PORT DRAYAGE TRUCK REGISTRY

USER GUIDE – LMC USERS

SEPTEMBER 23, 2009

Clean Trucks Program

Ports of Long Beach and Los Angeles

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1 Getting Started

To begin using the PDTR, you must have the following:

- ✓ PDTR Website address
- ✓ Login Information (User Name and Password)

1.1 PDTR Website Address

The PDTR System can be accessed at the following Website address:

https://pdtr.cleanairactionplan.org

1.2 Login Information

A Username and Password is required to login to the PDTR. The PDTR Administrator is responsible for creating, assigning, and maintaining the initial LMC user accounts. Once an LMC Administrator account has been created, the LMC administrator may create additional users to access their LMC information.

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2 How Do I Log into the PDTR?

Step 1. Ensure that you have received a “PDTR Account E-mail Verification” e-mail from the PDTR Administrator. (If you’ve been told an e-mail was sent to you and didn’t receive it, contact the Ports DTR Administrator at 866-721-5686.)

**** Don't reply to this e-mail. This account is not monitored. ****

An account has been created for you to access the Ports of Long Beach and Los Angeles Clean Truck Program Drayage Truck Registry.

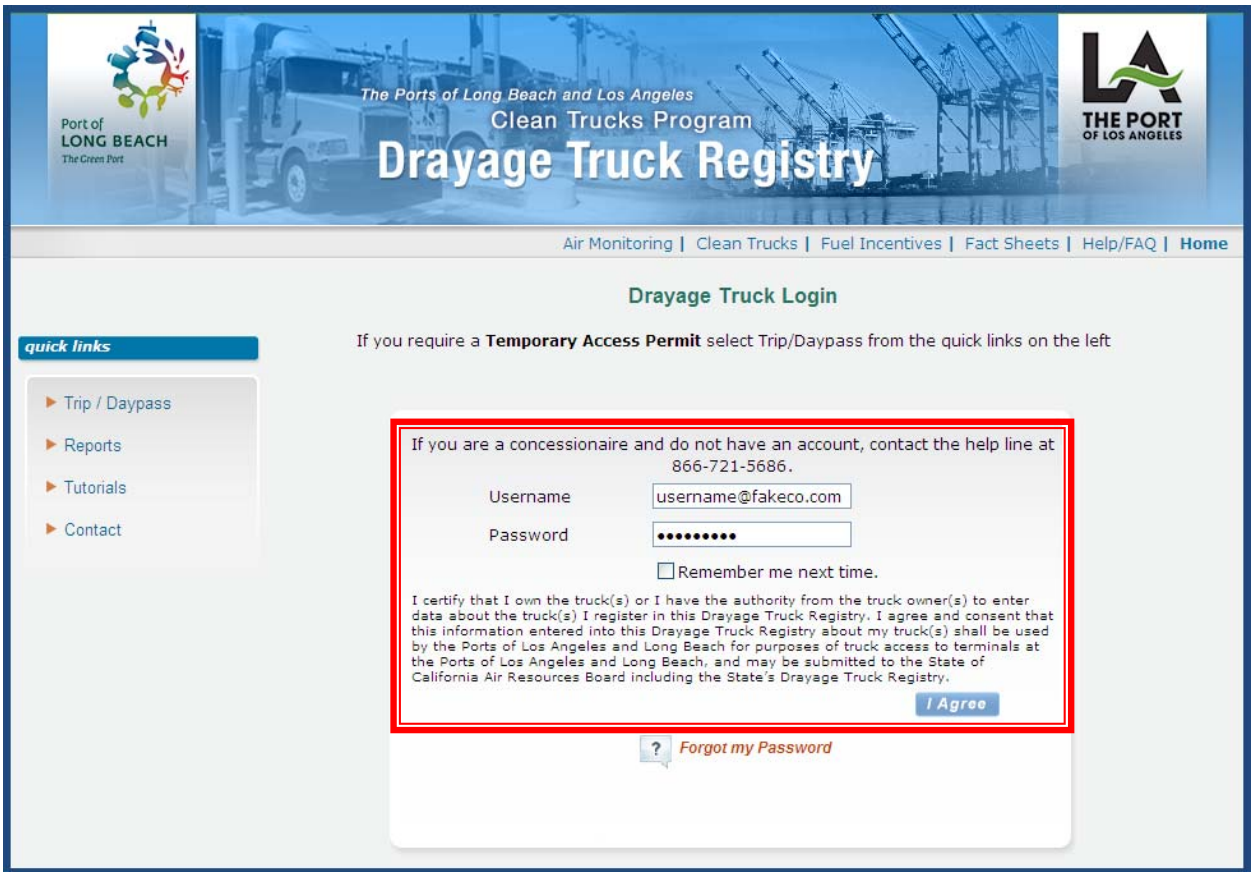
Before you can login you must verify that your account e-mail is correct by clicking on this link: Verify your e-mail

After your account is verified you can login at https://pdtr.cleanairactionplan.org using the username and temporary password provided below:

user name = username@fakeco.com
password = =${QE-

Step 2. Select the ‘Verify your e-mail’ link. (**This is a very important first step!**)

Step 3. Complete the Drayage Truck Login screen. Enter the user name and password provided in the e-mail. Select the I Agree button.



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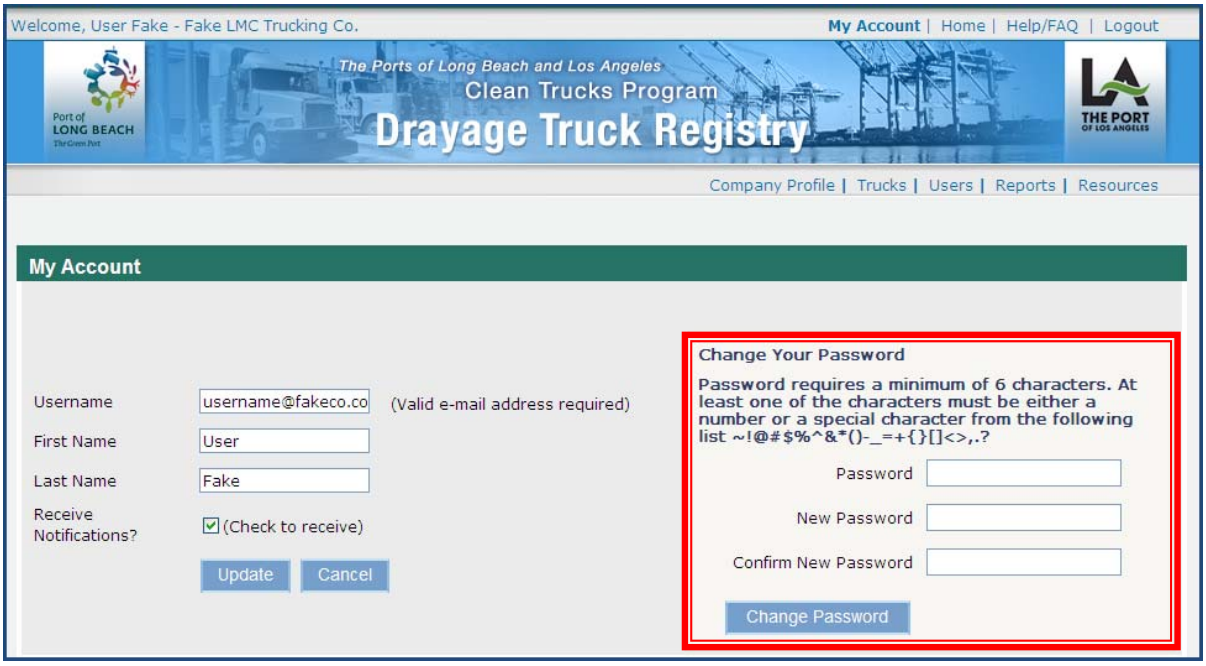
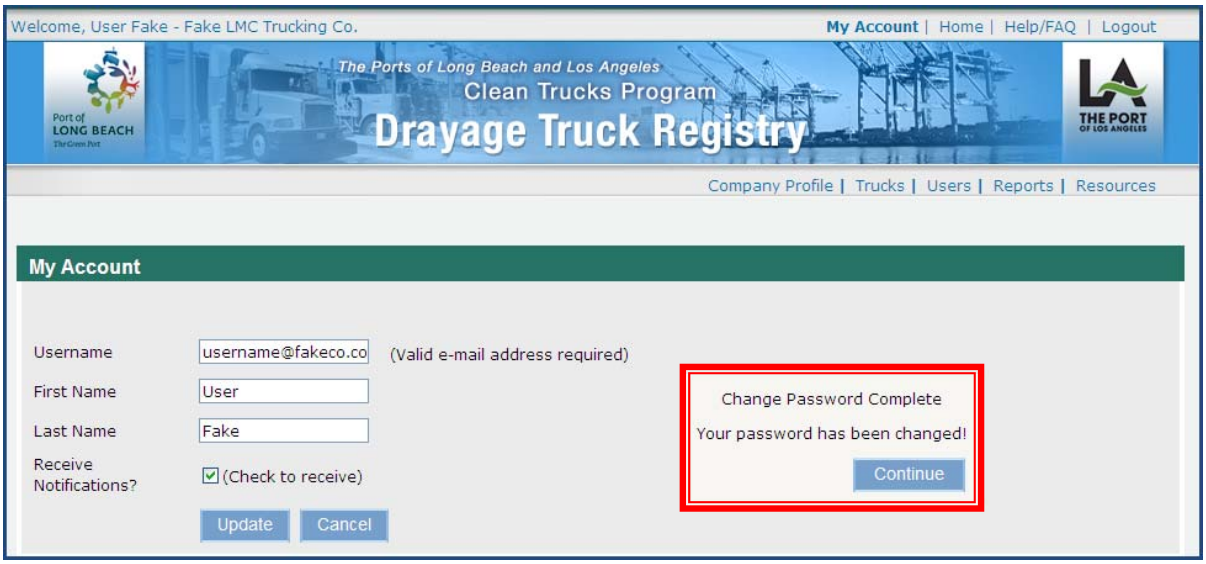
Step 4. Upon login, it is recommended that you change your password. Enter the password provided in the e-mail you received from the PDTR Administrator and then enter a new password and confirm the new password. Select Change Password. NOTE: New passwords require a minimum of 6 characters. At least one of the characters must be either a number or a special character from the following list: ~, !, @, #, $, %, ^, &, *, (,), -, _, =, +, {,}, [,], <,>, ?; for example, passw0rd or p@ssword.



Step 5. Once your password has been successfully changed, a confirmation screen will be displayed. Select the Continue button to access the PDTR Home page.

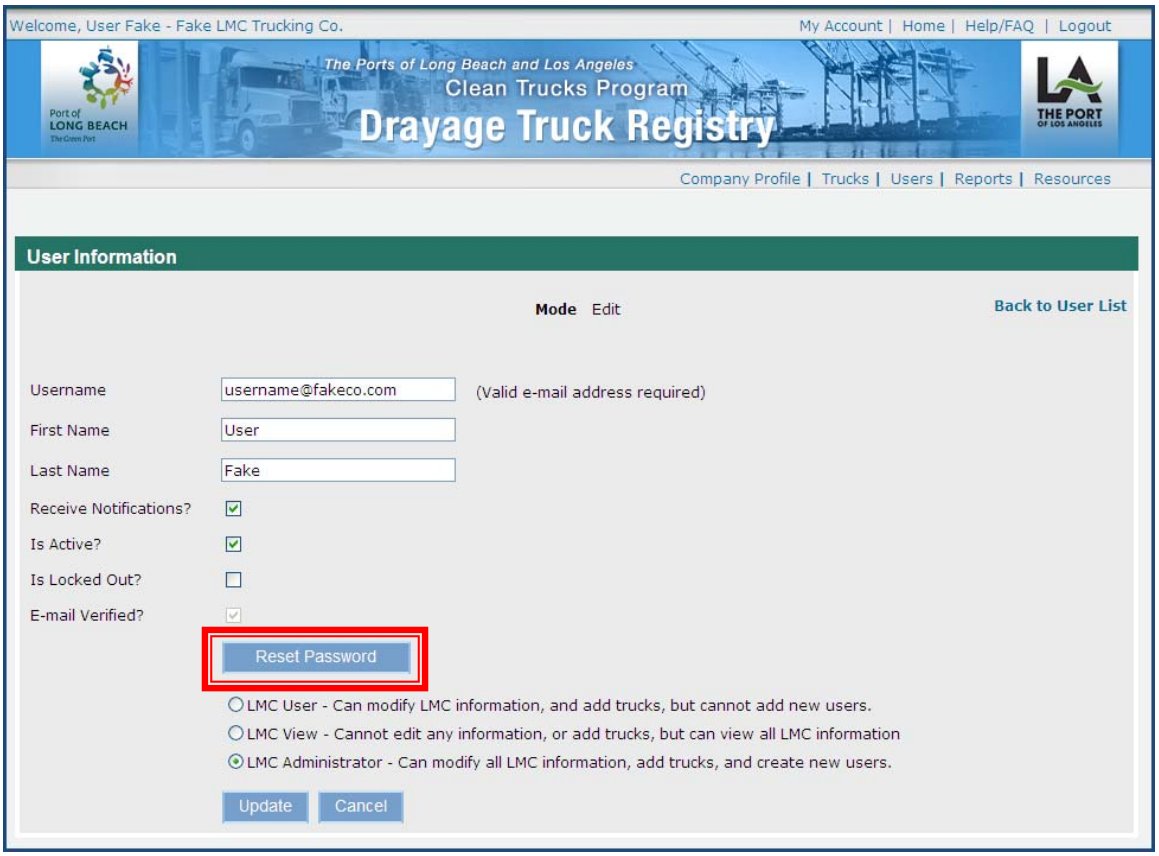


3 How Do I Reset a Password?

Step 1. Select the Users link from the grey menu bar. The Users list is displayed. The "is Active" checkbox indicates whether a user is currently active. The "is Admin" checkbox indicates whether that user is an administrator for that LMC.

Step 2. Select a user's Edit link.

Step 3. Select the Reset Password button to have the user's password reset and new password sent to the user via e-mail.



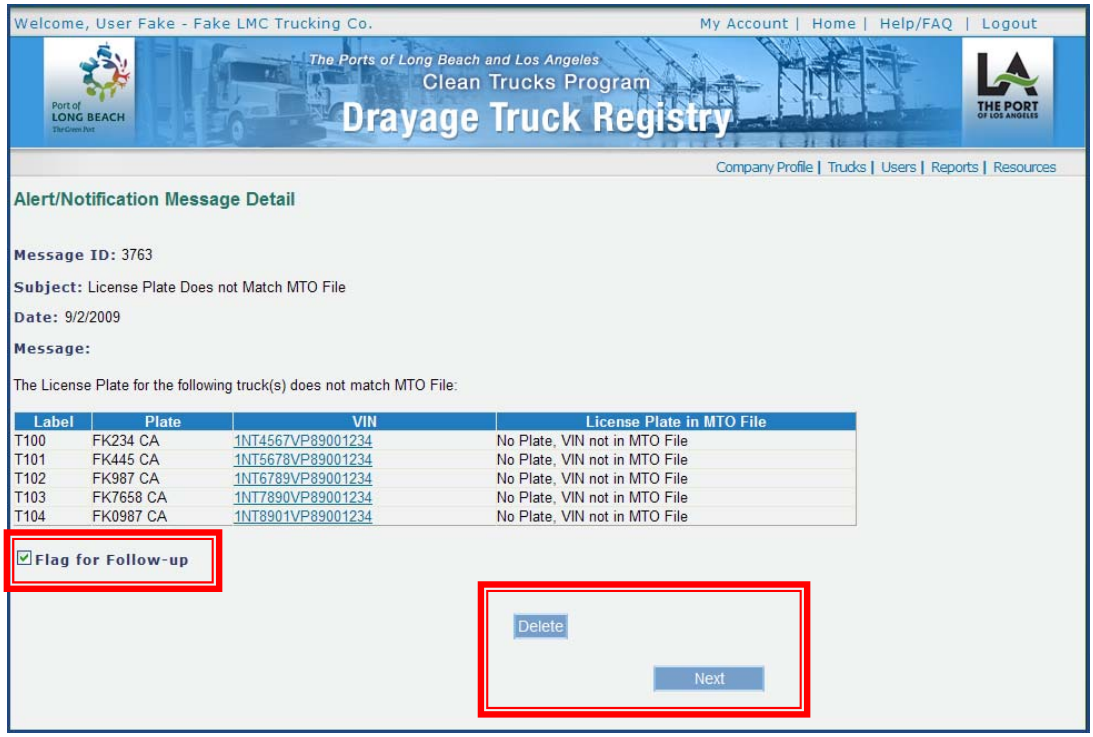
4 How Do I View PDTR Alerts/Notifications?

Step 1. View the Alerts/Notifications section on the Home page. Select the View link for one of the notifications in the list.

Step 2. Review the alert/notification message detail. Select the Follow-up checkbox to flag the notification.

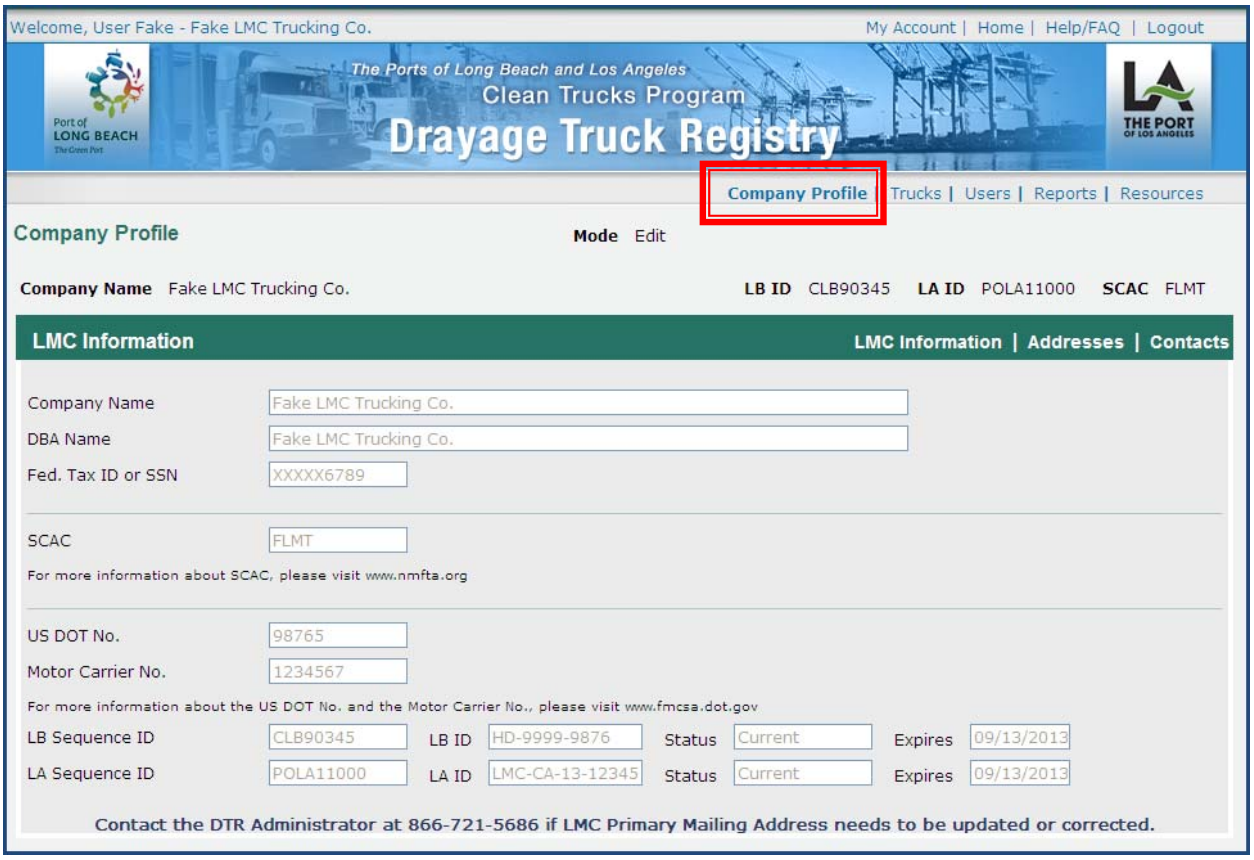
Step 3. If there are additional notifications to view, select the Next or Previous button to view another notification.

Step 4. To delete a notification, select the Delete button. A pop-up will be displayed to confirm the notification should be deleted. Select the OK button to delete the notification or select the Cancel button.



5 How Do I View or Modify My Company Profile?

Step 1. Select the Company Profile link on the grey menu bar.



Step 2. Verify the fields on the Company Profile screen.

Step 3. All information on the Company Profile – LMC Information screen is read-only. To modify any information on this screen, the LMC user will need to contact the Ports DTR Administrator at (866) 721-5686.

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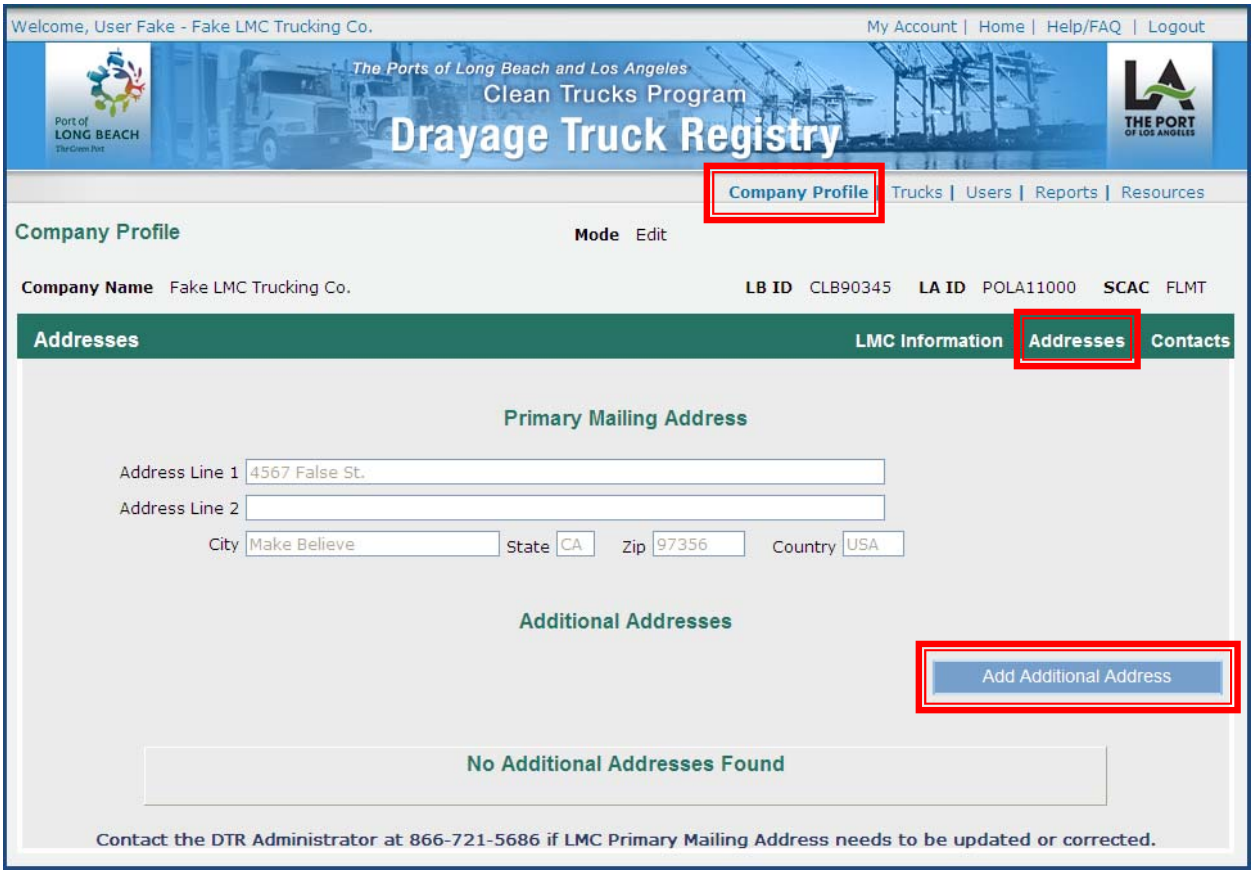
6 How Do I Add, Edit, or Delete Company Addresses?

Step 1. Select the Company Profile link from the grey menu bar.

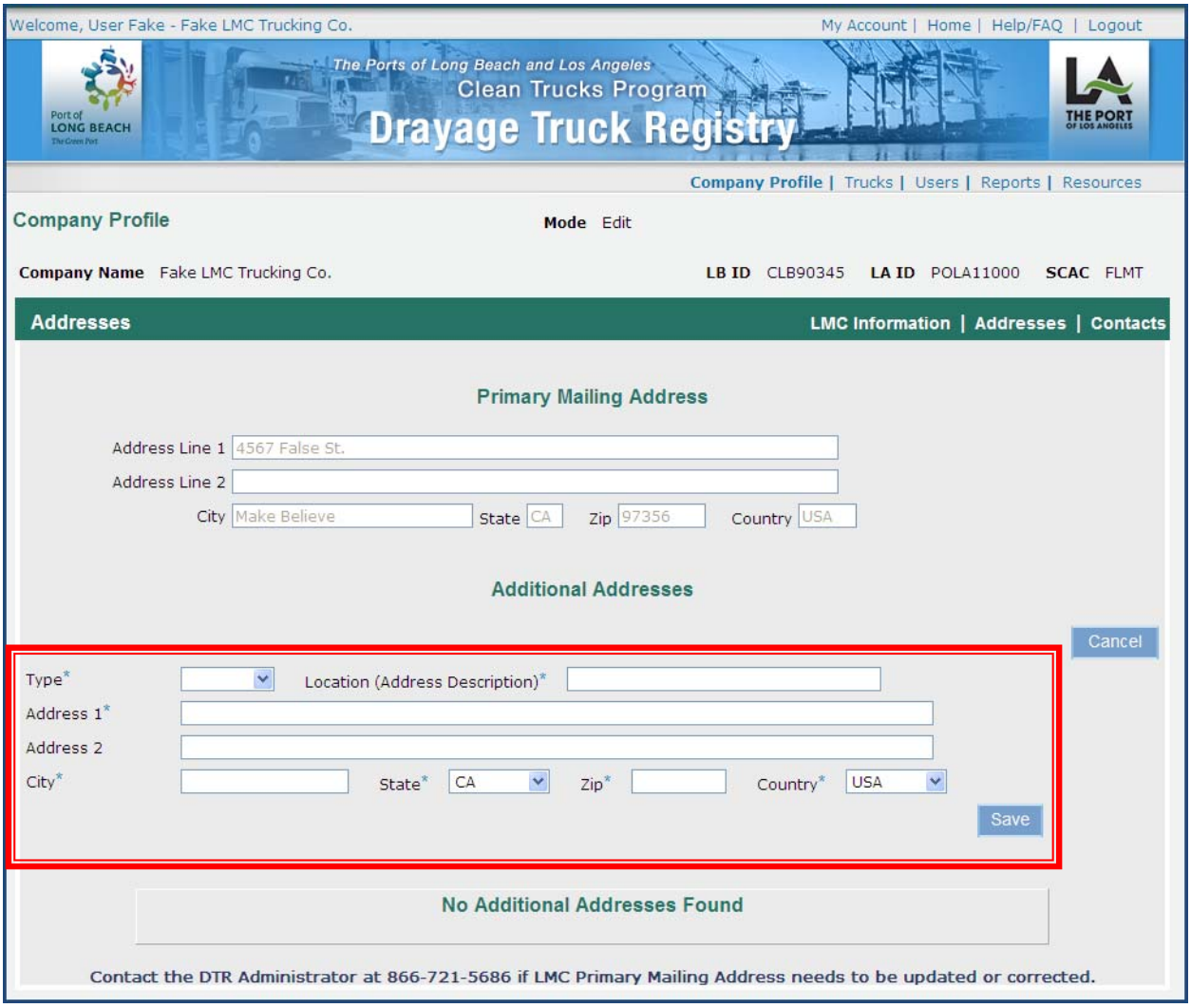
Step 2. Select the Addresses link from the green menu bar.

Step 3. Verify the information on the LMC Addresses screen. The Primary Mailing Address is read-only. To modify the Primary Mailing Addresses information, the LMC user will need to contact the Ports DTR Administrator at (866) 721-5686.

Step 4. To add an address, select the Add Additional Address link.

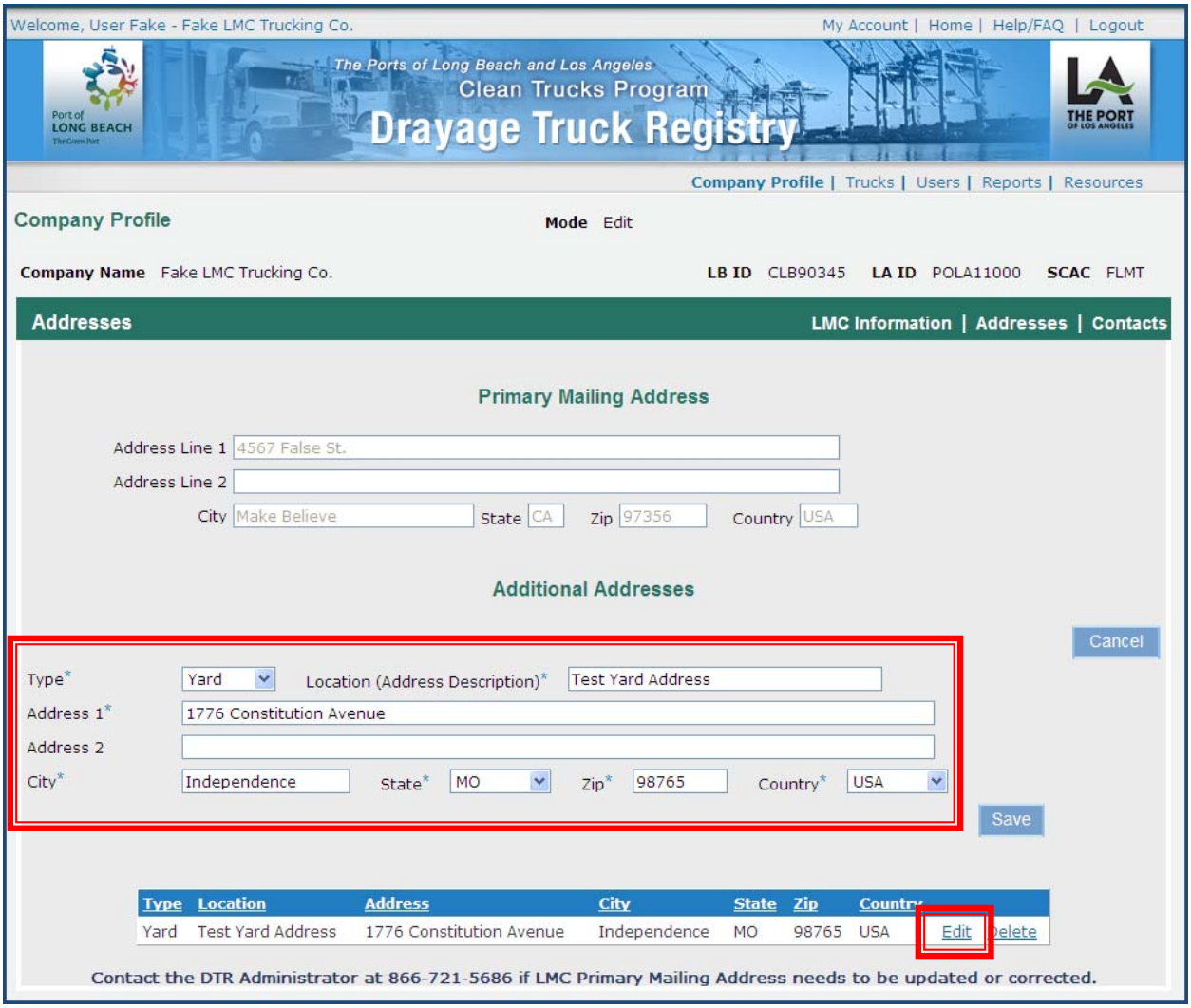


Step 5. Complete the Additional Addresses section of the form. Select the Save button.



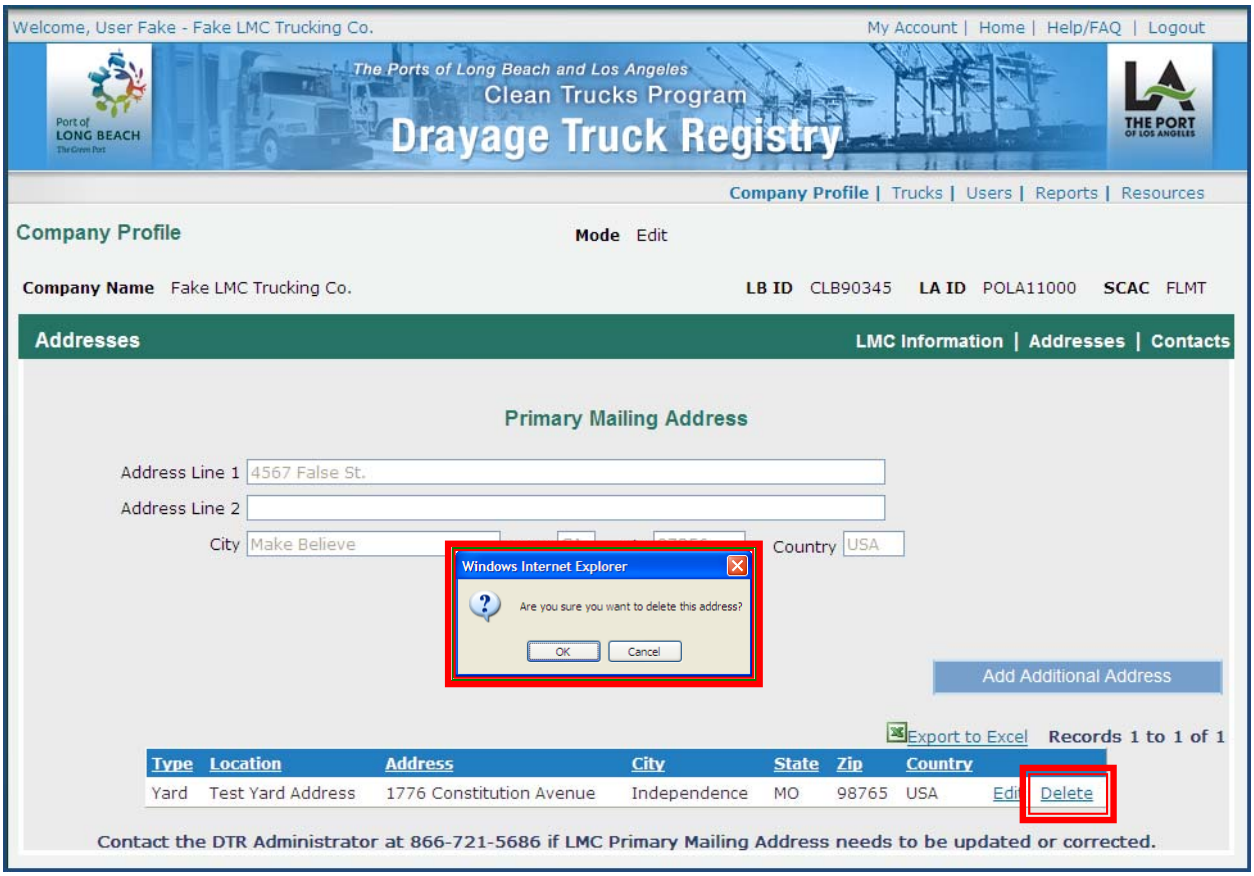
Step 6. To edit an address, select the Edit link of the address to be changed.

Step 7. Modify the address in the Additional Addresses section and select the Save button.



Step 8. To delete an address, select the Delete link for that address.

Step 9. A pop-up will be displayed to confirm the address should be deleted. Select the OK button to delete the address. If you wish to keep the address, select the Cancel button.



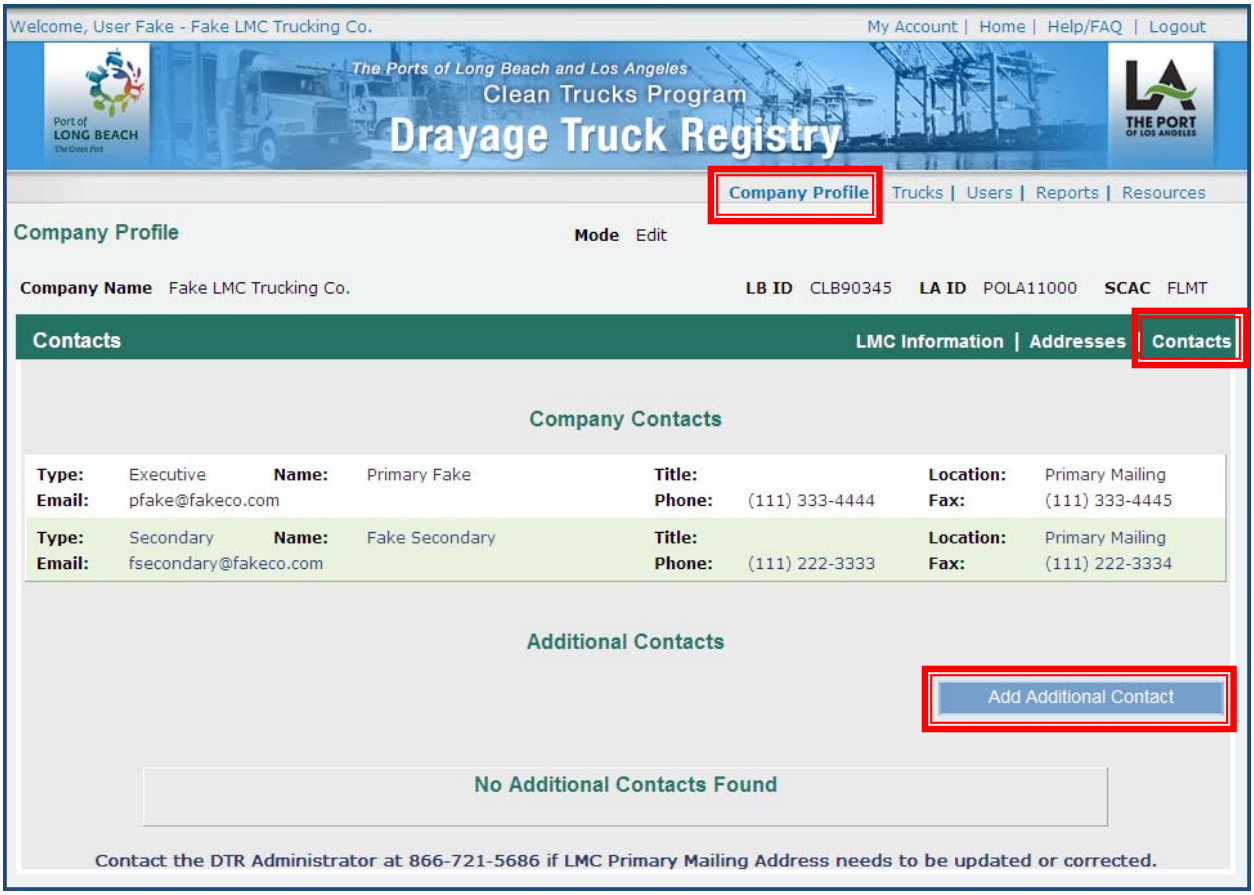
7 How Do I Add, Edit, or Delete Company Contacts?

Step 1. Select the Company Profile link from the grey menu bar.

Step 2. Select the Contacts link on the green menu bar.

Step 3. Verify the information on the LMC Contacts screen. The Company Contacts section is read-only. To modify the primary Company Contact information, the LMC user will need to contact the Ports DTR Administrator at (866) 721-5686.

Step 4. To add an LMC company contact, select the Add Additional Contact button.

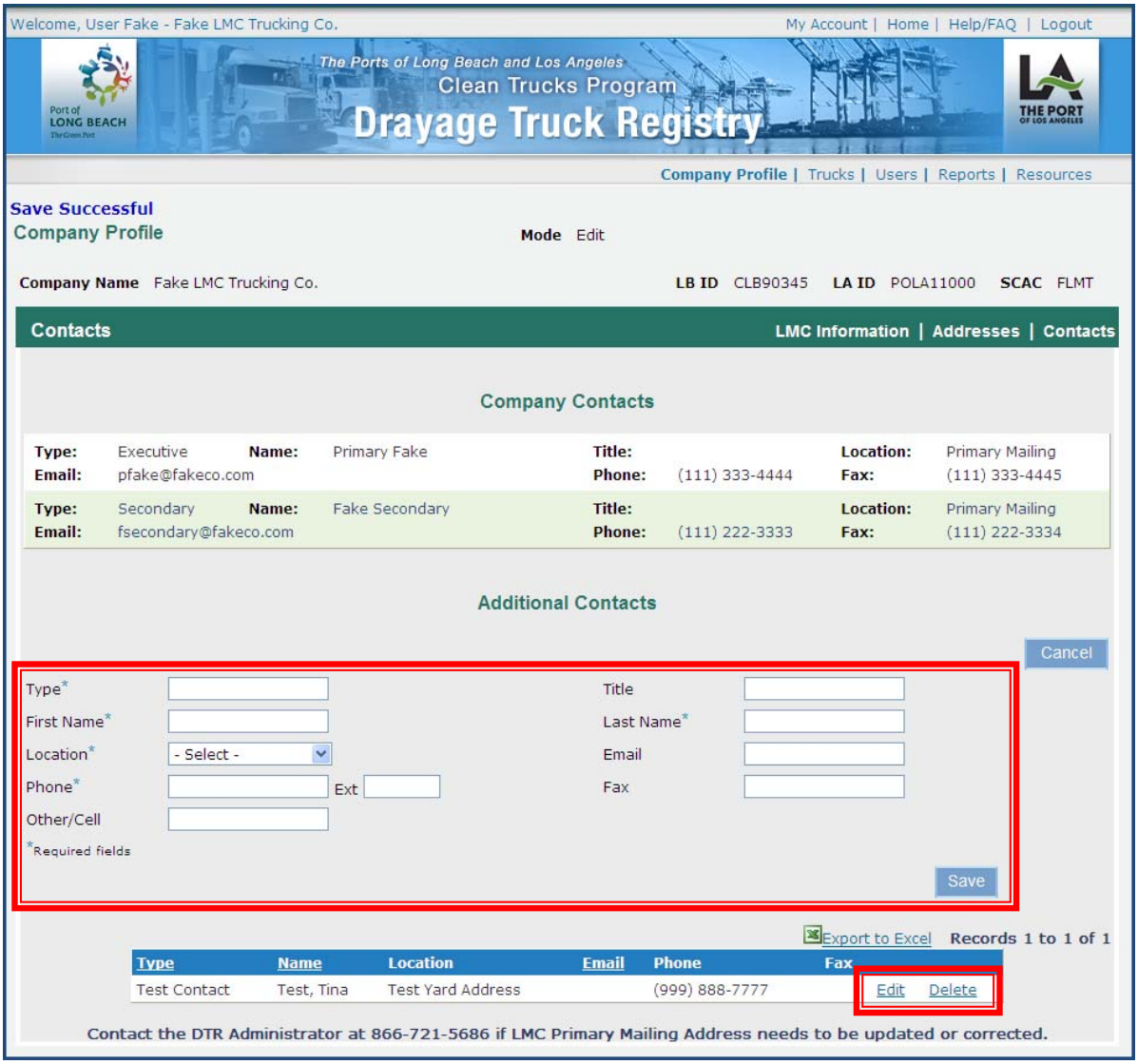


Step 5. Complete the Additional Contacts form. Select the Save button.

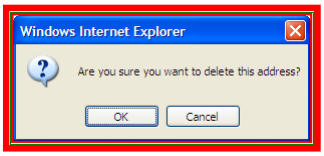
Step 6. To edit a contact, select the Edit link of the contact. (Note: You can only edit Additional Contacts information on this page.)

Step 7. Modify the information in the Additional Contacts fields and select the Save button.

Step 8. To delete a contact, select the Delete link of the address to be deleted. (Note: You can only delete Additional Contacts information on this page.)



Step 9. A pop-up will be displayed to confirm the address should be deleted. Select the OK button to delete the address. If you wish to keep the address, select the Cancel button.

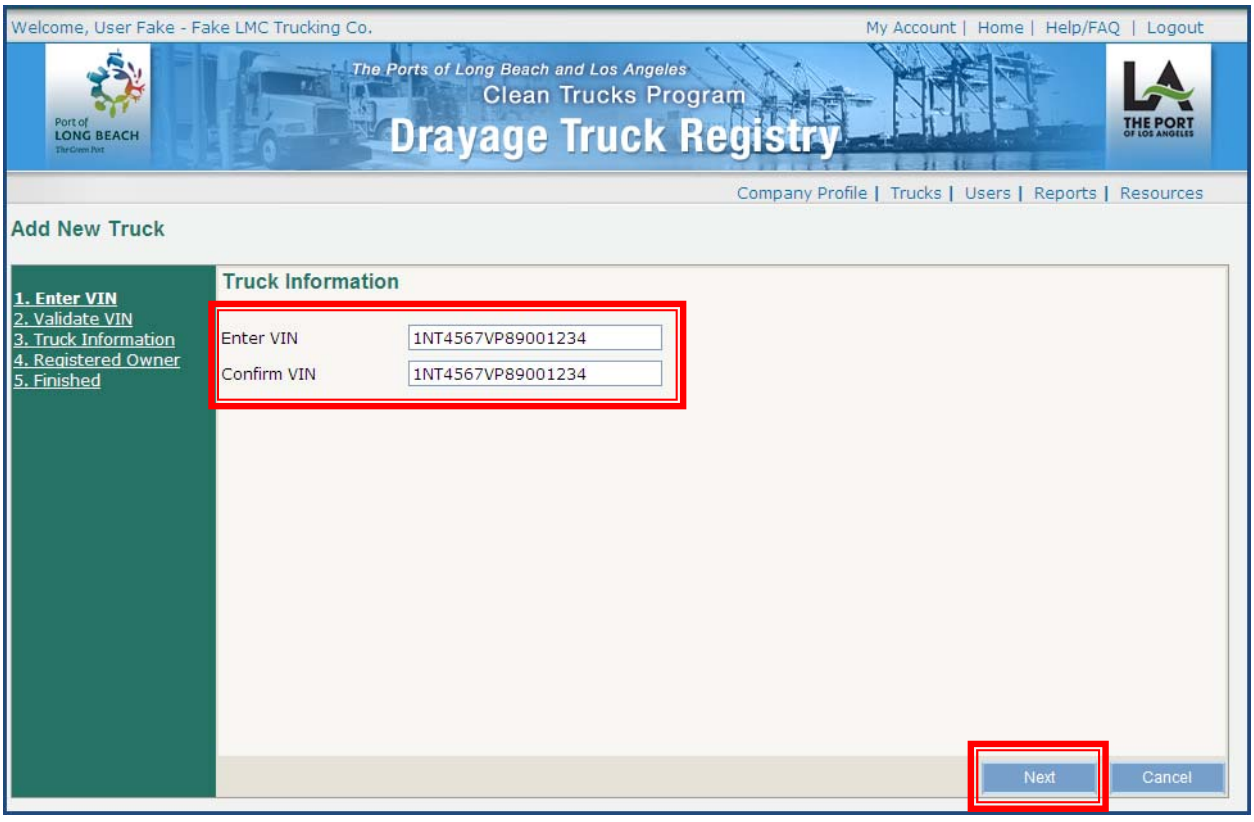


8 How Do I Add a New Truck?

Step 1. Select the Trucks link from the grey menu bar.

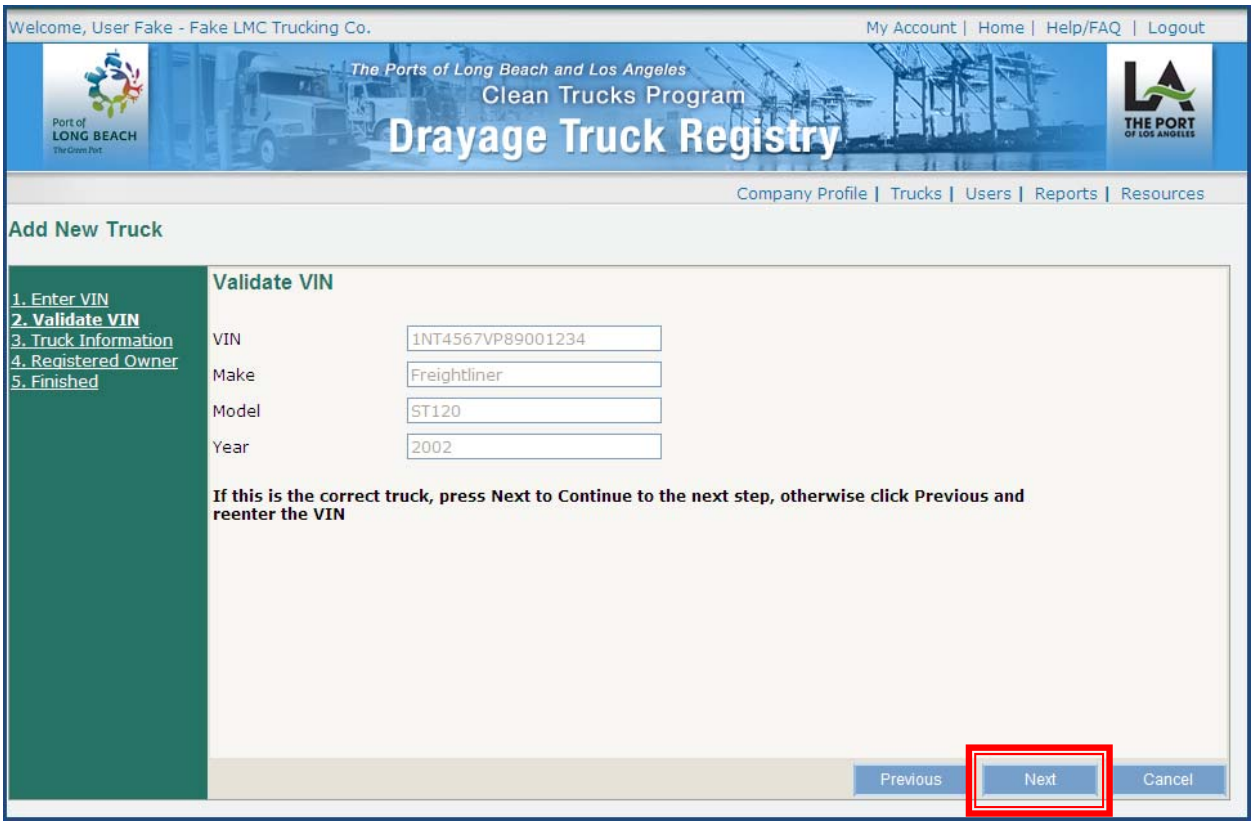
Step 2. Select the Add Truck button.

Step 3. Enter a valid new VIN in the Enter VIN field. Re-enter the new VIN in the Confirm VIN field. Select the Next button.



Step 4. On the Validate VIN screen, verify the truck information is correct. Select the Next button.

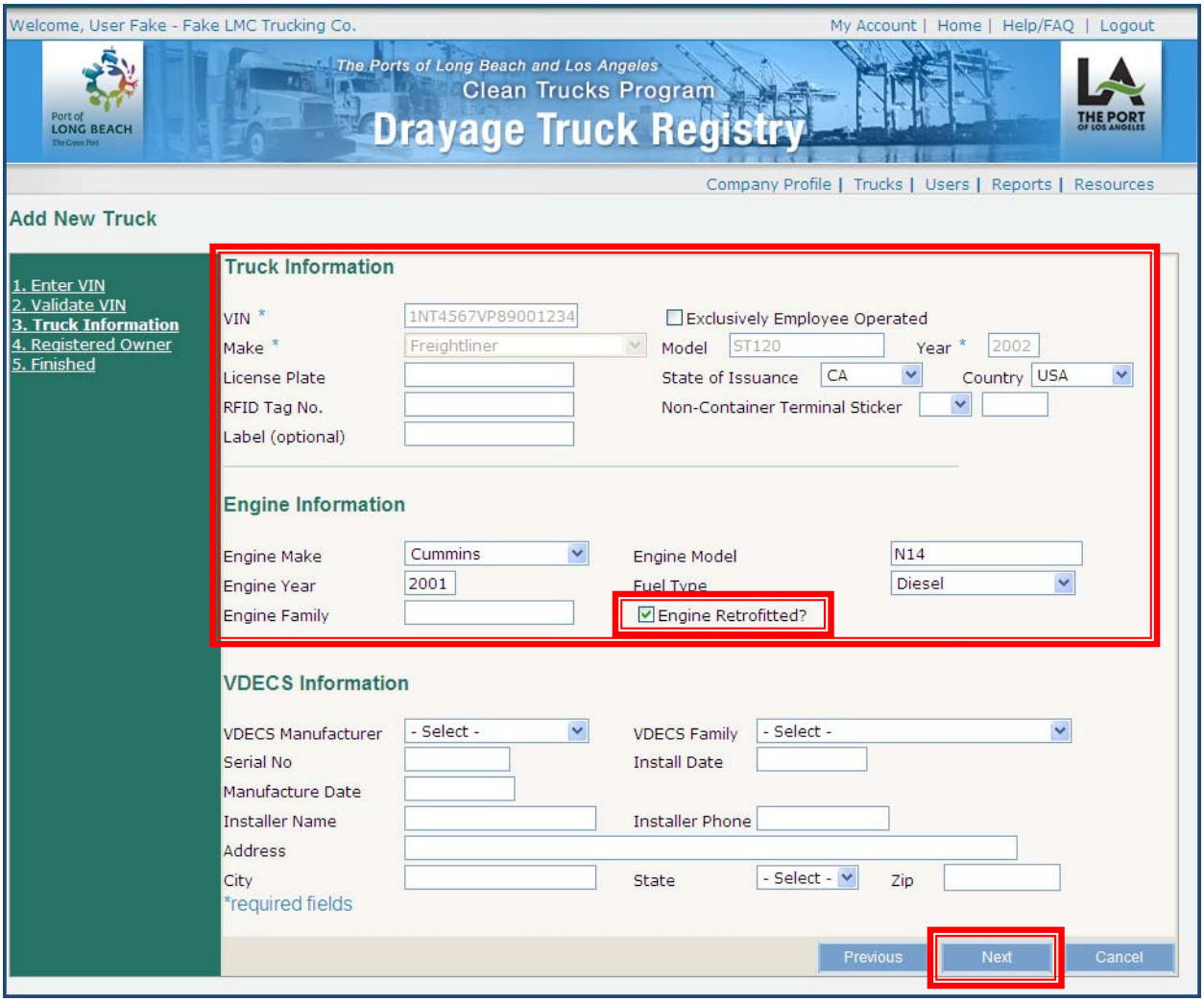
Note: The system instantly verifies the VIN with a validation service. The Make, Model, and Year are provided by this service. If you receive an error, select Previous and try again. If the Make, Model, or Year is incorrect, or you continue to receive an error, please contact the Ports DTR Administrator at (866) 721-5686.



Step 5. On the Truck Information screen, enter and/or confirm the truck and engine information.

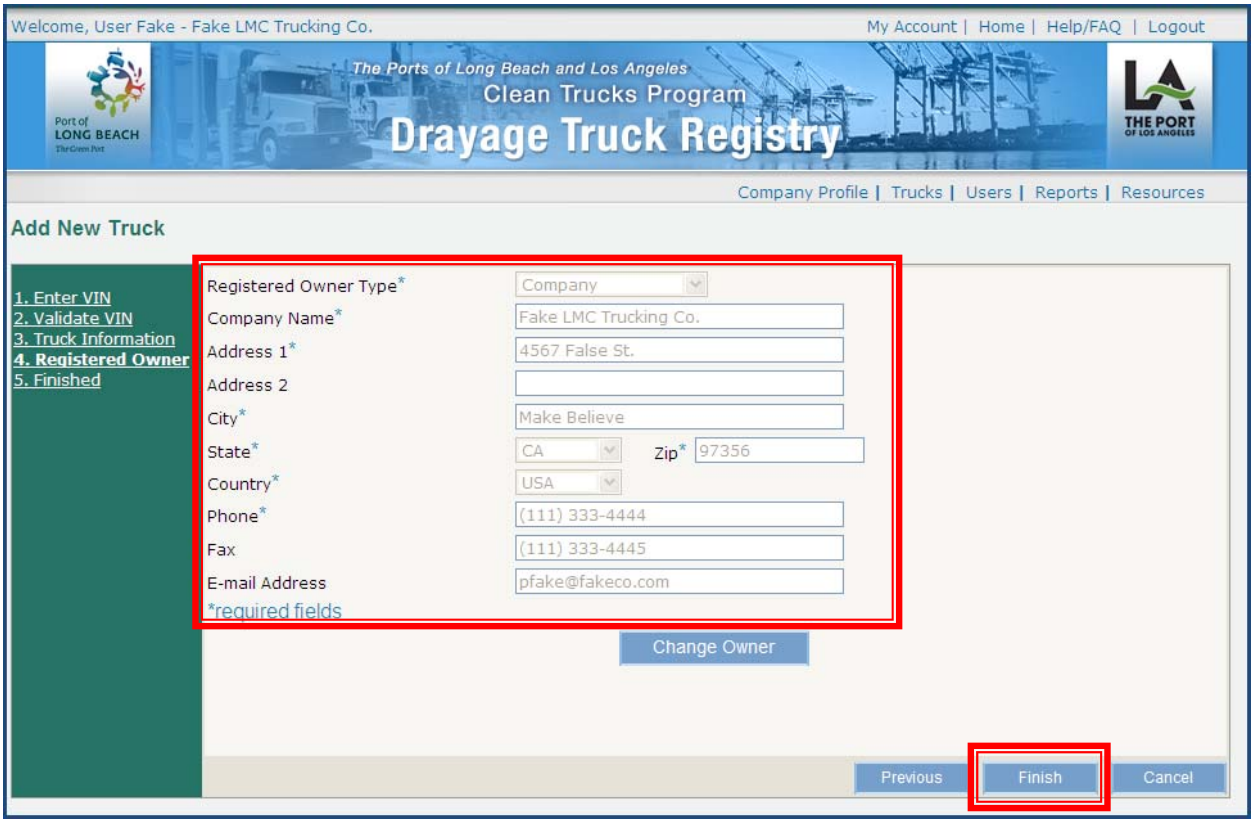
Step 6. If the engine is retrofitted, select the Engine Retrofitted? checkbox to reveal the VDECS Information entry fields and complete this section as appropriate.

Step 7. Select the Next button.

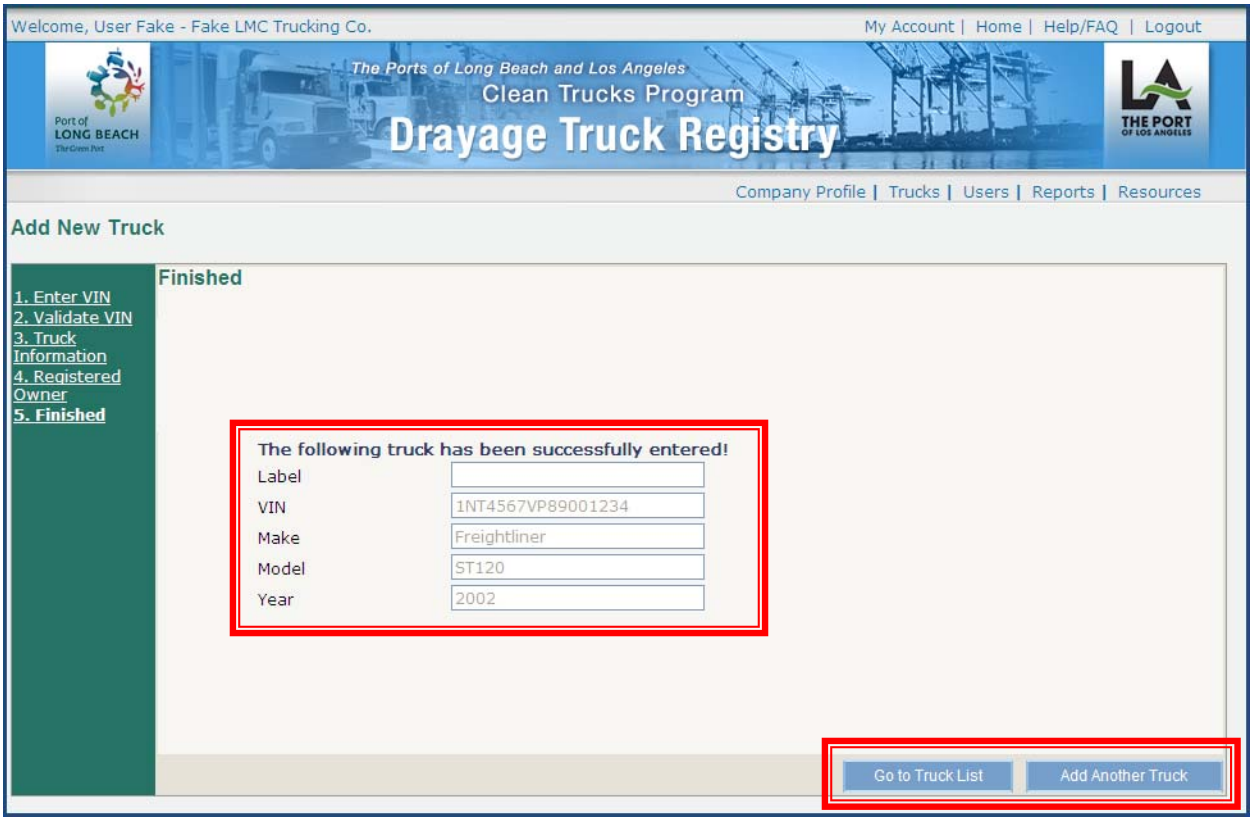


Step 8. On the Registered Owner screen, verify the information is correct. Complete all required fields (designated by an asterisk [*]).

Step 9. When all updates are completed, select the Finish button.



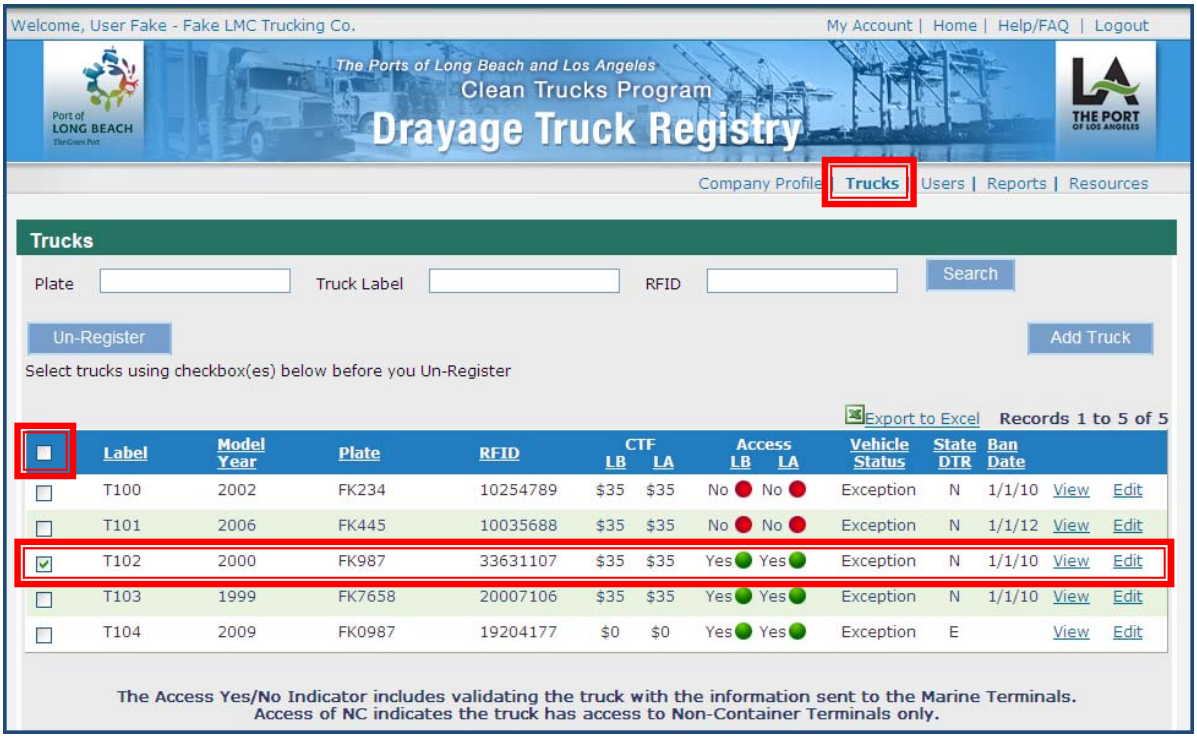
Step 10. The Finished screen will display a message saying the truck has been successfully entered in the PDTR.



9 How Do I Un-Register a Truck?

Step 1. Select the Trucks link from the grey menu bar.

Step 2. Select a truck's checkbox or select more than one truck checkbox; select the checkbox in blue to select all trucks. Select the Un-Register button. (Note: The codes in the State DTR column indicate the truck is in the State DTR [Y], not in the State DTR [N], or exempt from the State DTR [E]. For assistance with the State DTR please call the State DTR Help Line at 888-247-4821.)

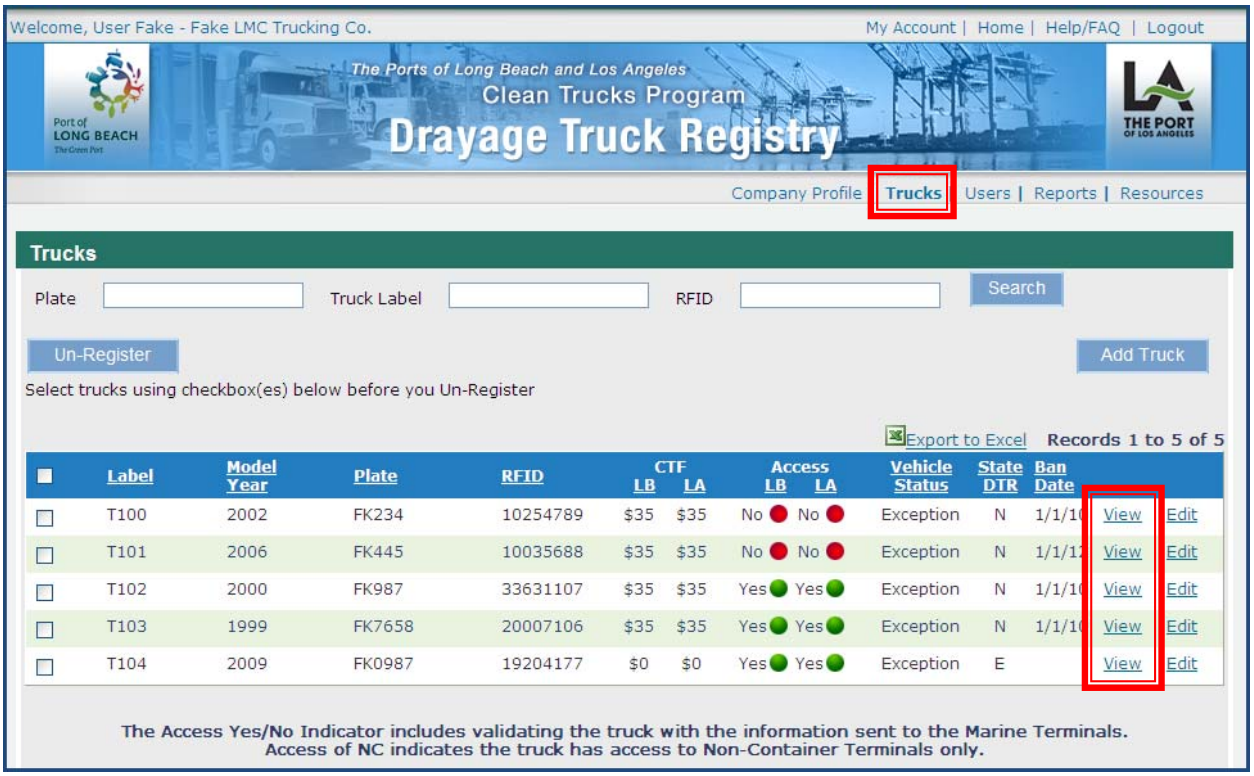


Step 3. Confirm the truck listed on the confirmation screen. Select the Yes, Remove Truck(s) button.

10 How Do I View or Modify Truck Information?

Step 1. Select the Trucks link from the grey menu bar.

Step 2. To view a truck's information, select the View link for a selected truck. In the View mode all truck information is read-only.

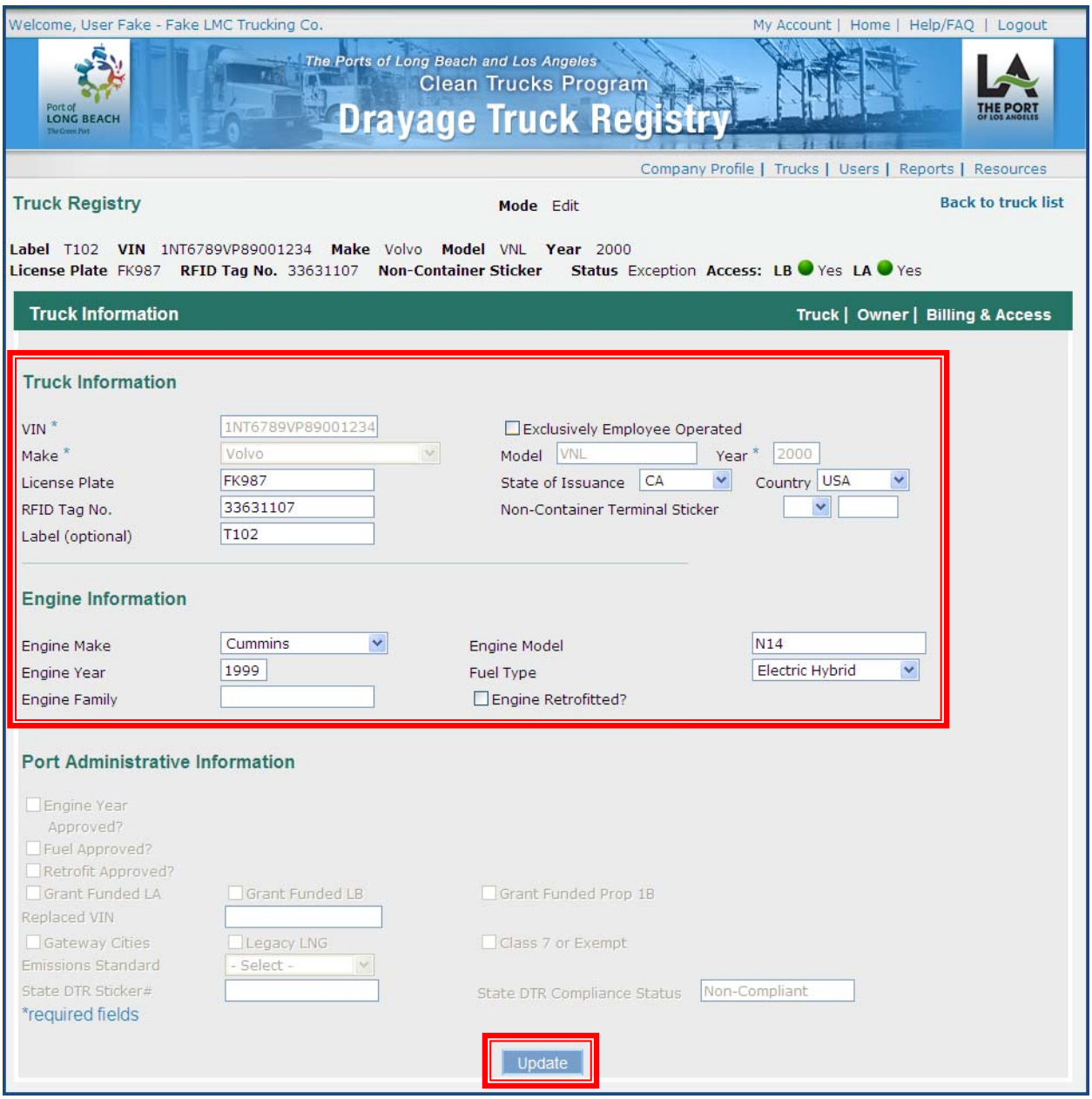


Step 3. To return to the Truck screen, use the Back to Truck List link.

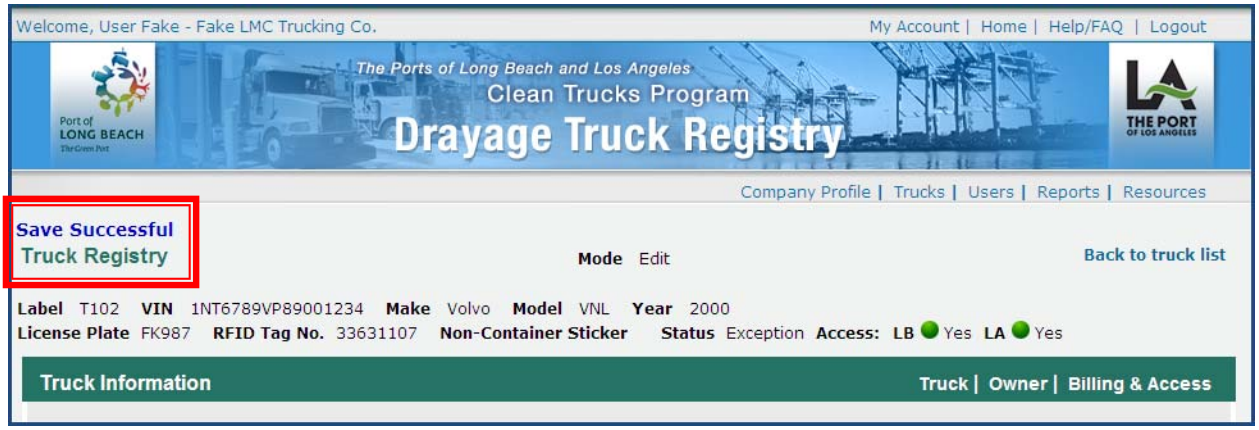
Step 4. To edit a truck's information, on the Trucks screen select the Edit link for that truck. The edit function will only be available for LMC Admin and LMC User types; users with LMC View access will not be able to edit truck information.

Step 5. Update the editable information in the Truck Information section. [The information in the Port Administrative Information section is read-only and can only be updated by contacting the Ports PDTR Administrator at (866) 721-5686.]

Step 6. Select the Update button.



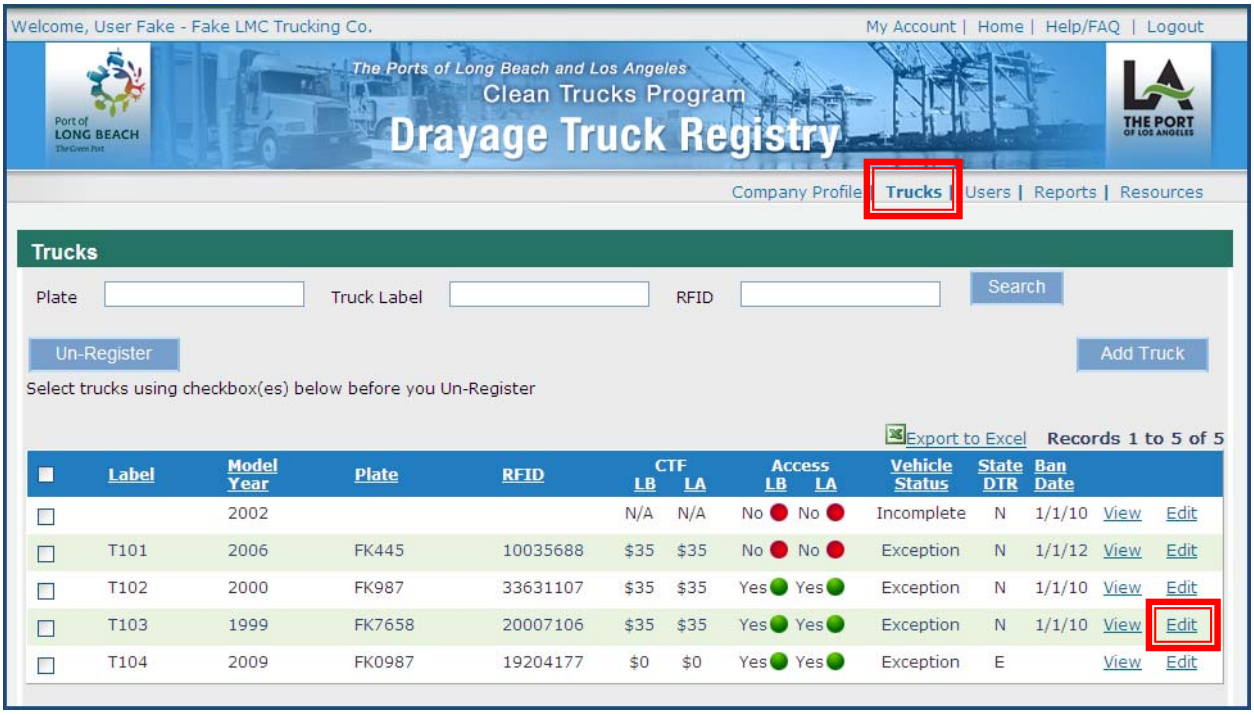
Step 7. If the update was successful, the Edit mode screen will refresh and Save Successful will be shown above the Truck Registry screen title.



11 How Do I View or Modify Truck Owner Information?

Step 1. Select the Trucks link from the grey menu bar.

Step 2. Select the Edit link for a selected truck.

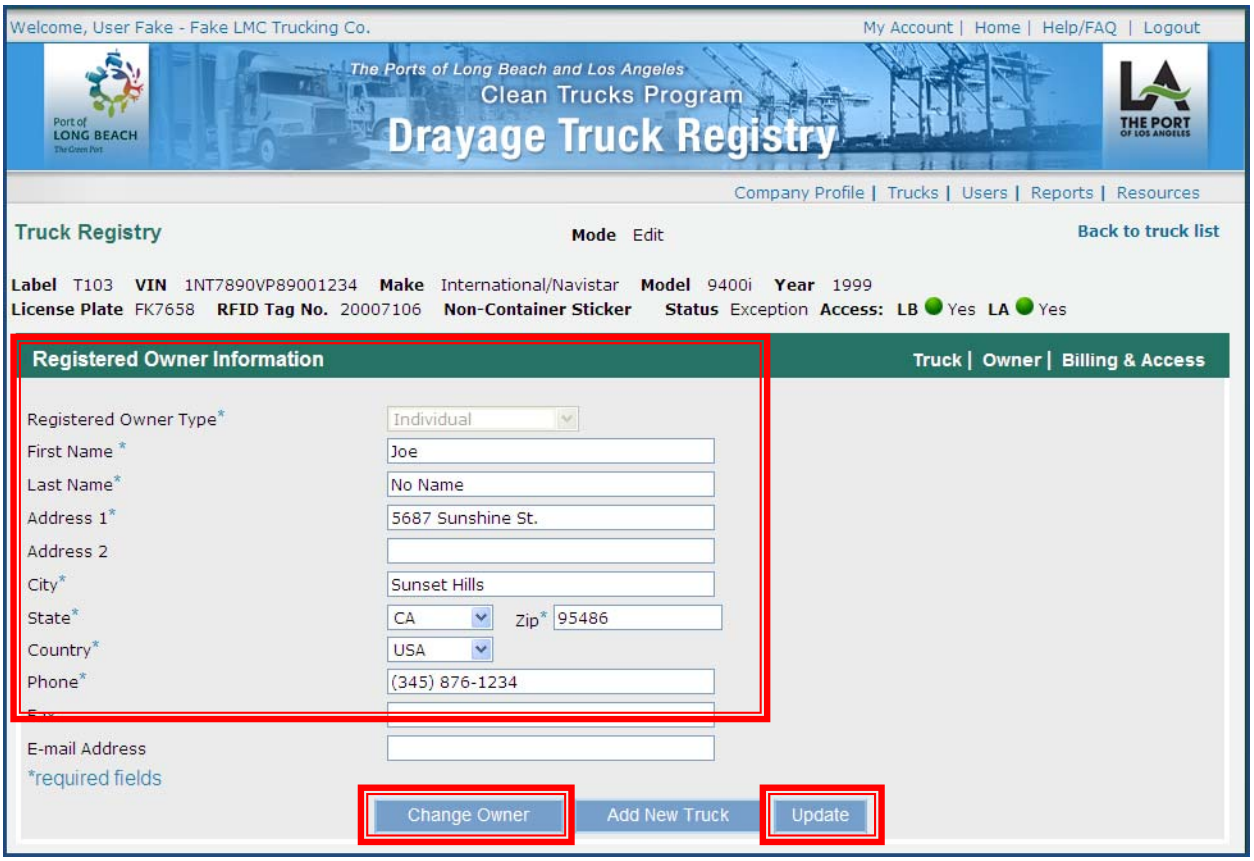


Step 3. Select the Owner link on the green bar.

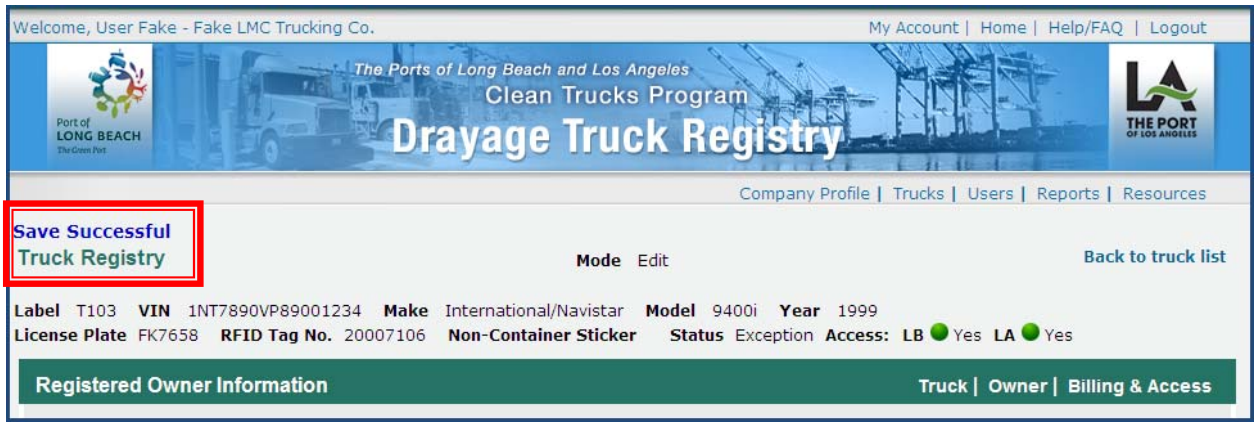
Step 4. The Registered Owner Information screen and information are displayed.

Step 5. To edit the existing information, make changes to the appropriate fields then select Update. Do this only if correcting information about the current owner.

Step 6. To change the truck's Registered Owner, select the Change Owner button. If the Registered Owner has changed, go to Step 8.



Step 7. The screen will show Save Successful if the changes have been accepted.



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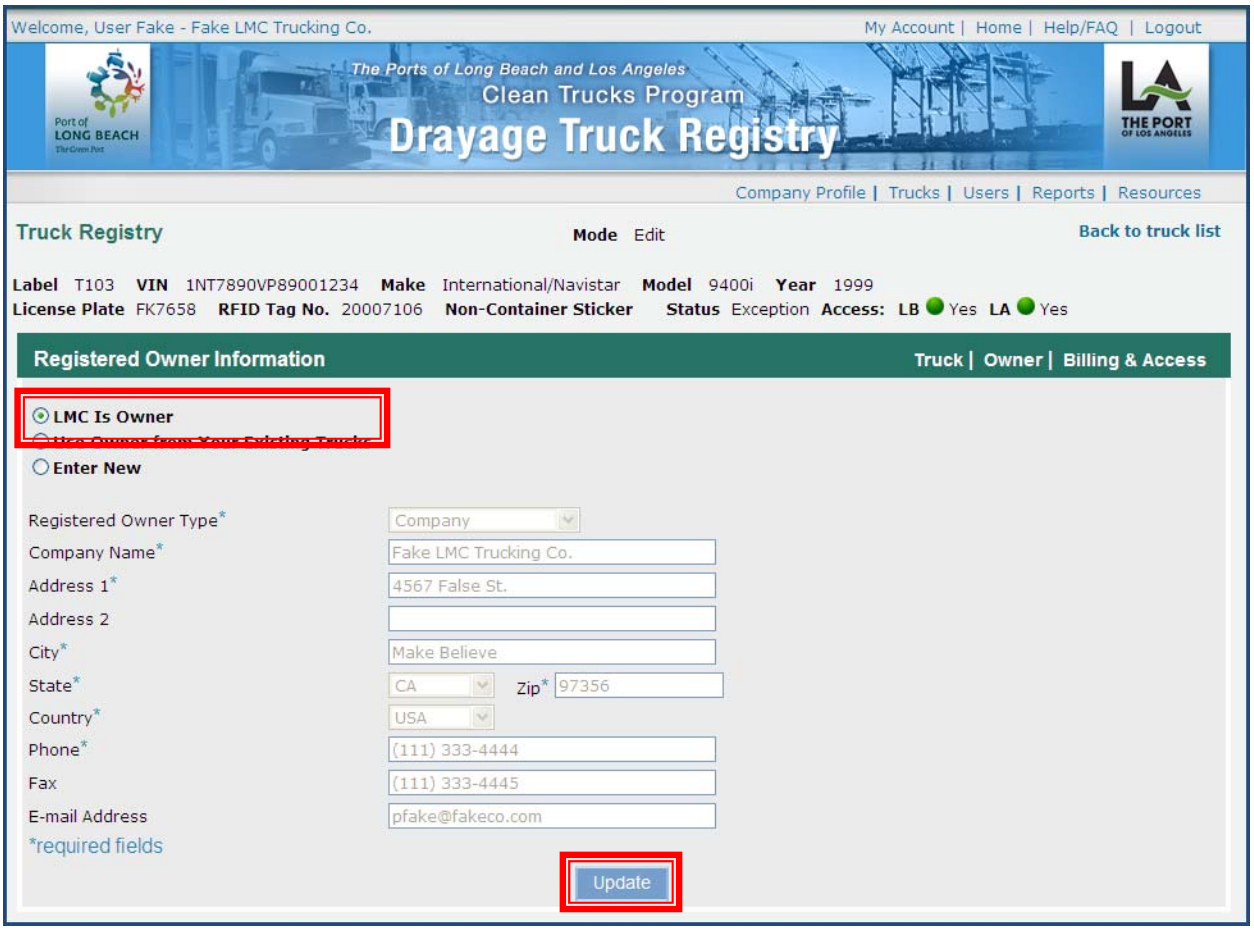
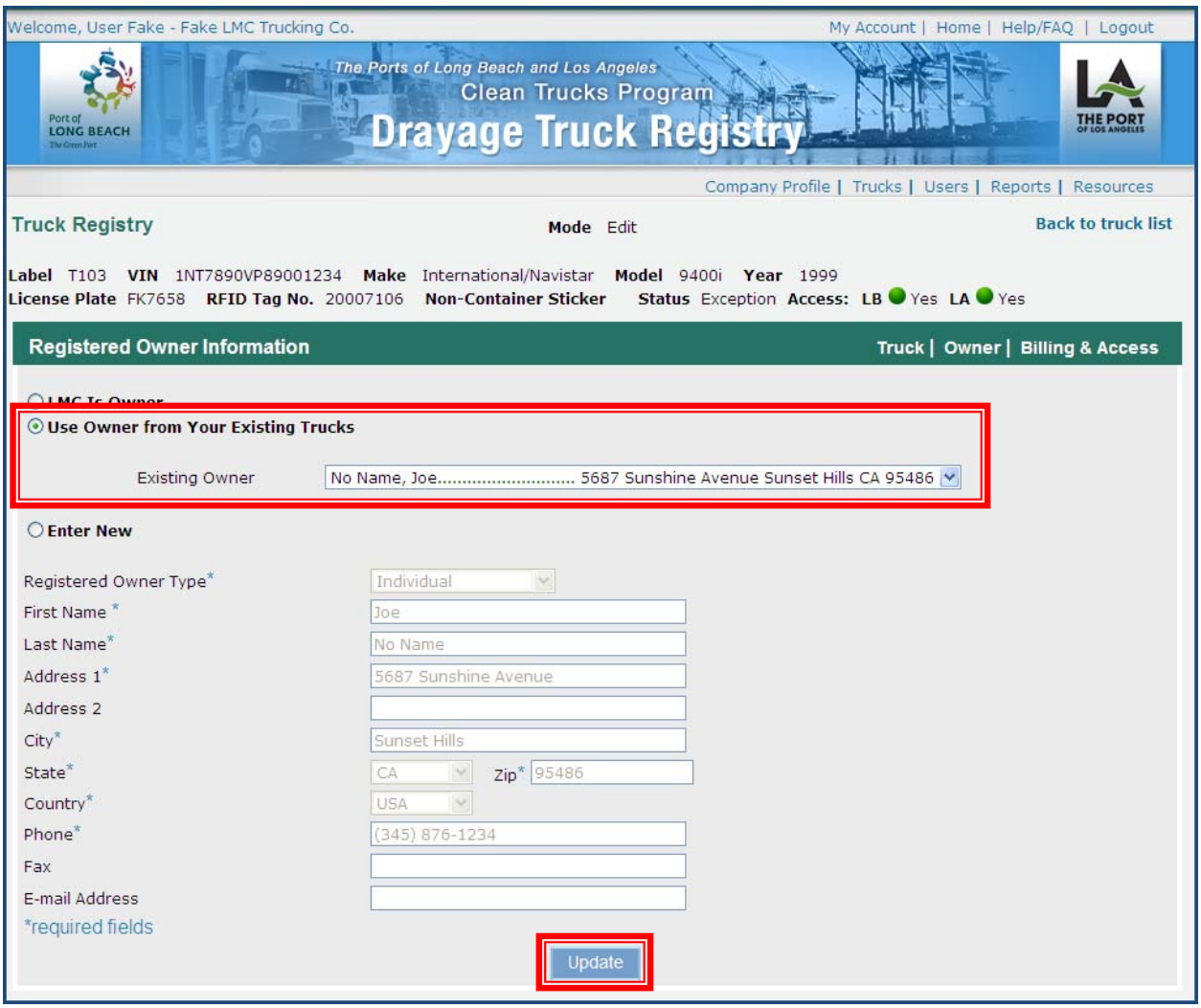
Step 8. If the Registered Owner of the truck is the LMC, select the 'LMC Is Owner' option. The LMC information is shown as read-only. Confirm the owner by selecting the Update button.



Step 9. If the truck owner is a Registered Owner of existing trucks in your fleet, select the 'Use Owner from Your Existing Trucks' option. A drop-down list of existing owners is displayed.

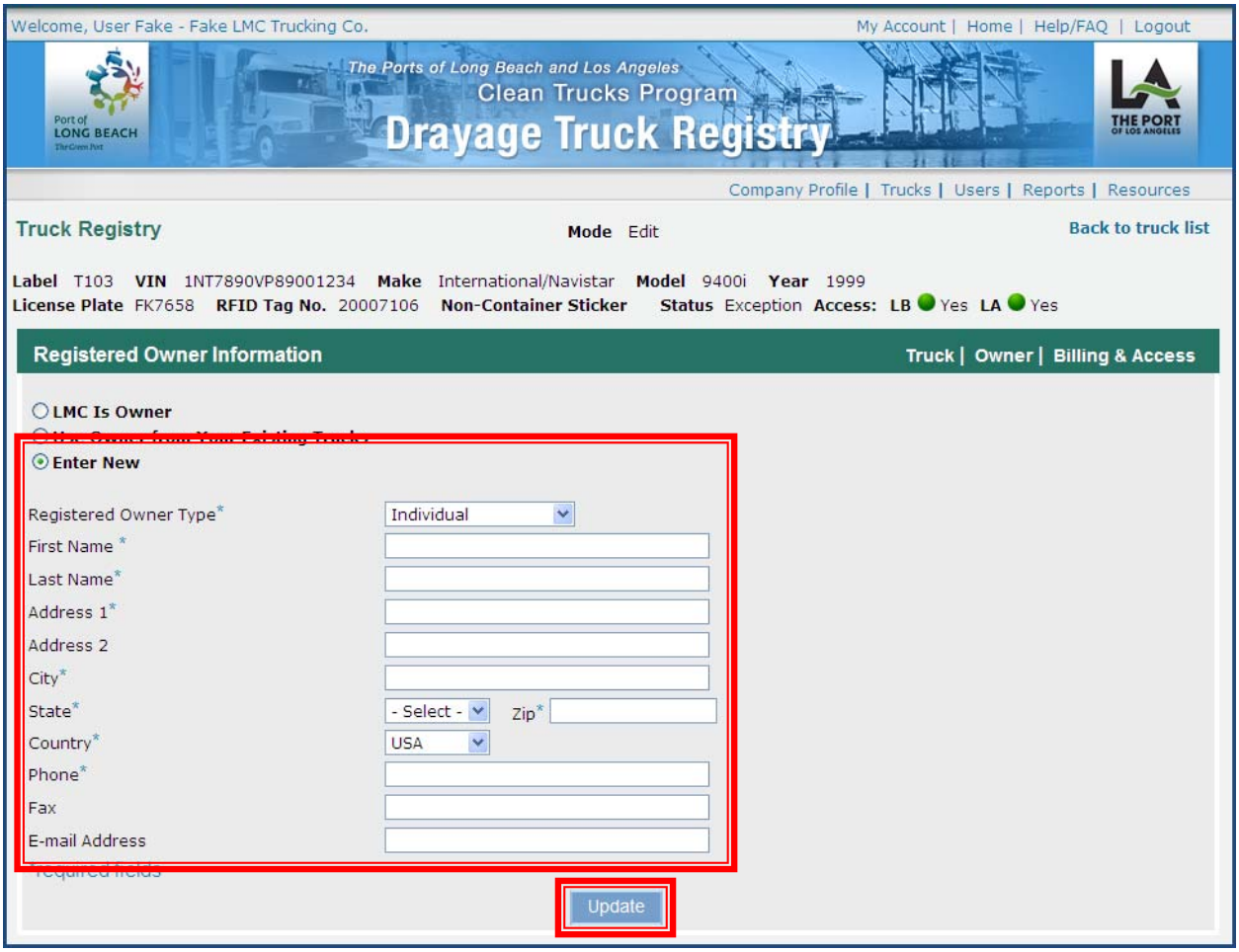
Step 10. Select a Registered Owner from the Existing Owners drop-down list. After the existing owner has been selected, the screen will be populated with the corresponding owner information.

Step 11. Verify the Owner Information and select the Update button to select that owner.



Step 12. To enter a new truck owner, select the 'Enter New' option.

Step 13. Complete the new owner registration form per field rules and field information on the Registered Owner Information screen. Select the Update button.



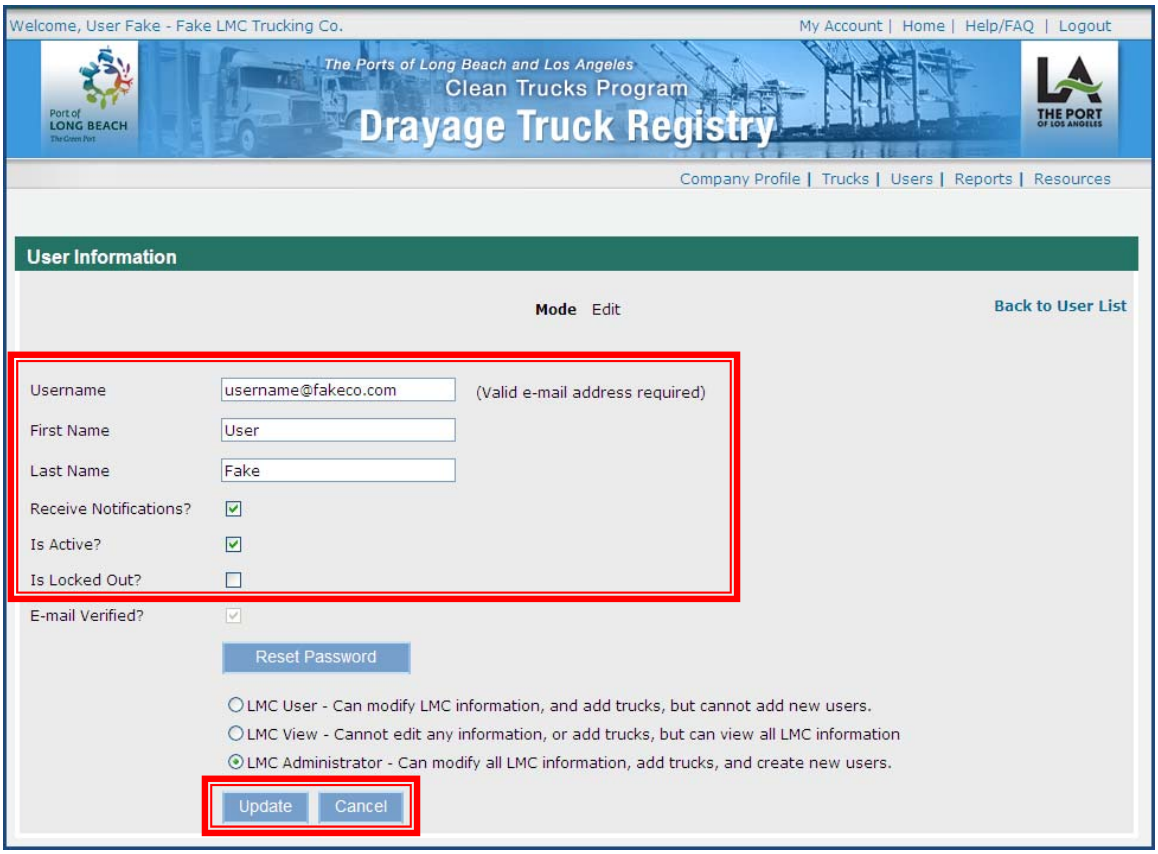
12 How Do I View or Modify Existing Users?

Step 1. Select the Users link from the grey menu bar. The Users list is displayed. The "is Active" checkbox indicates whether a user is currently active. The "is Admin" checkbox indicates whether that user is the administrator for that LMC.

Step 2. Select a user's View link to see the user's information in a read-only format.

Step 3. Select the Edit link of a selected user to update that user's information.

Step 4. Update the user information fields. To save these changes select the Update button. To keep the original user information and return to the Users screen, select the Cancel button.

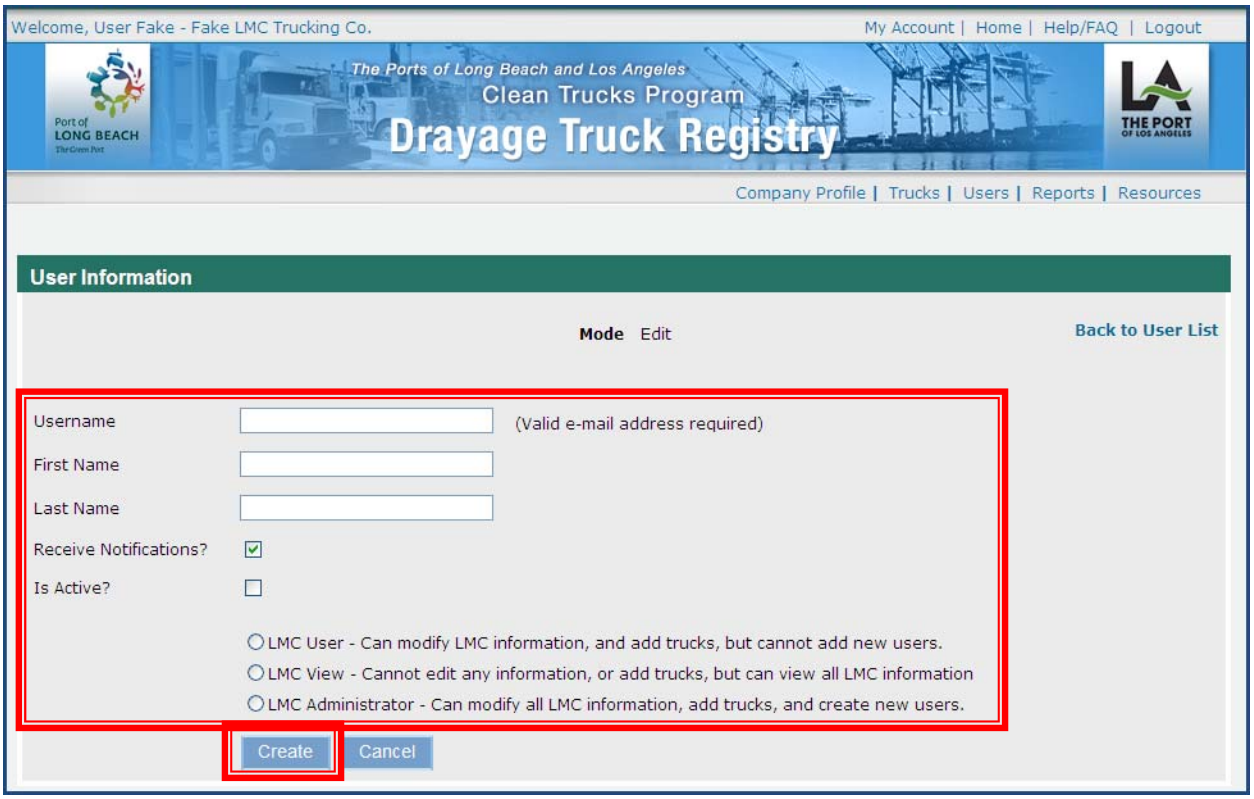


13 How Do I Add a New User?

Step 1. Select the Users link from the grey menu bar. The Users list is displayed.

Step 2. To add a new user, select the Add User button.

Step 3. Complete the Add User form with a valid e-mail address and click on the Is Active? checkbox. Select the Create button to add the new user.



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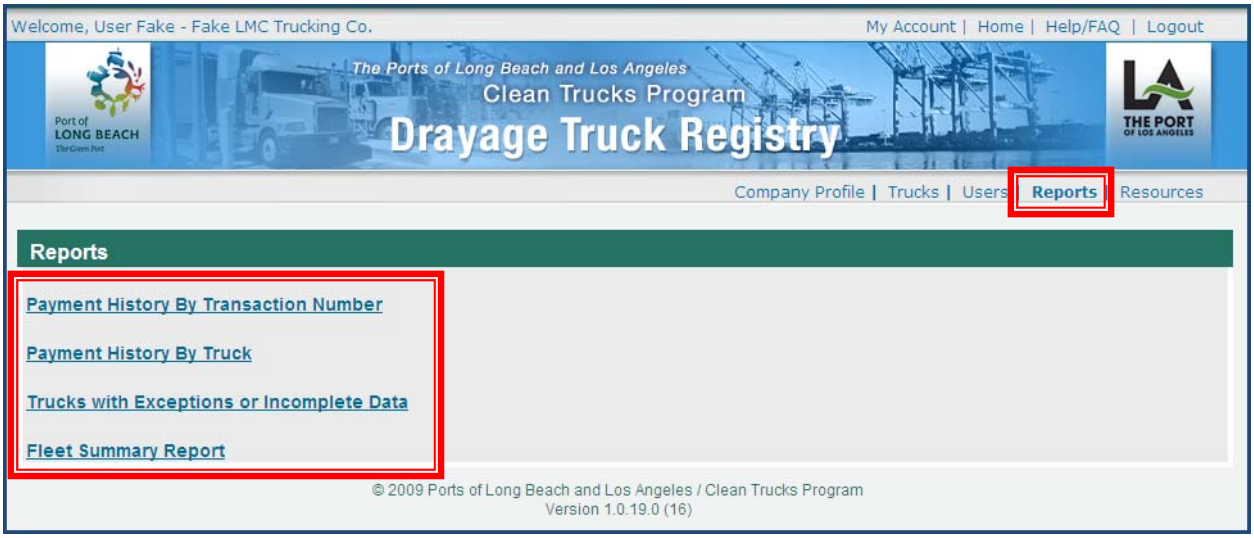
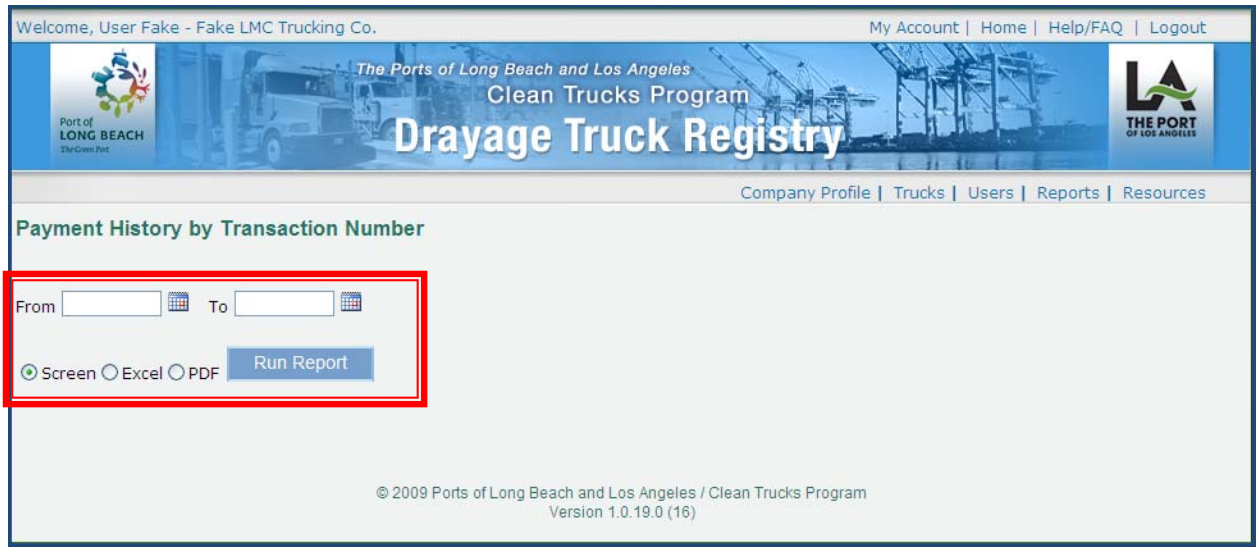
14 How Do I View Reports?

Step 1. Select the Reports link from the grey menu bar.

Step 2. Select the report to be viewed from the Reports screen list.



Step 3. If necessary, enter the report date ranges. Select the radio button to choose what format the report will be presented in (Screen, Excel, PDF). To download/export a report (where available), select the desired format (Excel or PDF). PDF is suggested format for printing reports; if printing from Excel, the page settings may need to be adjusted in order to print on one page.

Step 4. Select the Run Report button.