

INSTRUCTIONS FOR REGISTERING DRIVERS IN THE INTERMODAL DRIVER DATABASE (IDD)

Below are three separate sets of instructions on how to access the Intermodal Driver Database, depending on the status of your company:

- 1) UIIA Motor Carrier Participants that DO NOT have drivers currently registered in the IDD
- 2) UIIA Motor Carrier Participants that DO have drivers currently registered in the IDD
- 3) Non-UIIA Companies

1. Instructions for UIIA Motor Carrier Participants that DO NOT have drivers currently registered in the IDD:

- To access IDD website go to <http://drivers.uiia.org>
- Click on link Users Guide/Security Information and then First Time Users Guide. This will provide instructions on how to access the IDD and register your drivers. After downloading this information, please go back to the initial login screen.
- Motor Carriers accessing the driver database for the first time will need to login with their company's SCAC (Standard Carrier Alpha Code) and Web Validator password. If the motor carrier has forgotten the password, the UIIA contact on file for the company may send an e-mail requesting this information. **Please note that password information will only be provided when written request is received from the UIIA contact on file. Passwords will not be provided to any other person from the company.**
- Once logged into the IDD, follow the First Time Users Guide to navigate through the website and register your drivers. **Note that the Master User can set up secondary users within the company to have access to the IDD. The Master User on the account has complete control and management of who has access to the IDD on behalf of the company.**
- **BNSF will require that each driver you register be assigned a Pin Number.** This is a number that your company will assign to each driver. The Pin Number field can be found on the screen when you enter the detailed driver information. **The Pin Number is a mandatory field for BNSF. Failure to enter the Pin Number for a driver will result in the driver being refused access to BNSF facilities.**
- **BNSF will also ask that each motor carrier company provide whether they are C-TPAT certified, and if so, provide their Status Verification Interface (SVI) Identification Number.** This information will be required at the company level only, not for each driver record.

UIIA Motor Carriers companies will need to login to the Web Validator or at www.uiia.org/uiia.html and login with the SCAC and password. Click on "Update Other Info" and click on Yes or No for C-TPAT Certified. If Yes is selected, enter SVI Number in the designated field. Click on Save Changes.

For additional information on Status Verification Interface (SVI) go to http://www.cbp.gov/linkhandler/cgov/import/commercial_enforcement/ctpat/svi/sviFAQ.ctt/sviFAQ.doc

2. Instructions for UIIA Motor Carriers that DO have drivers already registered in the IDD:

- Your company currently has drivers registered in the IDD. Please check the current drivers you have registered to ensure that all the information is accurate and up-to-date.
- **BNSF will require that each driver you register be assigned a Pin Number.** A Pin Number will automatically be generated for all current active driver records that your company has registered in the IDD. Your company will receive notification once the generation of the Pin Number for current registered drivers has been completed. Upon receipt of this notification, you will need to download a list of your drivers from the IDD and provide the system generated Pin Numbers to your individual drivers. **If your drivers currently have Pin Numbers assigned from the BNSF, you will need to go into the IDD and update this information.** From this point forward for any new driver records that your company adds, please ensure that you assign a Pin Number to the records. The Pin Number field can be found on the screen when you enter the detailed driver information. **The Pin Number is a mandatory field for BNSF. Failure to enter the Pin Number for a driver will result in the driver being refused access to BNSF facilities.**

- **BNSF will ask that each motor carrier company provide information as to whether they are C-TPAT certified, and if so, provide their Status Verification Interface (SVI) Identification Number. This information will be required at the company level only, not for each driver record.**

UIIA Motor Carriers companies will need to login to the Web Validator at www.uiia.org/uiia.html and login with the SCAC and password. Click on “**Update Other Info**” and click on “Yes” or “No” for C-TPAT Certified. If “Yes” is selected, enter SVI Number in the designated field. Click on Save Changes.

For additional information on Status Verification Interface (SVI) go to http://www.cbp.gov/linkhandler/cgov/import/commercial_enforcement/ctpat/svi/sviFAQ.ctt/sviFAQ.doc

3. Instructions for Non-UIIA Companies (ie. Repair Vendors, non-trucking companies)

- Non-Trucking companies or companies not currently participating in the UIIA, will need to go to www.uiia.org/bnsf and register for access to the IDD. These companies will need to provide pertinent company profile information for initial registration along with a password they would like to utilize when accessing the IDD.
- Once initial registration is completed, the Master User for the account will receive an e-mail containing a link to activate the account. Your company will need to click on the link provided in the e-mail to receive confirmation that your account has been activated.
- **Before initially logging into the IDD, we suggest new users go to <http://drivers.uiia.org> and click on the link Users Guide/Security Information and then First Time Users Guide.** This will provide instructions on how to access the IDD and register your drivers. After downloading this information, please go back to the initial login screen.
- Companies will login with their EIN/Federal Identification Number as the user name and the password they entered during initial registration. If a company forgets the password, the master user for the account may send an e-mail requesting this information. **Please note that password information will only be provided when written request is received from the master user for the account. Passwords will not be provided to any other person from the company.**
- Once logged into the IDD, follow the First Time Users Guide to navigate through the website and register your drivers. **Note that the Master User can set up secondary users within the company to have access to the IDD. The Master User on the account has complete control and management of who has access to the IDD on behalf of the company.**
- **BNSF will require that each driver who is registered be assigned a Pin Number.** This is a number that the company will assign to the each driver. The Pin Number field can be found on the screen when you enter the detailed driver information. **The Pin Number is a mandatory field for BNSF. Failure to enter the Pin Number for a driver will result in the driver being refused access to BNSF facilities.**