In order to register your drivers in IANA's Intermodal Driver Database (IDD), your company will need to do the following:

Go to: [https://idd.uiia.org/apps/auth/registration](https://idd.uiia.org/apps/auth/registration)

**Company Details**, put in the following:

1. Full Company Name
2. SCAC or EIN (Employee Identification Number)
3. Type of business should be switched to “Non-UIIA Motor Carrier”
4. Change the CTPAT Certification to “No”.
5. Click NEXT

**Contact Details**, put in the following:

1. First Name, Last Name & your Job Title (i.e., owner, CEO)
2. Email Address
3. Phone number
4. Fax number – if you don’t have a fax number, you can put in (999)999-9999.
5. Address Details
6. Once you put in your ZIP code everything else should automatically populate (i.e., City, State & Country). If it doesn’t, clear out the zip code & re-enter it.
7. Click NEXT
**Login Details:**
1. Create your password.
2. Confirm your password.
3. Click NEXT

**Confirm & Register**
- You will need to confirm everything you just enter is correct and if so, click “Register & Continue”.
- To edit any of the information on this page you will need to click the “Back” button, to go back to the previous pages to make your changes.

**Congratulations!**
Click on the “Click here to go to IDD Login page” to login to your IDD account.
REGISTERING YOUR DRIVERS

ADD A DISPATCH OFFICE

1. When you log back into your account, click on “Manage Dispatch Offices.”

2. Click on “+ Add Dispatch Office.”
3. Put in your Dispatch Office Location City & your Dispatch Office Phone Number
4. Click on “SAVE”
5. Click on “CLOSE”

Note: to add another dispatch office you would simply repeat steps 2, 3 & 4 above

ADD A DRIVER

1. Click on “Manage Driver Details”
2. Click on “+ Add Driver”

**Driver Details Screen**

*Note,* you will only need to complete the fields that have the red (*) beside it, as follows:

3. **Add a Driver No. & BNSF PIN Number.** YOU create these numbers for each driver you register. You can use a truck number or maybe the last 4 numbers of the driver’s cell phone number. The numbers do no need to be unique, you just need to have a number listed in these two fields.

4. **Put in the drivers:** First Name, Last Name, License Number, License Expiration Date & License State, of how it shows on the license.

5. **Hiring Date,** you can guess this date or put in that day’s date.

6. **Dispatch Phone,** you will toggle over to the dispatch office you just entered.

7. Click **SAVE**

*Note:* you will only use the **Termination Date** field for if the driver no longer works for your company. If the driver is active with your company, there should not be a date in this field.
If you should have any questions or run into any problems when registering your drivers for TransFLO, please contact:

**Sherry Parnell**  
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thank you!