

Ports Drayage Truck Registry

Quick Start Document

The screenshot shows the login interface for the Ports Drayage Truck Registry. At the top, there are logos for the Port of Long Beach and The Port of Los Angeles. The main heading is "Drayage Truck Registry" under the "Clean Trucks Program". A navigation bar includes links for "Air Monitoring", "Clean Trucks", "Fuel Incentives", "Fact Sheets", "Help/FAQ", and "Home". The central section is titled "Drayage Truck Login" and contains a login form with fields for "Username" and "Password", a "Remember me next time" checkbox, and an "I Agree" button. A "Forgot my Password" link is also present. A sidebar on the left lists "quick links" such as "Trip / Daypass", "Reports", "Tutorials", and "Contact".

The Ports of Long Beach and Los Angeles will launch the Ports Drayage Truck Registry (PDTR) on September 24, 2009. Please follow these steps to start using the PDTR:

- 1) If your e-mail address is registered in the old DTR, you will receive an e-mail from pdtradmin@cleanairactionplan.org the evening of September 23, 2009 notifying you the new PDTR is available for use. (Please check your spam filter.)
- 2) If you aren't registered or didn't receive an e-mail, please contact the Administrator at 866-721-5686, Monday – Friday between the hours of 8:00am and 5:00pm, Pacific Time, beginning September 24th. The Administrator can assist you in registering.
- 3) Go to <https://pdtr.cleanairactionplan.org> and click on "Forgot my Password." On the next screen, enter your e-mail address and click on "Submit." The PDTR can only send a temporary Password to an e-mail address registered in the old DTR, and in the future to those e-mails in the new PDTR. Next, click on "Return to Login Page."
- 4) Check your e-mail for the temporary Password. Enter your User Name (e-mail address) and temporary Password (easiest to copy/paste), then click on "I Agree." Next, the system will ask you to re-enter the temporary Password and enter in a permanent Password of your choice (a number or special character is required).
- 5) That's it. You're now ready to use the PDTR.

Note – On any page, you can click on Help/FAQ in the upper right. The pop-up window will contain help specific to the page you're on.