



# **PORT DRAYAGE TRUCK REGISTRY**

## **USER GUIDE – LMC USERS**

**SEPTEMBER 23, 2009**

**Clean Trucks Program  
Ports of Long Beach and Los Angeles**

## TABLE OF CONTENTS

1	GETTING STARTED .....	1
2	HOW DO I LOG INTO THE PDTR? .....	2
3	HOW DO I RESET A PASSWORD?.....	4
4	HOW DO I VIEW PDTR ALERTS/NOTIFICATIONS? .....	5
5	HOW DO I VIEW OR MODIFY MY COMPANY PROFILE? .....	6
6	HOW DO I ADD, EDIT, OR DELETE COMPANY ADDRESSES?.....	7
7	HOW DO I ADD, EDIT, OR DELETE COMPANY CONTACTS?.....	11
8	HOW DO I ADD A NEW TRUCK?.....	13
9	HOW DO I UN-REGISTER A TRUCK? .....	18
10	HOW DO I VIEW OR MODIFY TRUCK INFORMATION? .....	19
11	HOW DO I VIEW OR MODIFY TRUCK OWNER INFORMATION?.....	22
12	HOW DO I VIEW OR MODIFY EXISTING USERS?.....	27
13	HOW DO I ADD A NEW USER?.....	28
14	HOW DO I VIEW REPORTS?.....	29

## 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.

## 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](mailto: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.

The screenshot shows the 'Drayage Truck Login' page. At the top, there are logos for the Port of Long Beach and The Port of Los Angeles, along with the text 'The Ports of Long Beach and Los Angeles Clean Trucks Program Drayage Truck Registry'. Below this is a navigation bar with links for 'Air Monitoring | Clean Trucks | Fuel Incentives | Fact Sheets | Help/FAQ | Home'. The main heading is 'Drayage Truck Login'. On the left, there is a 'quick links' sidebar with options: 'Trip / Daypass', 'Reports', 'Tutorials', and 'Contact'. The main content area contains a message: 'If you require a **Temporary Access Permit** select Trip/Daypass from the quick links on the left'. Below this is a login form highlighted with a red border. The form includes a warning: 'If you are a concessionaire and do not have an account, contact the help line at 866-721-5686.' It has two input fields: 'Username' with the value 'username@fakeco.com' and 'Password' with masked characters. There is a checkbox for 'Remember me next time.' Below the form is a consent statement: 'I certify that I own the truck(s) or I have the authority from the truck owner(s) to enter data about the truck(s) I register in this Drayage Truck Registry. I agree and consent that this information entered into this Drayage Truck Registry about my truck(s) shall be used by the Ports of Los Angeles and Long Beach for purposes of truck access to terminals at the Ports of Los Angeles and Long Beach, and may be submitted to the State of California Air Resources Board including the State's Drayage Truck Registry.' There is an 'I Agree' button and a 'Forgot my Password' link below the form.

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.**

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

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Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

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**My Account**

Username:  (Valid e-mail address required)

First Name:

Last Name:

Receive Notifications?  (Check to receive)

**Change Your Password**

Password requires a minimum of 6 characters. At least one of the characters must be either a number or a special character from the following list: ~!@#\$\$%^&\*()-\_+=+{}[]<>.,?

Password:

New Password:

Confirm New Password:

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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

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**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

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**My Account**

Username:  (Valid e-mail address required)

First Name:

Last Name:

Receive Notifications?  (Check to receive)

**Change Password Complete**

Your password has been changed!

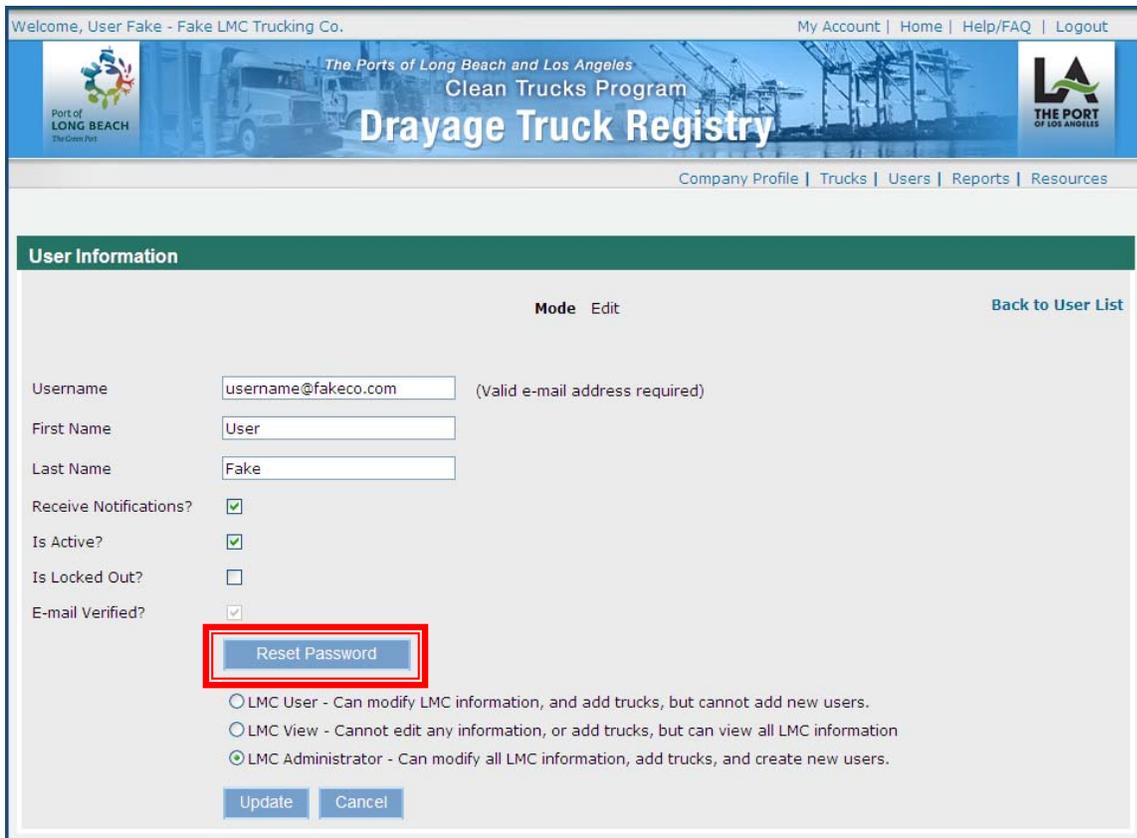
### 3 How Do I Reset a Password?

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.

Welcome, User Fake - Fake LMC Trucking Co. [My Account](#) | [Home](#) | [Help/FAQ](#) | [Logout](#)

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**Drayage Truck Registry**

[Company Profile](#) | [Trucks](#) | [Users](#) | [Reports](#) | [Resources](#)

Welcome to the Ports of Long Beach and Los Angeles Drayage Truck Registry System

System Messages

No Messages Found

**Alerts/Notifications**

[Export to Excel](#) Records 1 to 2 of 2

Date	Subject	View
09/02/2009	License Plate Does not Match MTO File	<a href="#">View</a>
09/02/2009	RFID Does not Match MTO File	<a href="#">View</a>

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.

Welcome, User Fake - Fake LMC Trucking Co. [My Account](#) | [Home](#) | [Help/FAQ](#) | [Logout](#)

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[Company Profile](#) | [Trucks](#) | [Users](#) | [Reports](#) | [Resources](#)

**Alert/Notification Message Detail**

Message ID: 3763  
Subject: License Plate Does not Match MTO File  
Date: 9/2/2009  
Message:

The License Plate for the following truck(s) does not match MTO File:

Label	Plate	VIN	License Plate in MTO File
T100	FK234 CA	1NT4567VP89001234	No Plate, VIN not in MTO File
T101	FK445 CA	1NT5678VP89001234	No Plate, VIN not in MTO File
T102	FK987 CA	1NT6789VP89001234	No Plate, VIN not in MTO File
T103	FK7658 CA	1NT7890VP89001234	No Plate, VIN not in MTO File
T104	FK0987 CA	1NT8901VP89001234	No Plate, VIN not in MTO File

Flag for Follow-up

Delete

Next

## 5 How Do I View or Modify My Company Profile?

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

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
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**Drayage Truck Registry**

**Company Profile** Trucks | Users | Reports | Resources

Company Name Fake LMC Trucking Co. LB ID CLB90345 LA ID POLA11000 SCAC FLMT

**LMC Information** LMC Information | Addresses | Contacts

Company Name   
 DBA Name   
 Fed. Tax ID or SSN   
 SCAC   
For more information about SCAC, please visit [www.nmfta.org](http://www.nmfta.org)

US DOT No.   
 Motor Carrier No.   
For more information about the US DOT No. and the Motor Carrier No., please visit [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

LB Sequence ID  LB ID  Status  Expires   
 LA Sequence ID  LA ID  Status  Expires

Contact the DTR Administrator at 866-721-5686 if LMC Primary Mailing Address needs to be updated or corrected.

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.

## 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

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**Drayage Truck Registry**

**Company Profile** Trucks | Users | Reports | Resources

**Company Profile** Mode Edit

**Company Name** Fake LMC Trucking Co. **LB ID** CLB90345 **LA ID** POLA11000 **SCAC** FLMT

**Addresses** LMC Information **Addresses** Contacts

**Primary Mailing Address**

Address Line 1

Address Line 2

City  State  Zip  Country

**Additional Addresses**

No Additional Addresses Found

Contact the DTR Administrator at 866-721-5686 if LMC Primary Mailing Address needs to be updated or corrected.

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

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

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## Drayage Truck Registry



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[Company Profile](#) | [Trucks](#) | [Users](#) | [Reports](#) | [Resources](#)

### Company Profile Mode Edit

**Company Name** Fake LMC Trucking Co. **LB ID** CLB90345 **LA ID** POLA11000 **SCAC** FLMT

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#### Addresses

[LMC Information](#) | [Addresses](#) | [Contacts](#)

#### Primary Mailing Address

Address Line 1   
Address Line 2   
City  State  Zip  Country

#### Additional Addresses

Type\*  Location (Address Description)\*

Address 1\*

Address 2

City\*  State\*  Zip\*  Country\*

**No Additional Addresses Found**

Contact the DTR Administrator at 866-721-5686 if LMC Primary Mailing Address needs to be updated or corrected.

- 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout



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## Drayage Truck Registry



[Company Profile](#) | [Trucks](#) | [Users](#) | [Reports](#) | [Resources](#)

**Company Profile** Mode Edit

**Company Name** Fake LMC Trucking Co. **LB ID** CLB90345 **LA ID** POLA11000 **SCAC** FLMT

**Addresses**
LMC Information | **Addresses** | Contacts

### Primary Mailing Address

Address Line 1

Address Line 2

City  State  Zip  Country

### Additional Addresses

Type\*  Location (Address Description)\*

Address 1\*

Address 2

City\*  State\*  Zip\*  Country\*

Type	Location	Address	City	State	Zip	Country	
Yard	Test Yard Address	1776 Constitution Avenue	Independence	MO	98765	USA	<input style="border: 2px solid red;" type="button" value="Edit"/> <input type="button" value="Delete"/>

Contact the DTR Administrator at 866-721-5686 if LMC Primary Mailing Address needs to be updated or corrected.

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.

The screenshot displays the 'Company Profile' page for 'Fake LMC Trucking Co.' in 'Edit' mode. The 'Addresses' section is active, showing a 'Primary Mailing Address' form with fields for Address Line 1 (4567 False St.), Address Line 2, City (Make Believe), and Country (USA). A 'Windows Internet Explorer' dialog box is overlaid on the form, asking 'Are you sure you want to delete this address?' with 'OK' and 'Cancel' buttons. Below the form is a table of addresses with columns for Type, Location, Address, City, State, Zip, and Country. The first row shows 'Yard Test Yard Address' at '1776 Constitution Avenue, Independence, MO 98765, USA'. The 'Delete' link for this address is highlighted with a red box. Other interface elements include 'Add Additional Address' button, 'Export to Excel' link, and a footer note: 'Contact the DTR Administrator at 866-721-5686 if LMC Primary Mailing Address needs to be updated or corrected.'

## 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

**Company Profile** Trucks | Users | Reports | Resources

Company Name Fake LMC Trucking Co. LB ID CLB90345 LA ID POLA11000 SCAC FLMT

**Contacts** LMC Information | Addresses **Contacts**

**Company Contacts**

<b>Type:</b> Executive	<b>Name:</b> Primary Fake	<b>Title:</b>	<b>Location:</b> Primary Mailing
<b>Email:</b> pfake@fakeco.com		<b>Phone:</b> (111) 333-4444	<b>Fax:</b> (111) 333-4445
<b>Type:</b> Secondary	<b>Name:</b> Fake Secondary	<b>Title:</b>	<b>Location:</b> Primary Mailing
<b>Email:</b> fsecondary@fakeco.com		<b>Phone:</b> (111) 222-3333	<b>Fax:</b> (111) 222-3334

**Additional Contacts**

[Add Additional Contact](#)

No Additional Contacts Found

Contact the DTR Administrator at 866-721-5686 if LMC Primary Mailing Address needs to be updated or corrected.

- 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.)

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

**Save Successful**  
Company Profile Mode Edit

Company Name Fake LMC Trucking Co. LB ID CLB90345 LA ID POLA11000 SCAC FLMT

**Contacts** LMC Information | Addresses | Contacts

**Company Contacts**

<b>Type:</b> Executive	<b>Name:</b> Primary Fake	<b>Title:</b>	<b>Location:</b> Primary Mailing
<b>Email:</b> pfake@fakeco.com		<b>Phone:</b> (111) 333-4444	<b>Fax:</b> (111) 333-4445
<b>Type:</b> Secondary	<b>Name:</b> Fake Secondary	<b>Title:</b>	<b>Location:</b> Primary Mailing
<b>Email:</b> fsecondary@fakeco.com		<b>Phone:</b> (111) 222-3333	<b>Fax:</b> (111) 222-3334

**Additional Contacts**

Type\*  Title

First Name\*  Last Name\*

Location\*  Email

Phone\*  Ext  Fax

Other/Cell

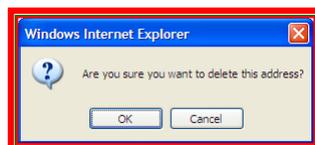
\*Required fields

Records 1 to 1 of 1

Type	Name	Location	Email	Phone	Fax
Test Contact	Test, Tina	Test Yard Address		(999) 888-7777	

Contact the DTR Administrator at 866-721-5686 if LMC Primary Mailing Address needs to be updated or corrected.

- 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | **Trucks** | Users | Reports | Resources

**Trucks**

Plate  Truck Label  RFID

Select trucks using checkbox(es) below before you Un-Register

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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

**Add New Truck**

**1. Enter VIN**  
[2. Validate VIN](#)  
[3. Truck Information](#)  
[4. Registered Owner](#)  
[5. Finished](#)

**Truck Information**

Enter VIN   
 Confirm VIN

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.

Welcome, User Fake - Fake LMC Trucking Co. [My Account](#) | [Home](#) | [Help/FAQ](#) | [Logout](#)

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**Drayage Truck Registry**

[Company Profile](#) | [Trucks](#) | [Users](#) | [Reports](#) | [Resources](#)

### Add New Truck

- [1. Enter VIN](#)
- [2. Validate VIN](#)**
- [3. Truck Information](#)
- [4. Registered Owner](#)
- [5. Finished](#)

**Validate VIN**

VIN:

Make:

Model:

Year:

If this is the correct truck, press Next to Continue to the next step, otherwise click Previous and reenter the VIN

[Previous](#) [Next](#) [Cancel](#)

- 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

### Add New Truck

1. Enter VIN  
2. Validate VIN  
**3. Truck Information**  
4. Registered Owner  
5. Finished

#### Truck Information

VIN \*   Exclusively Employee Operated

Make \*  Model  Year \*

License Plate  State of Issuance  Country

RFID Tag No.  Non-Container Terminal Sticker

Label (optional)

---

#### Engine Information

Engine Make  Engine Model

Engine Year  Fuel Type

Engine Family   Engine Retrofitted?

#### VDECS Information

VDECS Manufacturer  VDECS Family

Serial No  Install Date

Manufacture Date

Installer Name  Installer Phone

Address

City  State  Zip

\*required fields

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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

### Add New Truck

- 1. Enter VIN
- 2. Validate VIN
- 3. Truck Information
- 4. Registered Owner
- 5. Finished

Registered Owner Type\*

Company Name\*

Address 1\*

Address 2

City\*

State\*  Zip\*

Country\*

Phone\*

Fax

E-mail Address

\*required fields

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

The screenshot displays the 'Add New Truck' interface. At the top, a navigation bar includes 'Welcome, User Fake - Fake LMC Trucking Co.', 'My Account | Home | Help/FAQ | Logout', and logos for 'Port of LONG BEACH' and 'THE PORT OF LOS ANGELES'. The main header reads 'The Ports of Long Beach and Los Angeles Clean Trucks Program Drayage Truck Registry'. Below this is a secondary navigation bar with 'Company Profile | Trucks | Users | Reports | Resources'. The main content area is titled 'Add New Truck' and shows a 'Finished' status. A green sidebar on the left lists five steps: '1. Enter VIN', '2. Validate VIN', '3. Truck Information', '4. Registered Owner', and '5. Finished'. The central area contains a red-bordered box with the message 'The following truck has been successfully entered!' and a table of entered data:

Label	<input type="text"/>
VIN	1NT4567VP89001234
Make	Freightliner
Model	ST120
Year	2002

At the bottom right, there are two buttons: 'Go to Truck List' and 'Add Another Truck', both highlighted with red boxes.

## 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.)

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | **Trucks** | Users | Reports | Resources

---

**Trucks**

Plate  Truck Label  RFID  Search

Un-Register Add Truck

Select trucks using checkbox(es) below before you Un-Register

[Export to Excel](#) Records 1 to 5 of 5

<input type="checkbox"/>	Label	Model Year	Plate	RFID	CTF LB	CTF LA	Access LB	Access LA	Vehicle Status	State DTR	Ban Date	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T100	2002	FK234	10254789	\$35	\$35	No	No	Exception	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T101	2006	FK445	10035688	\$35	\$35	No	No	Exception	N	1/1/12	<a href="#">View</a>	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	T102	2000	FK987	33631107	\$35	\$35	Yes	Yes	Exception	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T103	1999	FK7658	20007106	\$35	\$35	Yes	Yes	Exception	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T104	2009	FK0987	19204177	\$0	\$0	Yes	Yes	Exception	E		<a href="#">View</a>	<a href="#">Edit</a>

The Access Yes/No Indicator includes validating the truck with the information sent to the Marine Terminals. Access of NC indicates the truck has access to Non-Container Terminals only.

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

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

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Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

---

**Confirm Removal of Truck Registration**

You are about to remove the following trucks from your company's list of registered trucks.

Are you sure you want to continue?

[Export to Excel](#) Records 1 to 1 of 1

Label	Plate	VIN
T102	FK987	1NT6789VP89001234

Yes, Remove Trucks
No, Keep the Trucks

## 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | **Trucks** | Users | Reports | Resources

**Trucks**

Plate  Truck Label  RFID  Search

Un-Register Add Truck

Select trucks using checkbox(es) below before you Un-Register

[Export to Excel](#) Records 1 to 5 of 5

<input type="checkbox"/>	Label	Model Year	Plate	RFID	CTF LB	CTF LA	Access LB	Access LA	Vehicle Status	State DTR	Ban Date	View	Edit
<input type="checkbox"/>	T100	2002	FK234	10254789	\$35	\$35	No	No	Exception	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T101	2006	FK445	10035688	\$35	\$35	No	No	Exception	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T102	2000	FK987	33631107	\$35	\$35	Yes	Yes	Exception	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T103	1999	FK7658	20007106	\$35	\$35	Yes	Yes	Exception	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T104	2009	FK0987	19204177	\$0	\$0	Yes	Yes	Exception	E		<a href="#">View</a>	<a href="#">Edit</a>

The Access Yes/No Indicator includes validating the truck with the information sent to the Marine Terminals. Access of NC indicates the truck has access to Non-Container Terminals only.

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

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

**Truck Registry** **Mode View** [Back to truck list](#)

Label T102 VIN 1NT6789VP89001234 Make Volvo Model VNL Year 2000  
License Plate FK987 RFID Tag No. 33631107 Non-Container Sticker Status Exception Access: LB ● Yes LA ● Yes

**Truck Information** Truck | Owner | Billing & Access

- 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

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The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
Drayage Truck Registry

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Company Profile | Trucks | Users | Reports | Resources

**Truck Registry** Mode Edit [Back to truck list](#)

Label T102 VIN INT6789VP89001234 Make Volvo Model VNL Year 2000  
 License Plate FK987 RFID Tag No. 33631107 Non-Container Sticker Status Exception Access: LB ● Yes LA ● Yes

Truck Information
Truck | Owner | Billing & Access

**Truck Information**

VIN \*   Exclusively Employee Operated

Make \*  Model  Year \*

License Plate  State of Issuance  Country

RFID Tag No.  Non-Container Terminal Sticker

Label (optional)

---

**Engine Information**

Engine Make  Engine Model

Engine Year  Fuel Type

Engine Family   Engine Retrofitted?

**Port Administrative Information**

Engine Year Approved?  
 Fuel Approved?  
 Retrofit Approved?  
 Grant Funded LA  Grant Funded Prop 1B

Replaced VIN

Gateway Cities  Legacy LNG  Class 7 or Exempt

Emissions Standard

State DTR Sticker#  State DTR Compliance Status

\*required fields

Update

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.

The screenshot displays the PDTR LMC User Guide interface. At the top, a navigation bar includes 'Welcome, User Fake - Fake LMC Trucking Co.', 'My Account', 'Home', 'Help/FAQ', and 'Logout'. Below this is a header section with logos for 'Port of LONG BEACH' and 'THE PORT OF LOS ANGELES', and the text 'The Ports of Long Beach and Los Angeles Clean Trucks Program Drayage Truck Registry'. A secondary navigation bar contains 'Company Profile', 'Trucks', 'Users', 'Reports', and 'Resources'. The main content area features a 'Save Successful Truck Registry' message in a red-bordered box, a 'Mode Edit' button, and a 'Back to truck list' link. Below the message, truck details are listed: 'Label T102', 'VIN 1NT6789VP89001234', 'Make Volvo', 'Model VNL', 'Year 2000', 'License Plate FK987', 'RFID Tag No. 33631107', 'Non-Container Sticker', 'Status Exception', and 'Access: LB Yes LA Yes'. At the bottom, a green bar contains 'Truck Information' and 'Truck | Owner | Billing & Access'.

## 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | **Trucks** | Users | Reports | Resources

---

**Trucks**

Plate  Truck Label  RFID  Search

Un-Register Add Truck

Select trucks using checkbox(es) below before you Un-Register

[Export to Excel](#) Records 1 to 5 of 5

<input type="checkbox"/>	Label	Model Year	Plate	RFID	CTF		Access		Vehicle Status	State DTR	Ban Date	<a href="#">View</a>	<a href="#">Edit</a>
					LB	LA	LB	LA					
<input type="checkbox"/>		2002			N/A	N/A	No	No	Incomplete	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T101	2006	FK445	10035688	\$35	\$35	No	No	Exception	N	1/1/12	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T102	2000	FK987	33631107	\$35	\$35	Yes	Yes	Exception	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T103	1999	FK7658	20007106	\$35	\$35	Yes	Yes	Exception	N	1/1/10	<a href="#">View</a>	<a href="#">Edit</a>
<input type="checkbox"/>	T104	2009	FK0987	19204177	\$0	\$0	Yes	Yes	Exception	E		<a href="#">View</a>	<a href="#">Edit</a>

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

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

---

**Truck Registry** Mode Edit [Back to truck list](#)

**Label** T103 **VIN** 1NT7890VP89001234 **Make** International/Navistar **Model** 9400i **Year** 1999  
**License Plate** FK7658 **RFID Tag No.** 20007106 **Non-Container Sticker** **Status** Exception **Access:** LB ● Yes LA ● Yes

**Truck Information** **Truck** **Owner** **Billing & Access**

- 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

**Truck Registry** Mode Edit [Back to truck list](#)

Label T103 VIN 1NT7890VP89001234 Make International/Navistar Model 9400i Year 1999  
License Plate FK7658 RFID Tag No. 20007106 Non-Container Sticker Status Exception Access: LB  Yes LA  Yes

**Registered Owner Information** Truck | Owner | Billing & Access

Registered Owner Type\* Individual  
First Name\* Joe  
Last Name\* No Name  
Address 1\* 5687 Sunshine St.  
Address 2  
City\* Sunset Hills  
State\* CA Zip\* 95486  
Country\* USA  
Phone\* (345) 876-1234  
E-mail Address  
\*required fields

[Change Owner](#) [Add New Truck](#) [Update](#)

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

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

**Save Successful**  
**Truck Registry** Mode Edit [Back to truck list](#)

Label T103 VIN 1NT7890VP89001234 Make International/Navistar Model 9400i Year 1999  
License Plate FK7658 RFID Tag No. 20007106 Non-Container Sticker Status Exception Access: LB  Yes LA  Yes

**Registered Owner Information** Truck | Owner | Billing & Access

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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

---

The Ports of Long Beach and Los Angeles  
**Clean Trucks Program**  
**Drayage Truck Registry**

---

[Company Profile](#) | [Trucks](#) | [Users](#) | [Reports](#) | [Resources](#)

**Truck Registry** Mode Edit [Back to truck list](#)

**Label** T103 **VIN** 1NT7890VP89001234 **Make** International/Navistar **Model** 9400i **Year** 1999  
**License Plate** FK7658 **RFID Tag No.** 20007106 **Non-Container Sticker** **Status** Exception **Access:** LB  Yes LA  Yes

**Registered Owner Information** [Truck](#) | [Owner](#) | [Billing & Access](#)

**LMC Is Owner**

~~Enter Owner from Your Existing Trucks~~

Enter New

Registered Owner Type\*

Company Name\*

Address 1\*

Address 2

City\*

State\*  Zip\*

Country\*

Phone\*

Fax

E-mail Address

\*required fields

**Update**

- 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

THE PORT OF LOS ANGELES

Company Profile | Trucks | Users | Reports | Resources

**Truck Registry** Mode Edit [Back to truck list](#)

Label T103 VIN 1NT7890VP89001234 Make International/Navistar Model 9400i Year 1999  
 License Plate FK7658 RFID Tag No. 20007106 Non-Container Sticker Status Exception Access: LB  Yes LA  Yes

**Registered Owner Information** Truck | Owner | Billing & Access

LMC To Owner

**Use Owner from Your Existing Trucks**

Existing Owner No Name, Joe..... 5687 Sunshine Avenue Sunset Hills CA 95486

**Enter New**

Registered Owner Type\* Individual

First Name\* Joe

Last Name\* No Name

Address 1\* 5687 Sunshine Avenue

Address 2

City\* Sunset Hills

State\* CA Zip\* 95486

Country\* USA

Phone\* (345) 876-1234

Fax

E-mail Address

\*required fields

Update

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.

Welcome, User Fake - Fake LMC Trucking Co. [My Account](#) | [Home](#) | [Help/FAQ](#) | [Logout](#)

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

[Company Profile](#) | [Trucks](#) | [Users](#) | [Reports](#) | [Resources](#)

**Truck Registry** Mode Edit [Back to truck list](#)

**Label** T103 **VIN** 1NT7890VP89001234 **Make** International/Navistar **Model** 9400i **Year** 1999  
**License Plate** FK7658 **RFID Tag No.** 20007106 **Non-Container Sticker** **Status** Exception **Access:** LB  Yes LA  Yes

**Registered Owner Information** [Truck](#) | [Owner](#) | [Billing & Access](#)

LMC Is Owner  
 New Owner from Your Existing Truck  
 **Enter New**

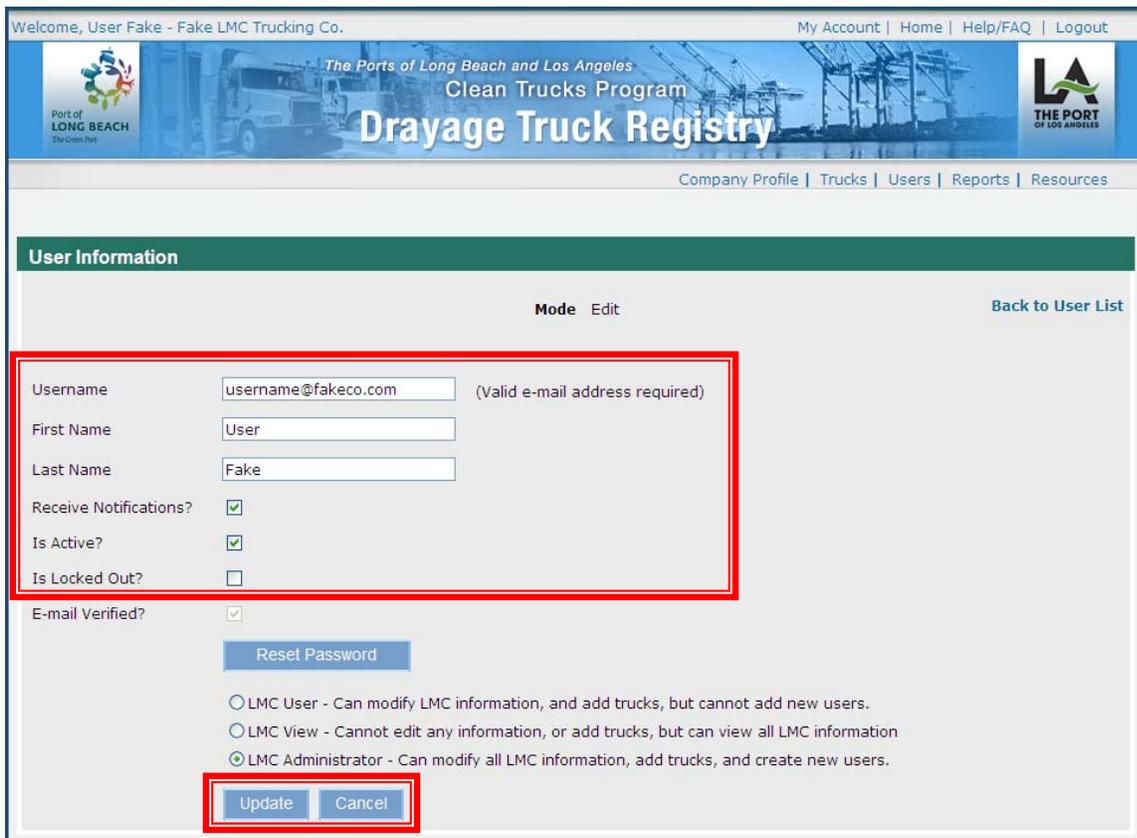
Registered Owner Type\* Individual   
First Name\*   
Last Name\*   
Address 1\*   
Address 2   
City\*   
State\* - Select -  Zip\*   
Country\* USA   
Phone\*   
Fax   
E-mail Address   
\*Required fields

## 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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | **Users** | Reports | Resources

### Users

[Export to Excel](#) Records 1 to 1 of 1

Username	First Name	Last Name	is Active	is Admin	
username@fakeco.com	User	Fake	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">View</a> <a href="#">Edit</a>

[Add User](#)

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.

Welcome, User Fake - Fake LMC Trucking Co. My Account | Home | Help/FAQ | Logout

The Ports of Long Beach and Los Angeles  
Clean Trucks Program  
**Drayage Truck Registry**

Company Profile | Trucks | Users | Reports | Resources

### User Information

Mode Edit [Back to User List](#)

Username  (Valid e-mail address required)

First Name

Last Name

Receive Notifications?

Is Active?

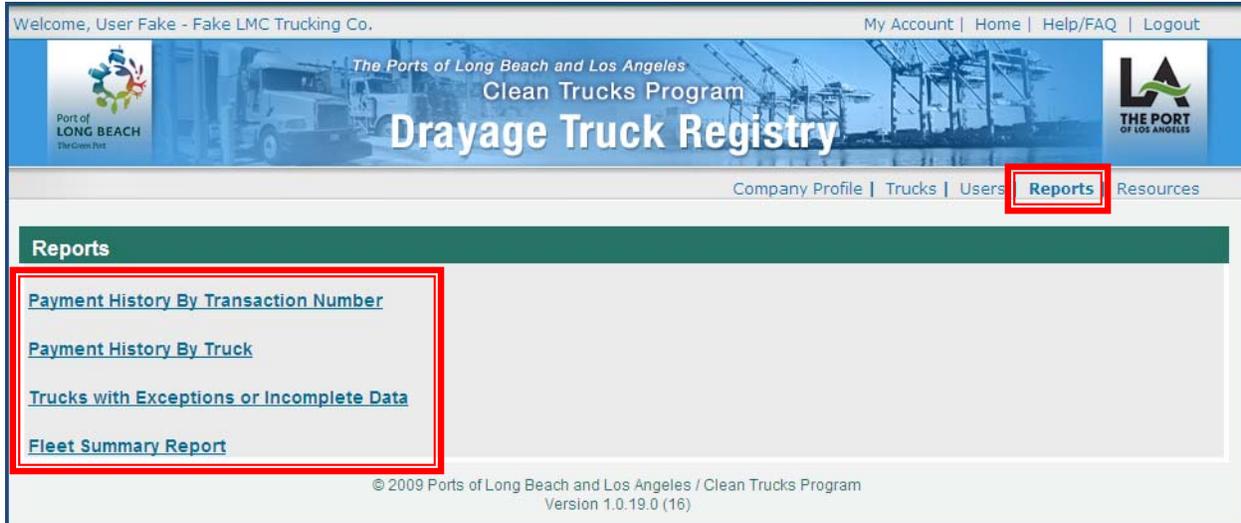
LMC User - Can modify LMC information, and add trucks, but cannot add new users.  
 LMC View - Cannot edit any information, or add trucks, but can view all LMC information  
 LMC Administrator - Can modify all LMC information, add trucks, and create new users.

[Create](#) [Cancel](#)

## 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.

