New UllA Web Portal Motor Carrier Overview



MC Login Screen for UIIA



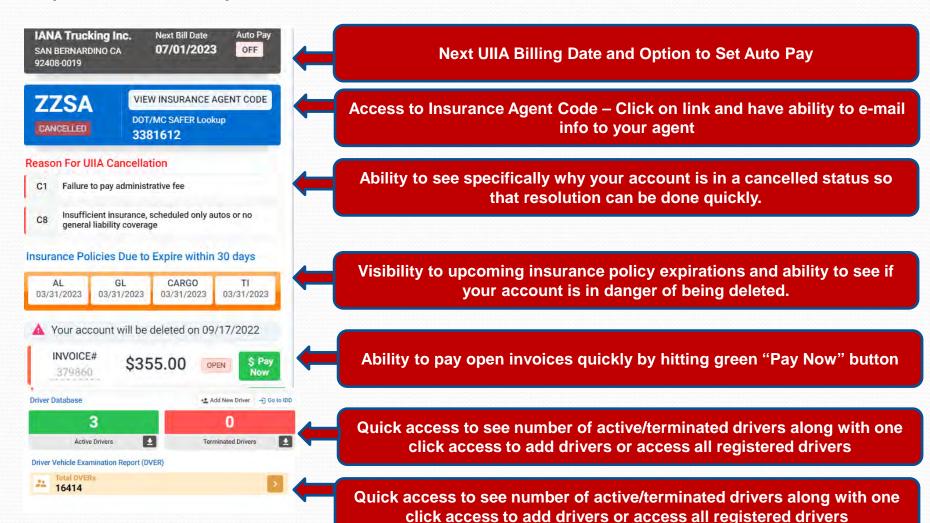
New MC Login page to access the UIIA application –

- 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 MCs can be found at https://mc.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 MCs save the new URL as a new favorite.

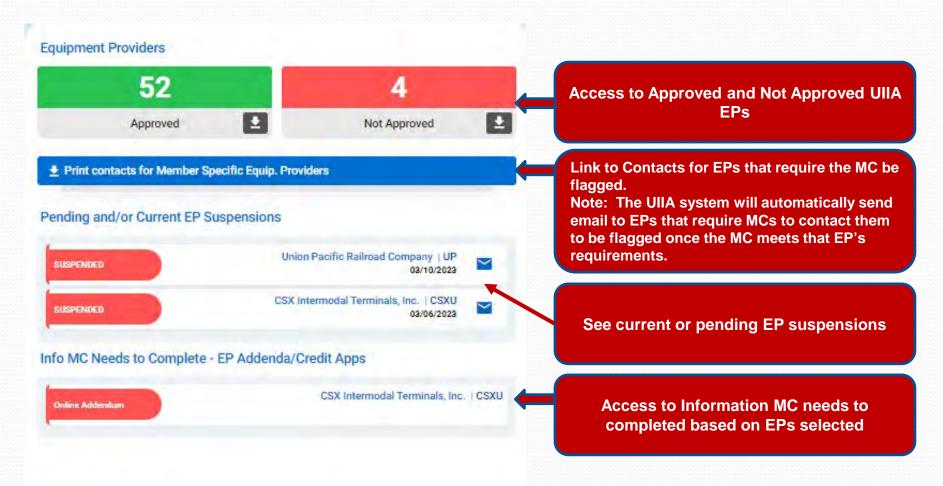
New Motor Carrier Home Page

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



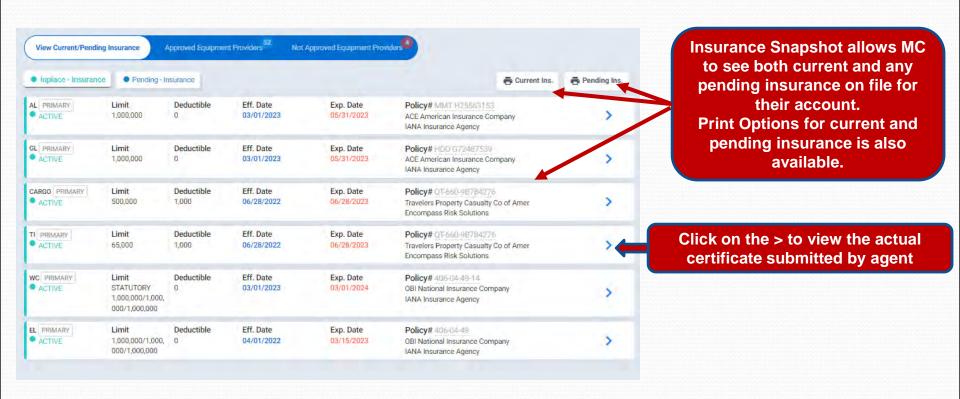
New Motor Carrier Home Page - cont'd

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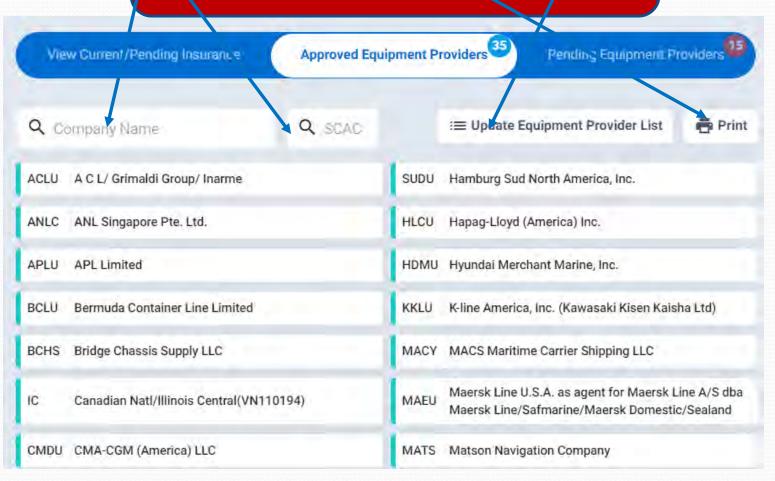
New Motor Carrier Home Page - cont'd

• The newly designed UIIA application presents a dashboard for the MC when they log in that provides access to pertinent information related to their UIIA account such as insurance.



Approved UIIA Equipment Providers

- 1. See list of approved equipments provider
- 2. Search by EP Company Name or SCAC
- 3. Quick Link to Update Equipment Provider List
- 4. Ability to print list of Approved EPs



Pending UllA Equipment Providers



List of Pending EPs

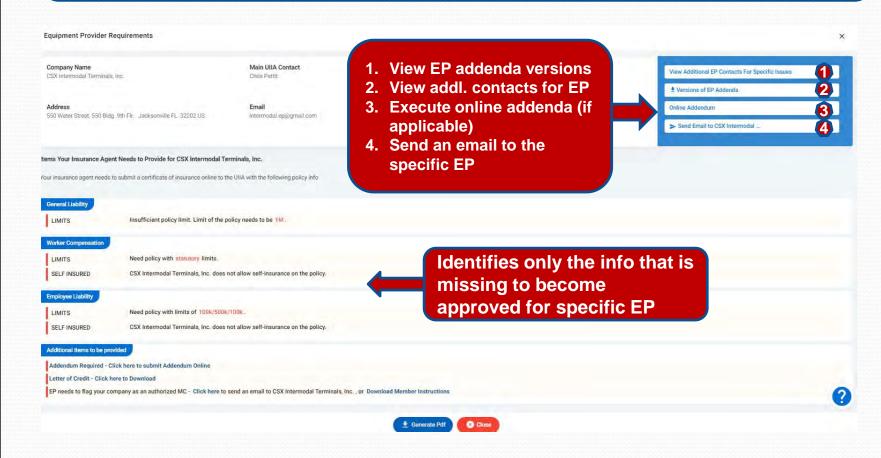
Each EP will have icons to the left of the name that will allow MCs to perform the following actions:

- 1. Click to see Info Needed to be approved
- 2. Link to email EP directly
- 3. Complete Online EP Addendum

The Update Equipment Provider List feature is also available on this page should you wish to add or remove an EP from your list.

New Smart Checklist - Info Needed

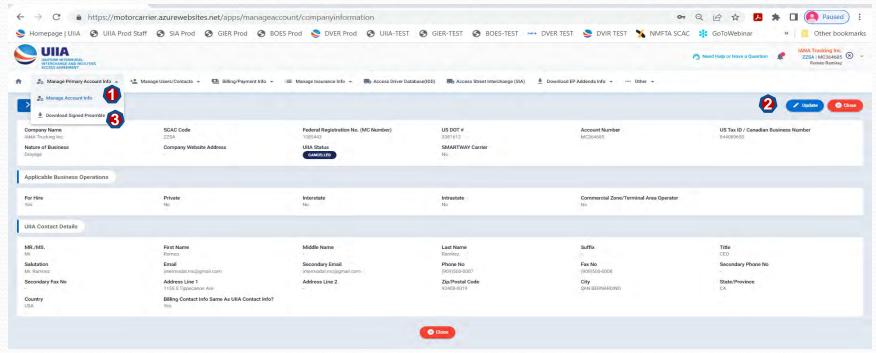
The New UIIA platform will provide a much clearer listing of information needed to become approved for a specific Equipment Provider. Listing will only show the actual info that is missing. It will also provide access to EP addenda and have a link to email the EP directly should it be necessary.



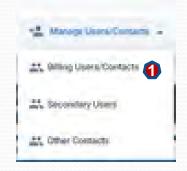
Manage Account Information

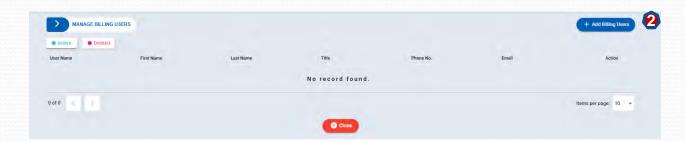
Under Manage Primary Account Info

- Provides ability to update certain contact information (changes to company name, contact or primary/secondary email addresses require written request be sent to <u>uiia@intermodal.org</u>. Contact changes will also require new contact to execute new Participating Party Signature page to the UIIA.)
- 2. Click on Update button to right hand side of screen.
- Ability to download a copy of the signed Participating Party Signature page to the UIIA also available.

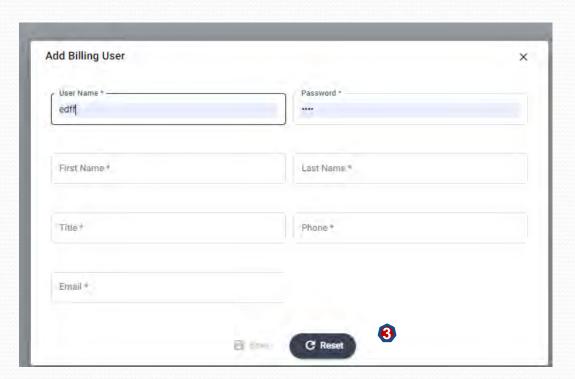


Manage Users - Billing Users

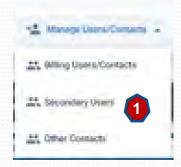




- 1. Click on Billing Users Contacts
- 2. Click on the blue Add Billing User button in the upper right
- 3. Enter Billing User Details and click on SAVE.

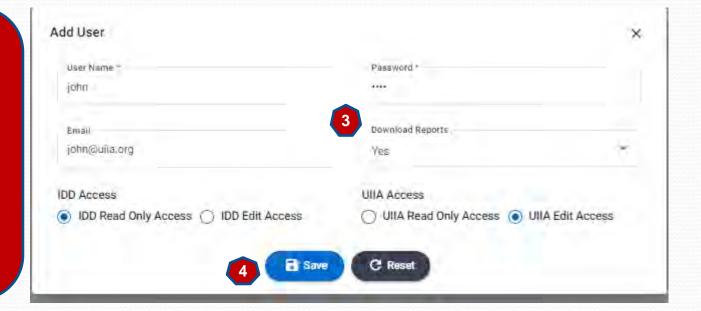


Manage Users - Secondary Users





- Click on Secondary Users
- 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.
- 4. Click on SAVE.

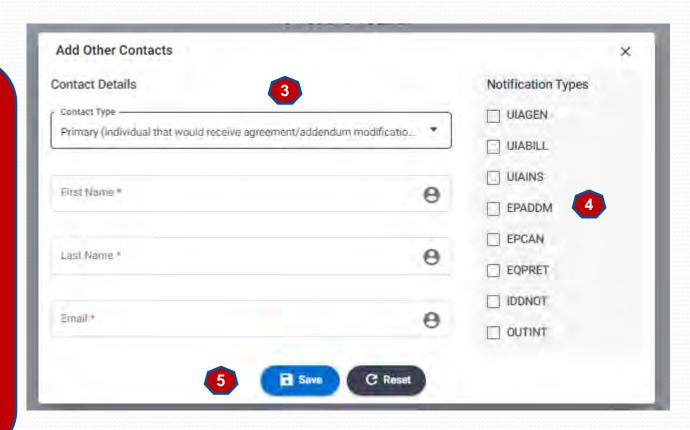


Manage Users - Other Contacts

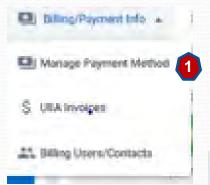




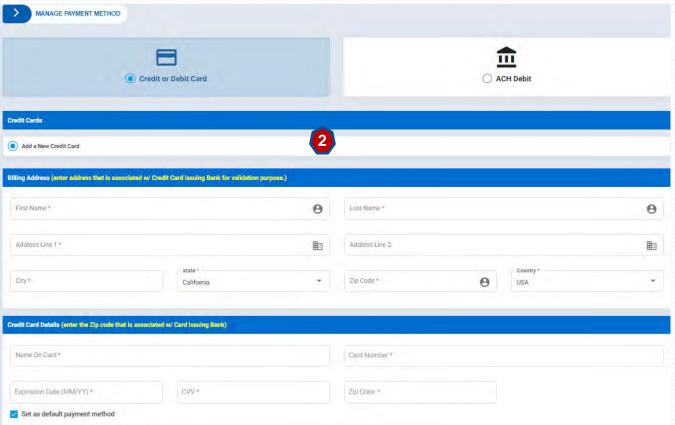
- 1. Click on Other Contacts
- 2. Click on the blue Add User button in the upper right
- 3. Enter Other
 Contacts User
 Details, including
 selecting the type of
 contact from the
 dropdown menu.
- Check the types of notifications you want the user to receive.
- 5. Click on SAVE.



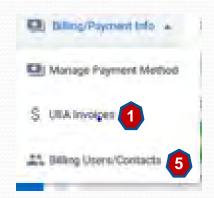
Billing Payment Info



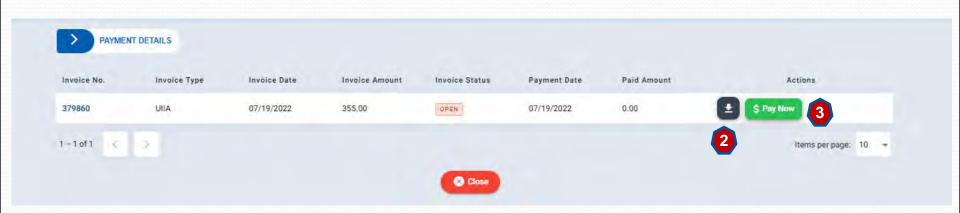
- 1. Click on Manage Payment Method from Billing/Payment Info dropdown.
- 2. Enter your preferred method of payment for your annual UIIA invoice.
- 3. Set the auto-pay feature



Billing Payment Info



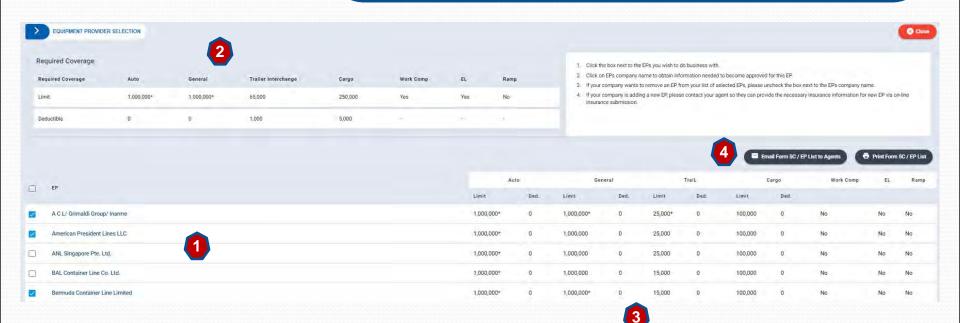
- View UIIA Invoice Details.
- 2. Download copy of invoice.
- 3. Click on green "Pay Now" to remit payment of the invoice.
- 4. Once payment is rec'd you will receive a paid receipt to the primary email address you have on file with our office.
- 5. This screen also provides another link to the Billing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

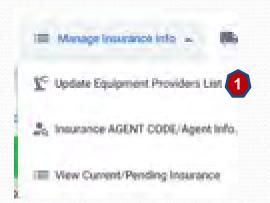




Update Equipment Provider List

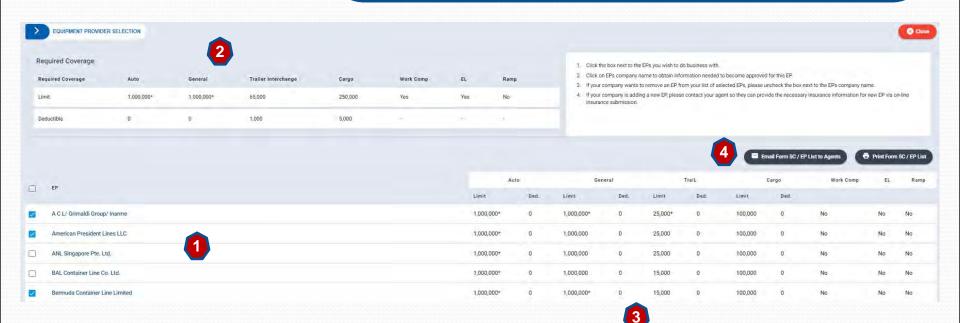
- 1. Ability to check or uncheck the EPs with whom your company does business with under the UIIA.
- 2. Provides a summary of the minimum insurance your company needs to have in order to do business with the selected EPs.
- 3. Identifies individual EP's insurance requirements.
- Provides link to send a copy of the EP Checklist (Form 5C) to your agent.





Update Equipment Provider List

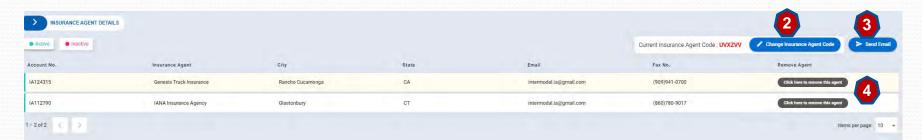
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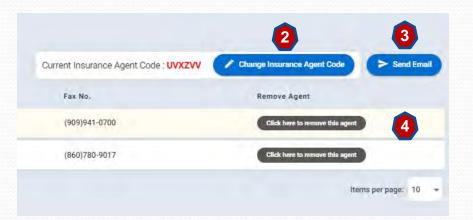


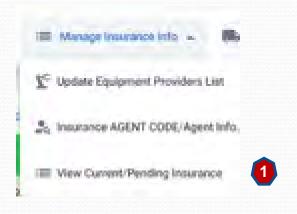


Insurance Agent Code/Agent Info

- 1. Identifies your company's Insurance Agent Code that your agent will need to submit your insurance online.
- 2. Click the blue button in the upper right, "Change Insurance Agent Code" (Middle button) to change your insurance agent code.
- 3. Click on the blue button in the upper right "**Send Email**" to send your Insurance Agent Code via e-mail to your agent.
- 4. If you wish to remove an agent, click on the black button "Click here to remove this Agent".

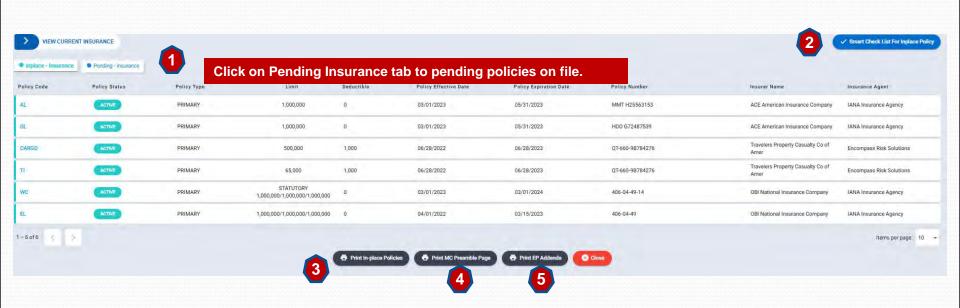






View Current/Pending Insurance

- 1. Ability to view current and pending insurance.
- If there are issues with the certificate that is in place, a blue button will be displayed in the upper right.
- 3. Ability to print a copy of the current Certificate "Print In Place Policies".
- 4. Print signature page to the UIIA "Print MC Preamble Page".
- 5. Print EP addenda that have been executed online by clicking "Print EP Addenda".



Access Driver Database Info

Access Driver Database Screen

Click on Access Driver Database from home page to view driver database information.

- 1. Click on **Driver Number** to view Detailed Record.
- Sort by All, Active, Deleted and Terminated drivers. Click on specific status you wish to search for.
- 3. Search by various parameters by clicking on "Driver Search".
- 4. Add a new driver by clicking red button "Add New Driver".
- 5. Click on "**Download Report**" to receive a customized report of your driver inventory registered in the IDD.



Tool bars options for IDD include:

Manage Driver Details – Takes user to list of drivers.

Manage Dispatch Office – Takes user to list of Dispatch Offices (must add at least one dispatch office before registering drivers.

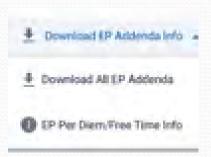
Manage My Users – Allows MC to setup secondary users for the IDD.

Go to UllA Menu - Takes User Back to UllA Home Page

Access Street Interchange (SIA) and Download EP Addenda Info



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



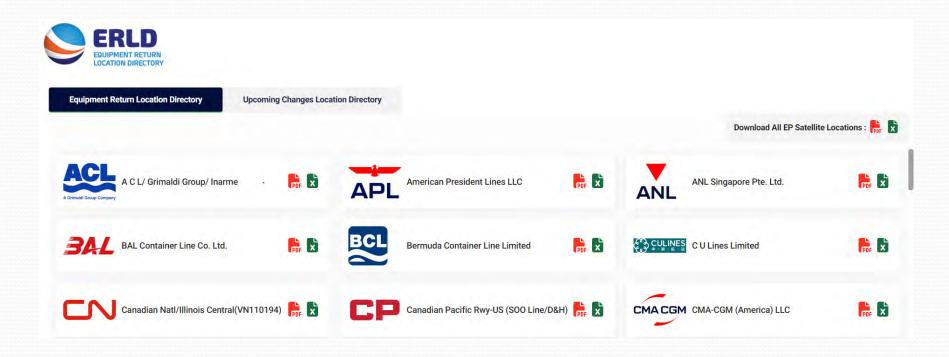
Access EP Addenda Info – Ability to download the following:

- Download all EP Addenda
- Download EP Per Diem/Free Time Info
- Download EP M &R Addenda Info
- 4. Download EP Lost/Stolen Addenda Info

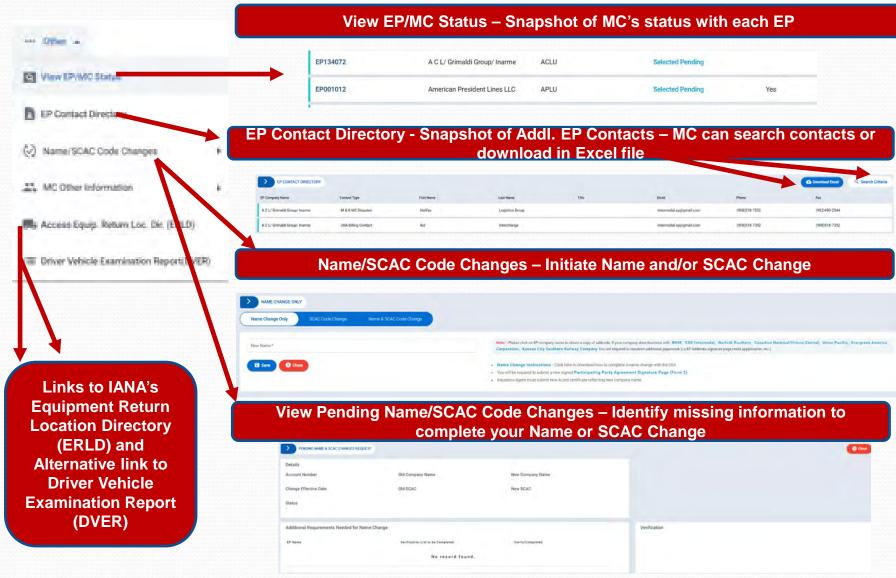
Equipment Return Location Directory (ERLD)

Motor Carriers will be able to access EP's Satellite Return Locations via the Equipment Return Location Directory (ERLD) for those EPs that elect to use IANA's tool for this purpose. Each EP listed will have a link to download an Excel file or PDF of potential satellite return locations. In addition, Motor Carriers will also have the ability to see upcoming changes.

Note: This will only be applicable for those UIIA EPs that elect to utilize IANA's ERLD.



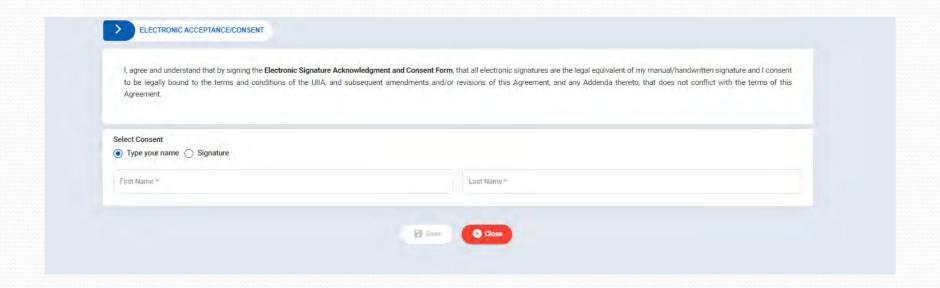
Other Info on Home Page

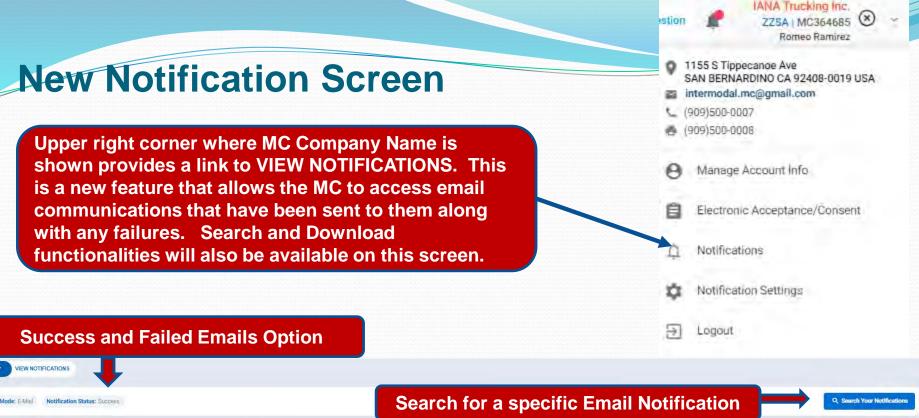


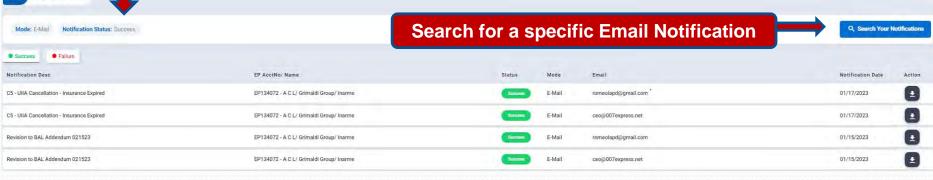
New Feature - Electronic Signatures

All contract documentation (Participating Party Signature Pages and EP addenda (if applicable) will be executed via electronic signature. IANA will be reaching out to existing UIIA MCs to obtain a new signature page with their electronic signature of the UIIA contact.

MC will type and sign their name and this will be accepted as the electronic signature. This includes capturing the IP address, date/time stamp for the signature.







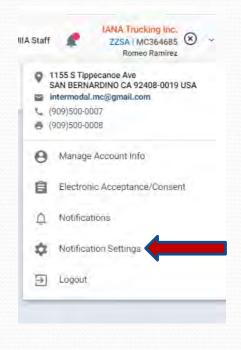
Notifications include description of notification, name of EP if notice is related to suspension/reinstatement, status of email (success or fail), e-mail address communication was sent to along with the date of the message. In addition, user would have the ability to download a copy of the notice.

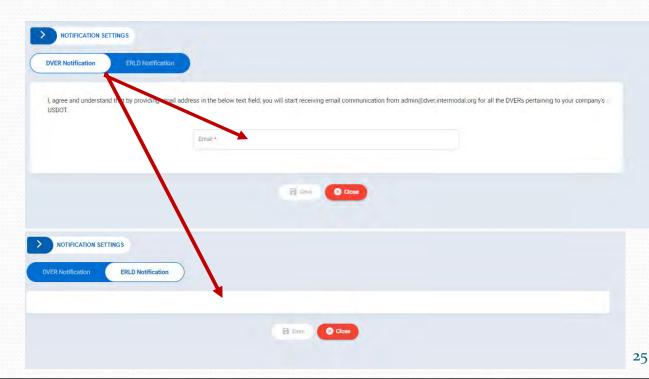
New Feature – Notification Settings DVER & ERLD

A new feature will provide MCs with access to the Driver Vehicle Examination Reports (DVERs). This is citation that is associated with roadside inspections. If a citation is assigned to the MC's DOT Number, then a copy of the DVER can be transmitted to the via e-mail and they will also be able to view online.

IANA has a direct electronic communication link with FMCSA to receive the DVERs. To begin receiving DVERs via e-mail that are assigned to your US DOT, click on Notification Settings below and then enter the e-mail address where you would like the messages to be sent.

MCs can also identify the e-mail addresses they want to receive notifications regarding changes in the Equipment Return Location Directory (ERLD). Multiple emails can be entered as long as they are separated by a semicolon.



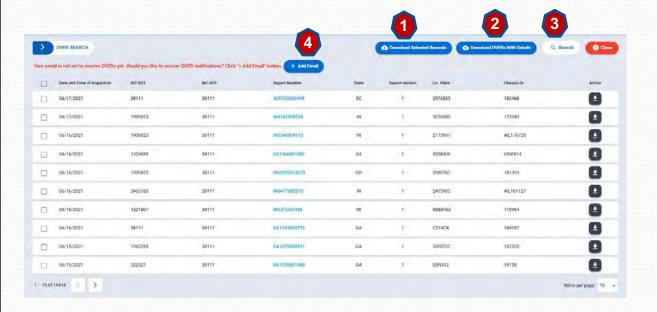


New Feature – Access to DVERs

DVERs access from the MC home page – See screen below:

Driver Vehicle Examination Report (DVER) Link on home page





DVER Actions

- Ability to download selected DVERs.
- Download DVERs with full XML details in Excel file.
- 3. Search by specific parameters (state, date, IEP DOT, etc.)
- 4. Link to add email if you want DVERs sent to your company via email.

New Feature - Execute EP Addenda Online

Motor Carriers that wish to do business with BNSF, CSX, Canadian National, Evergreen, Flexi-van Leasing, Kansas City Southern, Norfolk Southern or Union Pacific are required by these EPs to execute either an addendum and/or credit application before they will be approved to do business with the EPs.

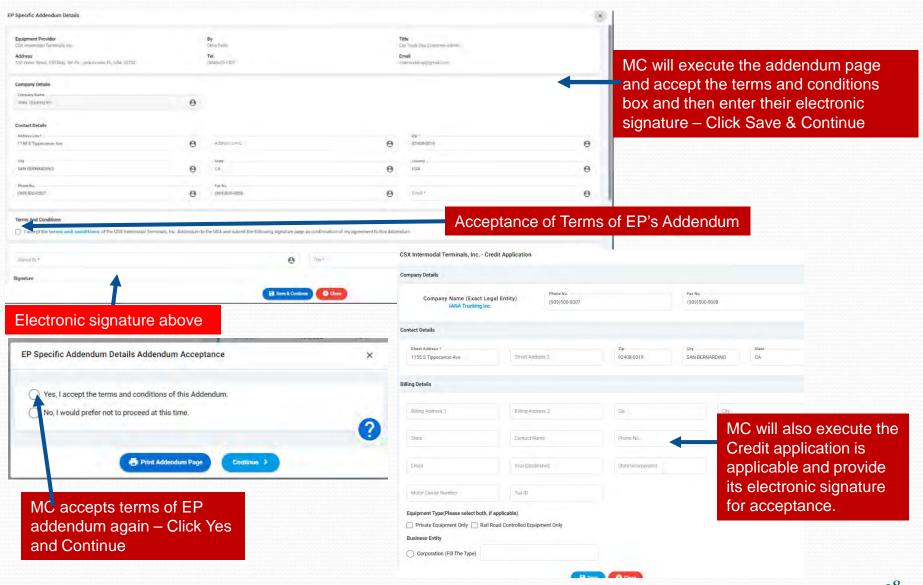
In the new application, we have streamlined this process by introducing all online execution of this addl. paperwork for the MC. In addition, the system will automatically forward the appropriate paperwork to the specific EP for approval once the MC is active in our system and meets all requirements for the EP with except for the approval of the addenda/credit documentation.

Info MC Needs to Complete - EP Addenda/Credit Apps



From the MC home page in the middle column the system will display if the MC needs to execute a specific addendum and/or credit application for an EP based on the EPs the MC selected that they wish to do business with under the UIIA. To initiate the process, click on the EP's company name.

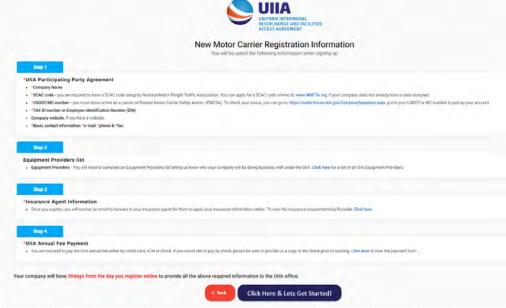
New Feature - Execute EP Addenda Online - cont'd



New MC Registration Process



Step 3 Insurance Agent Information *UliA Annual Fee Payment Click on Register Now! To Your company will have 30days from the day you register online to provide all the above required information to the UIIA office. start the online registration Click Here & Lets Get Started! process



MC Instructional page that outlines the steps to participate in the UIIA - Click on "Click here & Let's Get Started to initiate the online registration

New MC Registration Process - cont'd



Fill in Company Details

Step 1: UIIA Participating Party Agreement

Company Details

Confact Details

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Prefix

First Name*

Confact Details

Confact Details

Confact Details

Address Details

Address Livis 1*

Address Livis 1*

Address Livis 1*

Address Livis 2.

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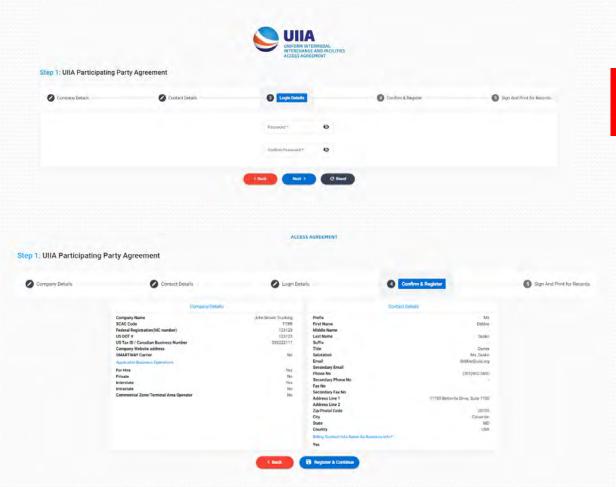
Secondary Fix No.

Tills

Secondary

Fill in Contact & Address Details

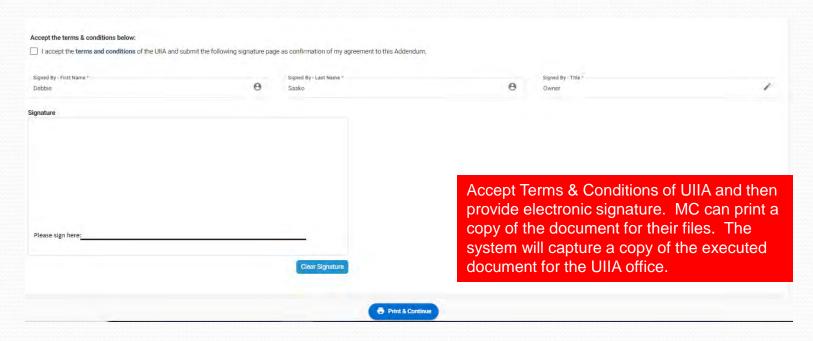
New MC Registration Process - cont'd



Create your company's Password for Accessing UIIA application

Confirm Registration Information and click on Register & Continue

New MC Registration Process – cont'd



Once MC has provided its electronic signature then the account will be pending in the UIIA system. The MC will receive the following info:

- 1) An email identifying that they have a pending account and includes credentials on how to access your UIIA account.
- 2) A second e-mail with your Insurance Agent Code. This is the code the MC will need to provide to its insurance agent along with the MC's SCAC Code. The agent will need this information to submit your insurance online through the UIIA web portal.