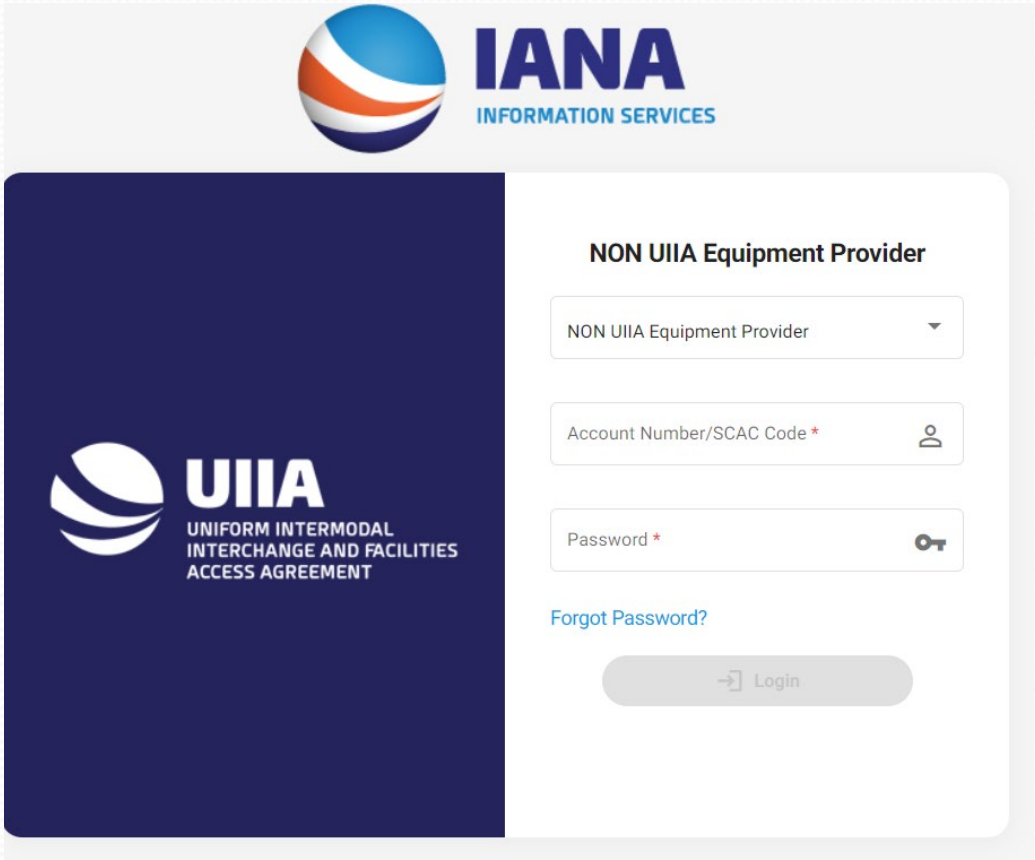
New BCAS Web Portal Overview

IANA
INFORMATION SERVICES

BCAS UIIA Login Screen



New BCAS Login page to access the UIIA application –

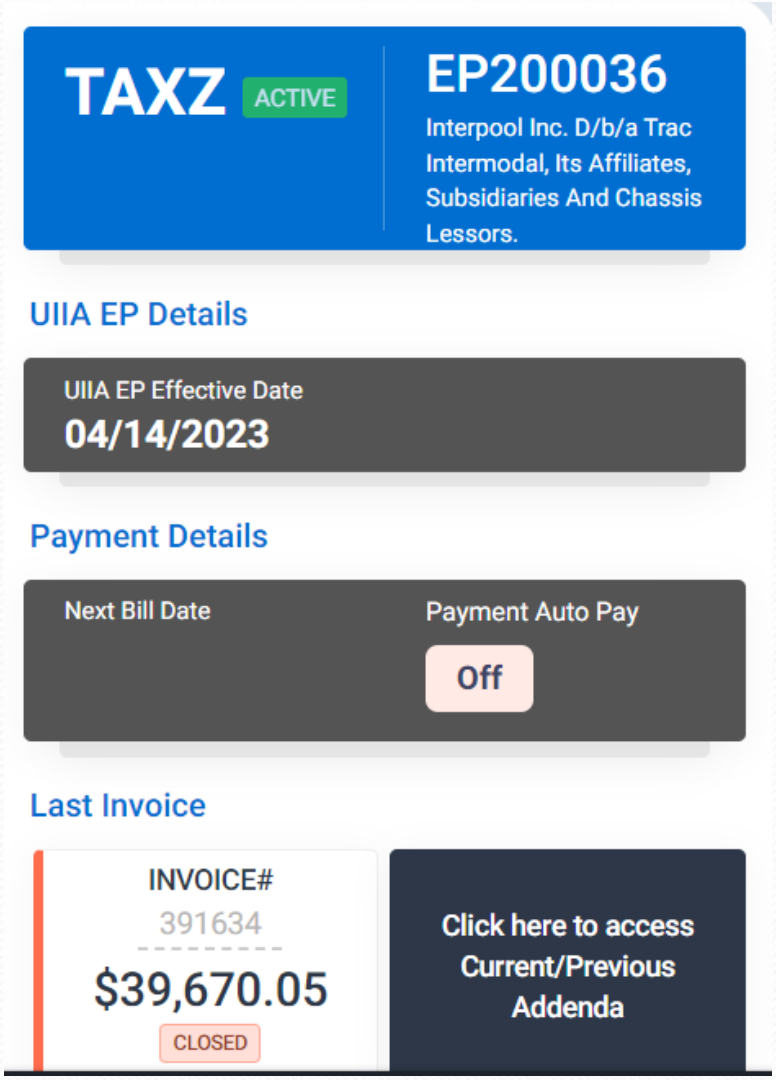
1) **Select from the drop down the type of user that is logging in. (Primary, Secondary, Billing, etc.)**
2) **Enter your SCAC Code**
3) **Enter your Password**
4) **Click Login.**

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

New BCAS Home Page

1

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

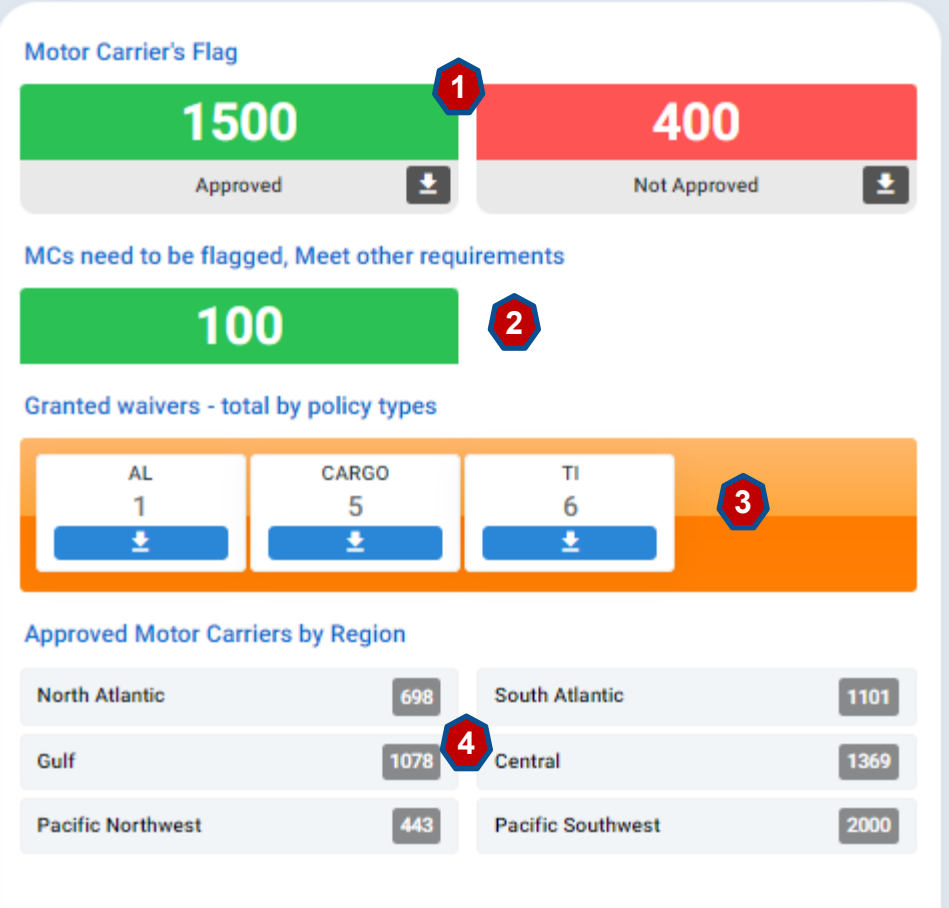


The left side of the dashboard provides the following info:

1. Company Info
2. Effective Date
3. Next Bill Date
4. Auto Pay Feature
5. Last Invoice
6. Access to current and previous versions of BCAS addenda.
7. Access to open invoices (if applicable)

New BCAS Home Page – cont'd

- **The newly designed BCAS application presents a dashboard for the Subscriber 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 Subscriber** (Ability to download in Excel file)
2. **For Subscribers that are "Member Specific"** – meaning that the Subscriber must approve the MC to be flagged for their company in the UIIA system – Provides a list of MCs that meet the Subscriber's requirement but just need to be flagged for the EP.
3. **Waivers –** Shows number of MCs that the Subscriber 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)

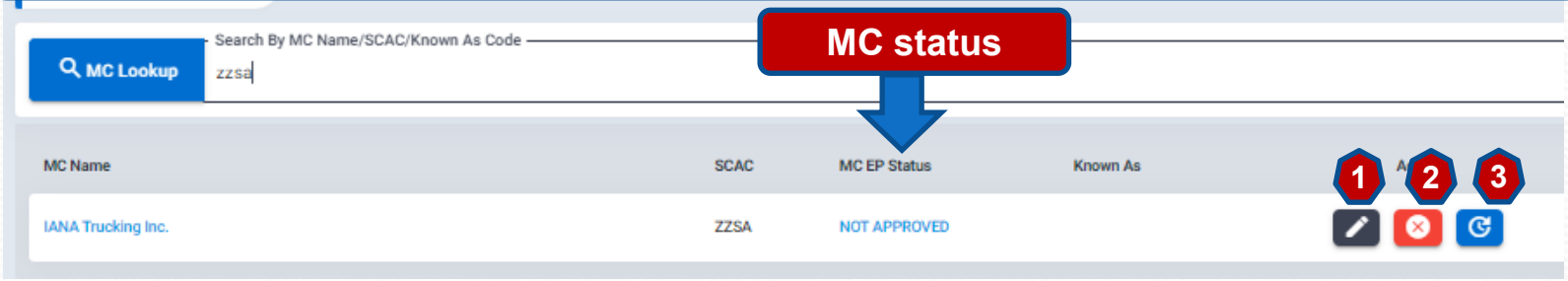
New BCAS Home Page – cont'd

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

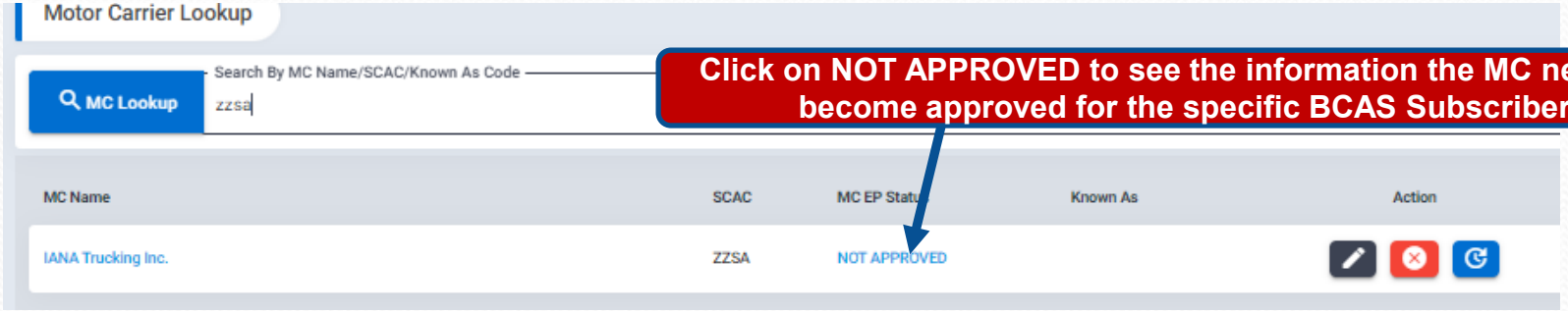
BCAS Subscriber can search for UIIA MC by Company Name, SCAC Code or Internal Known As Code

Quick MC Snapshot – Provides MC's Status w/Subscriber and also has the following action buttons:

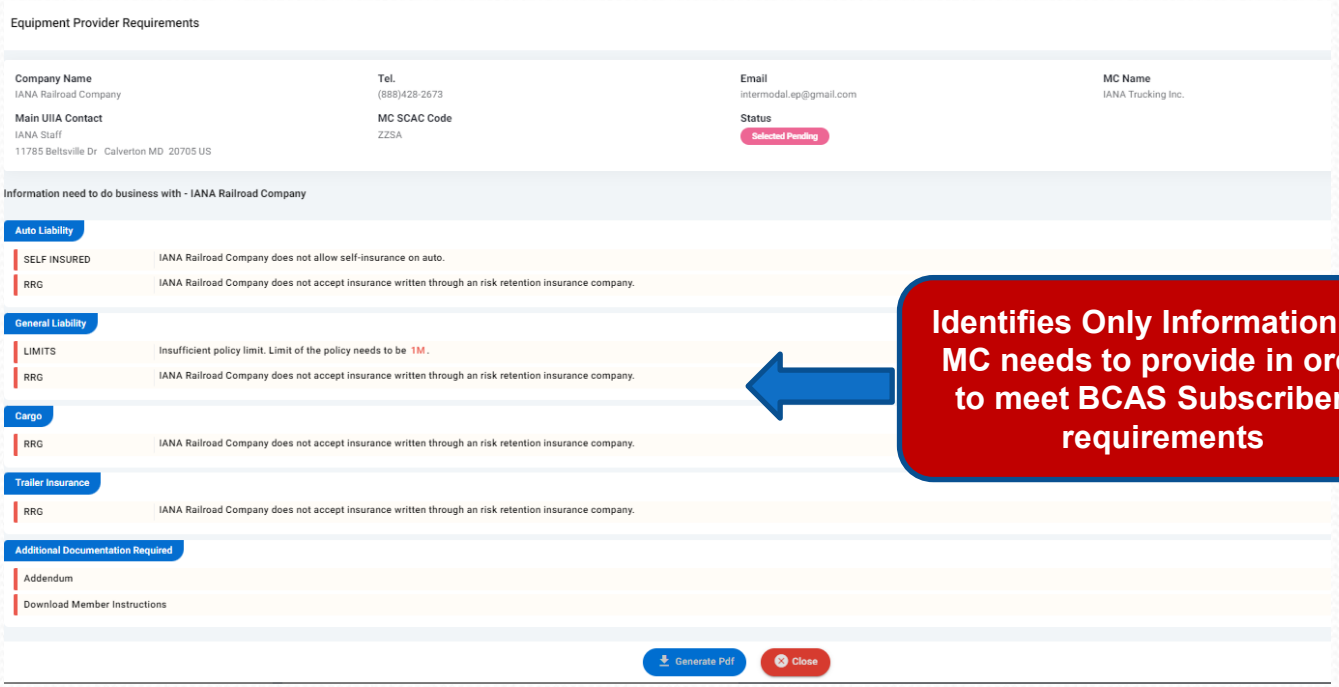
1. Flag MC as an authorize carrier for the BCAS Subscriber
2. Suspend MC's Interchange – This is a toggle when suspended icon will change to reinstate, when reinstated icon will be to cancel
3. Update Timestamp on MC Record – Update the timestamp allows for the record to be included on the next electronic data feed to the BCAS Subscriber.



Status of MC for BCAS

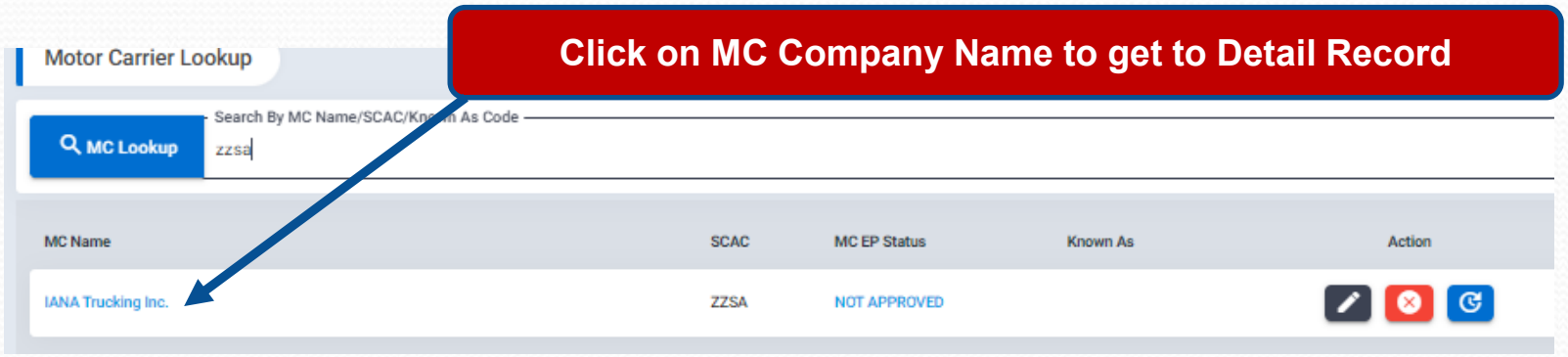


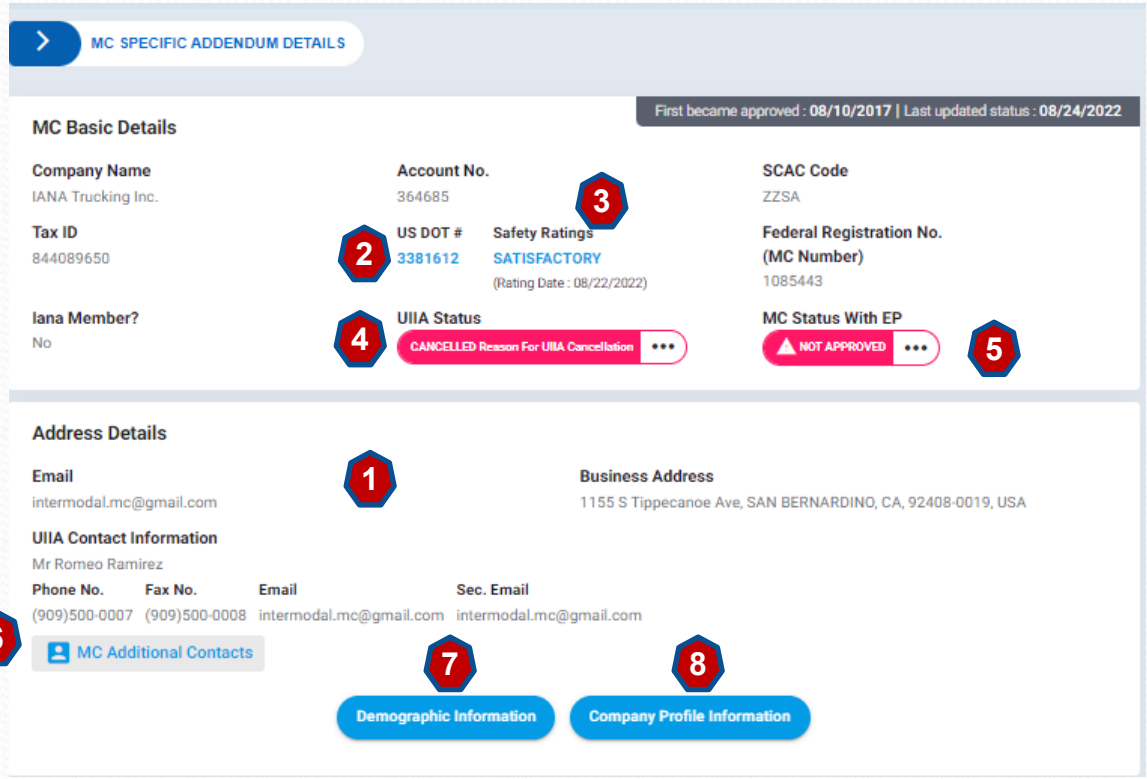
Click on NOT APPROVED to see the information the MC needs to become approved for the specific BCAS Subscriber



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

BCAS Subscriber View of MC Detail Record





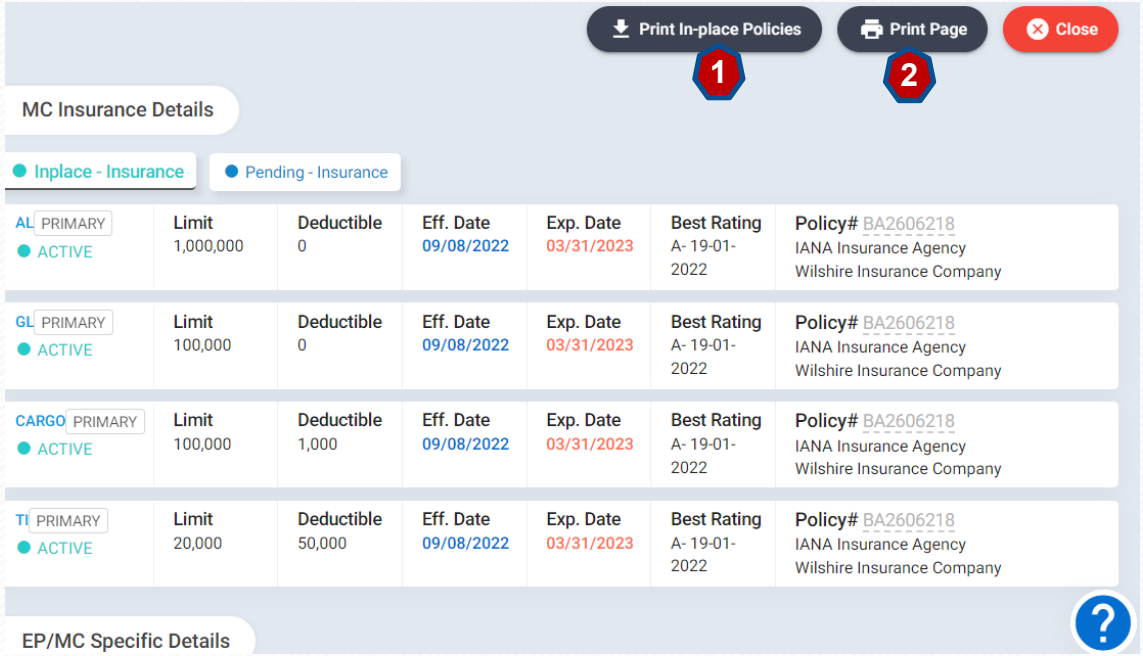
Left Side of Detailed MC Screen

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 BCAS Subscriber
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)

BCAS View of MC Detail Record – cont'd

Click on MC Company Name to get to Detail Record

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

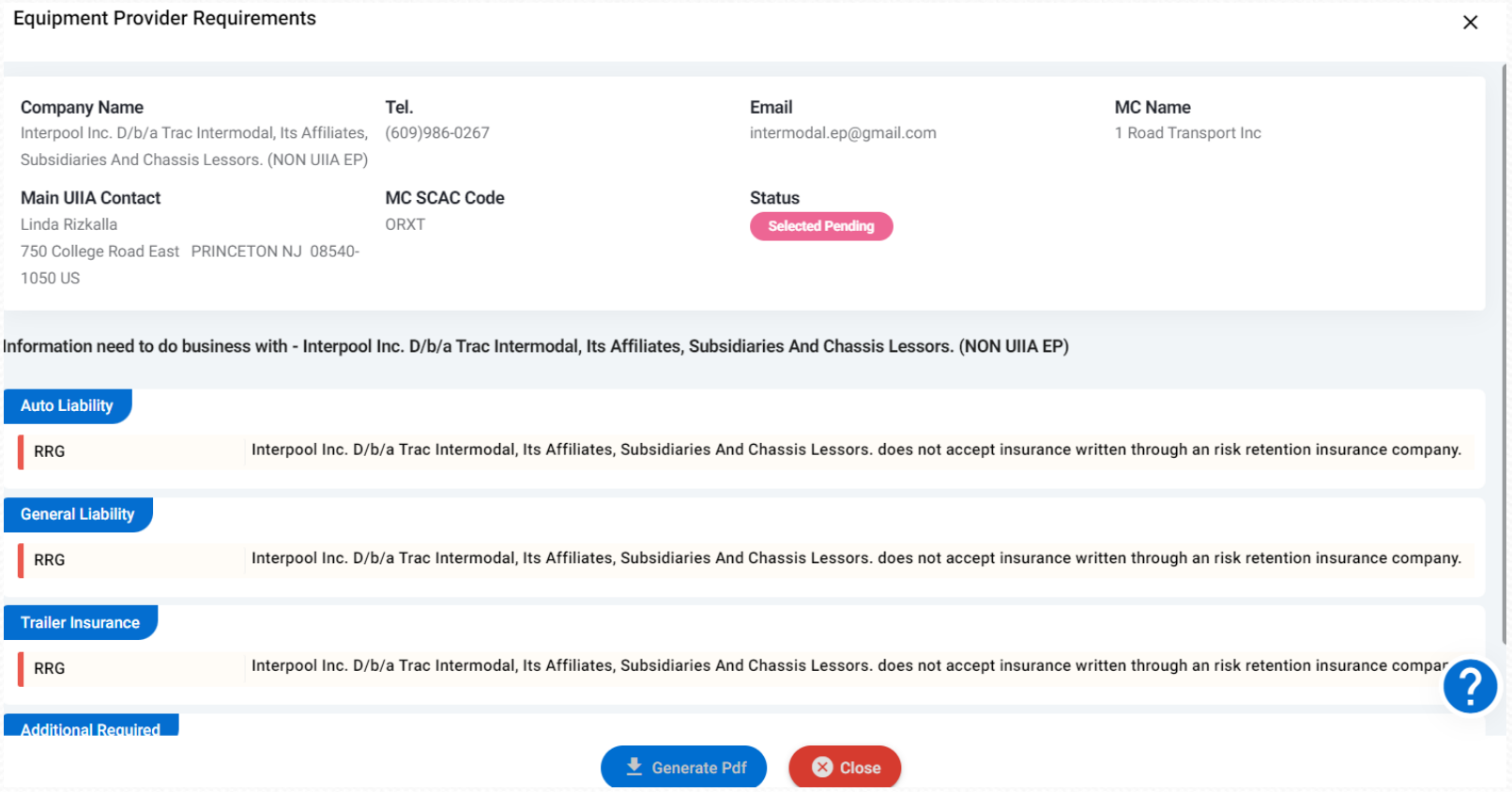


From Insurance Screen following actions can be performed:

1. Print certificate of insurance.
2. Print current page.

New Smart Checklist – Info Needed

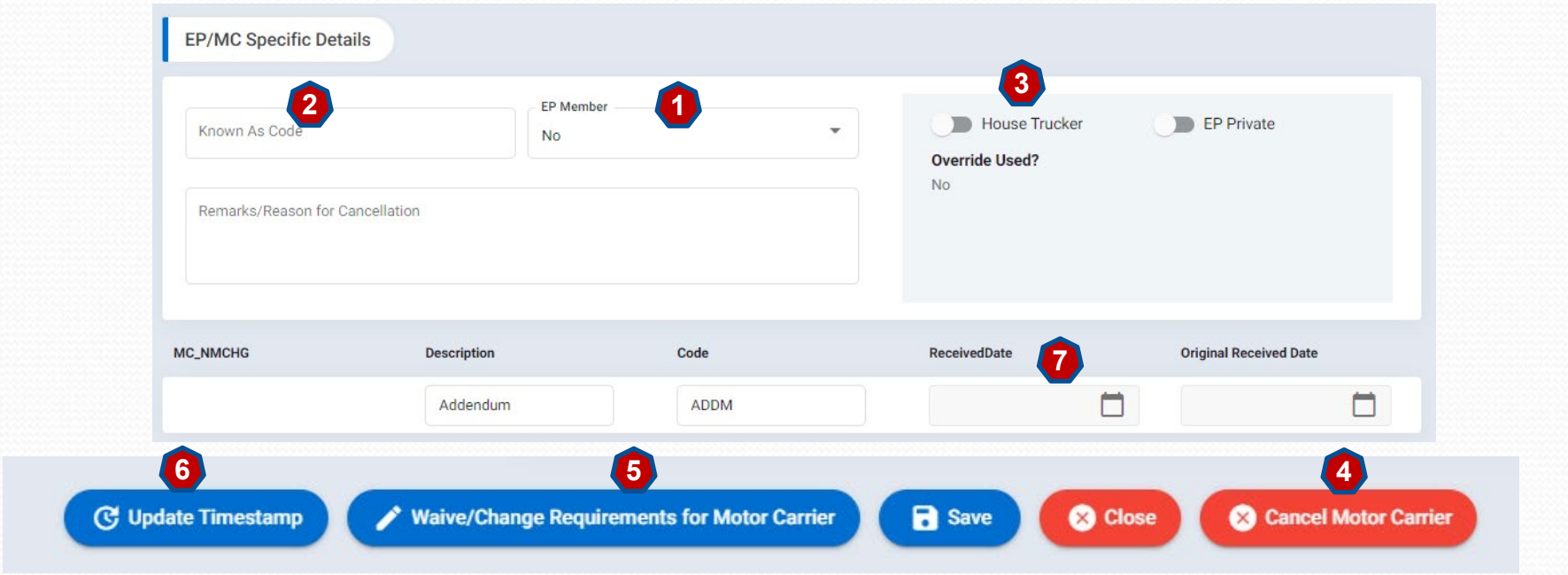
The New BCAS platform will provide a much clearer listing of information needed to become approved for a specific BCAS Subscriber. Listing will only show the actual info that is missing.



BCAS Subscriber/MC Specific Details

This section allows the BCAS Subscriber to do the following:

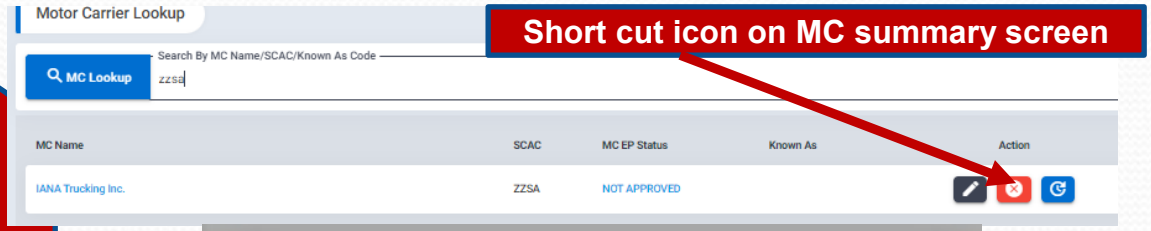
1. **Flag MC as an authorized carrier –versus using short-cut on home page.**
2. **Enter Known As Code if BCAS Subscriber uses another code to identify the MC in their internal system.**
3. **Flag MC as a house carrier.**
4. **Suspend a MC's Interchange**
5. **Waive Insurance Requirements**
6. **Update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

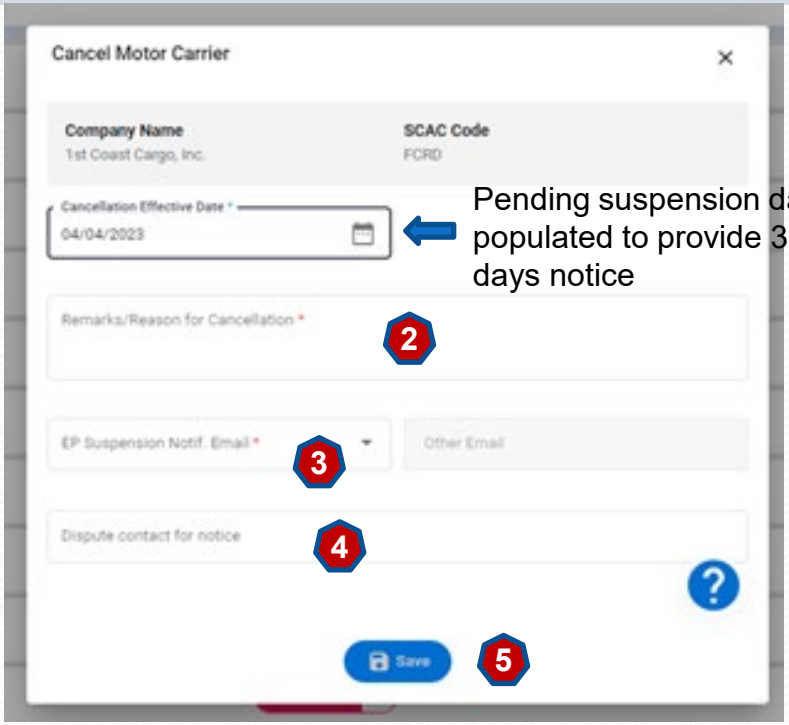


BCAS Subscriber/MC Specific Details – Suspend Interchanges

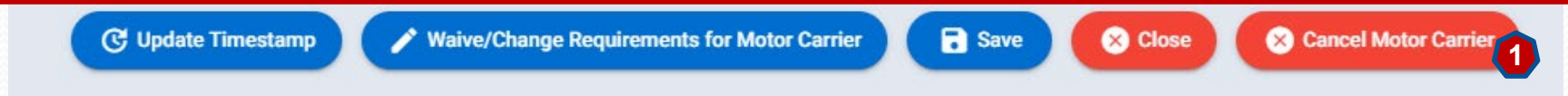
To Suspend a MC's Interchange Privileges – A BCAS Subscriber can utilize the short-cut icon on the initial search result for a MC record to suspend or reinstate or the BCAS Subscriber can go to the MC detailed record under EP/MC Specific Details and do the following:

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.**





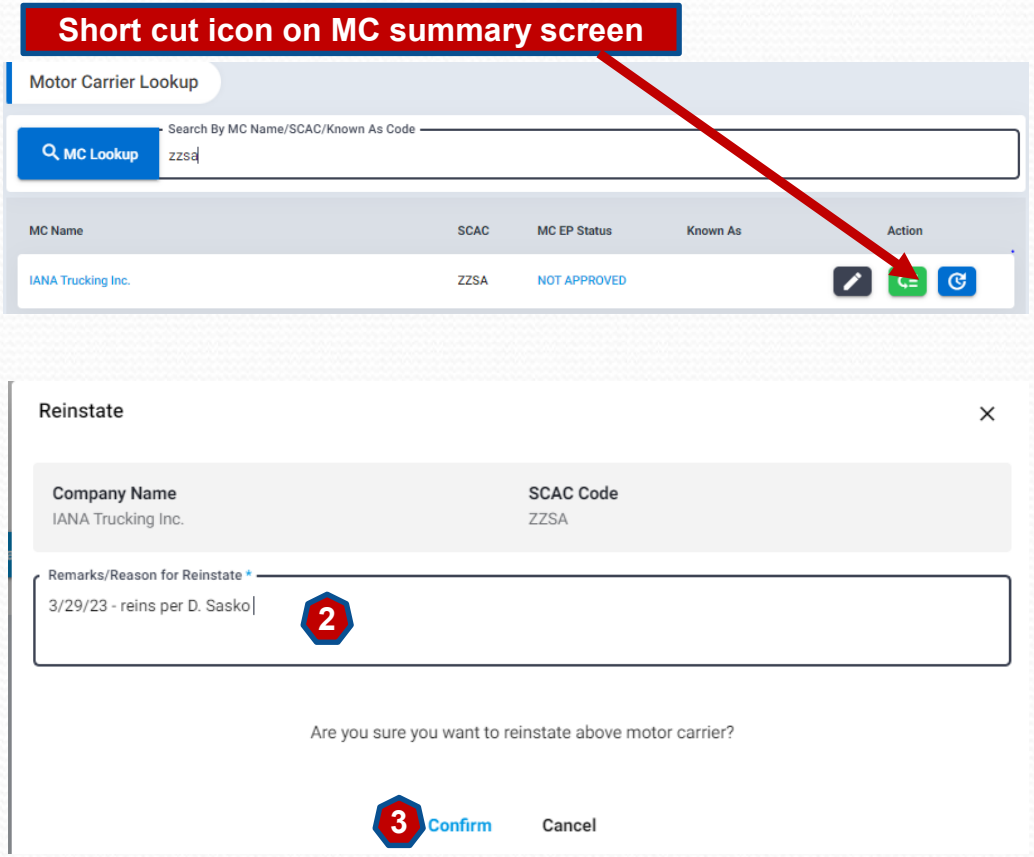
Note: If no Dispute Contact for Notice Email provided then contact in notice will default to the Dispute Contact in the EP's master account. If no Dispute Contact in Master account, then the primary contact on file for the EP will be included in the notification.



BCAS Subscriber/MC Specific Details – Reinstate Interchanges

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

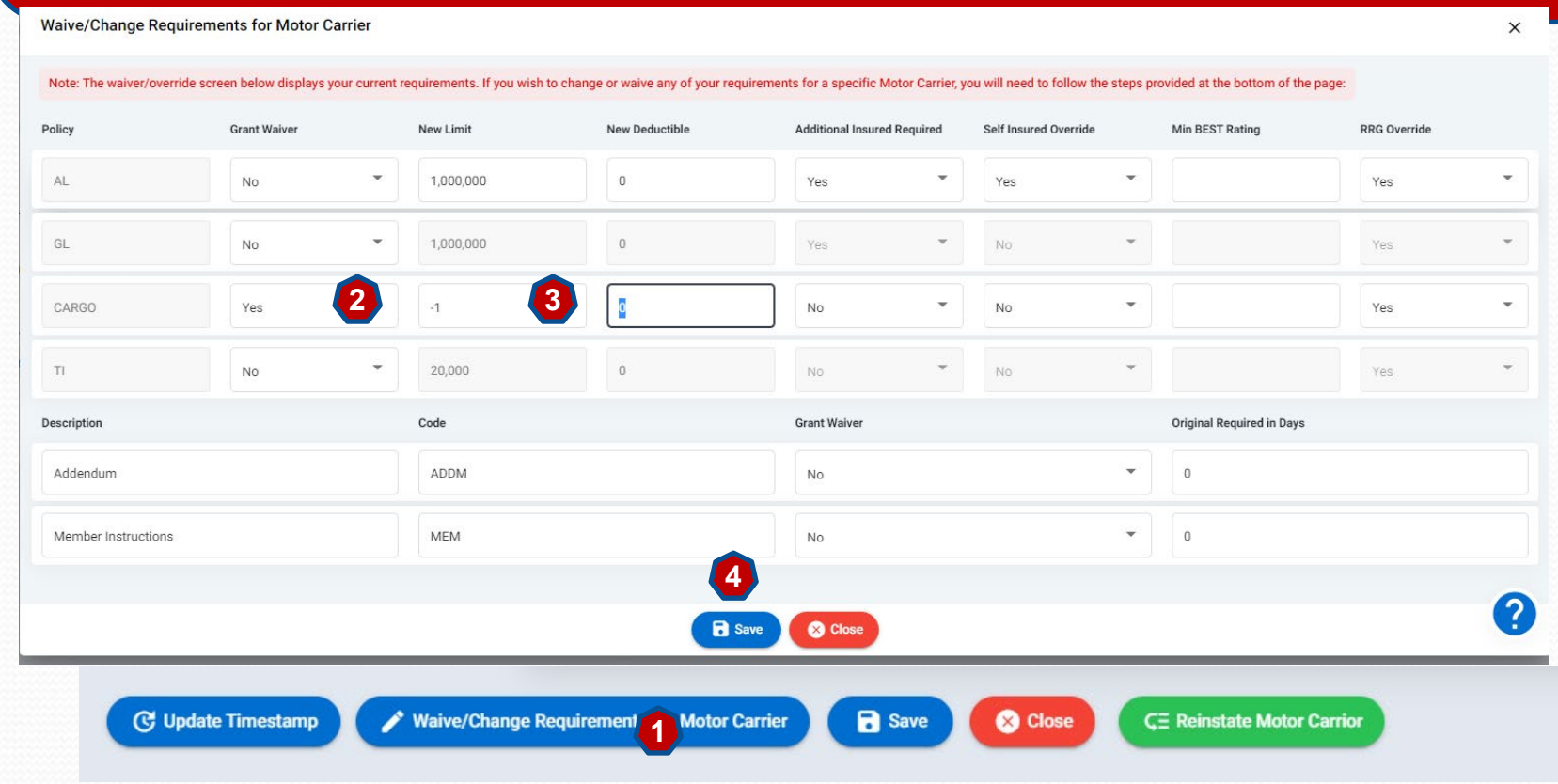
1. **Click on Reinstate Motor Carrier.**
2. **Enter in Remarks – current date followed by who is doing the reinstatement. (see example in image to the right)**
3. **Click on CONFIRM.**



BCAS/MC Specific Details – Waivers

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

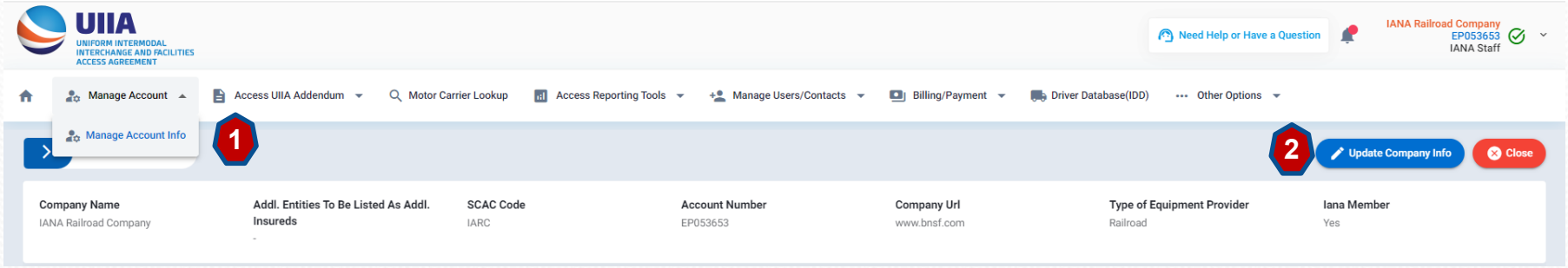
1. **Click on Waiver/Change Requirements for Motor Carrier.**
2. **On the specific coverage you wish to waive, select YES under Grant Waiver.**
3. **Put a -1 in the New Limit column or deductible column if you are waiving a limit in its entirety. If you are accepting a lower limit then enter that limit. 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.**

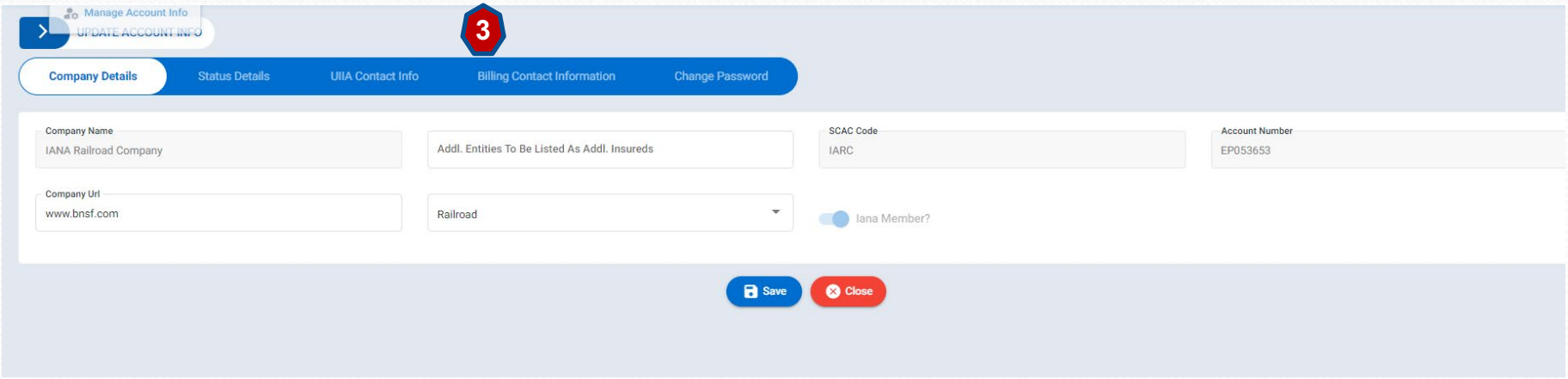


Manage Account Information

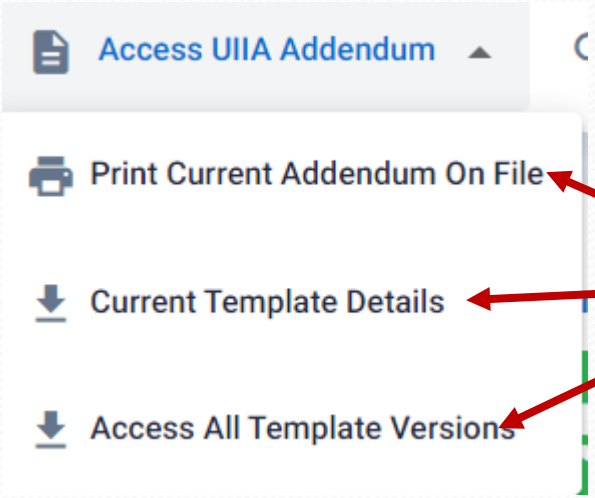
Under Manage Primary Account Info

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



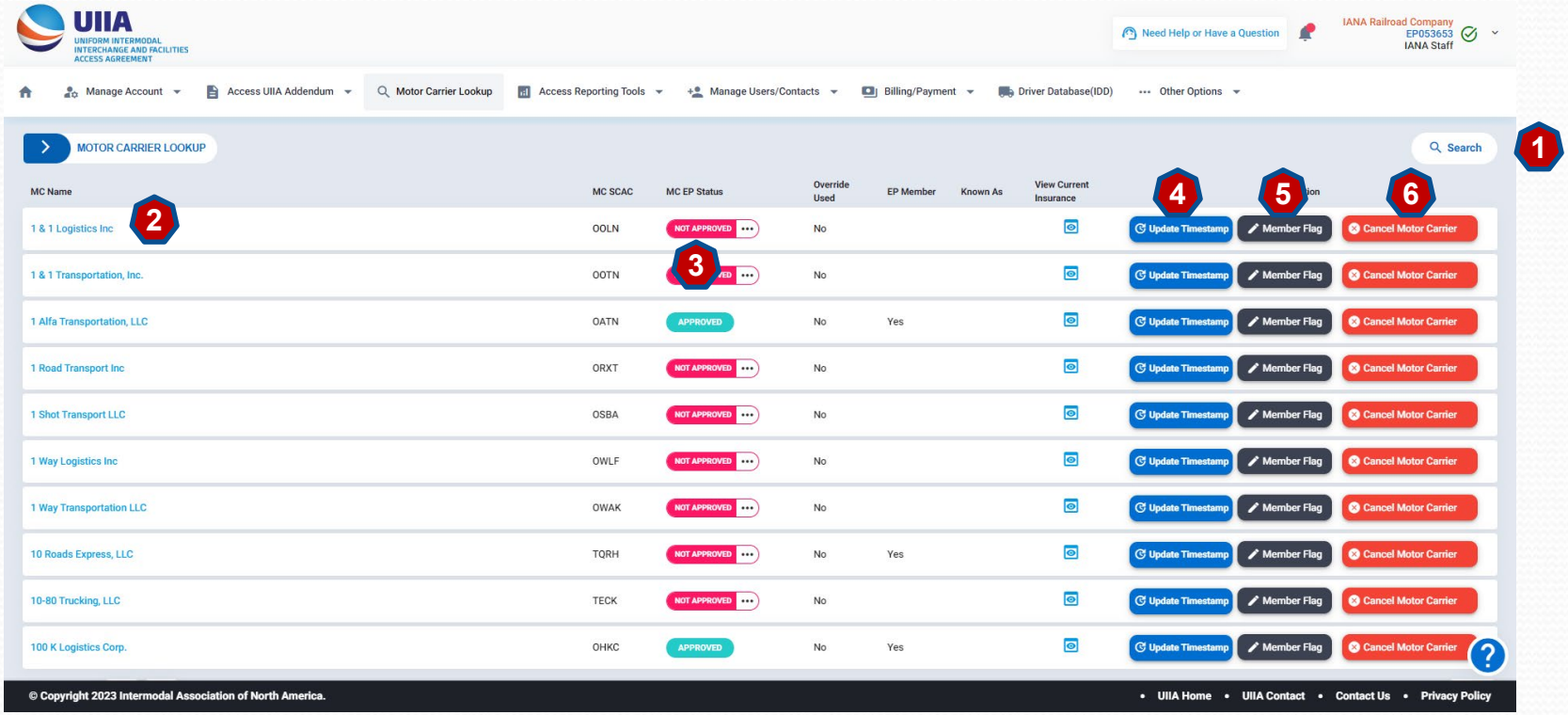
BCAS Subscribers can access their addenda information by drop down to right and do the following:

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

MC Lookup

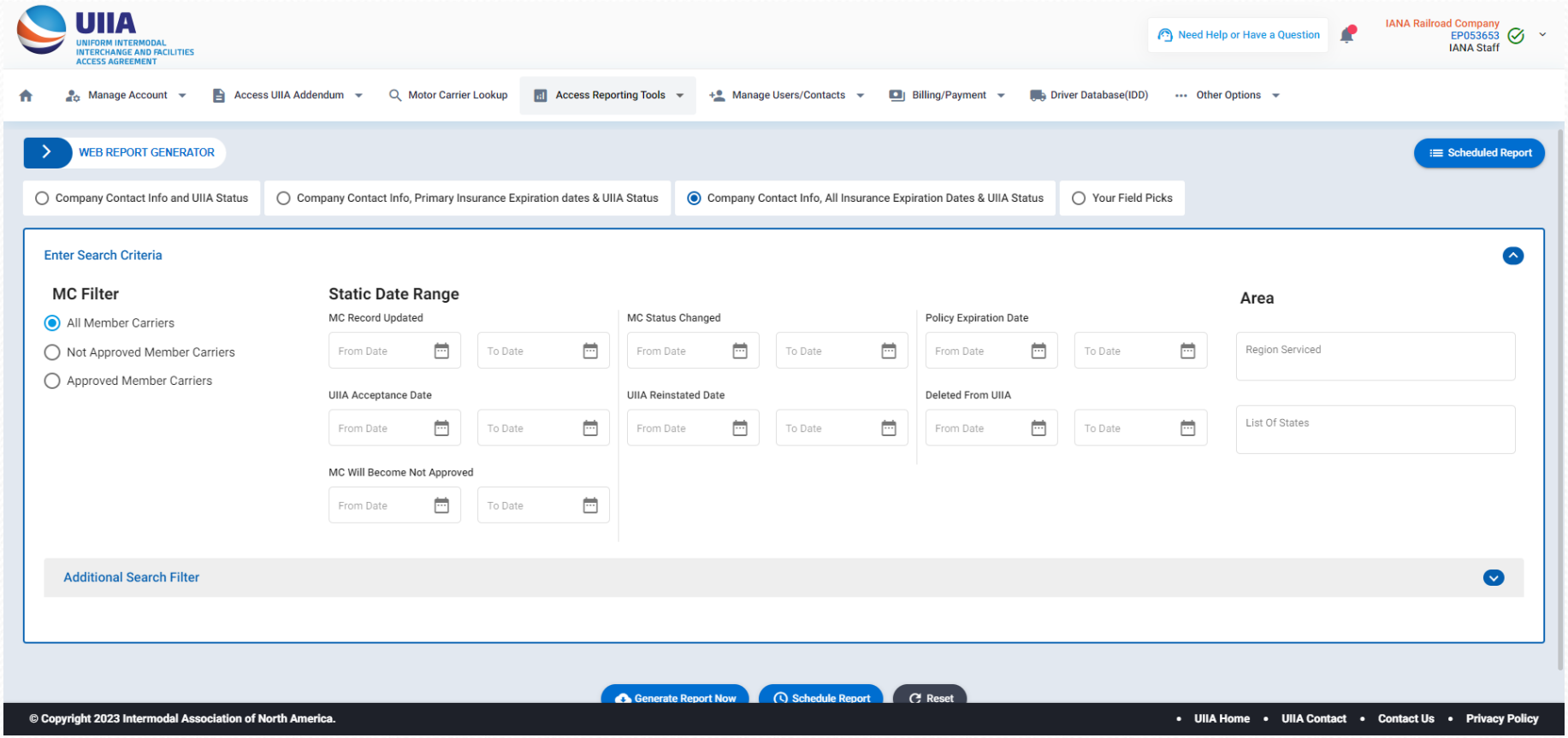
Under the Motor Carrier Lookup on the toolbar, you can perform the following actions:

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)



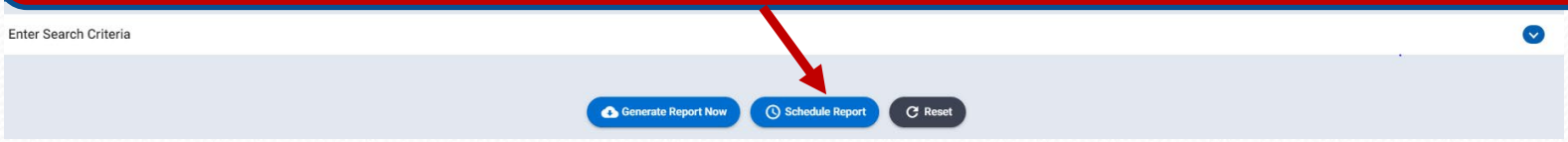
Access Reporting Tools – Web Report Generator

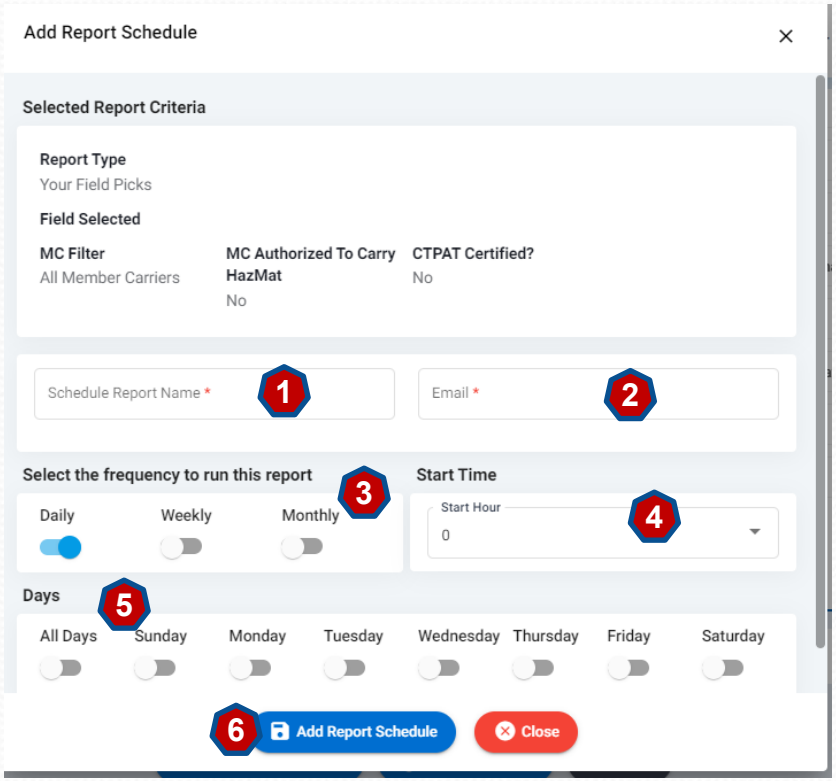
The Web Report Generator is available under the Access Reporting Tools drop down. This feature allows the BCAS Subscriber to run customized reports within the UIIA database. Subscribers can select from 3 standard reports or select “Your Field Picks” that allows the BCAS Subscribers to customize the data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



Access Reporting Tools – Web Report Generator Scheduled Reporting

Once the BCAS Subscriber 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

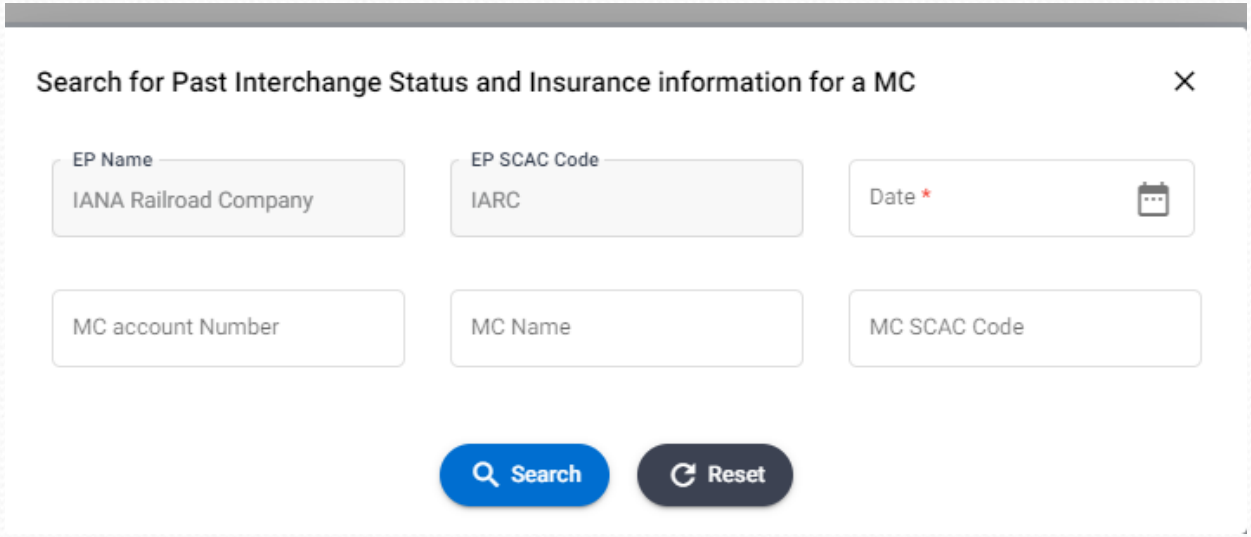




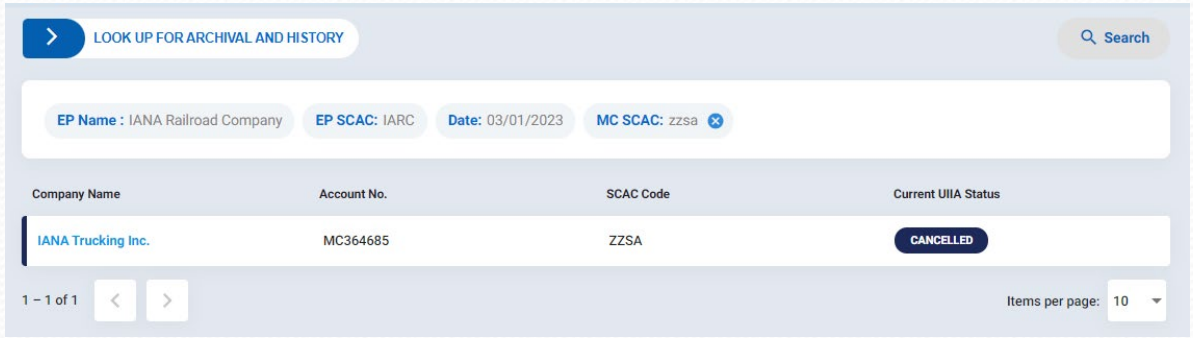
1. Name the Report
2. Enter email address where you report sent. Multiple emails can be utilized if separated by semicolon.
3. Set the frequency the report is to run
4. Start Time
5. Select the days of the Week the BCAS Subscriber wants the report to run on or if it should run every day.
6. Click on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

Access Reporting Tools – Lookup for Archival & History

BCAS Subscribers have the ability to enter a specific date and have the system return the MC's interchange status on that date for the specific subscriber. In addition, Subscriber 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

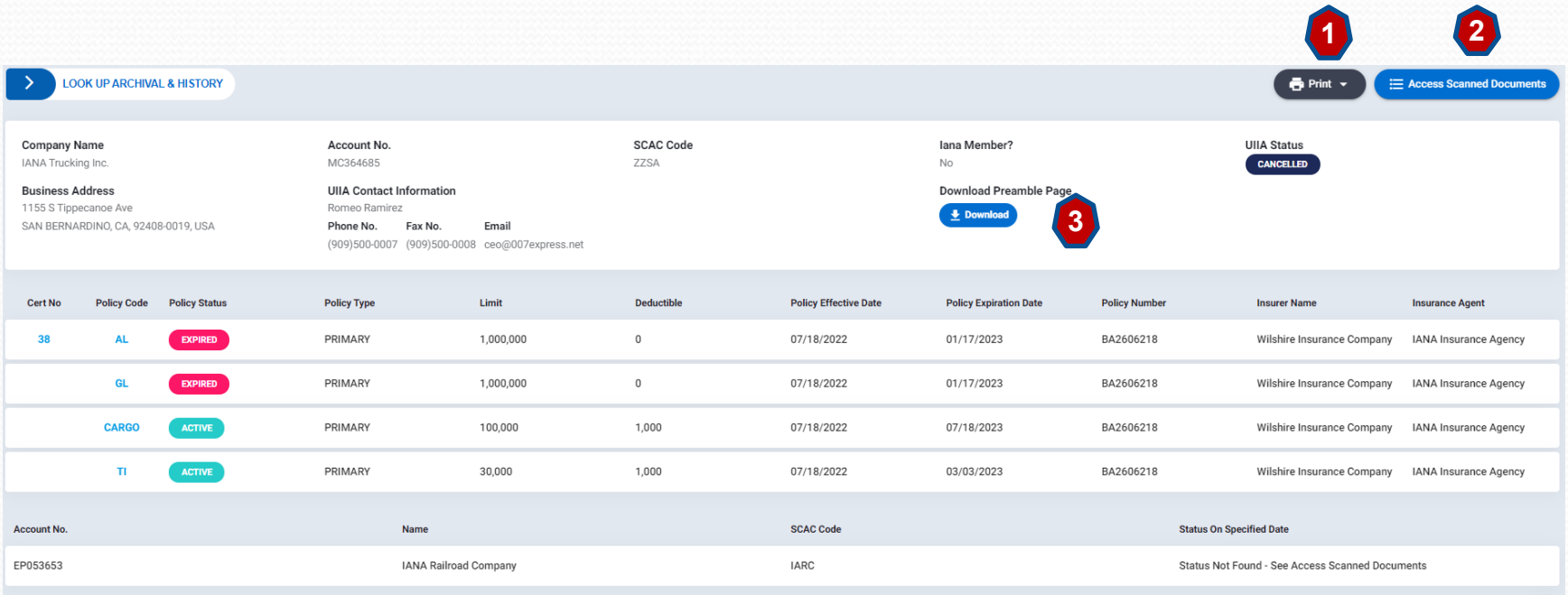


Initial Results of Search showing MC's Current Status

Access Reporting Tools – Lookup for Archival & History

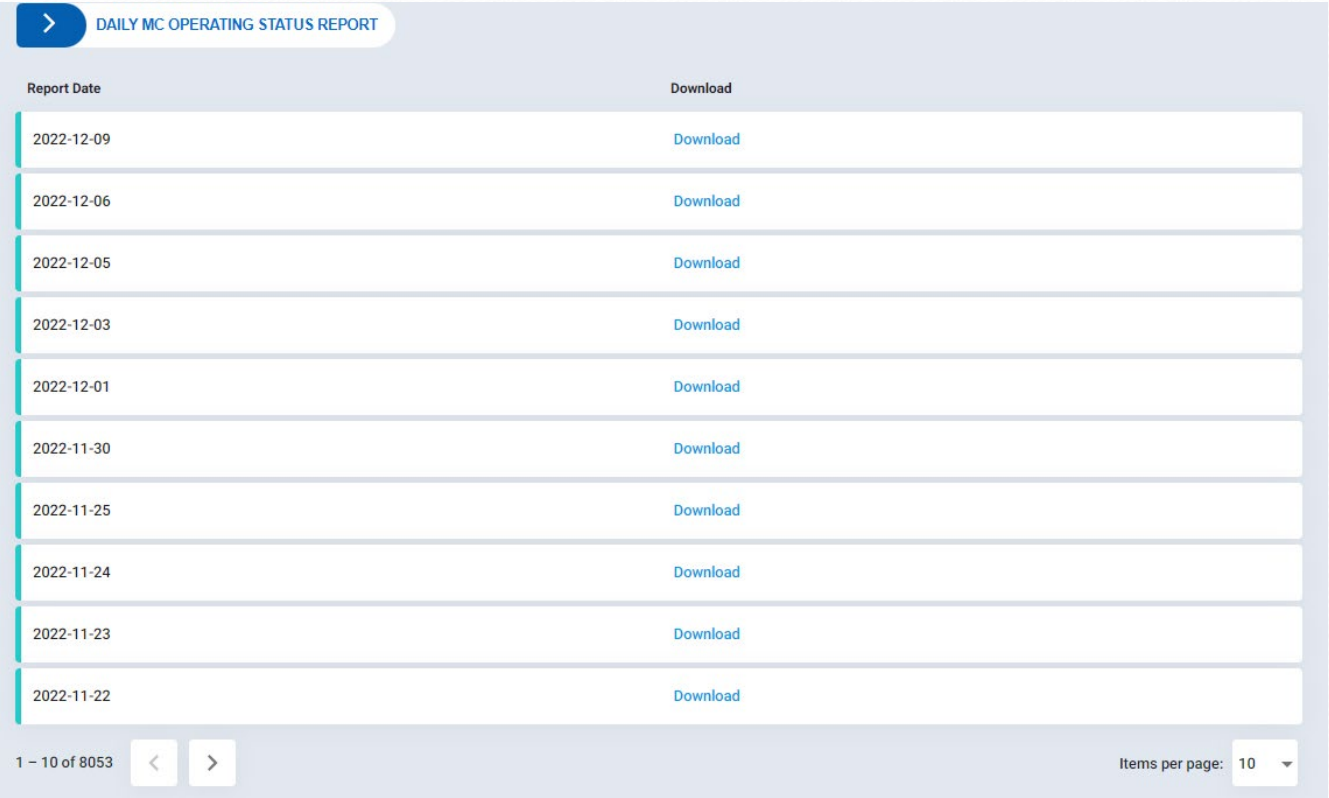
Detailed Results – shows MC's status on the specified for the BCAS Subscriber. Subscriber has option to:

1. Print In Place Insurance on date of incident, Preamble Page and/or Subscriber's addendum (if applicable)
2. Access Scanned documents
3. Download Preamble

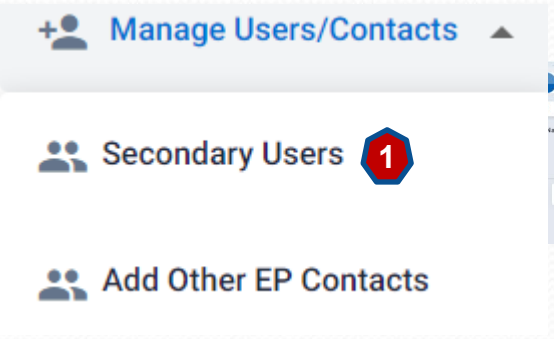


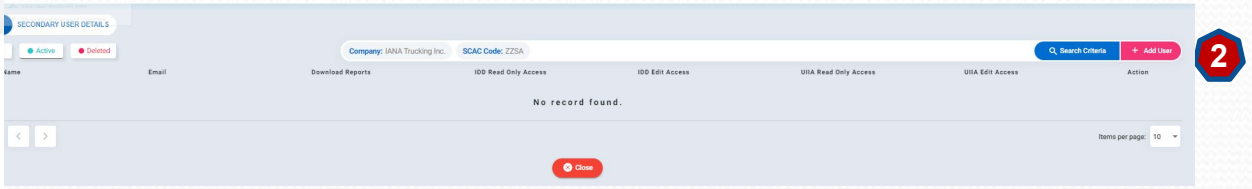
Access Reporting Tools – Daily MC Operating Status Report

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. Subscribers have the ability to download the daily reports should they wish to do so.

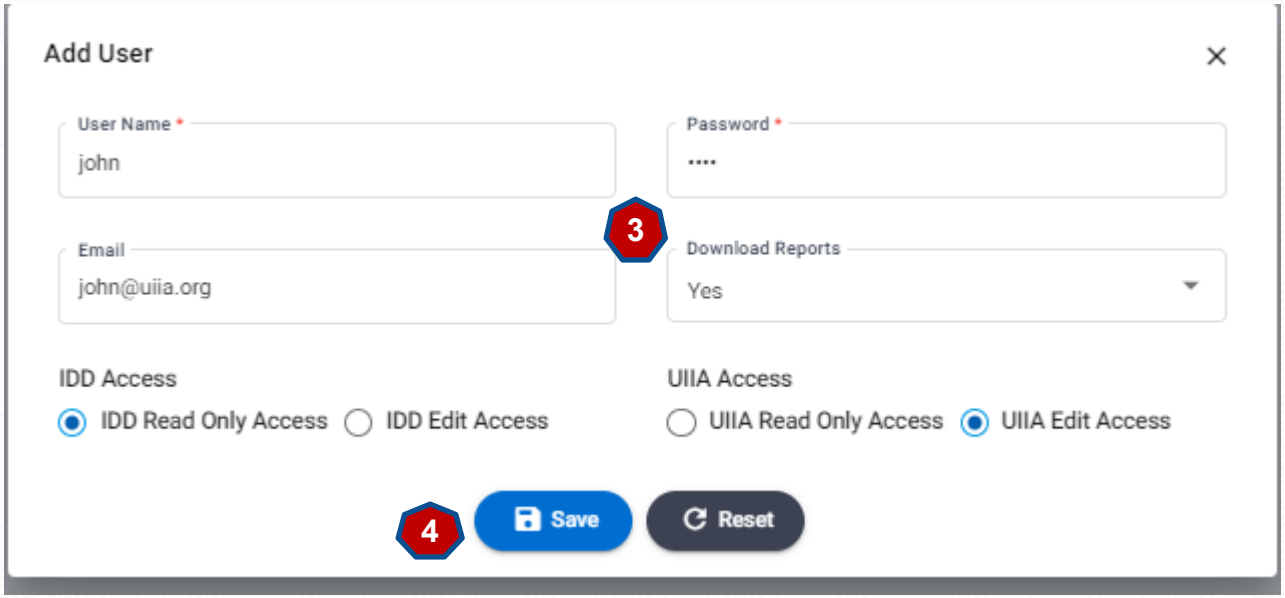


Manage Users/Contacts – Secondary Users

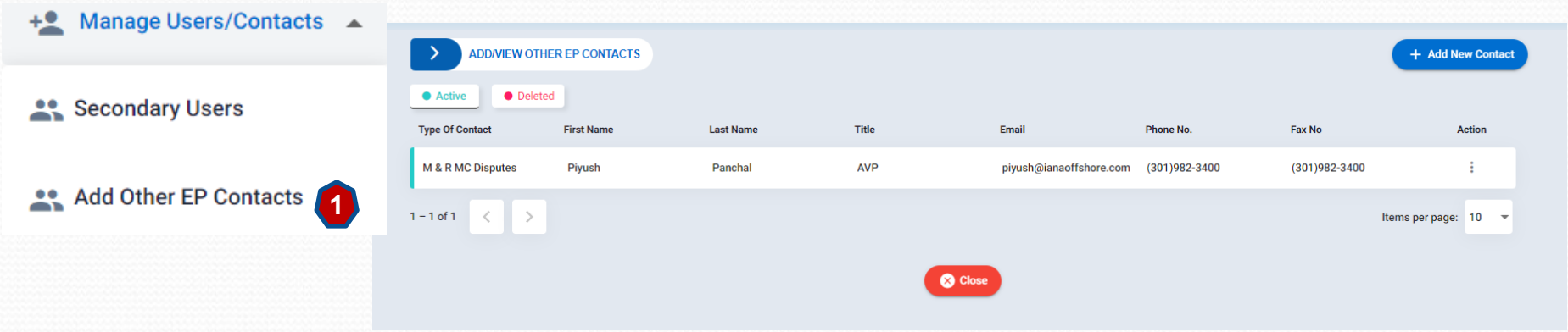




1. Click on Secondary Users
2. Click on the red Add User button in the upper right
3. Enter Secondary User Details. Identify what access you want the user to have for UIIA and IDD, if your company subscribes to the IDD.
4. Click on SAVE.



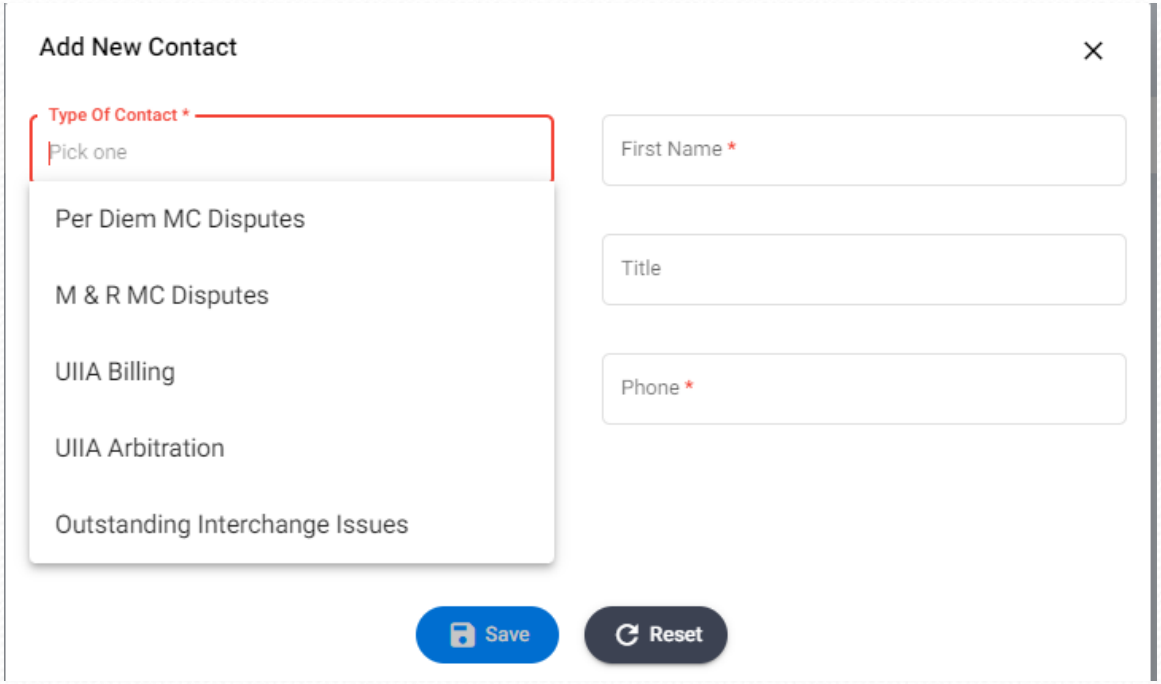
Manage Users/Contacts – Other Contacts



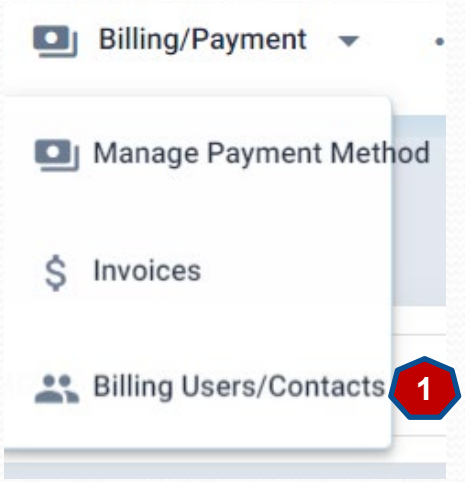
BCAS Other Contacts

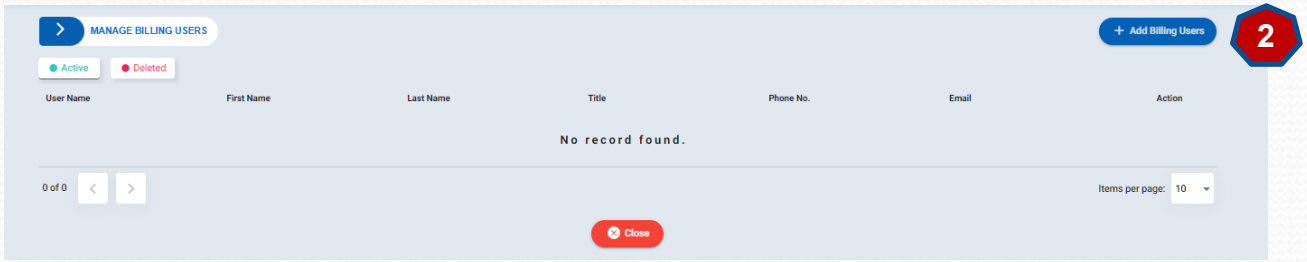
This feature provides Subscribers the ability to list specific contacts within their organization that help direct MCs to reach the appropriate contact for handling UIIA issues.

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

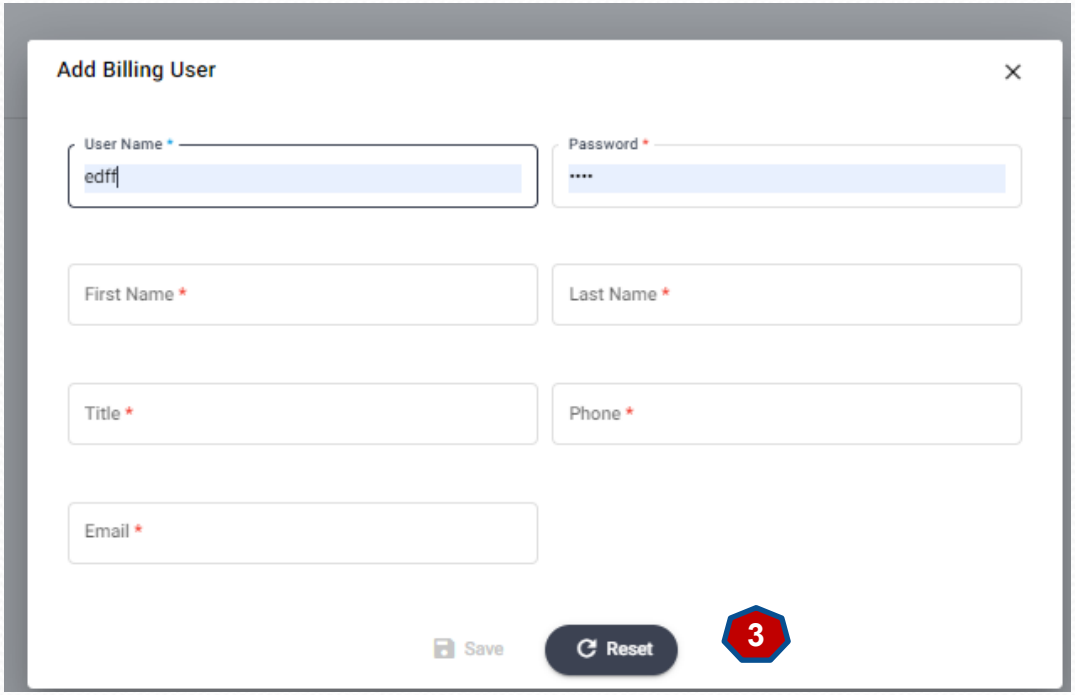


Manage Users/Contacts – Billing Users



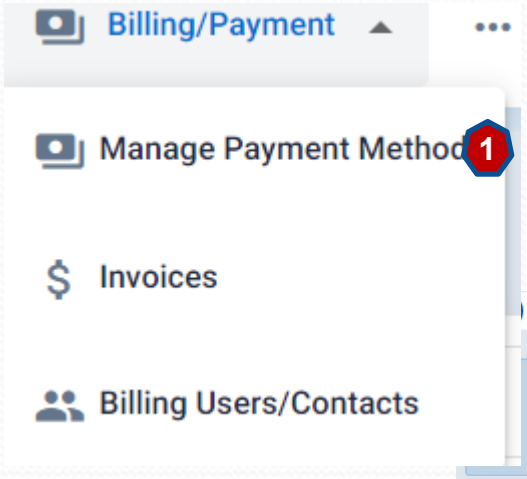


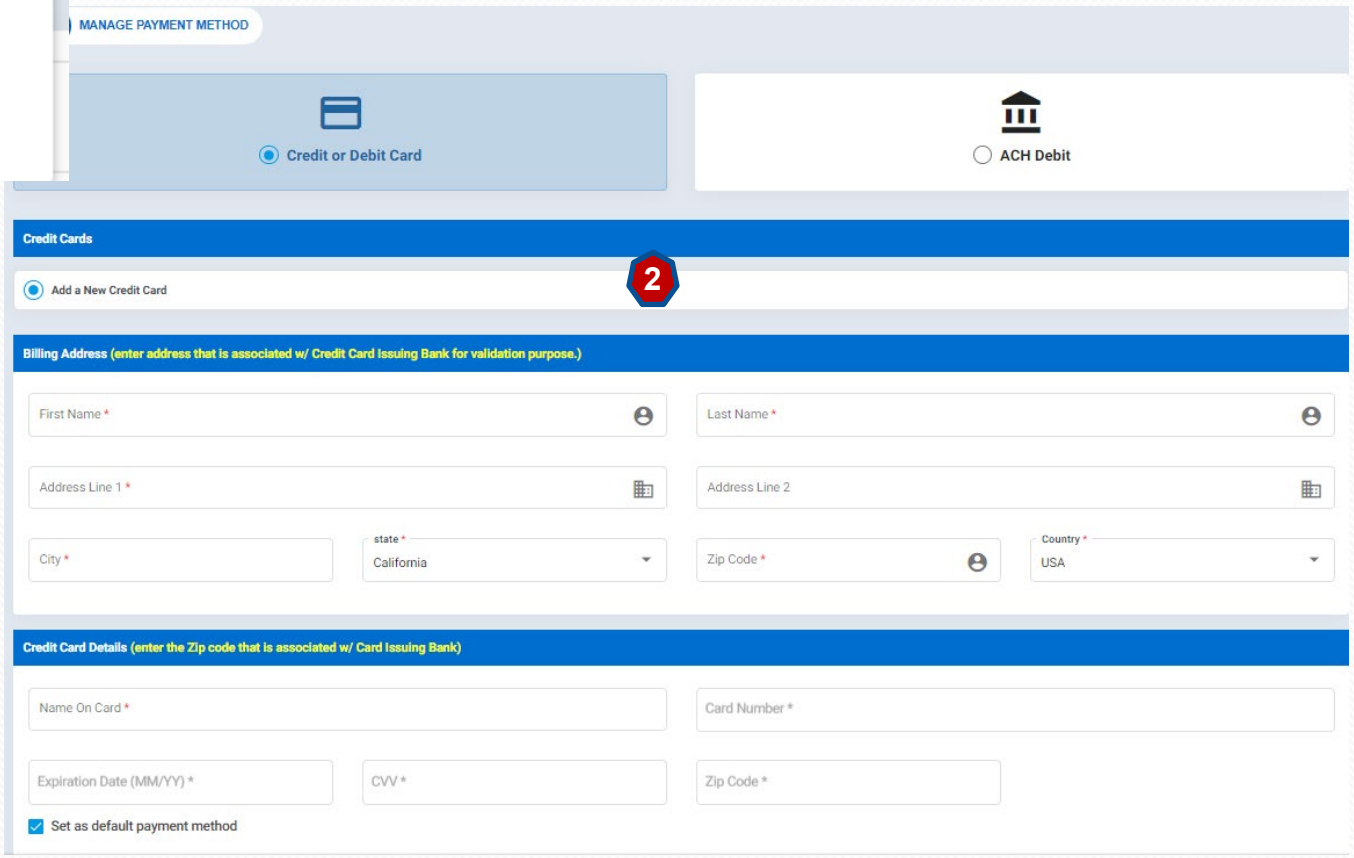
1. Click on Billing Users Contacts
2. Click on the blue Add Billing User button in the upper right
3. Enter Billing User Details and click on SAVE.



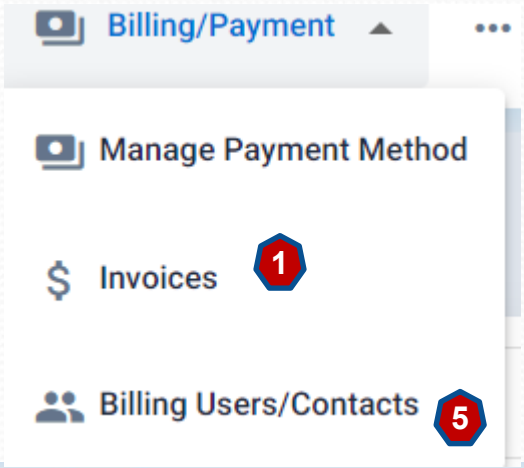
Billing Payment Info

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

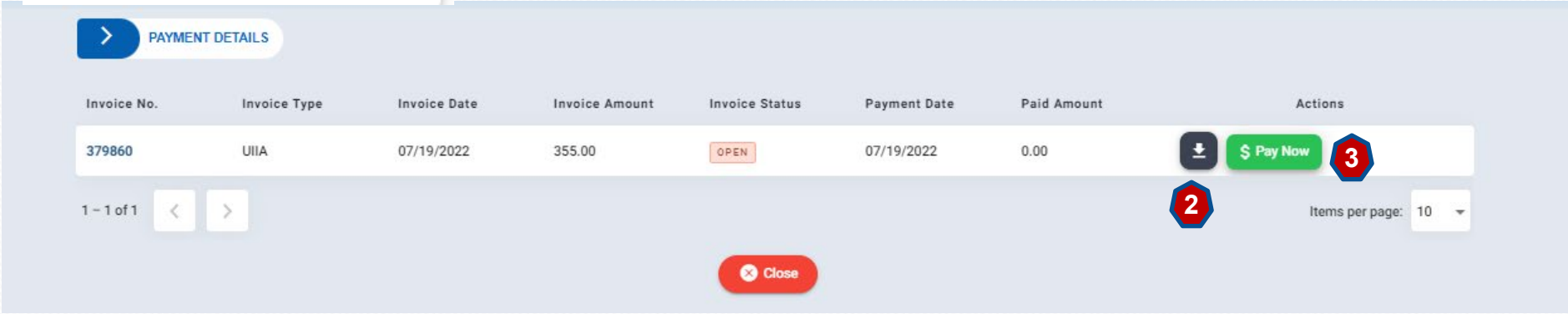




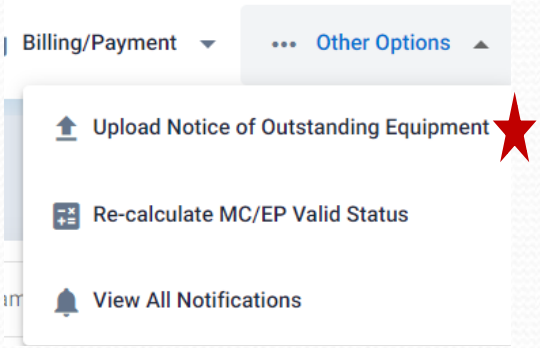
Billing Payment Info



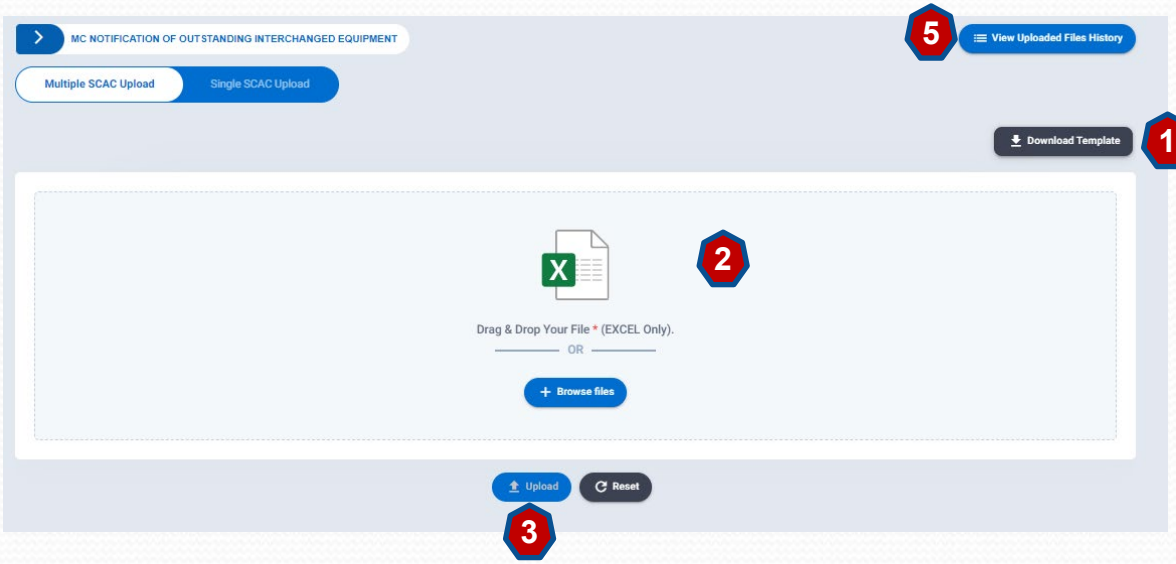
1. View UIIA Invoice Details.
2. Download copy of invoice.
3. Click on green “Pay Now” to remit payment of the invoice.
4. Once payment is rec’d you will receive a paid receipt to the primary email address you have on file with our office.
5. This screen also provides another link to the Billing Users/Contacts



Other Options – Notice of Outstanding Interchanged Equipment

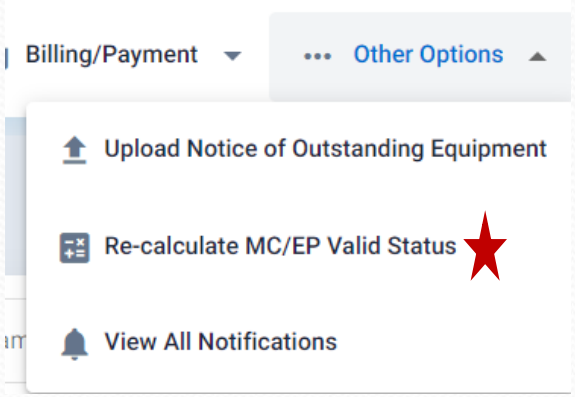


Subscribers will be able to upload a standard Excel template of interchanged equipment showing outstanding under a MC's SCAC Code. The system will then generate a notice to the MC with an Excel attachment reflecting the equipment that is shown on the Subscriber's books as being out under the MC's SCAC 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.**

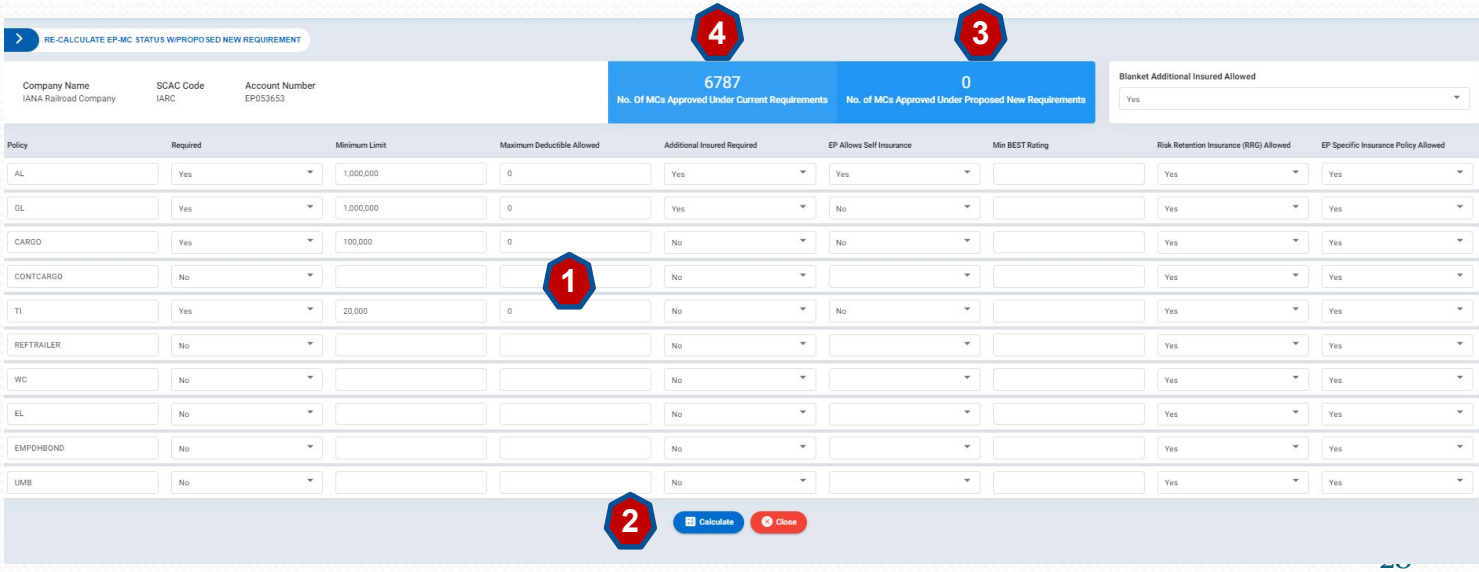
Other Options – Re-Calculate MC/EP Valid Status



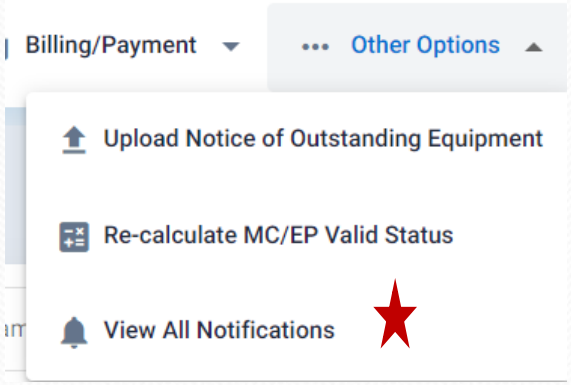
BCAS Subscribers can see what changes to their insurance requirements will do to the number of UIIA MCs that are currently approved for them by utilizing the Re-Calculate MC/EP Valid Status feature.

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 BCAS Subscriber to IANA to effect the change.

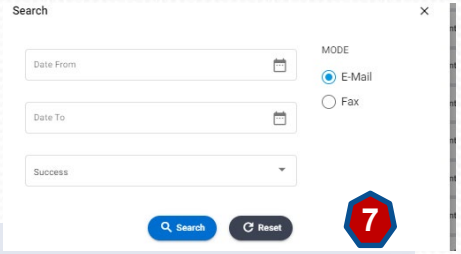


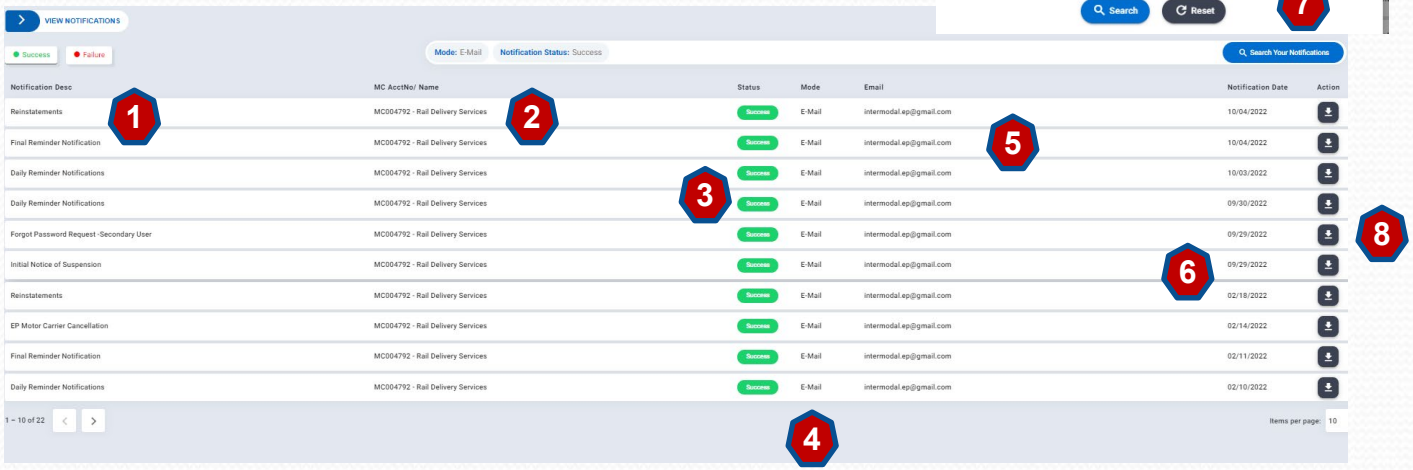
Other Options – View All Notifications



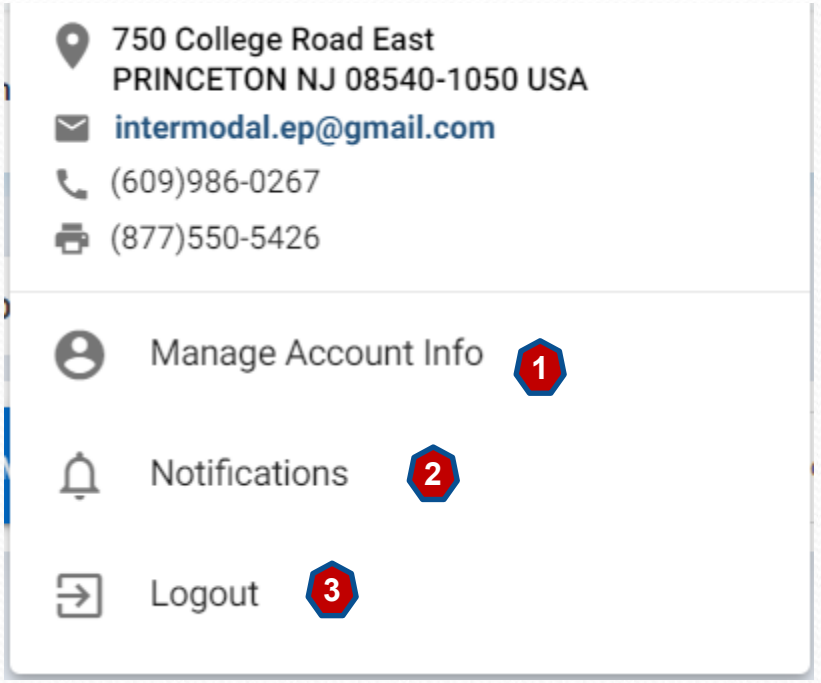
NEW FEATURE –
BCAS Subscribers will now have the ability to view all notifications associated with their company and the MCs they do business within the system.

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.





Addl. Access

Upper right corner where EP Company Name is shown provides addl. links to:

1. **Manage Account Info**
2. **Notifications**
3. **Logout**