FMCSA Portal Access for Companies

March 2009
Discussion Points

 ► What is FMCSA’s COMPASS Program?
 ► Expected Benefits for Industry
 ► FMCSA Portal Access for Companies
   • Overview of Functionality
   • Preview of the Portal
   • Detailed Functionality Review
   • Training and Account Registration
   • What to Expect Next
COMPASS is a comprehensive overhaul of the way FMCSA and its partners collect, manage, and convey safety information.

► Will leverage new technology to transform the way FMCSA does business by integrating the Agency's information technologies with its business processes and practices

► A multi-year program with multiple releases of functionality to different user groups

► A collaborative effort with stakeholders
Expected Benefits for Industry

► **One location** to retrieve verifiable information that is protected from unauthorized access and alteration

► **Enhanced access** to carrier safety and operational data through the FMCSA Portal for authorized users

► **Automated** alerts sent to the right person for action

► **Increased self-sufficiency** for users (e.g., online help and account management)
FMCSA Portal Access for Companies
Portal Access Functionality/Benefits for Companies

► Authorized users have access to real-time company information including crashes, inspections, reviews, and cases closed with enforcement
  • Companies control who can/cannot access their information
  • Companies can now print or download Company Safety Profiles on an as-needed basis at no charge
  • Automated password reset and account unlock

► Authorized users have access to A&I, DataQs, and/or NCCDB through the Portal without additional login
  • All users who are currently registered users of A&I, DataQs, and/or NCCDB will need to re-register for access to these systems via the Portal
  • Company officials are automatically granted access

► Context-sensitive online help is available, including access to training materials, and user feedback tools
This screenshot shows the look-and-feel of the FMCSA Portal for companies.
The FMCSA Portal Login page https://portal.fmcsa.dot.gov/ provides:

- Authentication to the Portal
- Help with forgotten passwords
- Online Portal Account Request Form
- Online Portal training materials

Login to Access the FMCSA Portal

User ID
Password

Login  Forgot your password?

To login using an E-authentication credential, please click here.

To register for a portal account, please click here.

To access portal training, please click here.
Information in the Portal is displayed in a series of navigable windows called portlets.

Each portlet features one or more Help icons that access useful information pertaining to the information the user is viewing.

Many of the portlets utilize an accordion feature to display details:

- Each row of the accordion is clearly labeled and, when selected, expands to display detailed information.
- Underlined text within a display indicates that more information may be access by clicking on the text.
The Company home page provides registered companies with access to their company information as recorded by FMCSA.
The Company user’s home page features several menu items that allow Company users to navigate to useful data:

- Home
- Accounts
- Reports
- Feedback
- Help
Home Page Links

• The Company home page contains links to important Portal functionality
  - Log Out
  - Change Password
  - Refresh USDOT#
• The Company home page provides access to functionality that allows a company to view its information and activity with FMCSA

• Portlets include Alerts, Correspondence, Company Activity, Company Information, Tasks, Available FMCSA Systems and Public Links

• Each portlet located on the Company home page can be minimized or maximized
Company Officials have an additional Tasks portlet on their home page which displays a list of users who are awaiting approval for a request to view this information about their USDOT#.
Company Alerts

- Company Alerts are notifications regarding any current or pending change in the company’s status
  - Out of Service (OOS) Order
  - Order to Cease Operation (OCO)
  - Operating Authority Revocation
  - Registration Revocation
  - Hazardous Material Safety Permit (HMSP) Suspension or Revocation
  - Mexican Provisional Authority Suspension or Revocation
  - Operating Authority will be Revoked if not in Compliance
  - Registration will be Revoked if Corrective Action is not Taken
  - Hazardous Material Safety Permit (HMSP) will be Suspended or Revoked if Corrective Action is not Taken
  - Mexican Provisional Authority will be Revoked if Corrective Action is not Taken
  - Biennial Update is Due or Overdue
  - Current Address is Undeliverable
Company Correspondence

- Company Correspondence are letters generated by FMCSA and sent to the company
  - Notification Letters
  - Rating Letters
  - Safety Audit Result Letters (NE or MX)
  - No Show Safety Audit Letters (NE or MX)
  - New Entrant No Contact Letters
  - HM Permit Letters
  - Licensing and Insurance Letters
  - Cargo Tank Company Letters
  - Amended NOC Served
  - Settlement Agreement to Subject
  - UNSAT OOS Order Served
  - Relief Request Response Served
  - UNSAT Extension in Effect Until
  - OSC Served
  - OCO Order Served / Rescinded
  - Settlement Agreement Breach Letter
  - Rescind Notice of Final Agency Order
  - Notice of Default and Final Agency Order Served
The Available FMCSA Systems portlet provides Company users with single sign-on access to authorized users of FMCSA Systems:

- A&I
- NCCDB
- DataQs
The Public Links portlet provides Company users access to the public functionality of commonly used FMCSA systems.

By default, Company Users will have access to the public functionality of the following FMCSA Systems:

- L&I
- CVISN
- Protect Your Move
- Share the Road Safely
- NHMRR
- SAFER
Public Links (continued)

- Company users will be able to add, modify, and delete URLs they wish to access from their home page with the Public Links portlet.
Company Activity

• In the Company Activity portlet information is displayed using an accordion view with additional drill-down options where applicable

• Available information includes:
  - Summary information on Crashes, Inspections, Reviews and Enforcement Activities
  - Crashes Details
  - Inspections Details
  - Reviews Details
  - Cases Closed with Enforcement
• In the default Summary view in the Company Activity portlet users can search for summary level activity information on Crashes, Inspections, Reviews and Cases Closed with Enforcement.
Company Activities - Summary

- All searches for data under the Summary view result in high level data limited to predefined date ranges.
Company Activities - Crashes

- Use the Crashes List view to search for and display a list of crashes within a specified time frame.
- Each entry includes detailed data that can be accessed by clicking the magnifying glass next to its entry.
The Full Report view allows users to conduct searches using more specific data parameters, including State and date type. Search results can be downloaded in an XML file format.

<table>
<thead>
<tr>
<th>Status</th>
<th>Report #</th>
<th>Crash Date</th>
<th>FMCSA Post Date</th>
<th>Rpt State</th>
<th>Fatality</th>
<th>Injuries</th>
<th>Driver</th>
<th>VIN</th>
<th>Veh Plate Sta</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TX2454155011</td>
<td>01/14/2007</td>
<td>02/26/2007</td>
<td>TX</td>
<td>0</td>
<td>0</td>
<td>FNAME C LNAME</td>
<td>1GBJ6C1305F50C</td>
<td>TX</td>
</tr>
</tbody>
</table>
The Crash Detail View contains complete data for a selected crash. The detailed view also features a Dispute button to access DataQs.
Company Activities - Inspections

- Use the Inspection List view to search for and display a list of inspections within a specified time frame.

- Each entry includes detailed data that can be accessed by clicking the magnifying glass next to its entry.
The Full Report view allows users to conduct searches using more specific data parameters, including State and date type. Search results can be downloaded in an XML format.

Inspection List for USDOT #: 9999999

<table>
<thead>
<tr>
<th>Status</th>
<th>Report #</th>
<th>Inspection Date</th>
<th>FMCSA Post Date</th>
<th>Rpt State</th>
<th>Inspection Level</th>
<th># OCS Violations</th>
<th>Driver</th>
<th>VIN</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>05A30ACX01</td>
<td>12/29/2005</td>
<td>01/05/2006</td>
<td>TX</td>
<td>FULL</td>
<td>1</td>
<td>FNAME H LNAME</td>
<td>81</td>
</tr>
<tr>
<td></td>
<td>055X0ABSD07</td>
<td>09/06/2005</td>
<td>06/15/2005</td>
<td>TX</td>
<td>FULL</td>
<td>1</td>
<td>FNAME M LNAME</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>058MDAQROB</td>
<td>08/26/2005</td>
<td>09/09/2005</td>
<td>TX</td>
<td>FULL</td>
<td>1</td>
<td>FNAME D LNAME</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>000GAL2043</td>
<td>06/30/2005</td>
<td>07/06/2005</td>
<td>TX</td>
<td>FULL</td>
<td>1</td>
<td>FNAME M LNAME</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>LAB504739</td>
<td>04/21/2005</td>
<td>04/24/2006</td>
<td>LA</td>
<td>FULL</td>
<td>2</td>
<td>FNAME M LNAME</td>
<td>1FDWF36F1XEE28142</td>
</tr>
<tr>
<td></td>
<td>LAB5006455</td>
<td>02/04/2006</td>
<td>02/06/2006</td>
<td>LA</td>
<td>FULL</td>
<td>1</td>
<td>FNAME L LNAME</td>
<td>1GBJ7H1CXJ350869</td>
</tr>
<tr>
<td></td>
<td>06010AEC05</td>
<td>01/10/2006</td>
<td>01/24/2006</td>
<td>TX</td>
<td>FULL</td>
<td>2</td>
<td>FNAME M LNAME</td>
<td>11</td>
</tr>
</tbody>
</table>
**Inspections – Detailed View**

- The Inspections Detail View contains complete data for a selected inspection.
- The detailed view also features a Dispute button to access DataQs.

### Inspections - Detail View

**Carrier Information**

- **Legal Name:** Steven Acme
- **DBA Name:** ACME Transport
- **USDOT #:** 769470
- **MC/MX #:** MC 00000
- **Entity Type:** Carrier, Cargo Tank
- **Business Address:** 230 Clay Morgan Dr., East Prairie, MO 63845
- **Business Phone:** (416) 889-4141
- **Business Fax:** (416) 889-3066
- **Contact Cell Phone:** (416) 889-4142
- **Mailing Address:** 230 Clay Morgan Dr., East Prairie, MO 63845

#### Time & Location

- **Report State:** FL
- **Report #:** 3253004247
- **Inspection Date:** 07/27/2006
- **Start-End Time:** 08:00 - 09:45
- **Inspect Level:** 3
- **Inspect Facility:** Pompano Station
- **Post Crash Inspect:** No

#### Inspector Information

- **Name:** Bill Hickok
- **Badge #:** FL1234

#### Driver Information

- **Name:** Billy B Thornton
- **DOB:** 01/01/1969
- **Age:** 36
- **License #:** 003AA2047
- **Citation issued:** No
- **License State:** FL
- **Valid License:** Yes

#### Hazardous Materials Information

- **Material Desc:** 1, 1, Trifluoroethane
- **Reported Qty:** 250 gallons
- **Waste:** No

#### Vehicle Information

<table>
<thead>
<tr>
<th>Unit</th>
<th>Type</th>
<th>Make</th>
<th>State License #</th>
<th>Vehicle VIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TT</td>
<td>FRHT</td>
<td>FL-2FP471</td>
<td>1FLUBBCG24LM3163</td>
</tr>
<tr>
<td>2</td>
<td>ST</td>
<td>WANC</td>
<td>FL-160101</td>
<td>1JJV632W7YL81088</td>
</tr>
</tbody>
</table>
Company Activities – Reviews

- Use the Reviews List view to search for and display a list of reviews conducted within a specified time frame.
Reviews – Full Report View

• The Full Report view allows users to conduct searches using more specific date parameters
Company Activities – Enforcement

- Use the Cases Closed With Enforcement List view to search for and display a list of enforcement cases adjudicated within a specified time frame.

- Only cases closed with Enforcement are displayed in the Company Activity portlet.
The Full Report view allows users to conduct searches using more specific date parameters.
In the Company Information portlet users can access information about their company’s registration and operating authority with FMCSA.

Available information includes:
- USDOT# Registration
- Cargo Tank Facility
- Hazardous Materials
- Operating Authority
- SafeStat Information
- Inspection Selection System (ISS) Information
Company USDOT Registration information contains read-only MCS-150 information including:

- General information
- Operations information
- Equipment information
- Driver information
- Officials

The first tab under USDOT# Registration displays General information about the company.
• The Operations tab on the USDOT Registration view displays the company’s operation classification information.
USDOT Information - Equipment

- The Equipment tab on the USDOT Registration view displays a count of each type of vehicle the company operates.
• The Driver tab on the USDOT Registration view displays the number interstate and intrastate the company uses on average
• The Officials tab on the USDOT Registration view lists the registered company officials
The Cargo Tank Facility view provides information on all Cargo Tank facilities owned by the company.
The Details tab on the *Hazardous Materials* view lists the full scope of hazardous materials that are carried or shipped by the company and whether the material is carried or shipped and in bulk or non-bulk form.
The Safety Permit tab on the Hazardous Materials view displays the relevant data and dates for the company’s Hazardous Materials Safety Permit.
The **HMSP Materials** tab on the **Hazardous Materials** view provides a description of specific hazardous materials.

- A Yes/No column indicates whether the company is allowed to carry specific hazardous materials under its permit.
Operating Authority

- The **Operating Authority** view lists all MC/MX numbers associated with the company.

- Click the magnifying glass next to each entry to access a Detail View for the MC/MX number.
The Operating Authority view features an available detailed view with additional information.

### Operating Authority - Detail View for: MC 999999

<table>
<thead>
<tr>
<th>General Info</th>
<th>Scope of Authority and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDOT Number: 9999999</td>
<td>Property: YES</td>
</tr>
<tr>
<td>MC/MX Number: MC 9999999</td>
<td>Authority Type: Common</td>
</tr>
<tr>
<td>Legal Name: SAMPLE LEGAL NAME</td>
<td>Authority Status: NONE</td>
</tr>
<tr>
<td>SSN:</td>
<td>Application Pending: KO</td>
</tr>
<tr>
<td>EIN: 12-3456789</td>
<td></td>
</tr>
<tr>
<td>DBA Name:</td>
<td></td>
</tr>
<tr>
<td>Telephone: (123) 123-4567</td>
<td></td>
</tr>
<tr>
<td>Business Address: 1 TEST ST, CITY, TX 12346</td>
<td></td>
</tr>
<tr>
<td>Mailing Address: P O BOX 1, CITY, TX 12346</td>
<td></td>
</tr>
<tr>
<td>RFC Number:</td>
<td></td>
</tr>
</tbody>
</table>

#### Insurance Details

<table>
<thead>
<tr>
<th>DOC 3</th>
<th>No</th>
<th>Insurance Type</th>
<th>Insurance Required</th>
<th>Insurance on File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blanket Company Name</td>
<td></td>
<td>BPID</td>
<td>$750,000</td>
<td>$0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cargo</td>
<td>$5000</td>
<td>NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Bond</td>
<td>NO</td>
<td>NO</td>
</tr>
</tbody>
</table>

Please Note
If a carrier is in compliance, the amount of coverage will always be shown as the required Federal minimum ($5,000 per vehicle, $10,000 per occurrence for cargo insurance, and $10,000 for bond/trust fund). This carrier may actually have higher levels of coverage.
SafeStat Information

- The SafeStat Information view lists the calculated values for the company based on their FMCSA activities such as inspections and crashes.
• The Inspection Selection System (ISS) Info view displays the company’s ISS score, the resulting ISS Recommendation and the Basis for Recommendation.
Accessing Safety Profile

- Users may request a Company Safety Profile (or CSP) report under the Reports menu on the Company Home Page
Submitting Safety Profile Report Request

- Users can submit a request for a Safety Profile Report by entering specific search parameters and clicking Submit Request.

- To check the status of a report request click Check Request Availability.

- Users receive email notification when reports are completed and available.

- Download completed reports in XML or PDF format.
Training and Account Registration for Portal Access

► Self-paced training is highly recommended for both the Company Official and Company Access roles

► By the time company users register for a Portal account, your company should have designated a Company Official to administer access to company safety records

• This Company Official will process account registration requests online
Requesting an Account

► An FMCSA Company Official in possession of their USDOT Number PIN may request a Portal account as the authorizing official for their company’s FMCSA data
  • Company Officials are responsible for approving or denying account request for access to the FMCSA data stored under their company’s USDOT Number

► Any employee (or affiliate) of a company (that is registered with the FMCSA) may request a Portal account as a Company User
  • Company Users can request access to the FMCSA data stored under their company’s USDOT Number(s)

► Users do not need to be actual employees of a company, but must be an individual who the company official will approve access rights
FMCSA Portal Account Requests Overview

• All Company Officials may request a Portal account via the FMCSA Portal login page

Login to Access the FMCSA Portal

User ID
Password

Login  Forgot your password?

To login using an E-authentication credential, please click here.

To register for a portal account, please click here.

To access portal training, please click here.
In step one of the account request process Customer users identify themselves as a type of Company User.

- Users that will administer the access to their company safety information and are in rightful possession of the officially designated PIN for a company's USDOT# identify themselves by selecting Company Official.

**Step 1**

Please identify what type of user you are.

- **Company User**
  - Company Official: *
  - Access Company Information: *

OR

- **Enforcement User**
  - Enforcement User: *
In step two of the account request process users are required to enter their own security information, including their own Username and Password.

- User ID: CKent
- Password: **********
- Verify Password: **********

OR

- E-Authentication ID: 
- Service Provider: Please choose a Service Provider

- Question 1: What was my high school mascot? Crows
- Answer 1: Crows
- Question 2: What is the make of my first car? Chevy
- Answer 2: Chevy
- Question 3: What city was I born in? Smallville
- Answer 3: Smallville
In step three of the account request process users enter their User Information and Contact Information.
In step four of the account request process enter the USDOT# and PIN for the company whose information you wish to administer user access.
Each company can only have one Company Official

If a user requests administrative access to a USDOT# that already has a Company Official registered in the Portal, a USDOT Number Error message will appear.
• In step four of the account request process users may request access to view the company safety information for a registered USDOT #
Request an Account – Step 5

• In step five of the account request process all users must certify that they have reviewed the FMCSA Portal training materials and must read and agree to the FMCSA Portal Rules of Behavior.

• As administrative users, Company Officials must also read and acknowledge the Portal Responsibilities document.

Rules of Behavior

Information therein.

My acceptance below indicates that I have read, understand, and will comply with these requirements as a condition of maintaining active accounts with access to FMCSA IT systems. I also understand that failure to comply with these requirements may result in disciplinary action.

• By checking this box, I certify that I have reviewed the FMCSA Portal Responsibility document.

• By checking this box, I certify that I have reviewed the FMCSA Portal Overview Training Materials.

• By checking this box, I agree to the terms and conditions stated in the Rules of Behavior.
• An Account Request Confirmation will appear at the end of the request process

Thank You

Your FMCSA Portal Account Request has been confirmed. You will receive an e-mail notifying you of your account request status once it has been reviewed.
What to Expect Next

► Information regarding the Portal is available from the FMCSA home page, and the SAFER, A&I, and L&I Web sites

► Information will also be distributed through trucking associations and articles in trucking publications

► Visit the main FMCSA Web site for more information on COMPASS and the FMCSA Portal Access and Single Sign-On releases

  • http://www.fmcsa.dot.gov/compass
Contact Information

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