Screen

Initial Results of Search showing MC's Current Status

Access Reporting Tools – Lookup for Archival & History

Detailed Results – shows MC's status on the specified for the EP. EP has option to:
1. Print In Place Insurance on date of incident, Preamble Page and/or EP addendum (if applicable)
2. Access Scanned documents
3. Download Preamble

1   **2**

LOOK UP ARCHIVAL & HISTORY								🖶 Print ▼	☰ Access Scanned Documents

Company Name
IANA Trucking Inc.

Account No.
MC364685

SCAC Code
ZZSA

Iana Member?
No

UIIA Status
CANCELLED

Business Address
1155 S Tippecanoe Ave
SAN BERNARDINO, CA, 92408-0019, USA

UIIA Contact Information
Romeo Ramirez
Phone No.   **Fax No.**   **Email**
(909)500-0007   (909)500-0008   ceo@007express.net

Download Preamble Page
⬇ Download   **3**

Cert No	Policy Code	Policy Status	Policy Type	Limit	Deductible	Policy Effective Date	Policy Expiration Date	Policy Number	Insurer Name	Insurance Agent
38	AL	EXPIRED	PRIMARY	1,000,000	0	07/18/2022	01/17/2023	BA2606218	Wilshire Insurance Company	IANA Insurance Agency
	GL	EXPIRED	PRIMARY	1,000,000	0	07/18/2022	01/17/2023	BA2606218	Wilshire Insurance Company	IANA Insurance Agency
	CARGO	ACTIVE	PRIMARY	100,000	1,000	07/18/2022	07/18/2023	BA2606218	Wilshire Insurance Company	IANA Insurance Agency
	TI	ACTIVE	PRIMARY	30,000	1,000	07/18/2022	03/03/2023	BA2606218	Wilshire Insurance Company	IANA Insurance Agency

Account No.	Name	SCAC Code	Status On Specified Date
EP053653	IANA Railroad Company	IARC	Status Not Found - See Access Scanned Documents

Access Reporting Tools –
Daily MC Operating Status Report

IANA runs a daily job to validate UIIA MCs DOT and MC Numbers against the Federal Motor Carrier Safety Admininstration (FMCSA) website.   The system will provide a warning to the MC 24 hours in advance of cancelling their account if DOT or MC Number is not active. Once reinstatement occurs the system will automatically reinstate the account. EPs have the ability to download the daily reports should they wish to do so.

DAILY MC OPERATING STATUS REPORT

Report Date	Download
2022-12-09	Download
2022-12-06	Download
2022-12-05	Download
2022-12-03	Download
2022-12-01	Download
2022-11-30	Download
2022-11-25	Download
2022-11-24	Download
2022-11-23	Download
2022-11-22	Download

1 – 10 of 8053   Items per page: 10

Manage Users/Contacts – Secondary Users
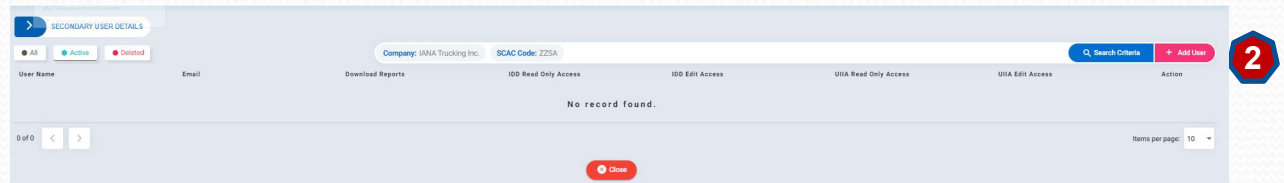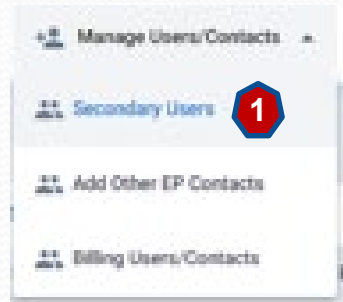
1. **Click on Secondary Users**
2. **Click on the red Add User button in the upper right**
3. **Enter Secondary User Details. Identify what access you want the user to have for UIIA and IDD, if your company subscribes to the IDD.**
4. **Click on SAVE.**

Manage Users/Contacts – Other Contacts
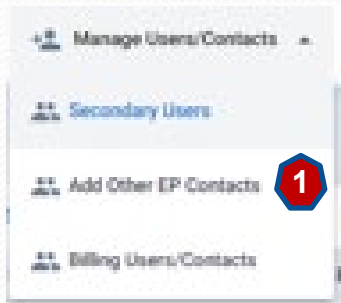
EP Other Contacts
This feature provides EPs the ability to list specific contacts within their organization that help direct MCs to reach the appropriate contact for handling UIIA issues.

1. **Click on the blue Add New Contact button.**
2. **Enter Type of Contact, Name, title, phone & e-mail**
3. **Click on SAVE**

Manage Users/Contacts – Billing Users
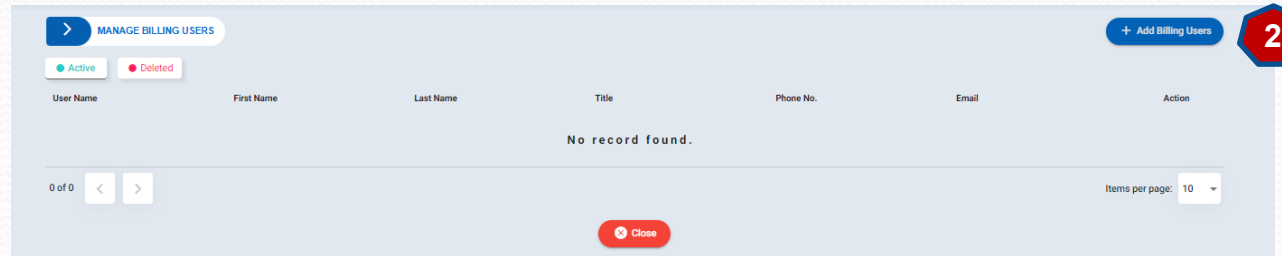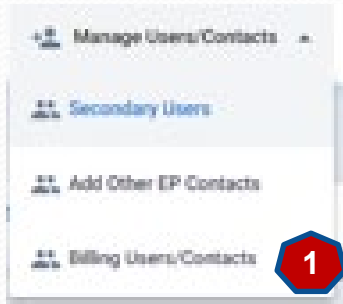
1. **Click on Billing Users Contacts**
2. **Click on the blue Add Billing User button in the upper right**
3. **Enter Billing User Details and click on SAVE.**

Billing Payment Info
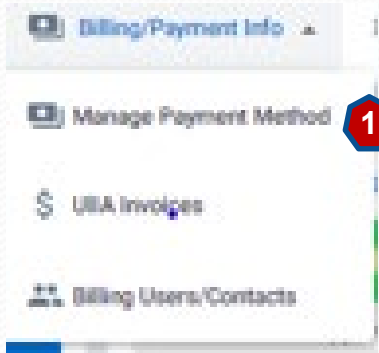
1. Click on Manage Payment Method from Billing/Payment Info dropdown.
2. Enter your preferred method of payment for your annual UIIA invoice.
3. Set the auto-pay feature

Billing/Payment Info

Manage Payment Method **1**

$ UIIA Invoices

Billing Users/Contacts

> MANAGE PAYMENT METHOD

🗔 ● Credit or Debit Card

🏛 ○ ACH Debit

Credit Cards

● Add a New Credit Card **2**

Billing Address (enter address that is associated w/ Credit Card Issuing Bank for validation purpose.)

| First Name * | Last Name * |
| Address Line 1 * | Address Line 2 |

| City * | state * California | Zip Code * | Country * USA |

Credit Card Details (enter the Zip code that is associated w/ Card Issuing Bank)

| Name On Card * | Card Number * |

| Expiration Date (MM/YY) * | CVV * | Zip Code * |

3 ☑ Set as default payment method

Billing Payment Info
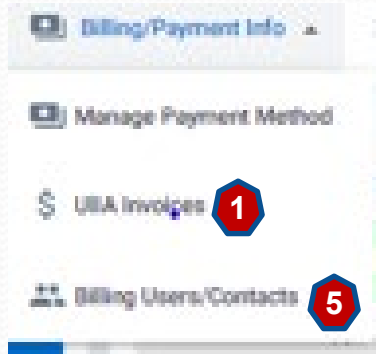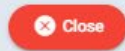
1. **View UIIA Invoice Details.**
2. **Download copy of invoice.**
3. **Click on green "Pay Now" to remit payment of the invoice.**
4. **Once payment is rec'd you will receive a paid receipt to the primary email address you have on file with our office.**
5. **This screen also provides another link to the Billing Users/Contacts**

| Billing/Payment Info |
| Manage Payment Method |
| UIIA Invoices **1** |
| Billing Users/Contacts **5** |

PAYMENT DETAILS

Invoice No.	Invoice Type	Invoice Date	Invoice Amount	Invoice Status	Payment Date	Paid Amount	Actions
379860	UIIA	07/19/2022	355.00	OPEN	07/19/2022	0.00	⬇ **2** $ Pay Now **3**

1 – 1 of 1 ‹ ›   Items per page: 10 ▾

✖ Close

Access Driver Database (IDD) Info

Access Driver Database Screen

1. If the EP is a subscriber to IANA's Intermodal Driver Database (IDD), they will have a link to the Driver Database shown on the toolbar.
2. To lookup drivers, click on the blue **DRIVER SEARCH** button.
3. Search box will appear, where you can search by MC SCAC, License No., Driver's Last Name, Status of driver (Active, Terminated or Active)

Access Driver Database (IDD) Info – cont'd

Summary of Driver Search Results

1. Driver Status – The buttons at the top of the page allow you to search for a specific status of drivers (All, Active, Deleted or Terminated). System defaults to Active.
2. Update Timestamp – If you receive driver data electronically from our office, you can click on UPDATE TIMESTAMP to have a driver record retransmitted on the next feed.
3. Download Report – Generates a report in Excel of the drivers for the specific SCAC Code entered.

Driver Search Results Screen

Driver Detail Screen

Other Options – Access Street Interchange App

Access Street Interchange Application from the MC Home page tool bar – Takes user to the SIA application.

UIIA EPs utilizing the SIA Application will have link that will take them to the existing application. The SIA is in the process of being redesigned and is also being enhanced to incorporate street turns/interchanges for chassis. New design and enhancements are tentatively planned to be completed by end of 2nd quarter 2023.

Other Options – New MC Mass Suspension
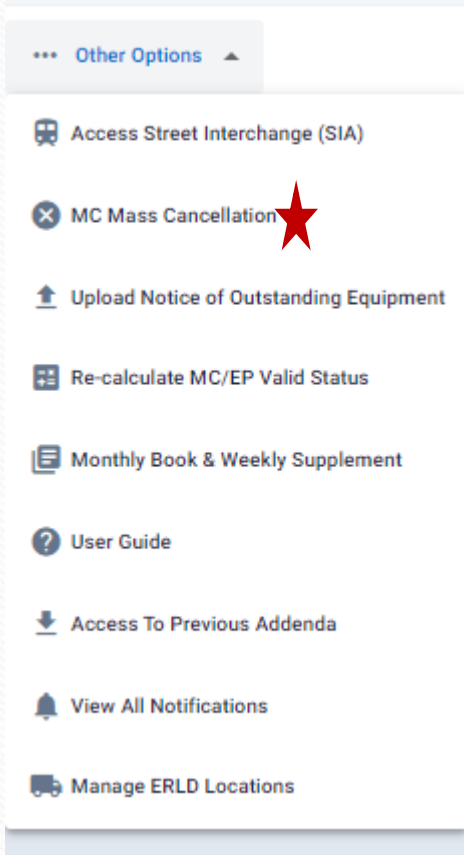
EPs will be able to upload a standard Excel template should they have multiple MC suspensions to handle within the UIIA database. There will be a limit of 200 companies within a file that can be handled per day.
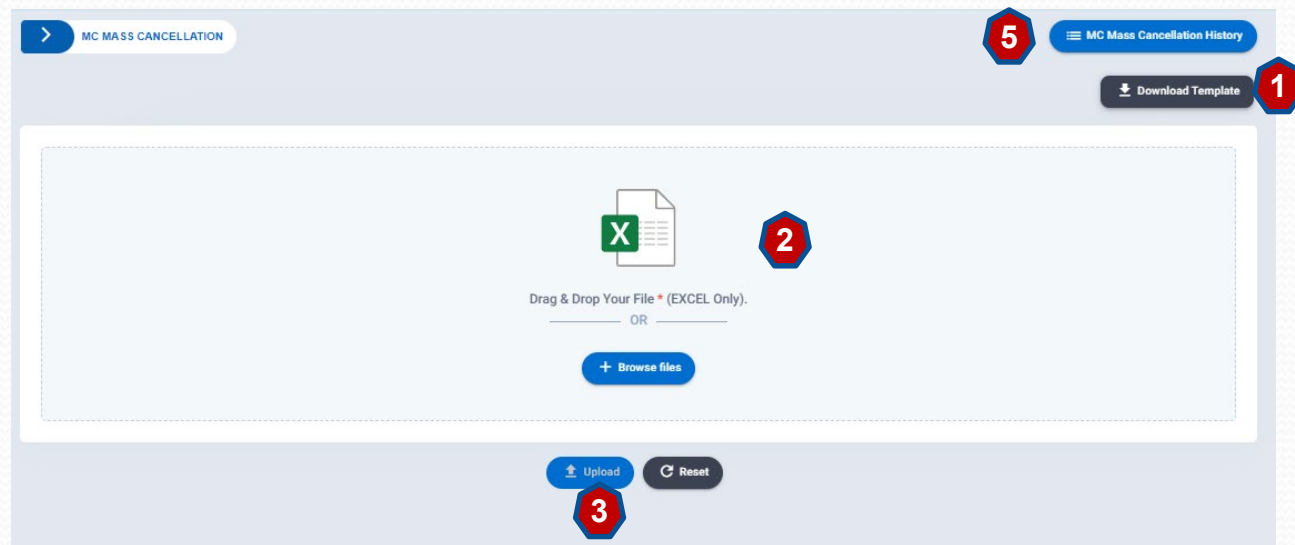
1. **Download Template – Will require Company Name, SCAC, Reason for Cancellation, Email for MC to direct questions, Telephone for MC to call with questions**
2. **EP can drag/drop file from their computer.**
3. **Click on Upload.**
4. **System will be updated with the appropriate suspension information and then notification will be sent to MC.**
5. **Click on MC Mass Cancellation History to see prior files uploaded and date processed.**

Note: System will populate the effective date of the suspension as three full business days from the date information was uploaded in system.

Other Options – Notice of Outstanding Interchanged Equipment
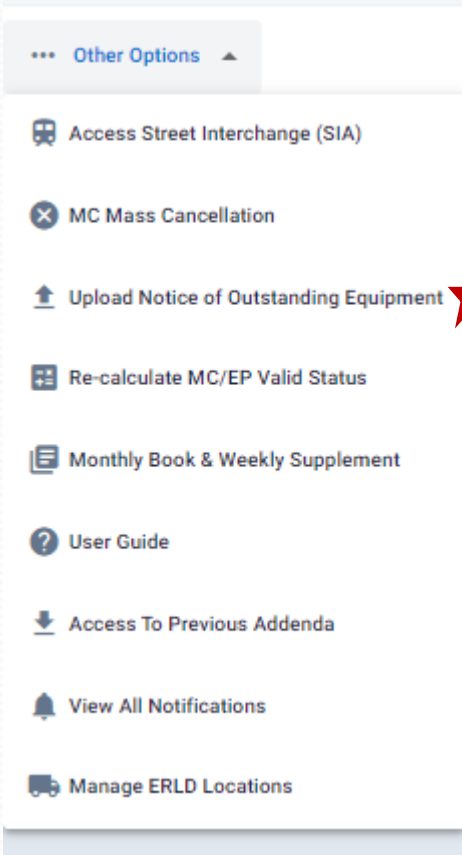
EPs will be able to upload a standard Excel template of interchanged equipment showing outstanding under a MC's SCAC Code. The system will then generate a notice to the MC with an Excel attachment reflecting the equipment that is shown on the EP's books as being out under the MC's SCAC Code
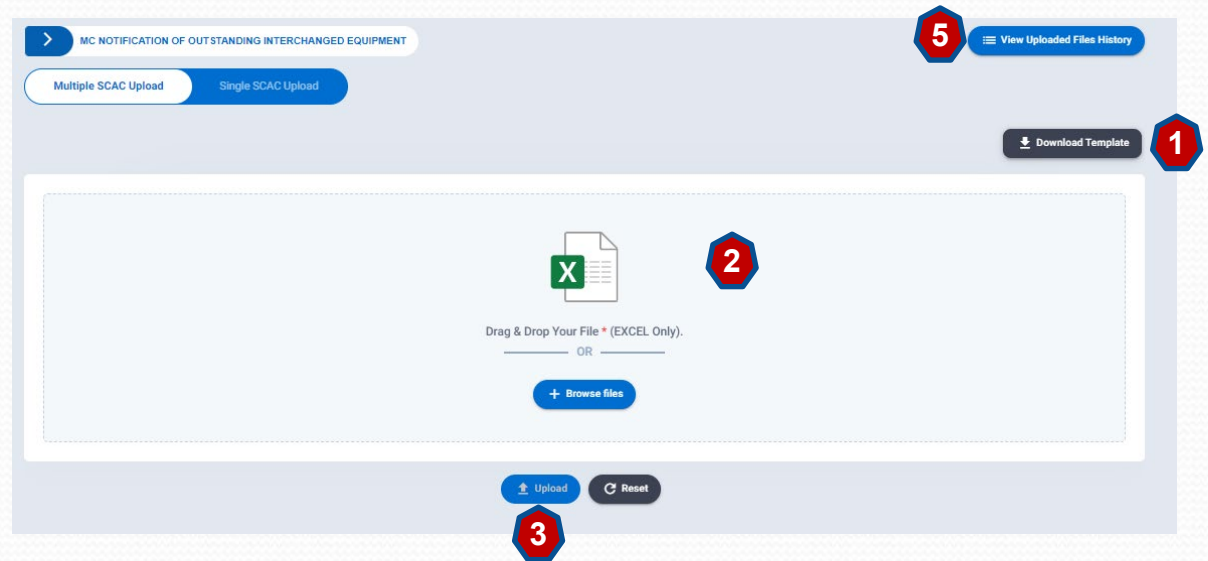
1. **Download Template – There are 2 standard templates. Multiple SCAC Upload – which allows the EP to include multiple SCAC Codes within the same template. Single SCAC Upload – Use this template only when all information is for the one MC SCAC.**
2. **EP can drag/drop file from their computer.**
3. **Click on Upload.**
4. **System will send out the appropriate notification to MC.**
5. **Click on View Uploaded Files/History to see prior files uploaded, status and date processed.**

Other Options – Re-Calculate MC/EP Valid Status

Other Options

- Access Street Interchange (SIA)
- MC Mass Cancellation
- Upload Notice of Outstanding Equipment
- **Re-calculate MC/EP Valid Status** ★
- Monthly Book & Weekly Supplement
- User Guide
- Access To Previous Addenda
- View All Notifications
- Manage ERLD Locations

EPs can see what changes to their insurance requirements will do to the number of UIIA MCs that are currently approved for them by utilizing the Re-Calculate MC/EP Valid Status feature.

1. Enter the specific limits you wish to change in the appropriate fields.
2. Click on Calculate.
3. System will generate the number of approved MCs you will have with the new requirement in place.
4. You will be able to compare this with the current approved MC account.

Note: Final requests for changes to requirements will need to be sent by the EP to IANA to go through the EP Addenda Review Process.

RE-CALCULATE EP-MC STATUS W/PROPOSED NEW REQUIREMENT

(4) 6787 — No. Of MCs Approved Under Current Requirements

(3) 0 — No. of MCs Approved Under Proposed New Requirements

Company Name	SCAC Code	Account Number
IANA Railroad Company	IARC	EP053653

Blanket Additional Insured Allowed: Yes

Policy	Required	Minimum Limit	Maximum Deductible Allowed	Additional Insured Required	EP Allows Self Insurance	Min BEST Rating	Risk Retention Insurance (RRG) Allowed	EP Specific Insurance Policy Allowed
AL	Yes	1,000,000	0	Yes	Yes		Yes	Yes
GL	Yes	1,000,000	0	Yes	No		Yes	Yes
CARGO	Yes	100,000	0	No	No		Yes	Yes
CONTCARGO	No		**(1)**	No			Yes	Yes
TI	Yes	20,000	0	No	No		Yes	Yes
REFTRAILER	No			No			Yes	Yes
WC	No			No			Yes	Yes
EL	No			No			Yes	Yes
EMPDHBOND	No			No			Yes	Yes
UMB	No			No			Yes	Yes

(2) [Calculate] [Close]

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Other Options – Monthly Books/Supplements

IANA runs a weekly Supplement and Monthly book that provides a snapshot of the companies in the UIIA for that period of time. It is generated in PDF format and available for download

1. Click on the files name for either the supplement or the Book to download the document.

MONTHLY BOOK & WEEKLY SUPPLEMENT

Type Of Report	Created date	File Names
Supplement	03/27/2023	S2732023.pdf
Supplement	01/17/2023	S1712023.pdf
Supplement	01/10/2023	S1012023.pdf
Supplement	01/03/2023	S312023.pdf
Book	01/03/2023	B312023.pdf
Supplement	12/27/2022	S27122022.pdf
Supplement	12/20/2022	S20122022.pdf
Supplement	12/13/2022	S13122022.pdf
Supplement	12/06/2022	S6122022.pdf
Book	12/01/2022	B1122022.pdf

Other Options – Access to Previous Addenda

EP has access to prior versions of its addendum under this menu option.

1. Click on the files name to download the version of the addendum you are looking for.

Template ID	Effective Date	Addendum File
1131	01/22/2022	IARCFullpkt.pdf
1099	06/07/2021	IARCFullpkt.pdf
1090	11/09/2020	IARCFullpkt.pdf
947	09/27/2018	IARCFullpkt.pdf
902	07/19/2017	IARCFullpkt.pdf
806	09/24/2015	IARCFullpkt.pdf
878	09/24/2015	IARCFullpkt.pdf
790	06/05/2015	iarc20150605.pdf
729	10/05/2014	IARC ADM 10-14.pdf
421	11/05/2007	iarc20071105.pdf

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Items per page: 10

Other Options – View All Notifications

Other Options
- Access Street Interchange (SIA)
- MC Mass Cancellation
- Upload Notice of Outstanding Equipment
- Re-calculate MC/EP Valid Status
- Monthly Book & Weekly Supplement
- User Guide
- Access To Previous Addenda
- View All Notifications
- Manage ERLD Locations

NEW FEATURE –
EPs will now have the ability to view all notifications associated with their company and the MCs they do business within the system.

1. Notification Description
2. If notice is related to a MC it will provide MC's Company Name and UIIA Account Number.
3. Status of the notification – whether it was sent successfully or not.
4. Mode – E-mail
5. E-mail Address the notice was sent to.
6. Date of Notification
7. Ability to Search notification by date or mode
8. Download copy of notification.

Other Options – Manage ERLD Locations

EPs will have the ability to make changes (edit, add/delete or turn off/turn on) locations they have within the ERLD.

1. Click on **ADD LOCATION** blue button to add a brand-new satellite location. This will display a pop-up screen to enter location details. Then click **SAVE**.
2. Click the ACTION button to either **EDIT or DELETE** an existing satellite location.
3. System will capture the change and send the appropriate notification to the MC providing the required notification period.
4. EP will be able to see upcoming ERLD changes when logged into their account that also reflects the effective date of the change.

Other Options – Manage ERLD Locations – cont'd

SEARCH ERLD LOCATIONS

EPs can search their locations by:

1) Originating region
2) Originating state
3) Originating Location City
4) Originating Location Name
5) Date Range by Effective Date
6) Equipment Type

Addl. Access

Upper right corner where EP Company Name is shown provides addl. links to:
1. **Manage Account Info**
2. **Notifications**
3. **Notifications Settings**
4. **Logout**

Access to these features are available from the main toolbar as well. The only item not addressed already is the Notification Settings.

Addl. Access – Notification Settings

EPs will have the ability to set how they want specific notifications to be handled.
MC Suspension Notifications
Member Flag Notifications
Addenda Credit App Notifications (if applicable)
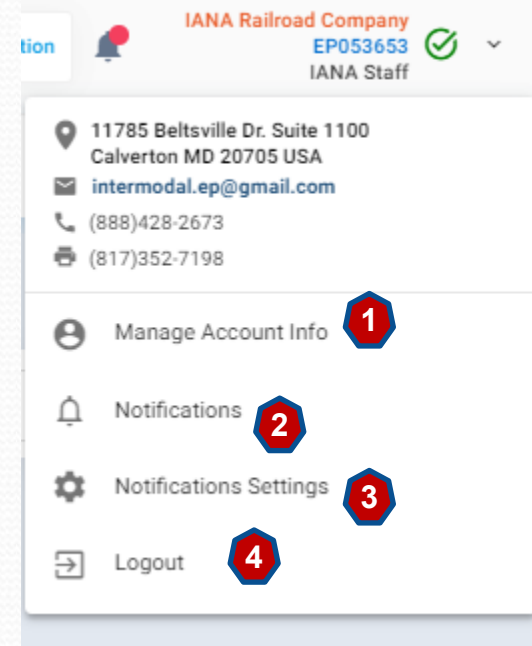
IANA Railroad Company
EP053653
IANA Staff

11785 Beltsville Dr. Suite 1100
Calverton MD 20705 USA
intermodal.ep@gmail.com
(888)428-2673
(817)352-7198

Manage Account Info

Notifications

Notifications Settings ★

Logout

NOTIFICATIONS SETTINGS

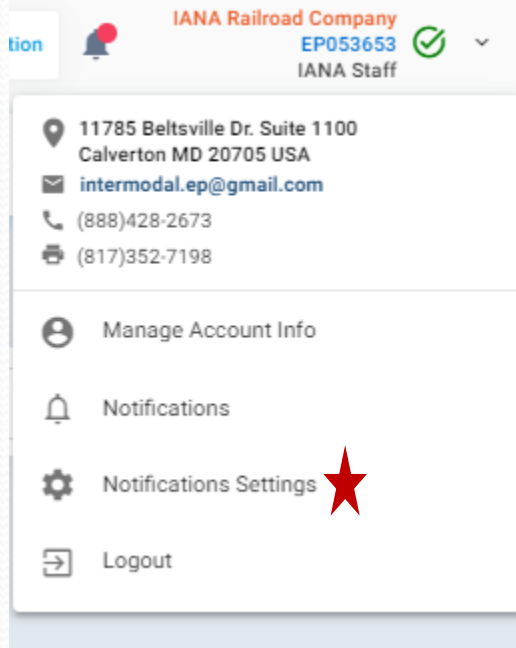| Manage MC Suspension Notifications | Member Flagging Notifications | Addenda/Credit App Notifications |

Choose Your Preference

Select	Notification Description
① ●	All suspension notifications (including reminders)
② ○	Initial notice of suspension only
③ ○	Only actual day of suspension notices
④ ○	No suspension notifications

MC Suspension Notices - EP can select how they wish to handle MC Suspension notifications they receive – They can elect to receive:
1. All suspension notices
2. Initial notice of suspension
3. Notice sent the day the suspension becomes effective
4. No suspension notices at all

Save   Close   Close

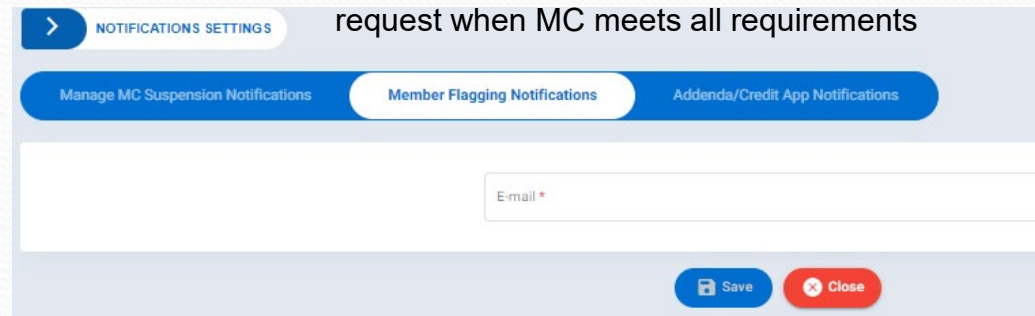# Addl. Access – Notification Settings – cont'd

EPs will have the ability to set how they want specific notifications to be handled.
MC Suspension Notifications
Member Flag Notifications
Addenda Credit App Notifications (if applicable)

Member Flagging – EP provides an e-mail where they want these notifications sent – UIIA automatically send request when MC meets all requirements
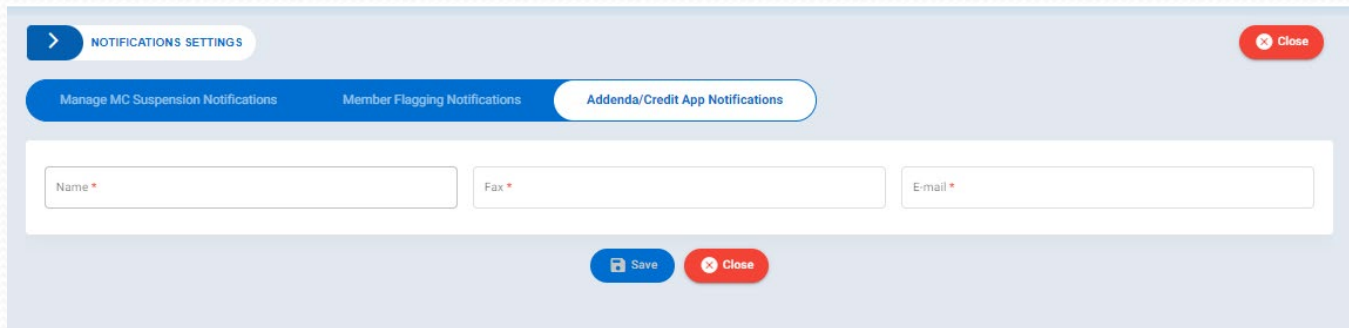

EP Addenda/Credit Apps – EPs that require addenda/credit apps to be completed will need to provide contact name, email and/or fax where they want this information sent.