Day Pass
User Manual

Version 1.0

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User Manual

1. Introduction

Please access the website using: www.mycleantrucks.com

Main page:

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.
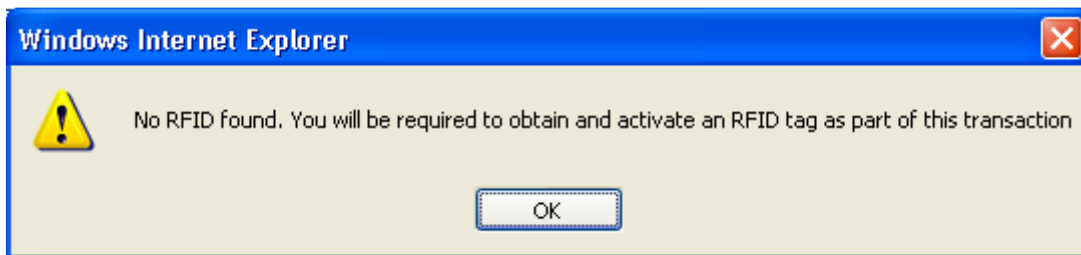Note that the site will validate that the following fields match:
SCAC and DOT#
License # and L. State (format check)
Truck VIN #, License plate and State/prov. (checking for existing RFID)

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

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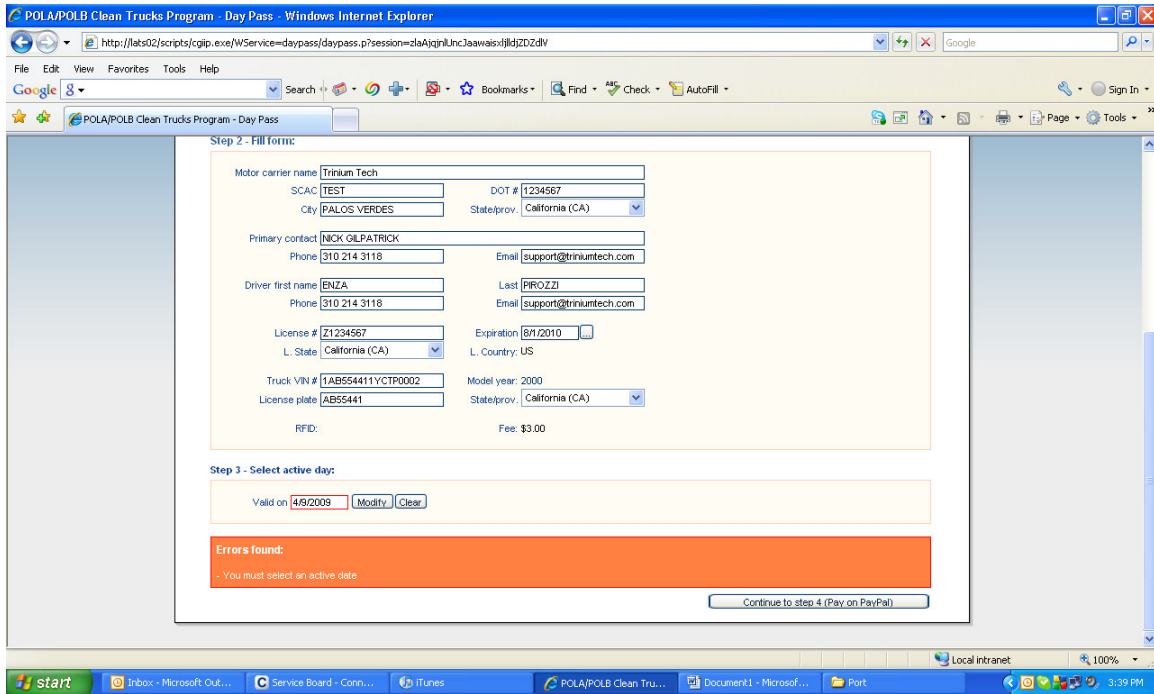
Step 4 – Click the button titled "Continue to step 4 (Pay on PayPal)". This will submit the Day Pass record to Trinium's database and queue to be processed to eModal. This will bring up another dialog message explaining the instructions for the next steps in PayPal:


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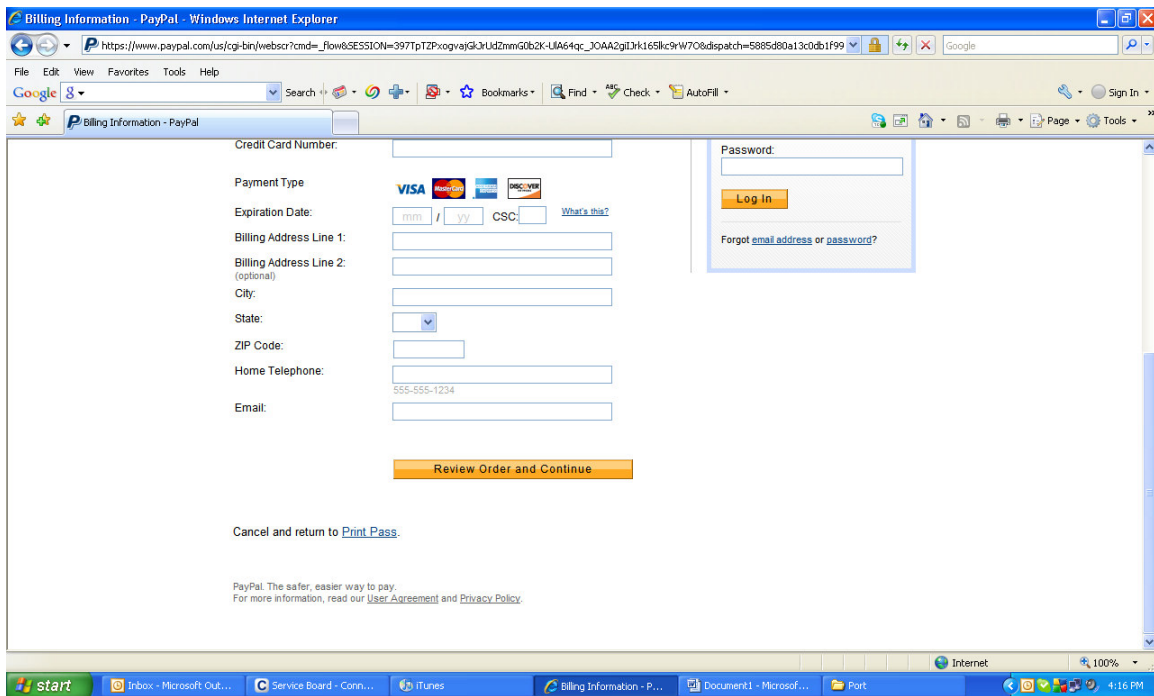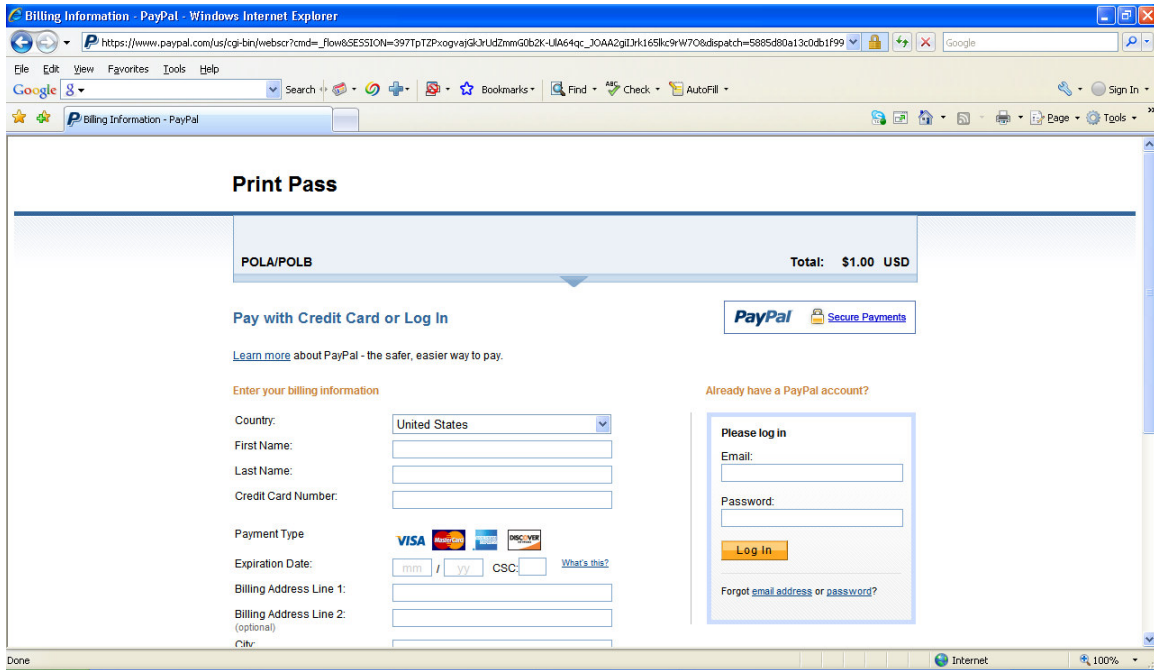
4b – Once the information is filled in, click the button called "Review Order and Continue". The user also has the option to cancel the payment by clicking the blue link back to "Print Pass".
(As a note, this link may change in the future to "Cancel and return to Day Pass").

4c – By clicking "Review Order and Continue" you will be directed to a summary of the purchase:
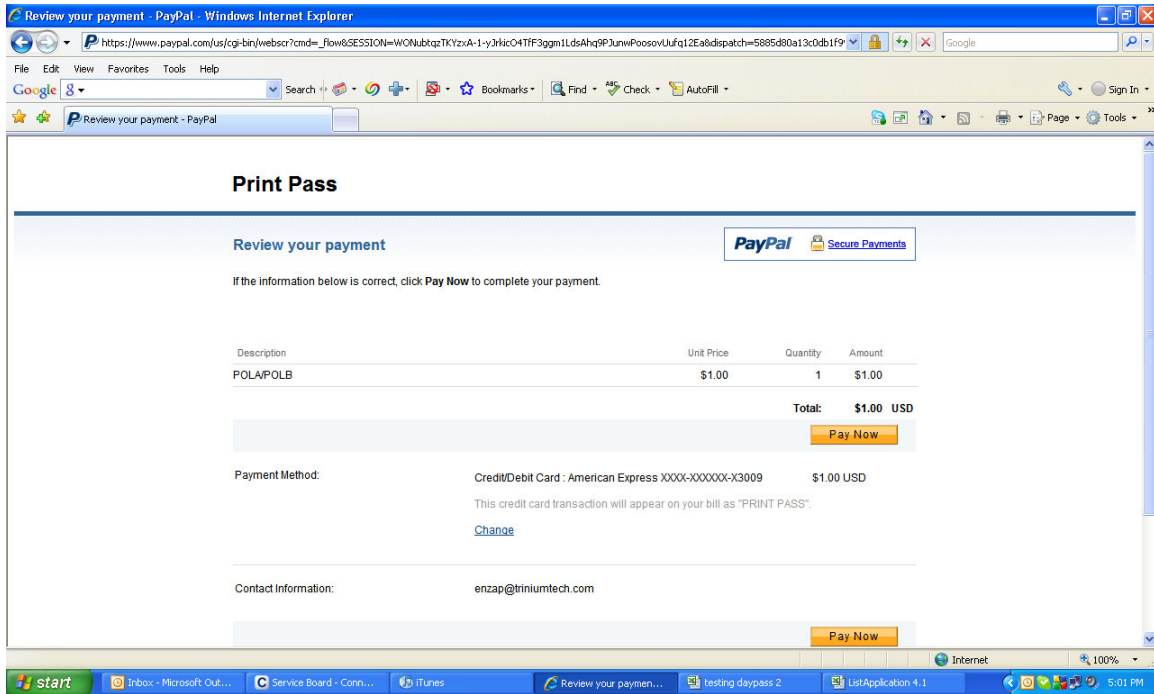
4d – Review the statement and click "Pay Now" to print the Day Pass receipt and Port Check receipt. A prompt will display giving the option to print the pass. Two documents will print – the first is the Day Pass receipt and the second is the document for Port Check, which is presented when picking up the RFID tag.
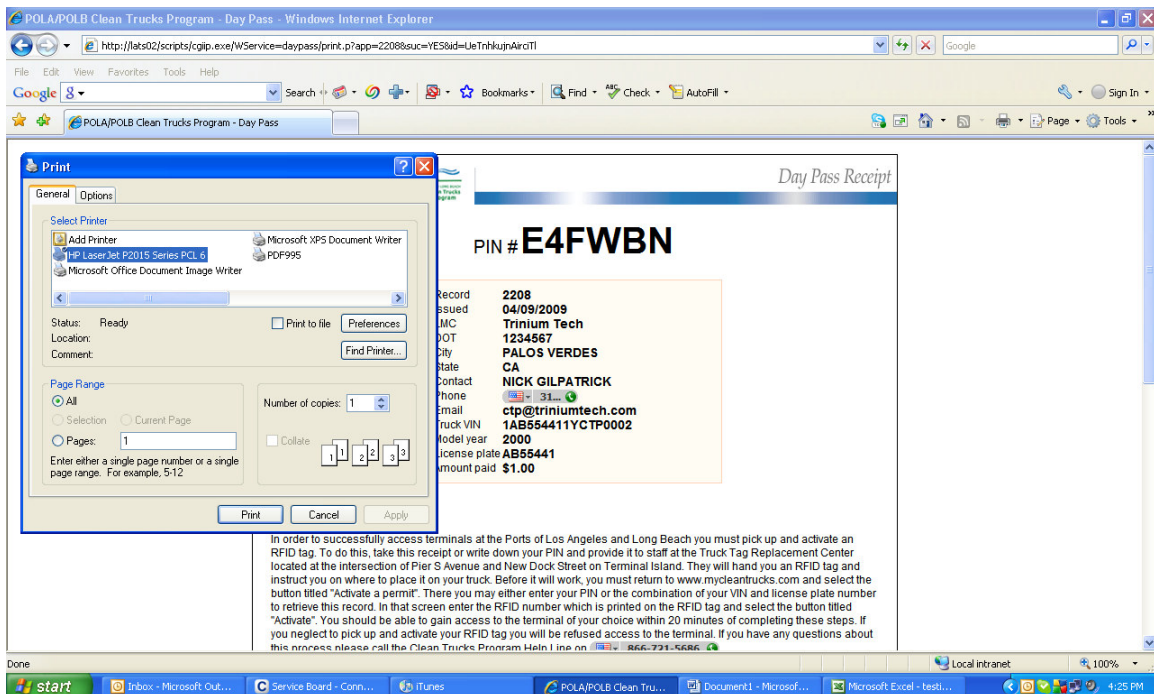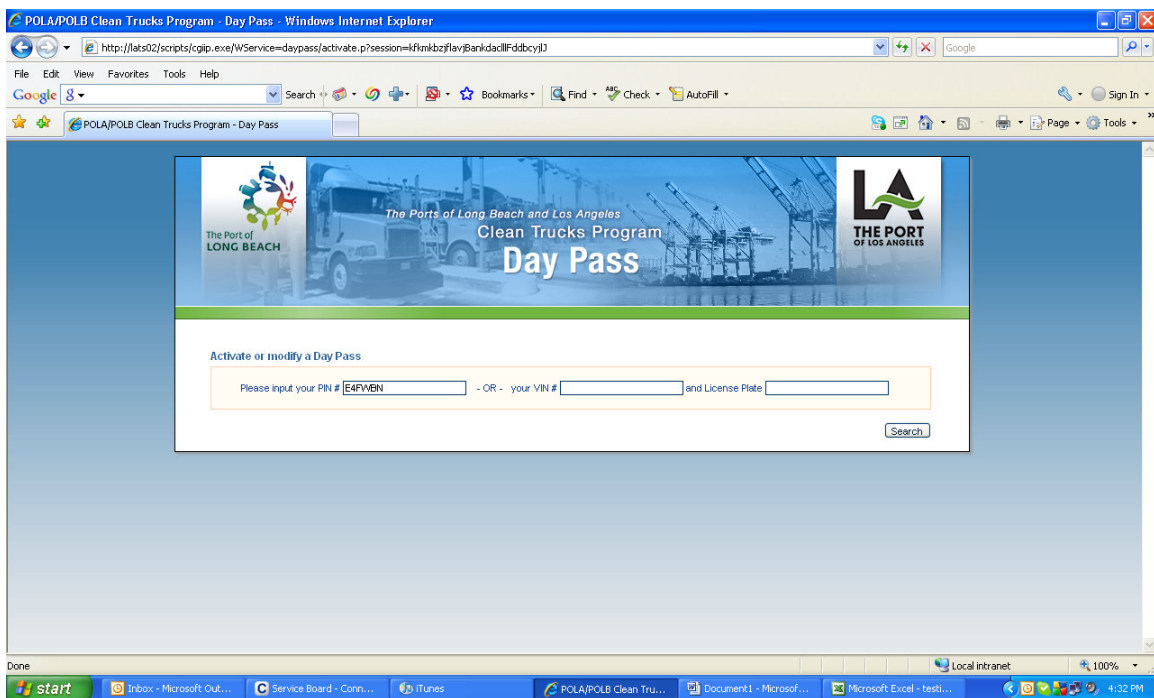

Step 5 – Once the document is printed, you can type in the website again to validate the RFID by selecting the button titled "Activate or modify day pass":
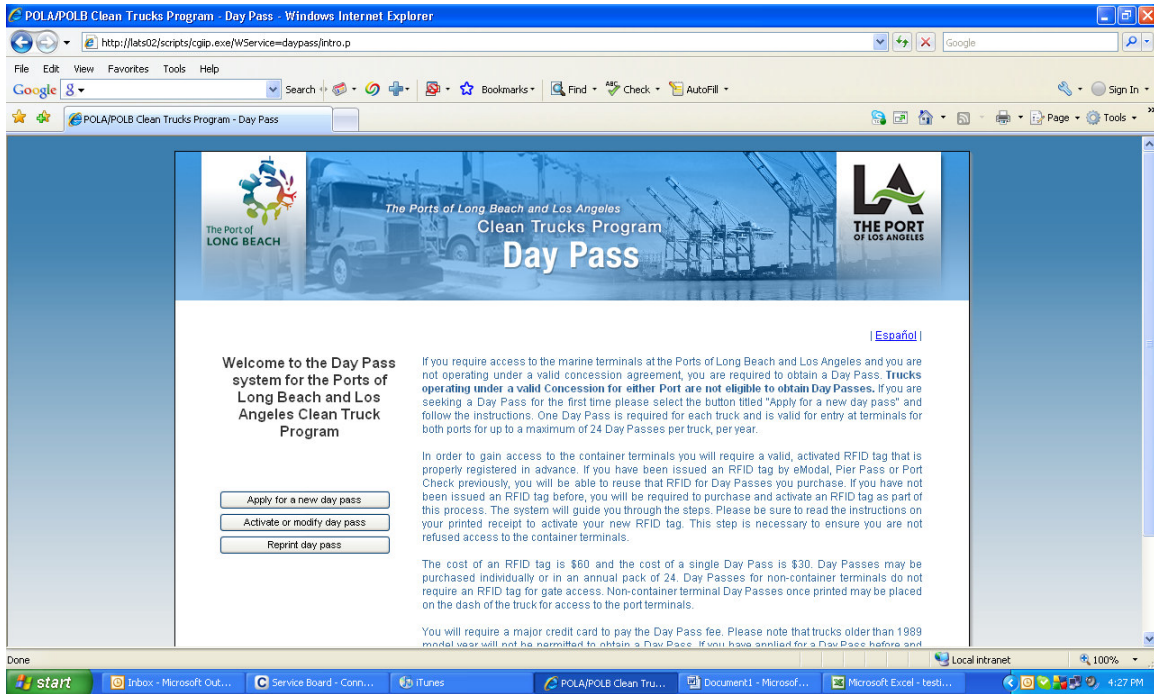
5a – Enter the PIN# to input an RFID number. The record can also be searched for by entering both the VIN and License Plate and clicking "Search".


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:
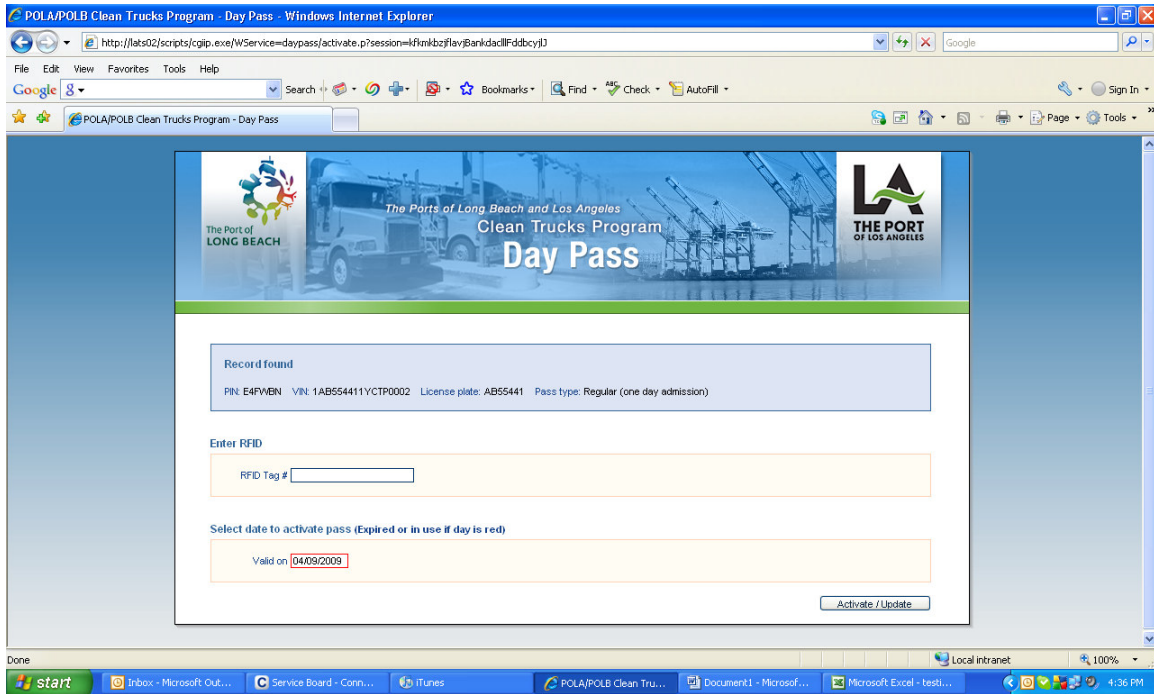
5d – Once the information is filled in select "Activate/Update" and the following screen will be displayed with a summary of truck details:
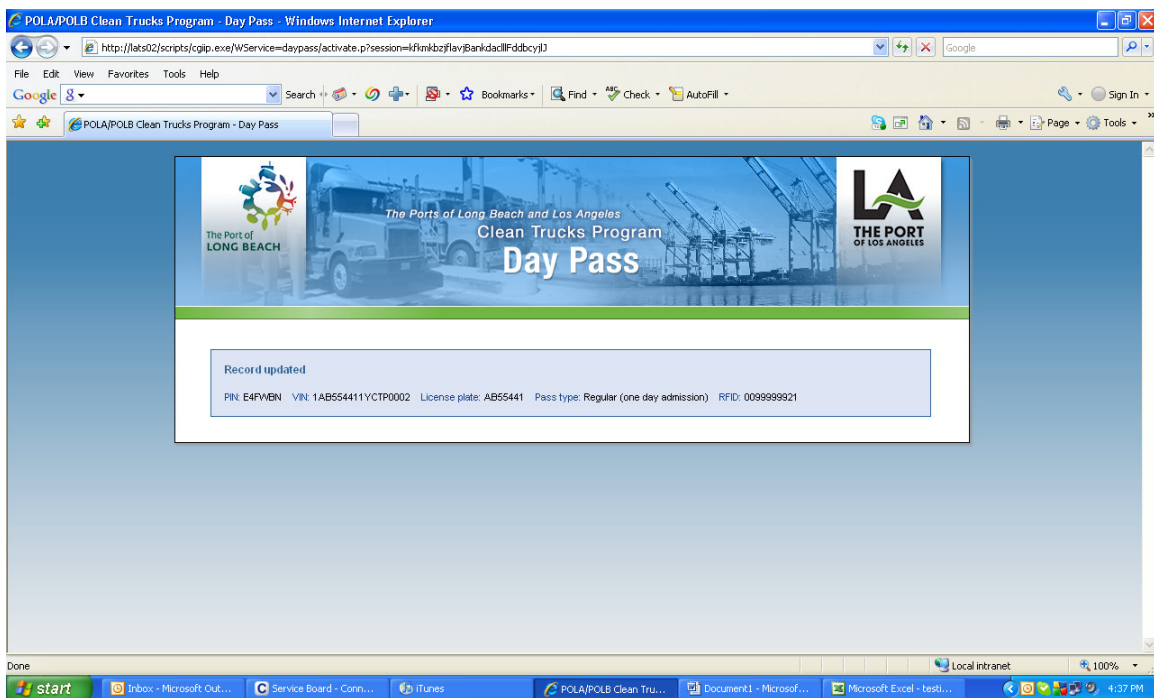
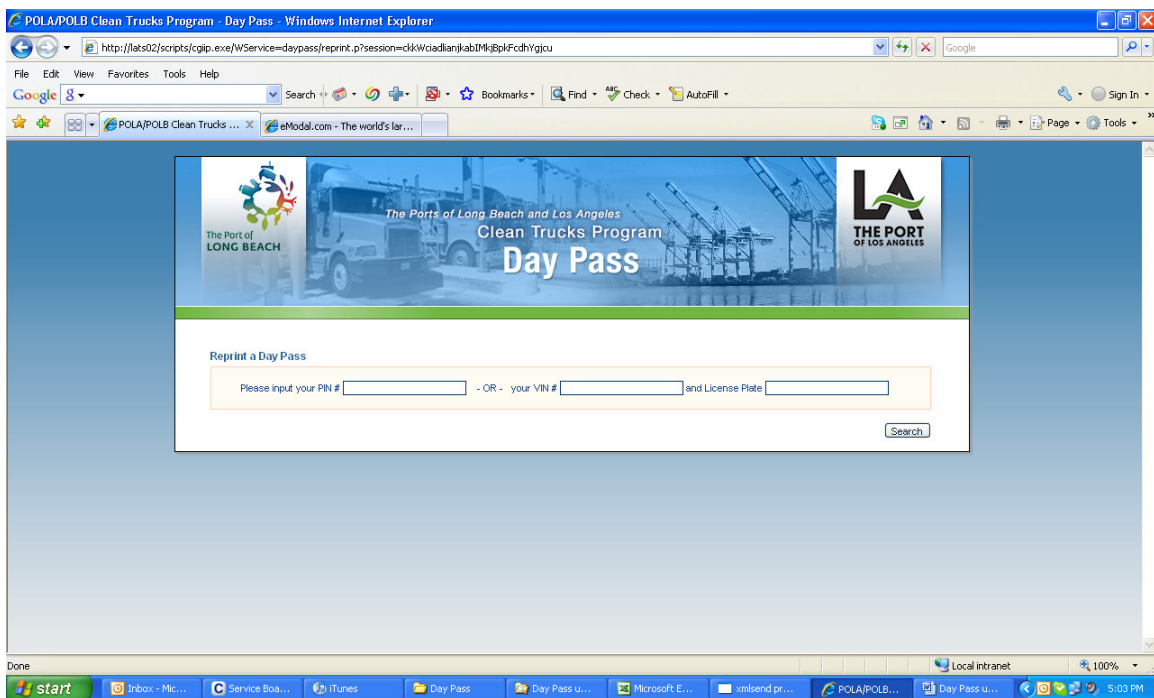The transaction is complete at this point.

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

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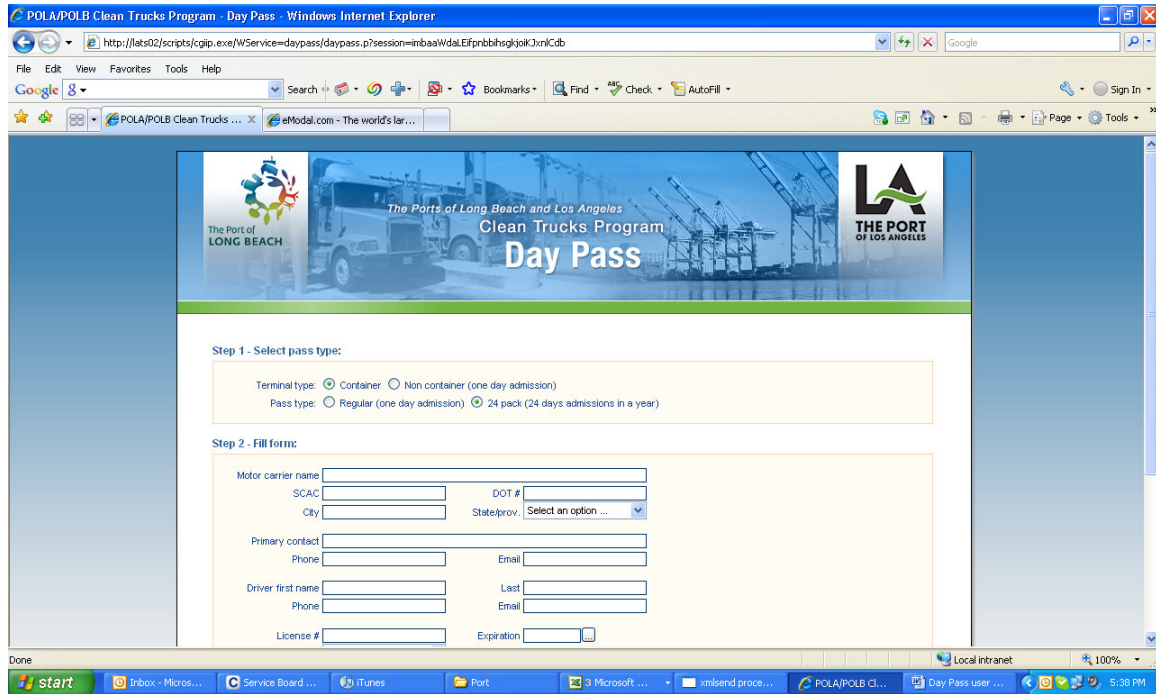
3. Alternate flow 2 – 24 pack container move (New RFID)

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)

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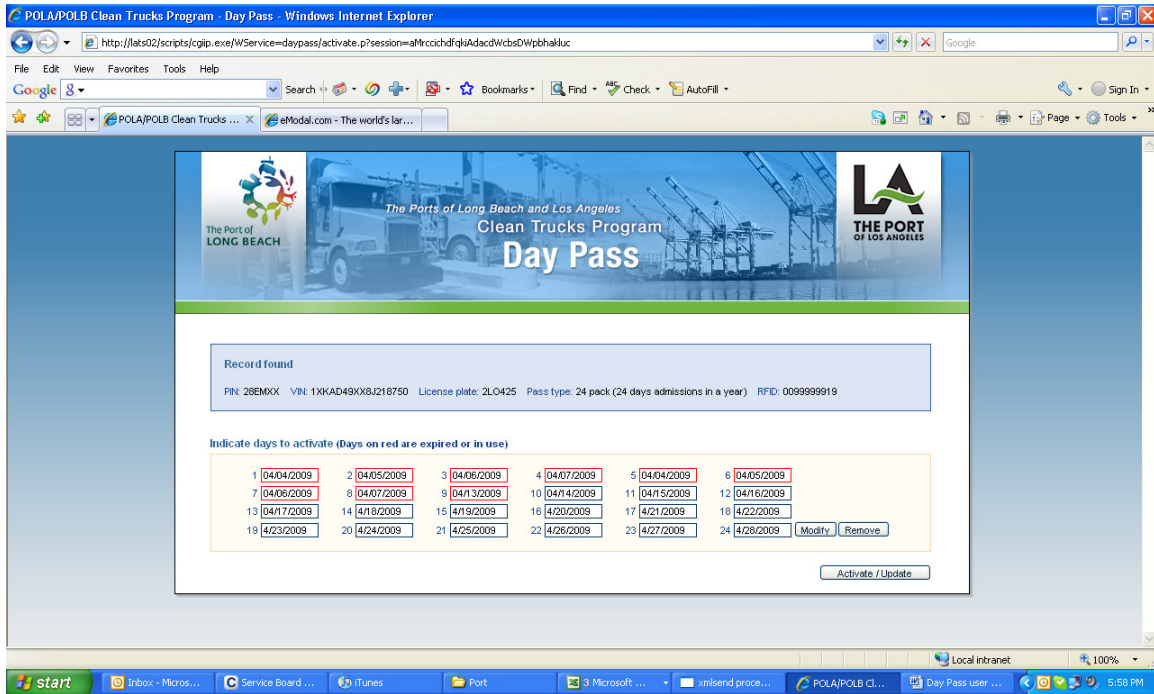
5d – Select "Activate/Update" to complete the process.

Step 6 – Reprint instructions given in Main Flow.

## 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:
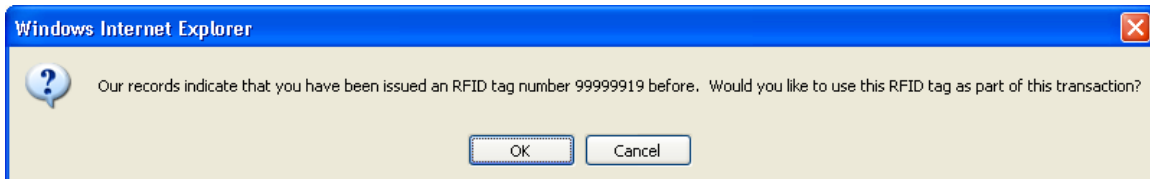

Clicking OK on this pop up will allow you to continue onto Step 3 to select the active dates.

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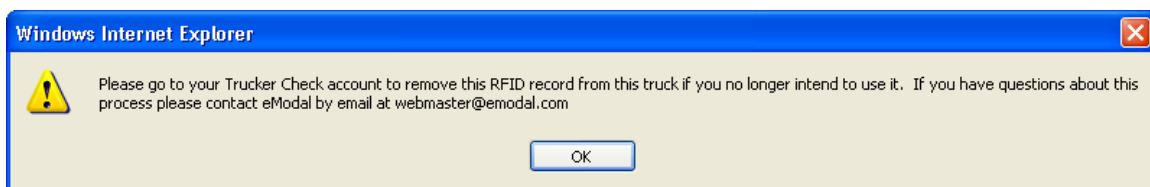
Step 3 – Selecting active dates. This remains the same as Alternate Flow 2.

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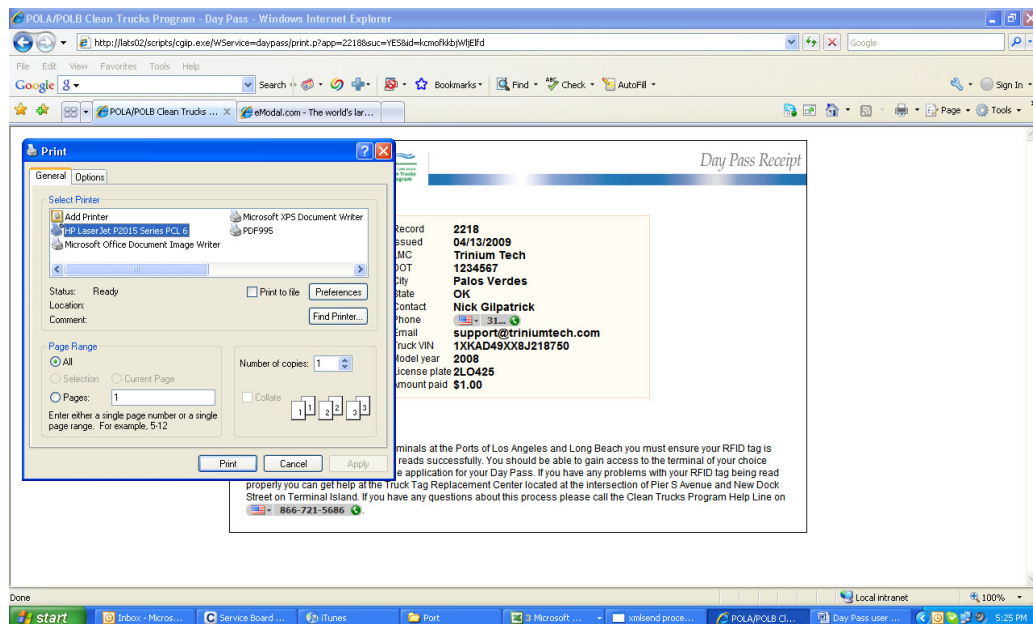
Step 5 – Adding days. You will not be required to validate an RFID number using the PIN, but you can add up to 24 days. The adding of days can be referred to in Alternate Flow 2.

Step 6 – Reprint. Please see Main Flow.

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)

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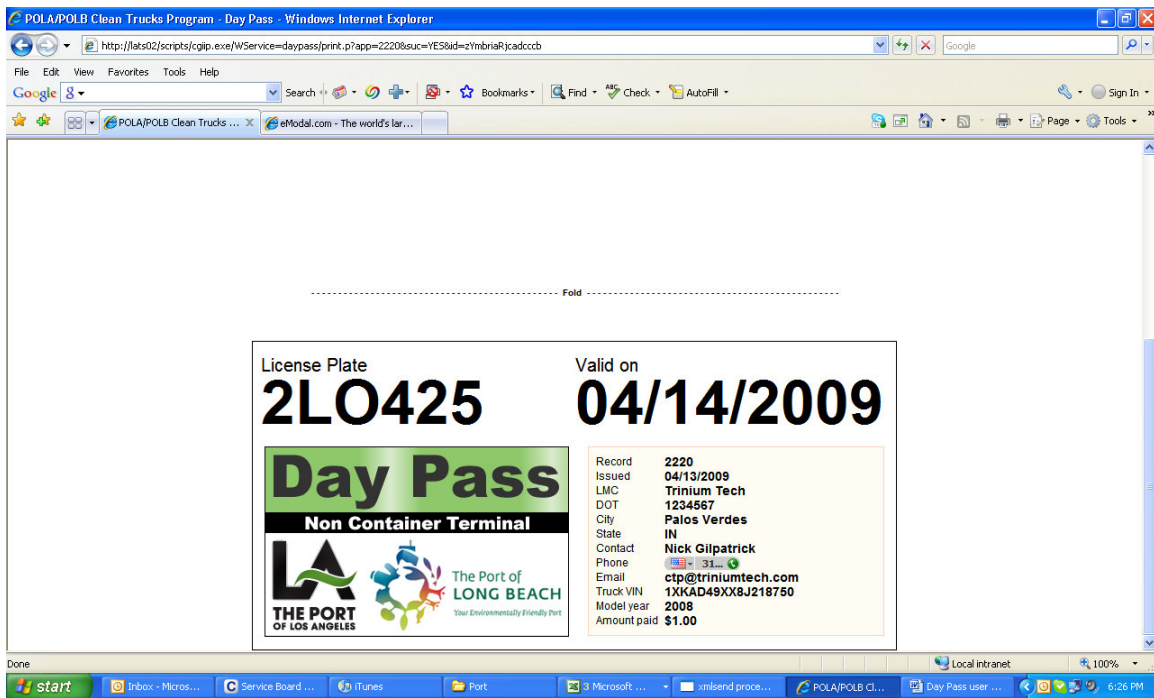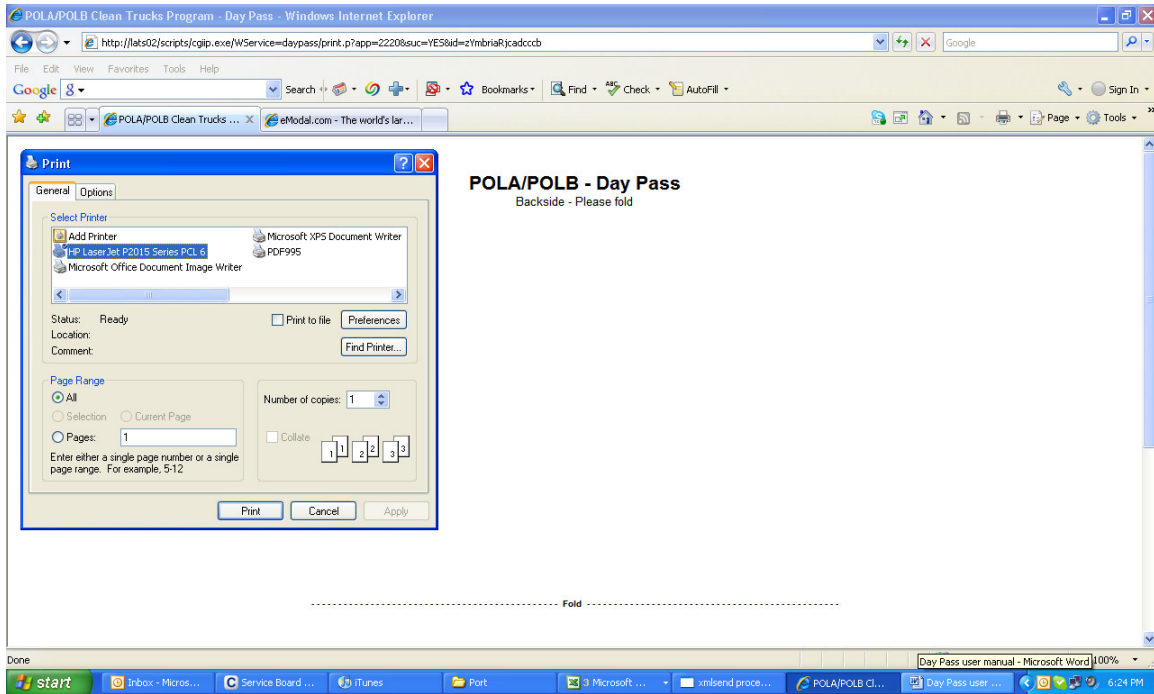
Steps 5 and 6 can be followed from the Main Flow excluding the information about the RFID tag.