



# Day Pass User Manual

Version 1.0

Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

# **Table of Contents**

1.	Introduction	3
2.	Main flow – 1 day pass for a container move (New RFID)	4
3.	Alternate flow 2 – 24 pack container move (New RFID)	11
4.	Alternate Flow 3 – 24 pack container move (Reusing an RFID)	13
5.	Alternate Flow 4 – 1 day pass for a non-container move.	15





Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

# **User Manual**

### 1. Introduction

Please access the website using: <u>www.mycleantrucks.com</u>

#### Main page:







Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

## 2. Main flow – 1 day pass for a container move (New RFID)

**Step 1** – On the main page, select the button called "Apply for a new day pass". This will take you to the below screenshot where you will need to check "Terminal Type: Container" and "Pass Type: Regular (one day admission):



**Step 2** – Fill out the form shown above with accurate information regarding your company as well as the driver/truck.

Note that the site will validate that the following fields match:

SCAC and DOT#

License # and L. State (format check)

Truck VIN #, License plate and State/prov. (checking for existing RFID)

Because there is not an existing RFID tag associated with the truck, the following message will pop up:

Window	s Internet Explorer 🛛 🔀
⚠	No RFID found. You will be required to obtain and activate an RFID tag as part of this transaction
	ОК

Click OK.

**Step 3** – Before proceeding to the PayPal website to pay for the pass, you will be required to select an active day for the pass. If the active date is the present day the field will be highlighted in RED showing that the pass is in use. This can also mean the pass is expired:



Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

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**Step 4** – Click the button titled "Continue to step 4 (Pay on PayPal)". This will submit the Day Pass record to Trinium's database and queue to be processed to eModal. This will bring up another dialog message explaining the instructions for the next steps in PayPal:

Window	/s Internet Explorer
!	You will now be redirected to PayPal to pay by credit card. Once you have completed payment, select the button: Return to Day Pass to print your Day Pass and if applicable, receive your PIN to retrieve your RFID tag. Do not select the X to exit Pay Pal. If you have any problems with payment please contact 866 721 5686.
	ОК

4a – At the PayPal website the user is not required to have a PayPal account. You may use your PayPal account or simply choose to pay without an account. Fill out the payment information correctly and make sure to have a valid email address as PayPal will send a receipt to both the email specified and to <a href="mailto:ctp@triniumtech.com">ctp@triniumtech.com</a>, which is the support email for Day Pass:





Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

🏉 Billing Information - PayPal - Wine	lows Internet Explorer				
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	Billing Address Line 2: (optional)				
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	Billing Address Line 2:				
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	PayPal. The safer, easier way to	pay. er Agreement and Privacy Policy.			Internet \$100% *

4b – Once the information is filled in, click the button called "Review Order and Continue". The user also has the option to cancel the payment by clicking the blue link back to "Print Pass". (As a note, this link may change in the future to "Cancel and return to Day Pass").

4c – By clicking "Review Order and Continue" you will be directed to a summary of the purchase:



Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

🖉 Review your payment - PayPal - Wir	ndows Internet Explorer							
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	Print Pass							
	Review your payment			PayP	Pal 🔒 s	Secure Payments		
	If the information below is corre	ct, click Pay Now to complete y	our payment.					
	Description			Unit Price	Quantity	Amount		
	POLA/POLB			\$1.00	1 Total:	\$1.00 \$1.00 USD		
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	Payment Method:		Card : American Express ard transaction will appea			0 USD		
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	Contact Information:	enzap@triniu	imtech.com					
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4d – Review the statement and click "Pay Now" to print the Day Pass receipt and Port Check receipt. A prompt will display giving the option to print the pass. Two documents will print – the first is the Day Pass receipt and the second is the document for Port Check, which is presented when picking up the RFID tag.



**Step 5** – Once the document is printed, you can type in the website again to validate the RFID by selecting the button titled "Activate or modify day pass":



Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM



5a – Enter the PIN# to input an RFID number. The record can also be searched for by entering both the VIN and License Plate and clicking "Search".

C POLA/POLB Clean Trucks Program - Day Pass - Windows Internet Explorer		
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The Ports of Long Beach and Los Angeles Clean Trucks Program Day Pass	THE PORT Of LOS ANDREES	
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5b – Once you find your record, enter the RFID number provided on the RFID tag (these must begin with two zeros "00").

5c – The date of the pass may be modified only if the date is not a past date or the present date. For requests to change a date that is "Expired or in Use (RED)" please contact Trinium as they will be able to change any approved date change. If the date is in the future the user will be able to modify it without the help of Trinium:





Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

🖉 POLA/POLB Clean Trucks Program - Day Pass - Windows Internet Explorer		
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The Parts of Long Beach and Los Angeles Clean Trucks Program Day Pass	THE PORI	<u></u>
Record found PIN: E4PMEN VIN: 1AB554411YCTP0002 License plate: AB55441 Pass type: Regular (one day admission)		a
Enter RFID RFID Tog #		
Select date to activate pass (Expired or in use if day is red) Valid on (06/09/2009		
	tivate / Update	
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5d – Once the information is filled in select "Activate/Update" and the following screen will be displayed with a summary of truck details:



The transaction is complete at this point.

Step 6 – To reprint a receipt, return to the main page and click "Reprint day pass".



Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM



You will be taken to the following screen where you can search for the record by entering either the PIN number (found on either receipt) or a combination of the VIN and License Plate # then clicking search:



This will take you back to the Day Pass and Port Check RFID receipts with a prompt to print.





Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

### 3. Alternate flow 2 – 24 pack container move (New RFID)

Step 1 – Select "Apply for new day pass" and check the boxes for the following

#### Terminal Type: Container

Pass Type: 24 Pack (24 days admissions in a year)

C POLA/POLB Clean Trucks Program - Day Pass - Windows Internet Explorer		
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Step 2 - Fill form:		
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Driver first name Lest Phone Ernal		
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**Step3** – Choosing an Active Date. The user must choose one (1) day to active the pass, but is not required to select 24. The modification of the days will be discussed in Step 5.

**Step 4** – PayPal will remain the same as none of the steps through PayPal will change, but the price will be higher than a 1 day pass.

**Step 5** – Adding and modifying active days:

5a/b – The RFID tag must be activated to process a Day Pass. This can be done just as it is in the Main Flow.

5c – For a 24 pack of passes, multiple days can be assigned to a truck for the duration of 1 year. Next to the original date chosen, the user has the option to add another date, modify the current date, or remove the current date (unless in use). You may select up to 24, where the add button becomes unavailable:





Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

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	The Ports of Long Beach and Los Angeles Clean Trucks Program Day Pass	RFD: 0099999019	
	Indicate days to activate (Days on red are expired or in use)		
	1         04/04/2008         2         04/05/2008         3         04/05/2008         4         04/07/2008         5         04/04/2008         6         04/07           7         04/05/2008         8         04/07/2008         10         04/13/2008         11         04/15/2008         12         04/17           13         04/17/2008         14         4/18/2008         15         4/19/2008         16         4/20/2008         17         4/21/2008         18         4/22           19         4/23/2009         20         4/24/2009         21         4/25/2009         22         4/27/2009         24         4/26	3/2009	
		Activate / Update	

5d – Select "Activate/Update" to complete the process.

**Step 6** – Reprint instructions given in Main Flow.







Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

### 4. Alternate Flow 3 – 24 pack container move (Reusing an RFID)

This section will follow Alternate Flow 2 up to Step 2.

**Step 2** – Just as in reusing an RFID for a 1 day pass container move (alt flow 1), the 24 Pack reuse of an RFID will generate a pop up once the information is filled out correctly explaining that an RFID tag has been purchased for the VIN, License Plate # and State combination:

1	Window	s Internet Explorer 🛛 🛛 🗙
	?	Our records indicate that you have been issued an RFID tag number 99999919 before. Would you like to use this RFID tag as part of this transaction?
		OK Cancel

Clicking OK on this pop up will allow you to continue onto Step 3 to select the active dates.

Clicking "Cancel" on this pop up will generate the following message and will not allow you to continue without removing the associated RFID (the license plate and state will clear):

Window	/s Internet Explorer 🛛 🛛 🔀
1	Please go to your Trucker Check account to remove this RFID record from this truck if you no longer intend to use it. If you have questions about this process please contact eModal by email at webmaster@emodal.com
	ОК

**Step 3** – Selecting active dates. This remains the same as Alternate Flow 2.

**Step 4** – PayPal. This will remain the same as Alternate Flow 2, except that there will only be one document to print which does not contain a PIN number as no new RFID tag will be needed. This is simply the Day Pass receipt:

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**Step 5** – Adding days. You will not be required to validate an RFID number using the PIN, but you can add up to 24 days. The adding of days can be referred to in Alternate Flow 2.

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Day Pass	Version: 1.0	Date: 04/16/2009
User Manual		DP-UM

**Step 6** – Reprint. Please see Main Flow.





Day Pass	Version: 1.0	Date: 04/16/2009	
User Manual		DP-UM	

### 5. Alternate Flow 4 – 1 day pass for a non-container move.

**Step 1** – From the Main Site, chose "Apply for new day pass". Choose the following check boxes:

Terminal Type: Non container (one day admission)

🌈 POLA/POLB Clean Truck	s Program	- Day Pass - Window	vs Internet Explorer						
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		Primary contact [ Phone [ Truck VIN # [ License plate ]		Email Model year: State/prov. Select	an option 💌	Fee:			
	S	Step 3 - Select active da	y:						
						Continue to	step 4 (Pay on PayPal)		<u>×</u>
Done	Micros	C Service Board	(1) iTunes	C Port	3 Microsoft	xmlsend proce	6 POLA/POLB CI	Local intr Day Pass user	

**Step 2** – Fill out all information accurately. Please note that driver information is not needed for this section.

**Step 3** – Select the day that the non container truck will be entering the port (this can be modified in Step 5 unless the date is chosen for the present day in step 3).

**Step 4** – Continue to the PayPal site and follow the Main Flow.

4d – Continued from Main Flow. The prompt will come up to print the Day Pass receipt, but note that it will be a foldable document that may be put on the drivers dashboard for proof. See the following screenshots for an image of the non-container pass:





Day Pass	Version: 1.0	Date: 04/16/2009		
User Manual		DP-UM		



Steps 5 and 6 can be followed from the Main Flow excluding the information about the RFID tag.



