

Connecticut Transponder Registration Web Application

user

manual

prepared for

Connecticut CVISN

prepared by

Cambridge Systematics, Inc.

user manual

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1.0 System Overview

The Transponder Registration Web Application will enable users to register transponders via the Internet with Connecticut's electronic screening system. Electronic screening allows safe and legal commercial vehicles to bypass the Union, Connecticut weigh station without exiting the highway or reducing speed. Refer to the on-line help in the Transponder Registration web application for additional information on electronic screening in Connecticut.

The web application provides the following options:

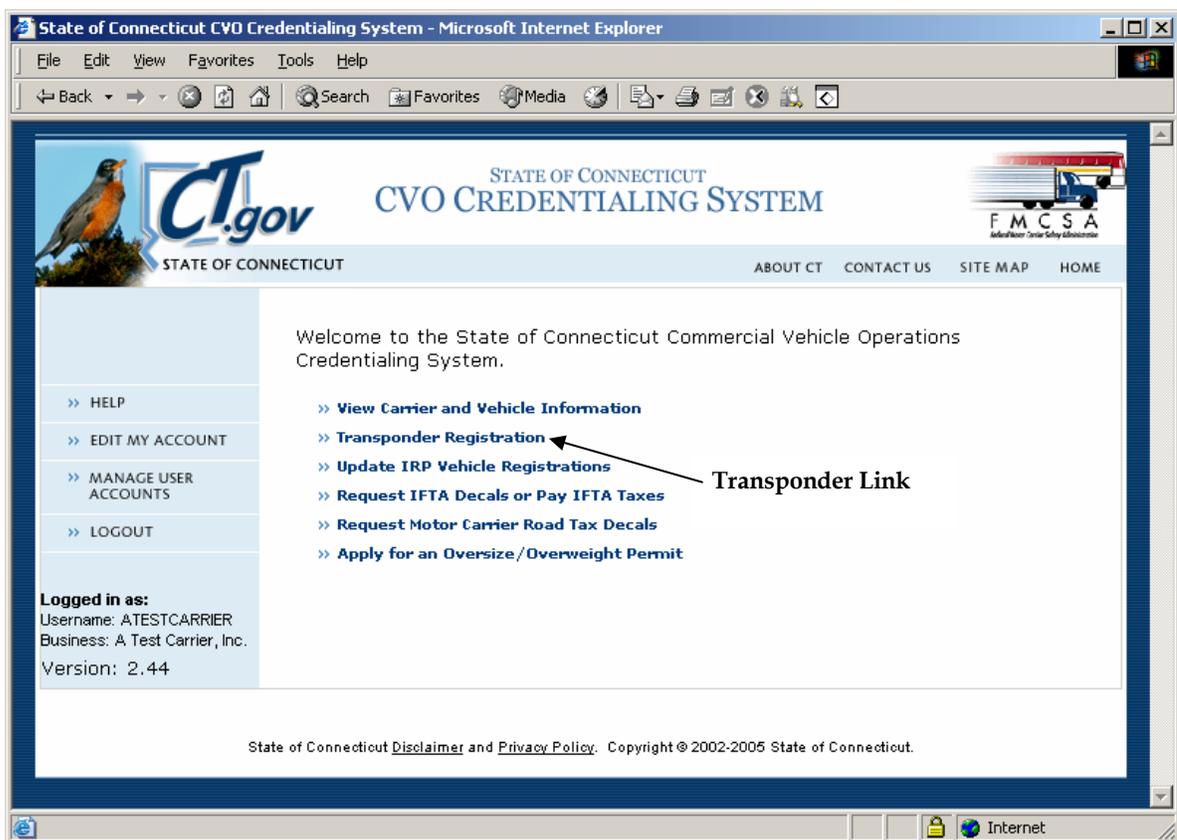
- Electronic submission of information:
 - Registering new transponders;
 - Updating previously registered transponders;
 - Deleting previously registered transponders;
 - Changing the list of jurisdictions to which transponder registrations are sent; and
 - Submitting transponder information via a batch file;
- Transponder-related reports; and
- Authorization of a service bureau to handle transponder operations on behalf of a carrier (for carriers only).

Motor carriers and service bureaus can access the Transponder Web Application through the State's CVO Credentialing System. Please refer to the *Connecticut CVO Credentialing System User Manual* for information on that system as well as general information on the Connecticut CVISN/PRISM web applications.

2.0 Accessing the Transponder Registration Web Application

The Transponder Registration Web Application can be accessed by selecting the “Transponder Registration” link from the Main Menu of the CVO Credentialing System as illustrated in Figure 2.1. Only master account holders and subaccount holders authorized to perform transponder operations will see this link.

Figure 2.1 CVO Credentialing System Main Menu



The Transponder Registration menu will be created dynamically based on whether the user is a carrier or a service bureau.

■ 2.1 Service Bureaus

By default, carriers will be authorized to perform transponder operations for themselves. Service bureaus, however, must be explicitly authorized by the State to perform transponder operations. Refer to the Electronic Screening and Transponder Registration section of the Contact Us page for information on who to contact the State regarding access to the Transponder Registration web application.

A service bureau also must be authorized by a specific carrier before the service bureau can perform transponder operations on behalf of that carrier. On the transponder registration menu, a service bureau user will be allowed to select any carrier that previously had authorized the service bureau to operate on their behalf. The service bureau user must select a carrier before he/she selects one of the menu hyperlinks. The function indicated by the selected hyperlink will be performed on behalf of the selected carrier. Figure 2.2 illustrates the transponder registration menu for a service bureau user.

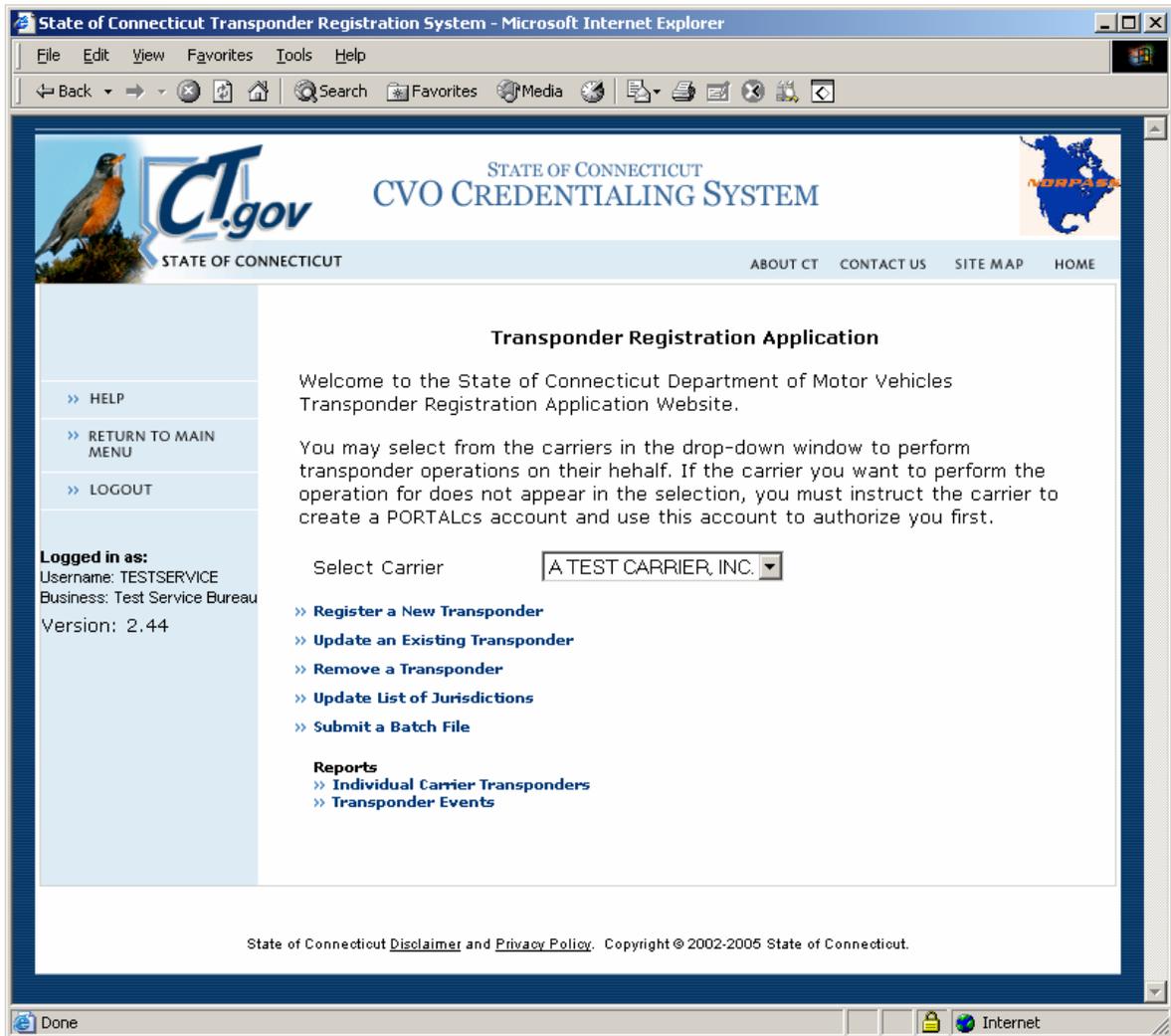
After selecting the carrier from the list, the service bureau user may perform any of the following operations on behalf of the carrier:

- Register a New Transponder;
- Update an Existing Transponder;
- Remove a Transponder;
- Update List of Jurisdictions;
- Submit a Batch File; and
- View Reports.

Note: The carrier must separately authorize the service bureau user to view the Transponder Events report. This report shows information gathered at Connecticut weigh stations for the transponders associated with this carrier. A carrier may authorize the service bureau user to perform transponder operations without providing access to the event data. In this case, the service bureau user will be prevented from running the Transponder Events report for this carrier. If the carrier chooses to authorize the service bureau to see the event data, then the service bureau user may run this report for this carrier.

Once the service bureau user selects a carrier, then the transponder registration operations are identical to the processes followed for a motor carrier user.

Figure 2.2 Carrier Selection for a Service Bureau User



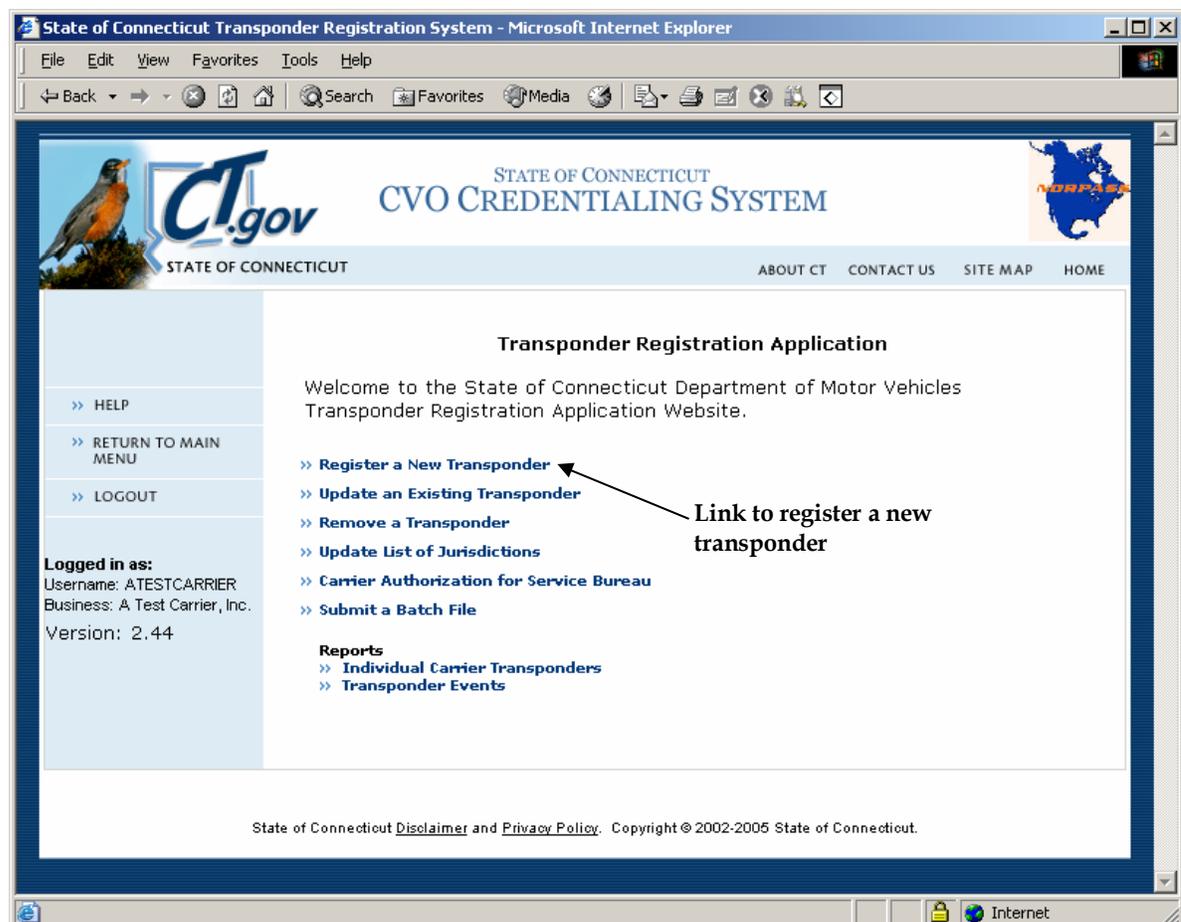
3.0 Registering a New Transponder

To register a new transponder, select the “Register a New Transponder” link on the Transponder Registration Main Menu Page as shown in Figure 3.1. The user will be presented with a two-page form for entering carrier, vehicle, and transponder information.

The transponder registration forms will be pre-populated with information from the user’s CVO Credentialing System profile. The user should review the pre-populated information to ensure its accuracy and correct any information that is inaccurate.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 3.1 Transponder Registration Main Menu Page



■ 3.1 New Transponder Registration - Page 1

Even though International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) information is not required, user should provide this information if available. Accurate account information will speed the processing of the transponder registration and ensure the user may bypass weigh stations based on good credential statuses.

The user also must provide contact information and the full and accurate Vehicle Identification Number (VIN) associated with the transponder.

After completing this form, the user should select the “Find Vehicle” button to continue the registration process or select the “Cancel” button to discard the current application and return to the Transponder Registration Main Menu Page. Figure 3.2 illustrates the first data entry page for a new transponder registration.

Figure 3.2 First Data Entry Page for New Transponder Registration

State of Connecticut Transponder Registration System - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail Stop

STATE OF CONNECTICUT ABOUT CT CONTACT US SITE MAP HOME

Register a New Transponder

Complete the following form. Enter a VIN and select the 'Find Vehicle' button to proceed to the next page. Select the 'Cancel' button to quit and return to the Transponder Registration menu, which will discard any information you have entered. Select the 'Help' link at any time for additional instructions.

* Indicates a required field

Carrier Information

US DOT Number *	<input type="text" value="1999999"/>
Carrier Name	<input type="text" value="A Test Carrier, Inc."/>
IFTA Account Number	<input type="text" value="CT06999999100"/>
IFTA Base State	<input type="text" value="Connecticut"/>
IRP Account Number	<input type="text" value="9999"/>
IRP Base State	<input type="text" value="Connecticut"/>

Contact Information

Contact Name *	<input type="text"/>
Street Address 1 *	<input type="text" value="1 MAIN STREET"/>
Street Address 2	<input type="text"/>
City *	<input type="text" value="ANYTOWN"/>
State/Province *	<input type="text" value="Connecticut"/>
Zip+4/Postal Code *	<input type="text" value="06666"/>
Phone *	<input type="text" value="(888) 555-1212"/>
Fax	<input type="text"/>
Email *	<input type="text" value="user@carrier.com"/>

Vehicle Information

Enter VIN: *	<input type="text"/>
--------------	----------------------

Find Vehicle Cancel

Done Internet

Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.44

» HELP
» RETURN TO MAIN MENU
» LOGOUT

■ 3.2 New Transponder Registration - Page 2

If the vehicle identified by the VIN entered on page 1 can be found in the State's database, the information associated with this vehicle will be retrieved and displayed on page 2. In general, the State's database contains vehicles registered with the Connecticut IRP system. Additional vehicles may be available from the IRP systems in other jurisdictions. Users should review and, if necessary, modify this information to ensure its accuracy.

If the vehicle identified by the VIN cannot be found in the State's database, the user should provide the requested information on page 2, including license plate number and state, unit number, and IRP information.

The user must provide the Transponder Number and Transponder Serial Number associated with the vehicle. A help topic is available via the "select here" hyperlink to assist the user in locating the Transponder Number and Transponder Serial Number, which are printed on the back of the transponder. The Transponder Number is eight characters long and consists only of the digits 0 to 9 and the letters A to F. The first character of the Transponder Number must be a digit from 0 to 7.

After completing this form, the user should select the "Add Transponder" button to proceed to the Confirmation Page or select the "Cancel" button to discard the current application and return to the Transponder Registration Main Menu Page. Figure 3.3 illustrates the second data entry page for a new transponder registration.

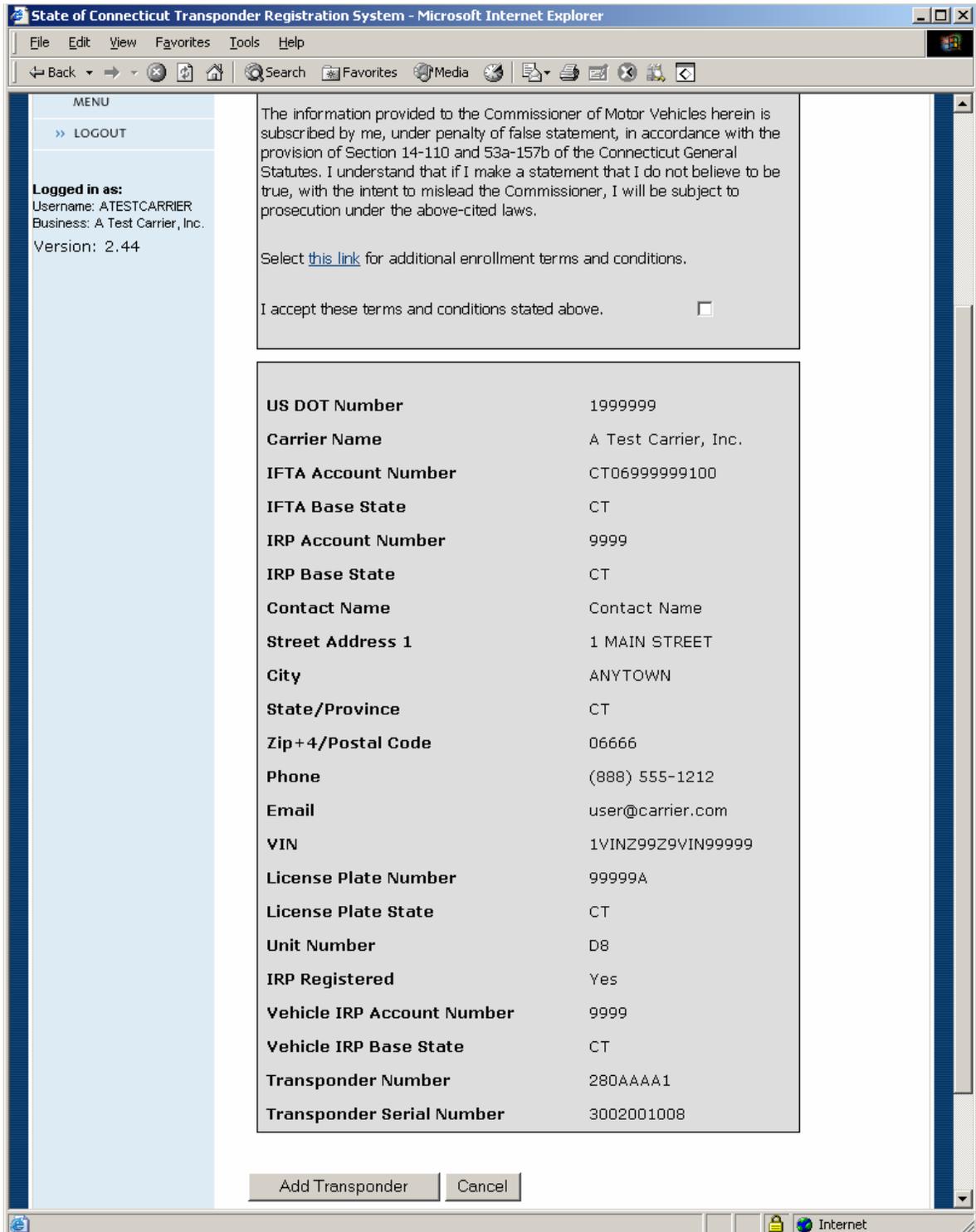
Figure 3.3 Second Data Entry Page for New Transponder Registration



■ 3.3 New Transponder Registration - Confirmation Page

Users will be able to review the information provided on the application as shown in Figure 3.4. If the information is correct, the user must accept the terms and conditions displayed at the top of the page by checking the associated box. The full terms and conditions may be found in Appendix A of this document. The user should select the “Add Transponder” button to proceed to the Finish Page. The “Cancel” button at the bottom of the page will discard the application and return the user to the Transponder Registration Main Menu Page.

Figure 3.4 Confirmation Page for New Transponder Registration



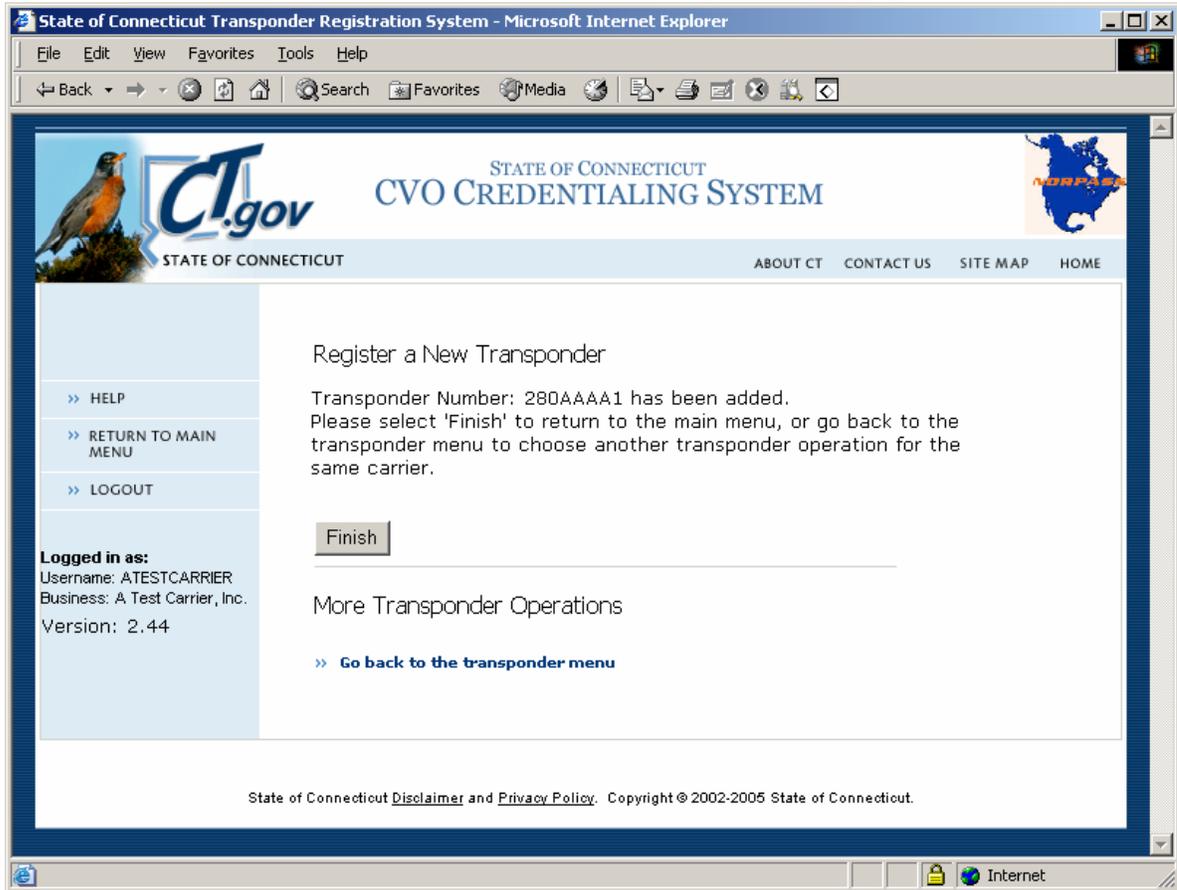
■ 3.4 New Transponder Registration - Finish Page

The Finish Page will be displayed after a user selects the “Add Transponder” button on the Confirmation Page. The system will display a message confirming that the transponder was added successfully.

The system may state that the transponder is “on hold” pending review by state personnel. Transponders may be placed “on hold” while state personnel verify the IRP and IFTA information provided with the transponder. Transponders that are “on hold” have been successfully registered with the system but are not available immediately for user in electronic screening activities. After state personnel review the information associated with an “on hold” transponder, the transponder will be sent to the electronic screening system. Transponders that are not placed “on hold” are sent immediately to the electronic screening system. Users may update and delete transponders regardless of whether the transponder is “on hold.”

The user can either select the “Finish” button to return to the CVO Credentialing System Main Menu, or select the “Go back to the transponder menu” hyperlink to perform another transponder operation. Figure 3.5 illustrates the Finish Page for a new transponder registration.

Figure 3.5 Finish Page for New Transponder Registration



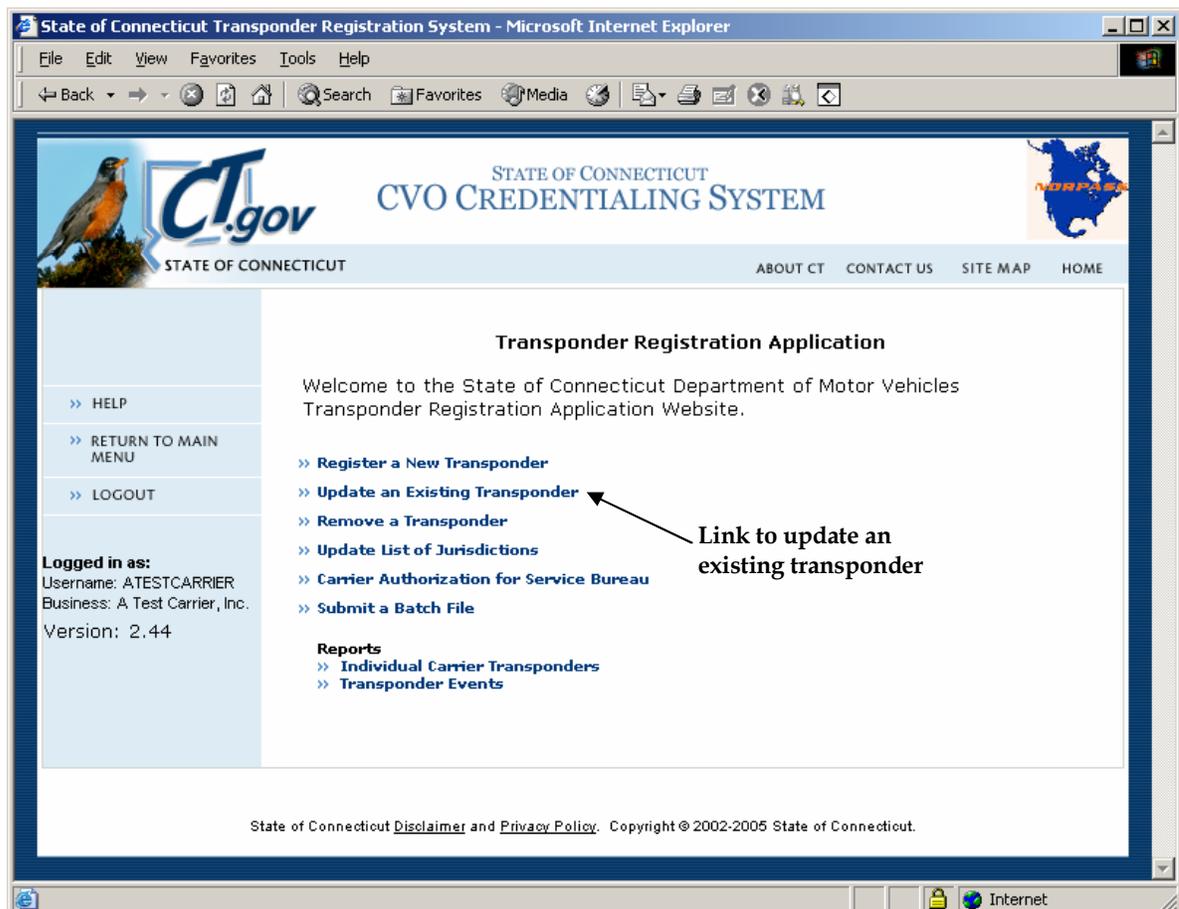
4.0 Updating an Existing Transponder

To update an existing transponder, select the “Update an Existing Transponder” link on the Transponder Registration Main Menu Page as shown in Figure 4.1. This action will display the Transponder Selection Page as illustrated in Figure 4.2.

Only transponders originally registered using the Connecticut Transponder Registration Web Application may be updated using this application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 4.1 Transponder Registration Main Menu Page



■ 4.1 Update Transponder – Transponder Selection Page

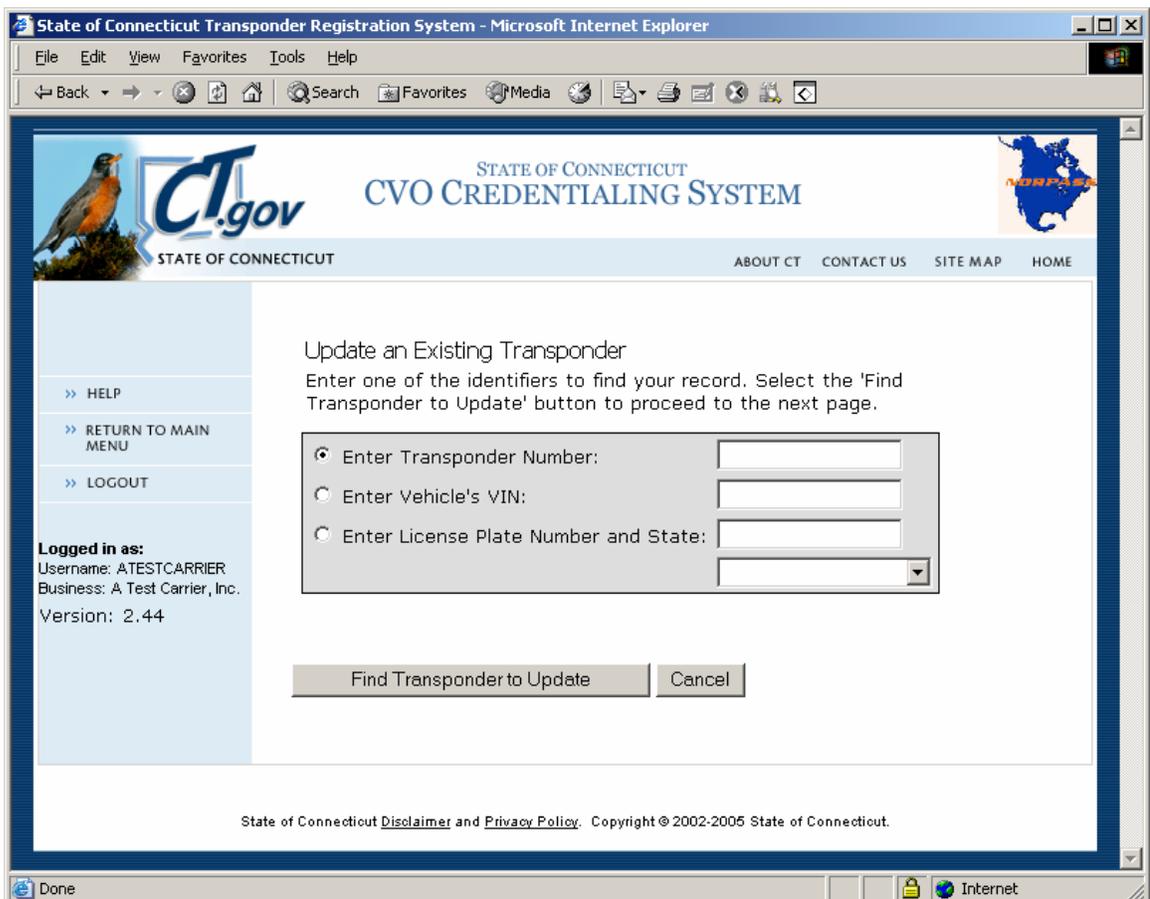
This page allows the user to select the transponder to be updated by entering one of the following values:

- Transponder Number;
- Vehicle’s VIN; or
- License Plate Number and State (both of these values must be provided).

Users should provide the Transponder Number if this value is known. A list of the transponders registered to the carrier may be obtained using the Individual Carrier Transponders report from the Transponder Registration Main Menu Page.

After entering one of the above identifiers, the user should select the “Find Transponder to Update” button to proceed to the Data Entry Page. The user also may select the “Cancel” button, which returns the user to the Transponder Registration Main Menu Page. Figure 4.2 illustrates the Transponder Selection Page.

Figure 4.2 Transponder Selection Page



■ 4.2 Update Transponder – Data Entry Page

After selecting a transponder, the user is presented with a single Data Entry Page, shown in Figure 4.3, containing all the information associated with the transponder. The user can edit all fields except U.S. DOT Number and Carrier Name. The user may change the transponder number assigned to the VIN, change the VIN associated with the transponder, or update any other information including the contact information, IRP information, and IFTA information. Do not update both the transponder number and the VIN at the same time. Instead, remove the original registration and enter a new registration for the new transponder and VIN.

If the carrier's IRP or IFTA account information changes, the user should update these values for every transponder registered with the state of Connecticut.

After making the necessary changes, the user should select the "Update Transponder" button at the bottom of the page to proceed to the Confirmation Page. If the user wishes to cancel the update without saving any changes, he/she should select the "Cancel" button at the bottom of the page.

Figure 4.3 Data Entry Page for Transponder Update

* Indicates a required field

Logged in as:
Username: ATESTCARRIER
Business: A Test Carrier, Inc.
Version: 2.44

Carrier Information

US DOT Number * 1999999
Carrier Name A Test Carrier, Inc.
IFTA Account Number CT06999999100
IFTA Base State Connecticut
IRP Account Number 9999
IRP Base State Connecticut

Contact Information

Contact Name * Contact Name
Street Address 1 * 1 MAIN STREET
Street Address 2
City * ANYTOWN
State/Province * Connecticut
Zip+4/Postal Code * 06666
Phone * (888) 555-1212
Fax
Email * user@carrier.com

Vehicle Information

VIN * 1VINZ99Z9VIN99999
License Plate Number 99999A
License Plate State Connecticut
Unit Number D8
IRP Registered Yes No
Vehicle IRP Account Number 9999
Vehicle IRP Base State Connecticut

Transponder Information

Transponder Number: * 280AAAA1
Transponder Serial Num: * 3002001008

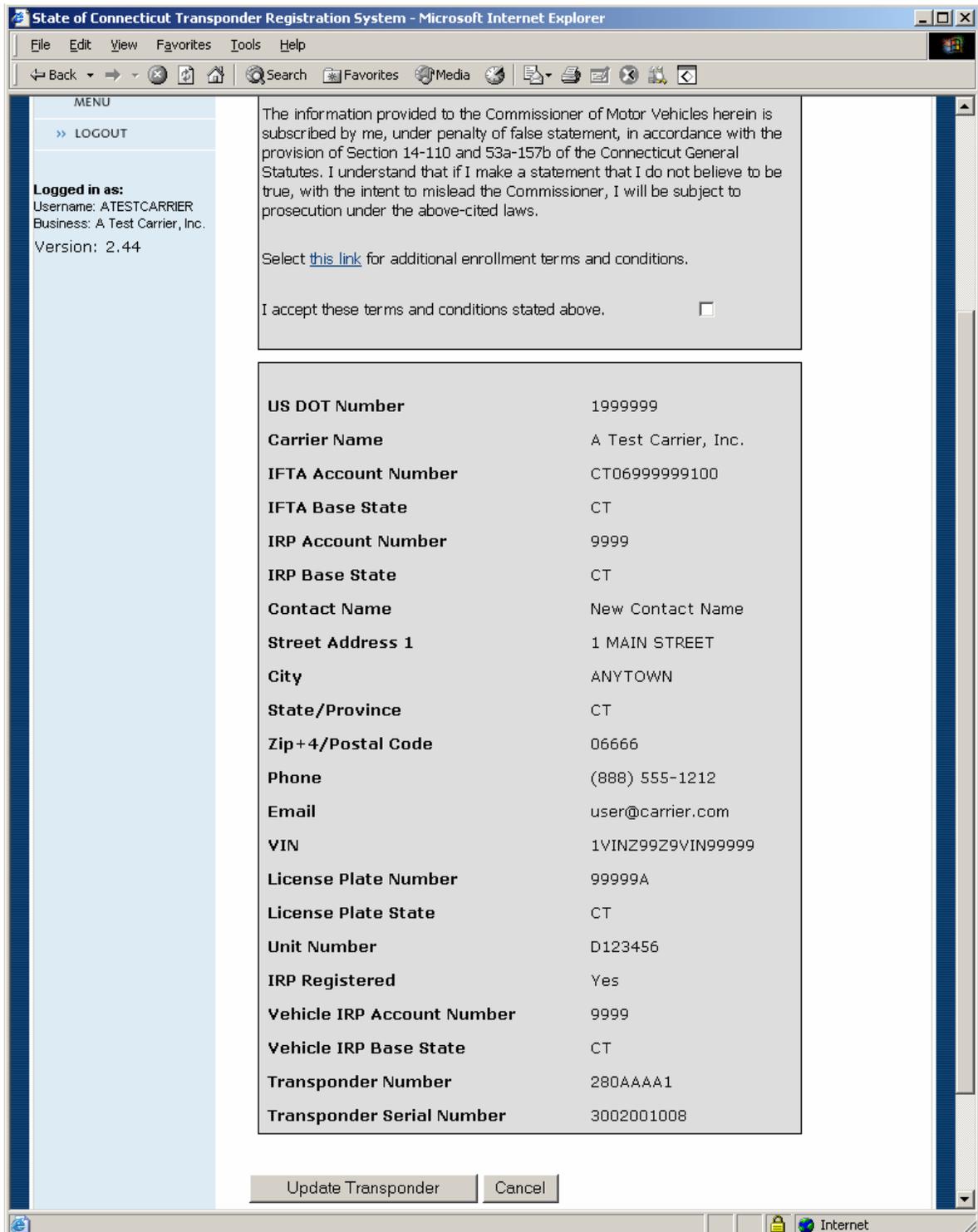
For an explanation on how to locate your transponder number, [select here.](#)

■ 4.3 Update Transponder - Confirmation Page

The Confirmation Page, shown in Figure 4.4, displays the changes entered by the user and allows the user to confirm the updated information.

After confirming that the information is correct, the user must accept the terms and conditions displayed at the top of the page by checking the associated box. The full terms and conditions may be found in Appendix A of this document. The user should select the “Update Transponder” button to proceed to the Finish Page. The “Cancel” button at the bottom of the page will discard the changes and return the user to the Transponder Registration Main Menu Page.

Figure 4.4 Confirmation Page for Transponder Update



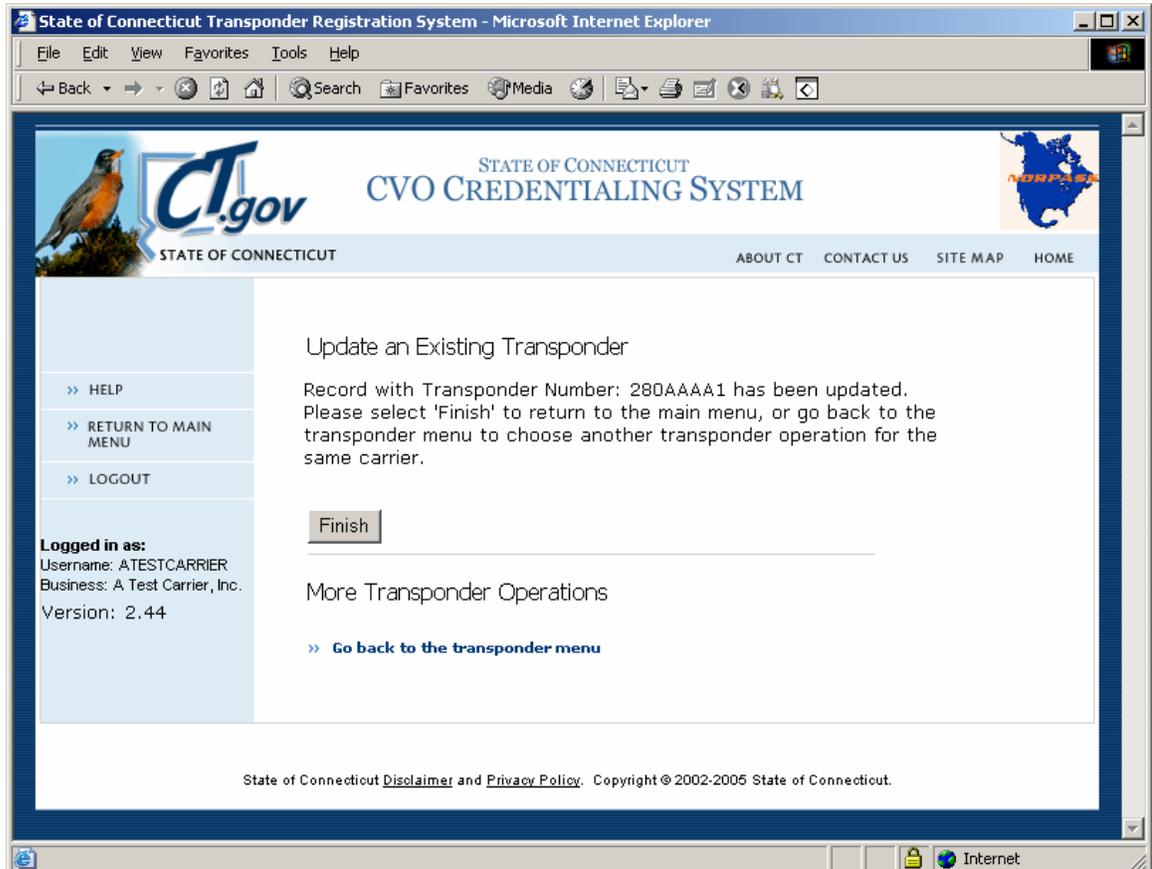
■ 4.4 Update Transponder – Finish Page

The Finish Page will be displayed after a user selects the “Update Transponder” button on the Confirmation Page. The system will display a message confirming that the transponder was updated successfully.

The system may state that the transponder is “on hold” pending review by State personnel. Transponders may be placed “on hold” while State personnel verify the IRP and IFTA information provided with the transponder. Transponders that are “on hold” have been successfully registered with the system but are not available immediately for user in electronic screening activities. After State personnel review the information associated with an “on hold” transponder, the transponder will be sent to the electronic screening system. Transponders that are not placed “on hold” are sent immediately to the electronic screening system. Users may update and delete transponders regardless of whether the transponder is “on hold.”

The user can either select the “Finish” button to return to the CVO Credentialing System Main Menu, or select the “Go back to the transponder menu” hyperlink to perform another transponder operation. Figure 4.5 illustrates the Finish Page for transponder update.

Figure 4.5 Finish Page for Transponder Update



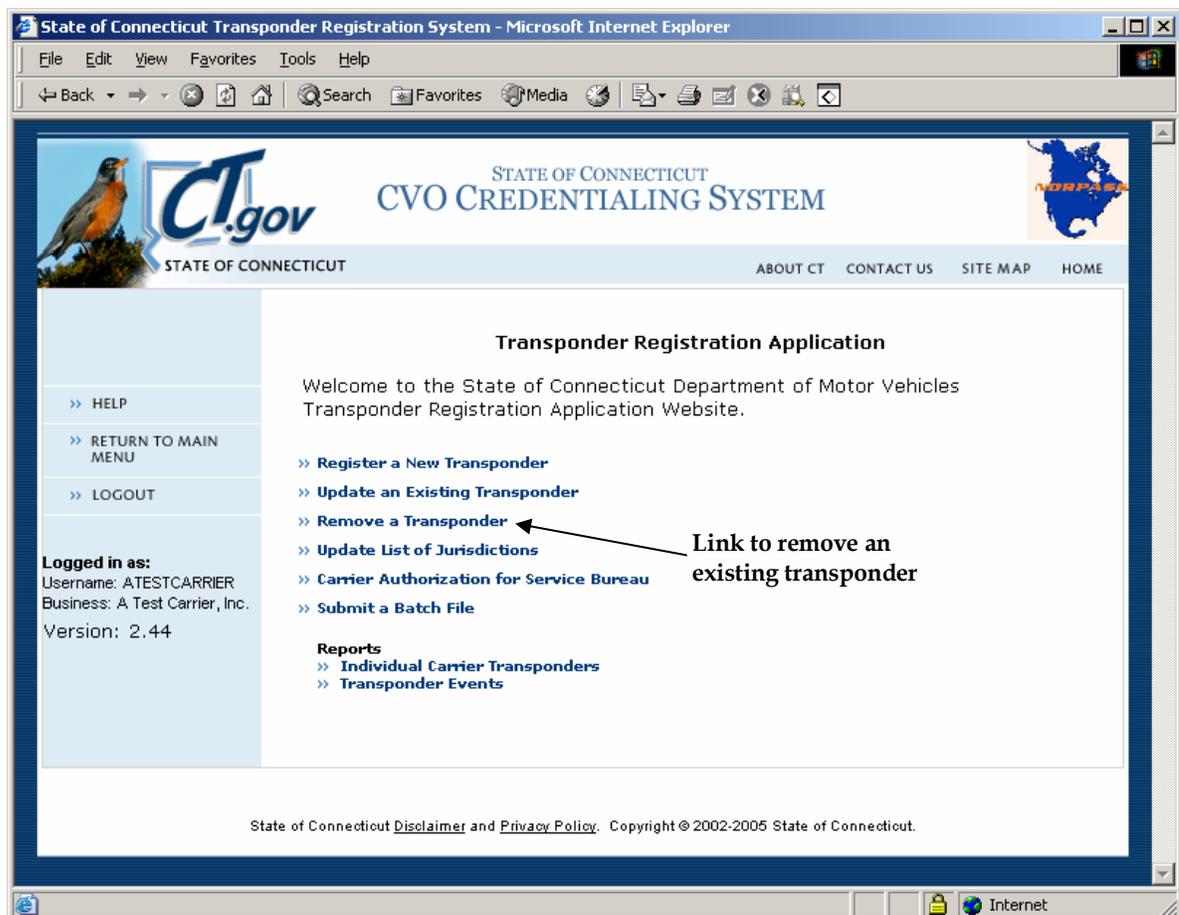
5.0 Removing a Transponder

To remove an existing transponder, select the “Remove a Transponder” link on the Transponder Registration Main Menu Page as shown in Figure 5.1. This action will display the Transponder Selection Page as illustrated in Figure 5.2.

Only transponders originally registered with the Connecticut Transponder Registration Web Application may be removed using this application.

On every page, required fields are indicated by an asterisk (*) next to the field name.

Figure 5.1 Transponder Registration Main Menu Page



■ 5.1 Remove Transponder – Transponder Selection Page

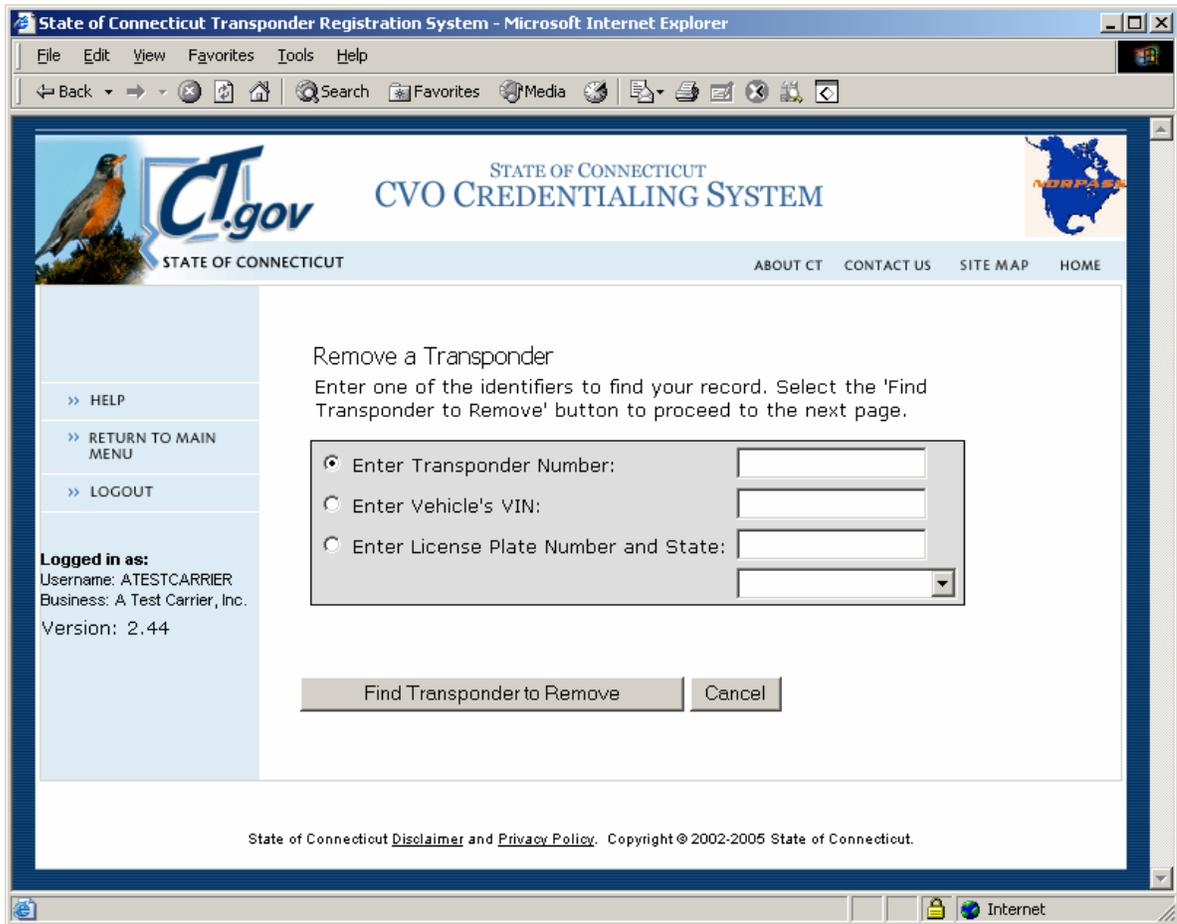
This page allows the user to select the transponder to be removed by entering one of the following values:

- Transponder Number;
- Vehicle’s VIN; or
- License Plate Number and State (both of these values must be provided).

Users should provide the Transponder Number if this value is known. A list of the transponders registered to the carrier may be obtained using the Individual Carrier Transponders report from the Transponder Registration Main Menu Page.

After entering one of the above identifiers, the user should select the “Find Transponder to Remove” button to proceed to the Confirmation Page. The user also may select the “Cancel” button, which returns the user to the Transponder Registration Main Menu Page. Figure 5.2 illustrates the Transponder Selection Page.

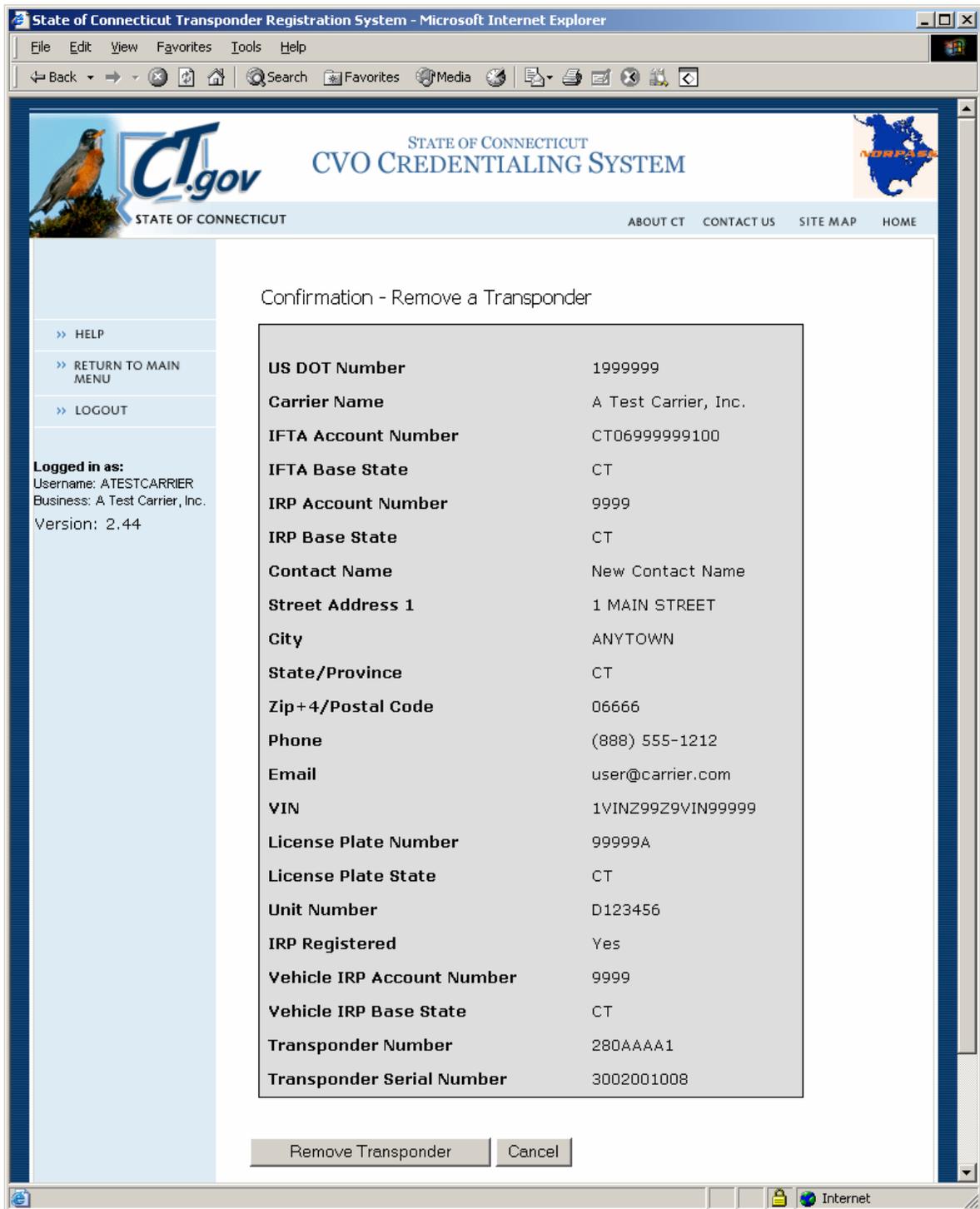
Figure 5.2 Transponder Selection Page



■ 5.2 Remove Transponder – Confirmation Page

The Confirmation Page, shown in Figure 5.3, displays information for the transponder selected for removal. The user can select the “Remove Transponder” button to proceed to the Finish Page or select the “Cancel” button to cancel the operation and return to the Transponder Registration Main Menu Page without removing the transponder.

Figure 5.3 Confirmation Page for Transponder Removal

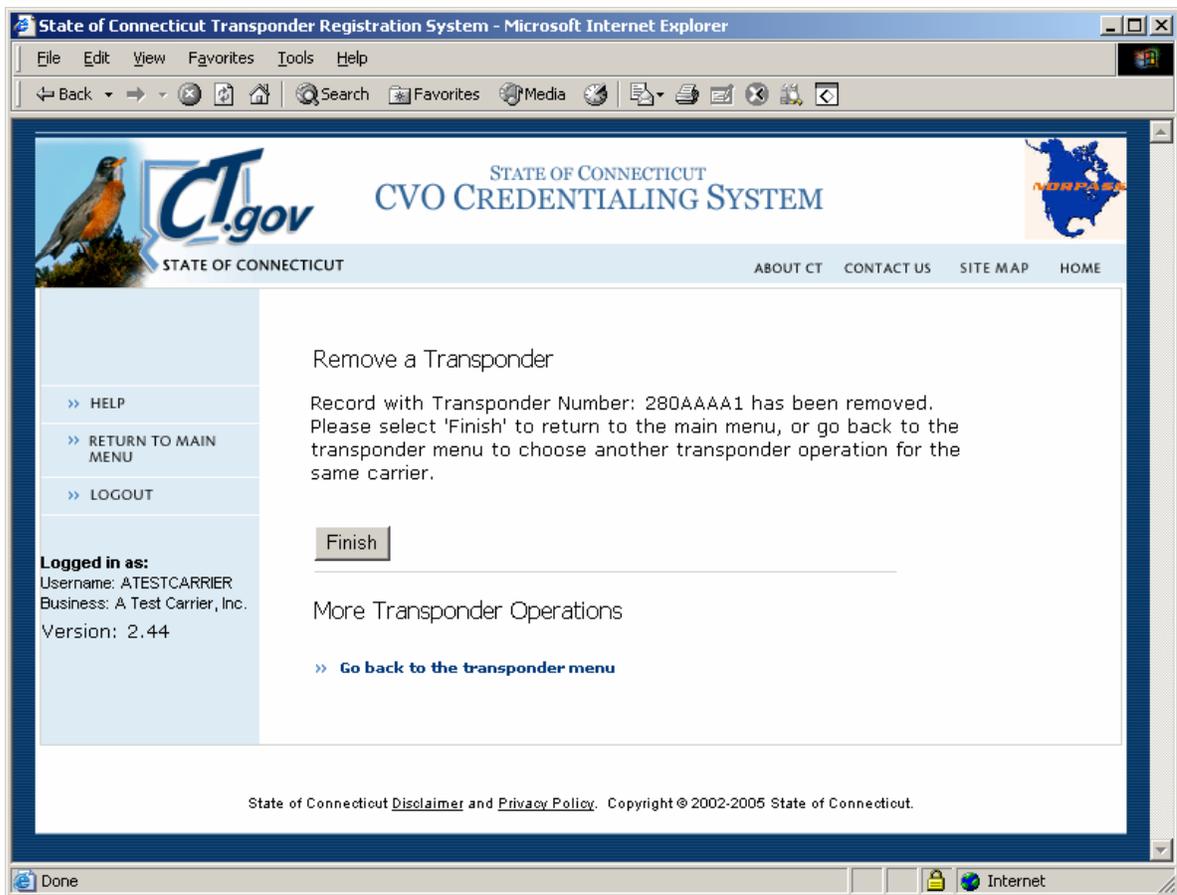


■ 5.3 Remove Transponder – Finish Page

The Finish Page will be displayed after the user selects the “Remove Transponder” button on the Confirmation Page. The system will display a message confirming that the transponder was removed successfully.

The user can either select the “Finish” button to return to the CVO Credentialing System Main Menu, or select the “Go back to the transponder menu” hyperlink to perform another transponder operation. Figure 5.4 illustrates the Finish Page for transponder removal.

Figure 5.4 Finish Page for Transponder Removal



6.0 Updating the List of Jurisdictions

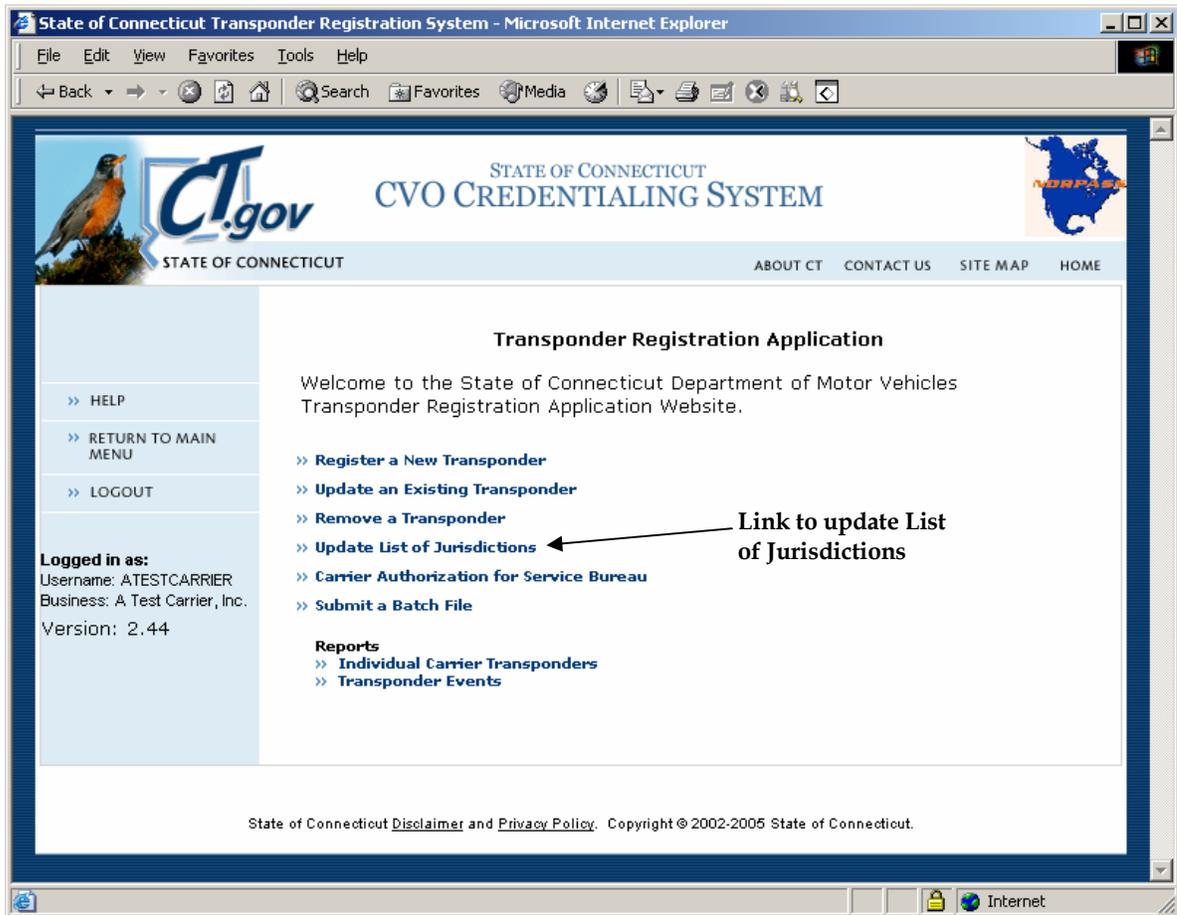
Users may update the List of Jurisdictions to which the carrier's transponder information should be sent.

Transponders registered with the Connecticut Transponder Registration Web Application are sent automatically to the Safety and Fitness Electronic Records (SAFER) system. This system is operated by the Federal Motor Carrier Safety Administration (FMCSA) and exists to help states exchange credential and safety information regarding motor carriers and commercial vehicles. By specifying the List of Jurisdictions using the Transponder Registration Web Application, carriers are authorizing the SAFER system to transmit their transponder registrations to those states. It is the responsibility of each state to receive and use this information in their electronic screening programs.

The List of Jurisdictions specified by the user applies to all transponders entered for the carrier using the Transponder Registration Web Application. Users should provide the List of Jurisdictions prior to registering transponders. However, the List of Jurisdictions may be updated at any time.

To update the List of Jurisdictions, the user must select the "Update List of Jurisdictions" link on the Transponder Registration Main Menu Page as shown in Figure 6.1.

Figure 6.1 Transponder Registration Main Menu Page



■ 6.1 Update List of Jurisdictions – Jurisdiction List Page

This page displays a list of states and provinces, as shown in Figure 6.2. The Connecticut jurisdiction will be checked by default and an error will be displayed if the user attempts to save the list without having the Connecticut jurisdiction checked.

This page includes the following buttons:

- **Select All** – Selects all of the jurisdictions;
- **Select None** – Clears all of the jurisdictions (except Connecticut);
- **Submit this Jurisdiction List** – Saves selected jurisdictions and returns the user to the Transponder Registration Main Menu Page; and
- **Cancel** – Returns the user to the Transponder Registration Main Menu Page without saving any changes.

Figure 6.2 Jurisdictions List Page

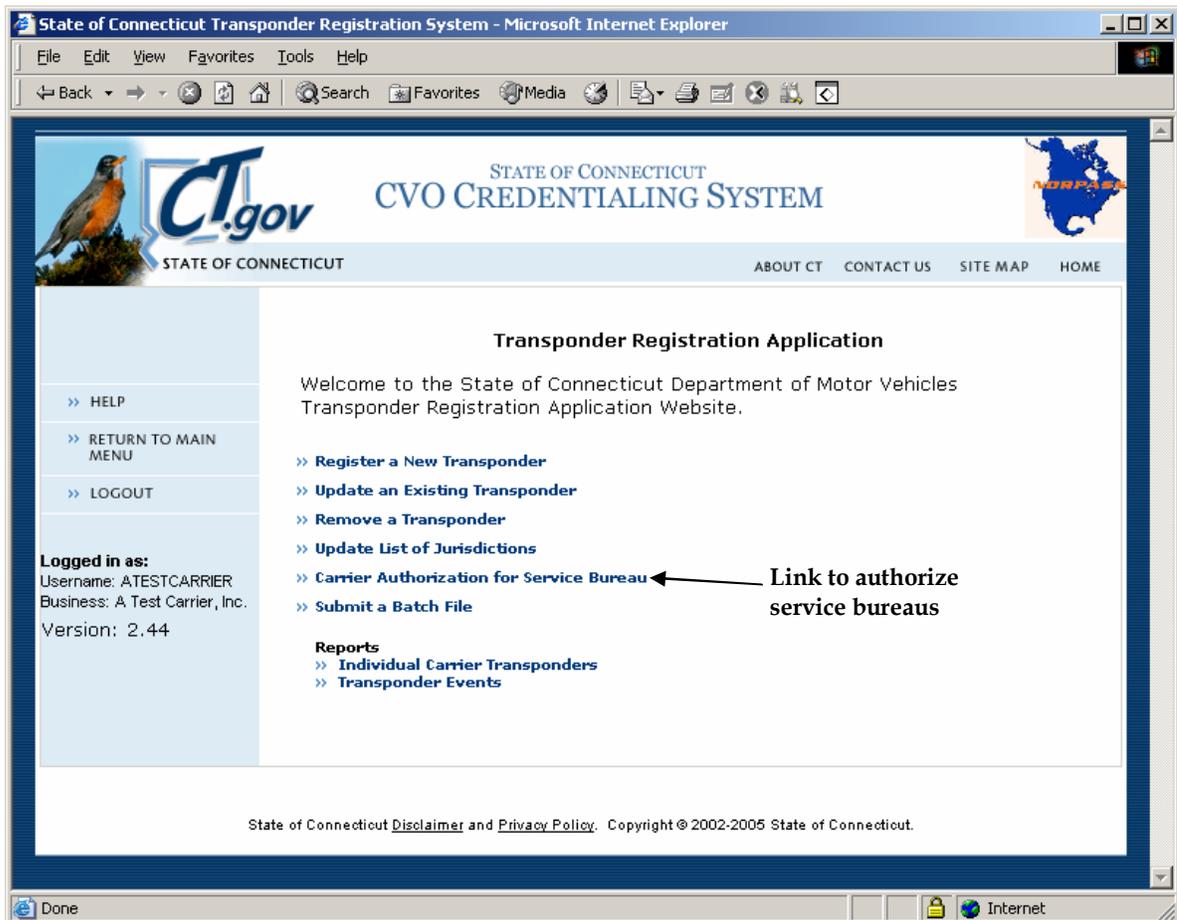


7.0 Carrier Authorization for Service Bureau

From the Transponder Registration Main Menu Page, a carrier may select the “Carrier Authorization for Service Bureau” hyperlink, as shown in Figure 7.1, to authorize a service bureau to conduct transponder operations on their behalf. This hyperlink will not be displayed for service bureau users.

Because the service bureau authorization information is stored in the carrier’s CVO Credentiaing System profile, service bureau authorization may be performed only for carriers that have created an account with the CVO Credentiaing System.

Figure 7.1 Transponder Registration Main Menu Page



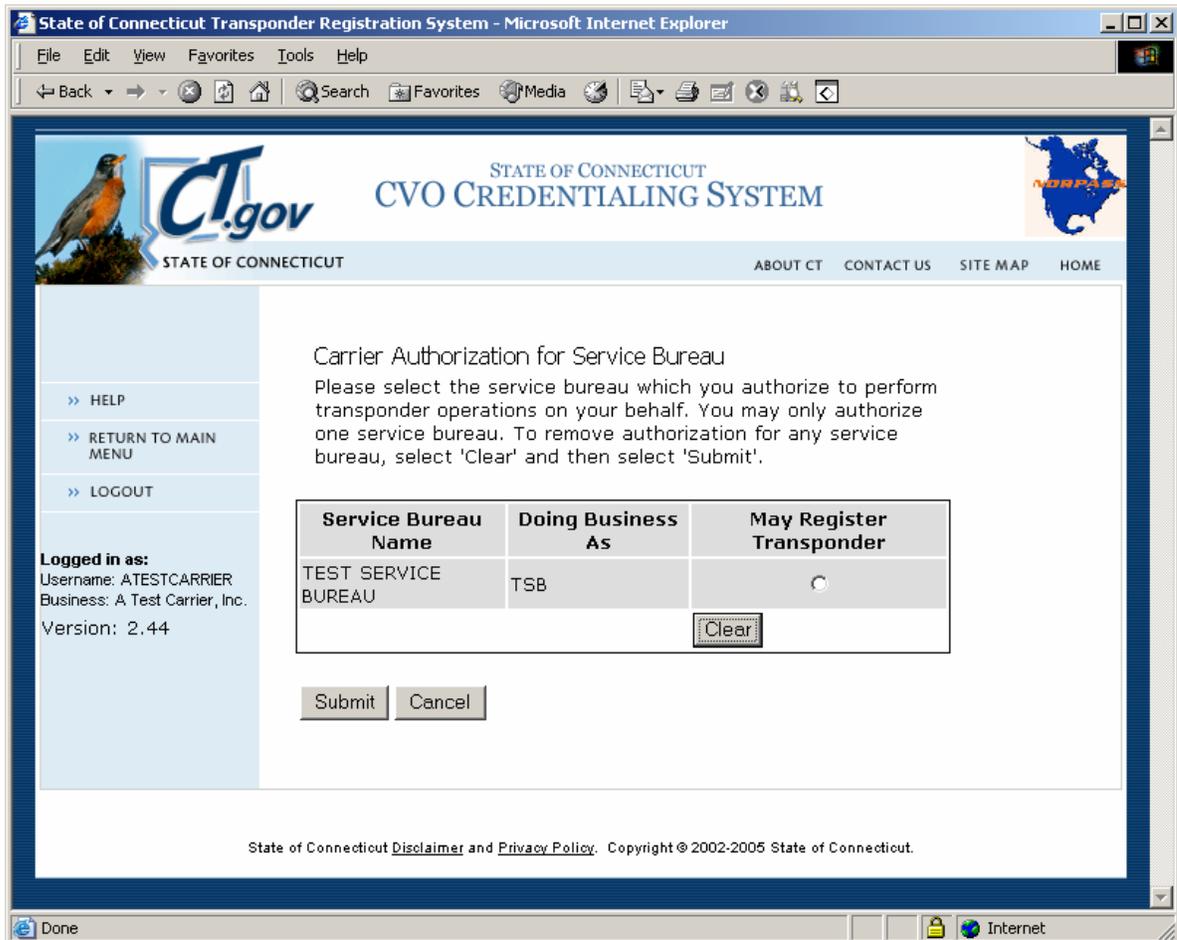
■ 7.1 Carrier Authorization – Service Bureau Selection Page

The user will be presented with the Service Bureau Selection Page, shown in Figure 7.2, which contains a list of service bureaus that have been authorized by the State to perform transponder operations.

The user can perform the following actions on this page:

- **Clear** - Clears the current service bureau selection (selecting this button followed by the Submit button will remove authorization for any service bureau to perform transponder operation on the carrier's behalf);
- **Submit** - Saves the authorization in the carrier's CVO Credentialing System profile and directs the user to the Confirmation Page; and
- **Cancel** - Returns the user to the Transponder Registration Main Menu Page without modifying the service bureau selection.

Figure 7.2 Service Bureau Selection Page

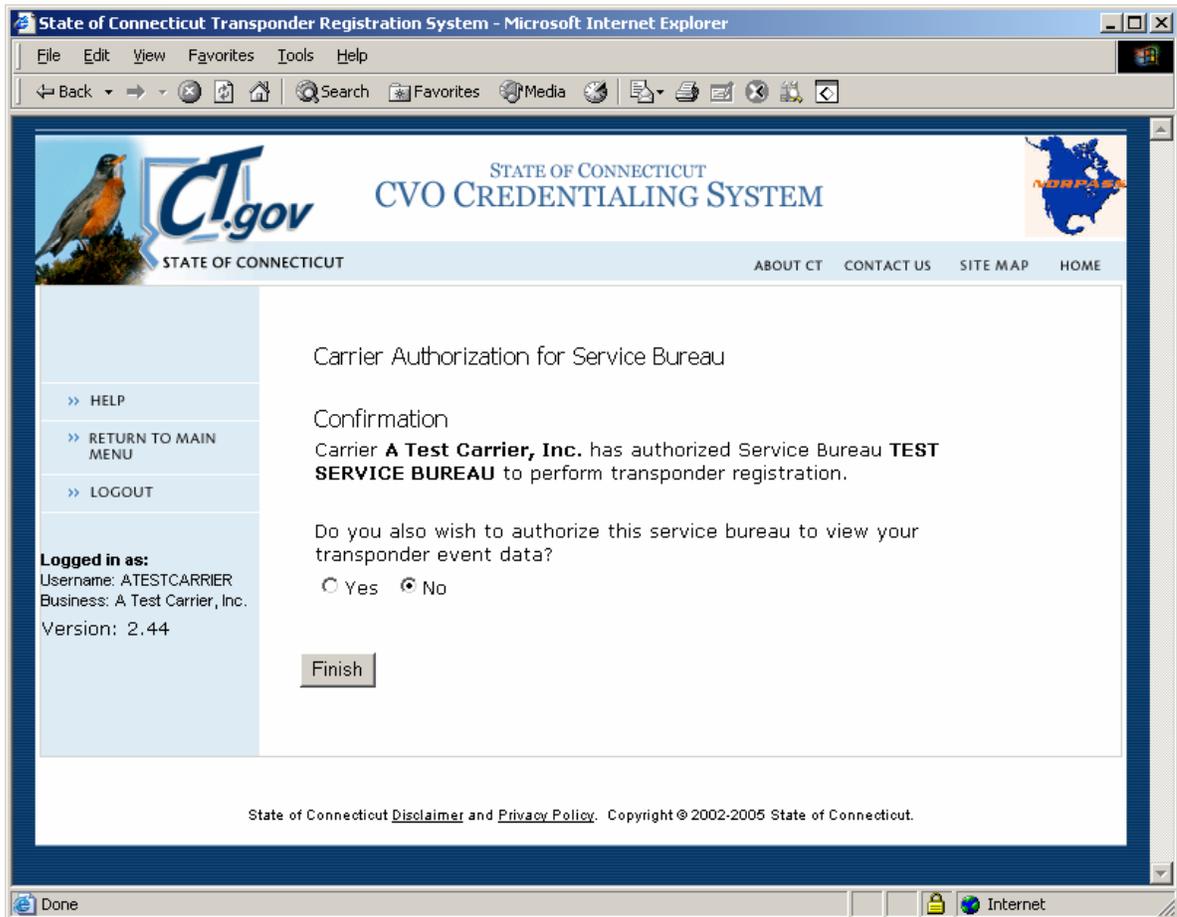


■ 7.2 Carrier Authorization – Confirmation Page

The Confirmation Page is displayed when the user selects the “Submit” button on the Service Bureau Selection Page. This page displays the selected service bureau (or confirms that no service bureau is selected) and asks if the carrier also would like to authorize the service bureau to view the carrier’s transponder event data. Select “Yes” to allow the selected service bureau to run the Transponder Events Report, which lists data recorded at Connecticut weigh stations for transponders registered to the carrier. Select “No” to prevent the service bureau from running the Transponder Events Report for the carrier.

Selecting the “Finish” button on the Confirmation Page saves the event data authorization and returns the user to the Transponder Registration Main Menu. Figure 7.3 illustrates the confirmation page for carrier authorization for a service bureau.

Figure 7.3 Confirmation Page



8.0 Uploading a Batch File

From the Transponder Registration Main Menu Page, a user may select the “Submit a Batch File” hyperlink, as shown in Figure 8.1, to upload batch files containing transponder registration information. This hyperlink transfers the user to the batch file Upload Page.

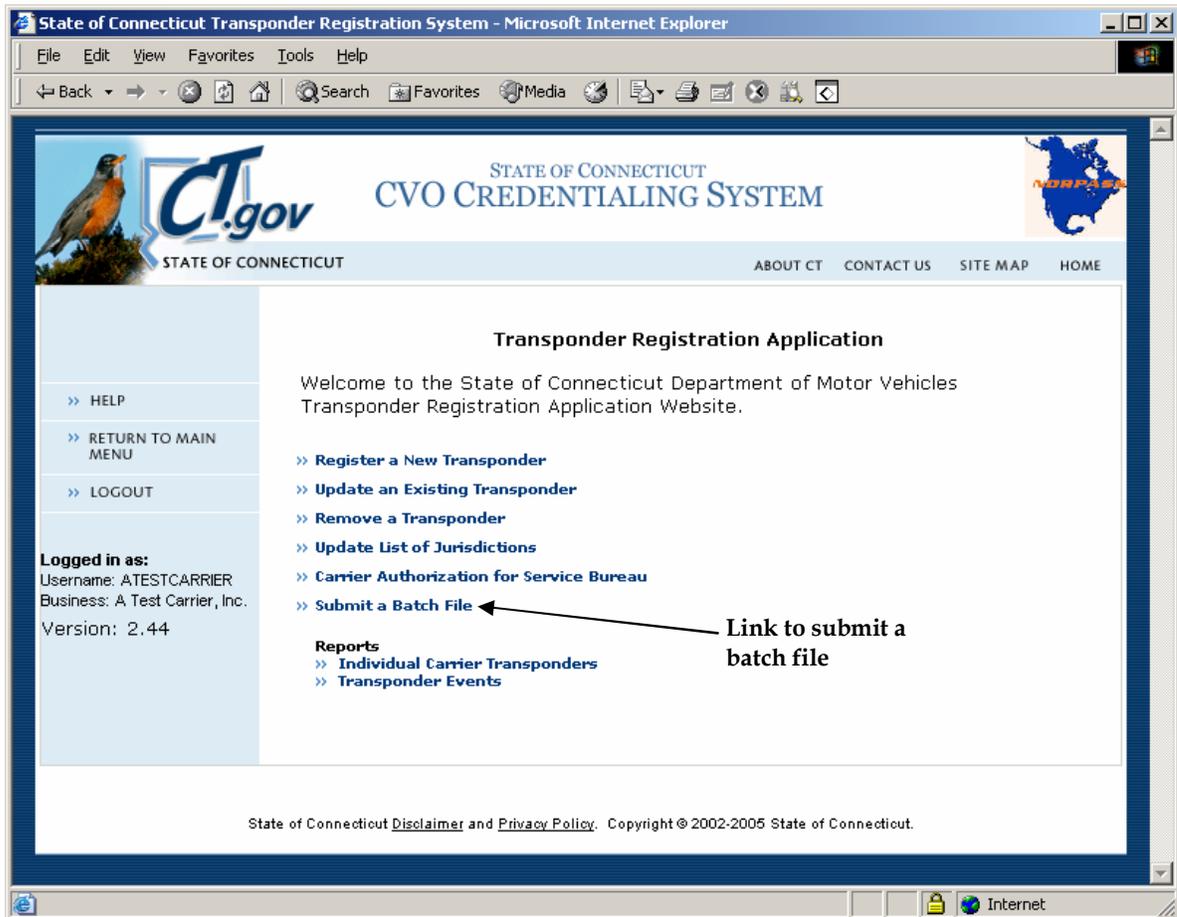
Batch files allow users with a large number of transponders to prepare and transmit the data necessary to registration or update their transponder in a single operation. This process may be used by any carrier or service bureau but is designed primarily for large carriers with their own in-house information technology (IT) departments, who can assist in the creation of the batch file.

The following operations can be performed via a batch file:

- Register new transponders;
- Update existing transponders;
- Remove transponders; and
- Update the List of Jurisdictions to which transponders are sent.

Batch files are text files where the information for each transponder is contained on a single line. Each line consists of a set of values that must be in a specific order, separated by commas and enclosed by double quotes. A batch file may contain any number of records for different transponders but must contain data for only one carrier. The on-line help for the Transponder Registration Web Application contains information about the batch file format, including the list of values that must be provided for each transponder registration operation. Information on the batch file format also is provided in Appendix B of this document.

Figure 8.1 Transponder Main Menu Page

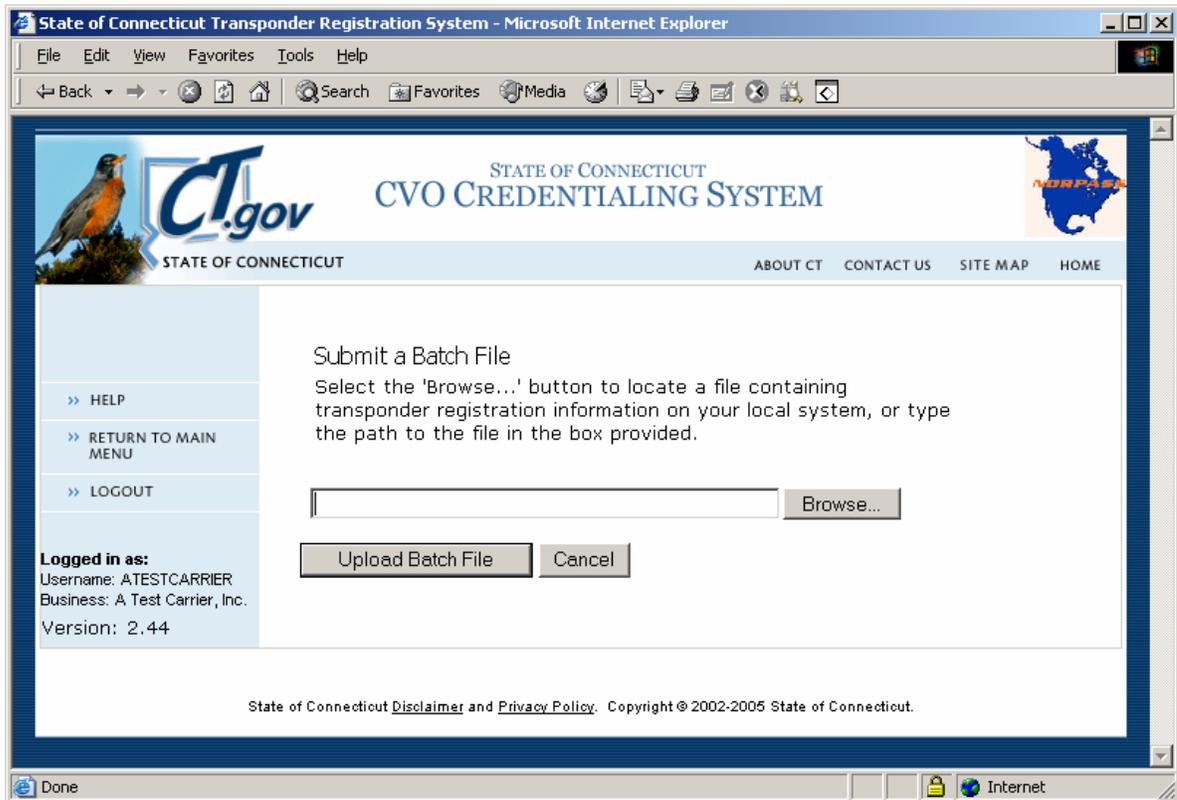


■ 8.1 Batch File Upload – Upload Page

On the batch file Upload Page, shown in Figure 8.2, the user either can enter the fully qualified location and name of the batch file on their local computer system or select the “Browse” button to browse for the batch file to upload. Only one file may be uploaded at a time.

After entering or locating the name of the batch file, the user should select the “Upload Batch File” button. The “Cancel” button will return the user to the Transponder Registration Main Menu Page without performing a batch file upload.

Figure 8.2 Batch File Upload Page



■ 8.2 Batch File Upload - Results Page

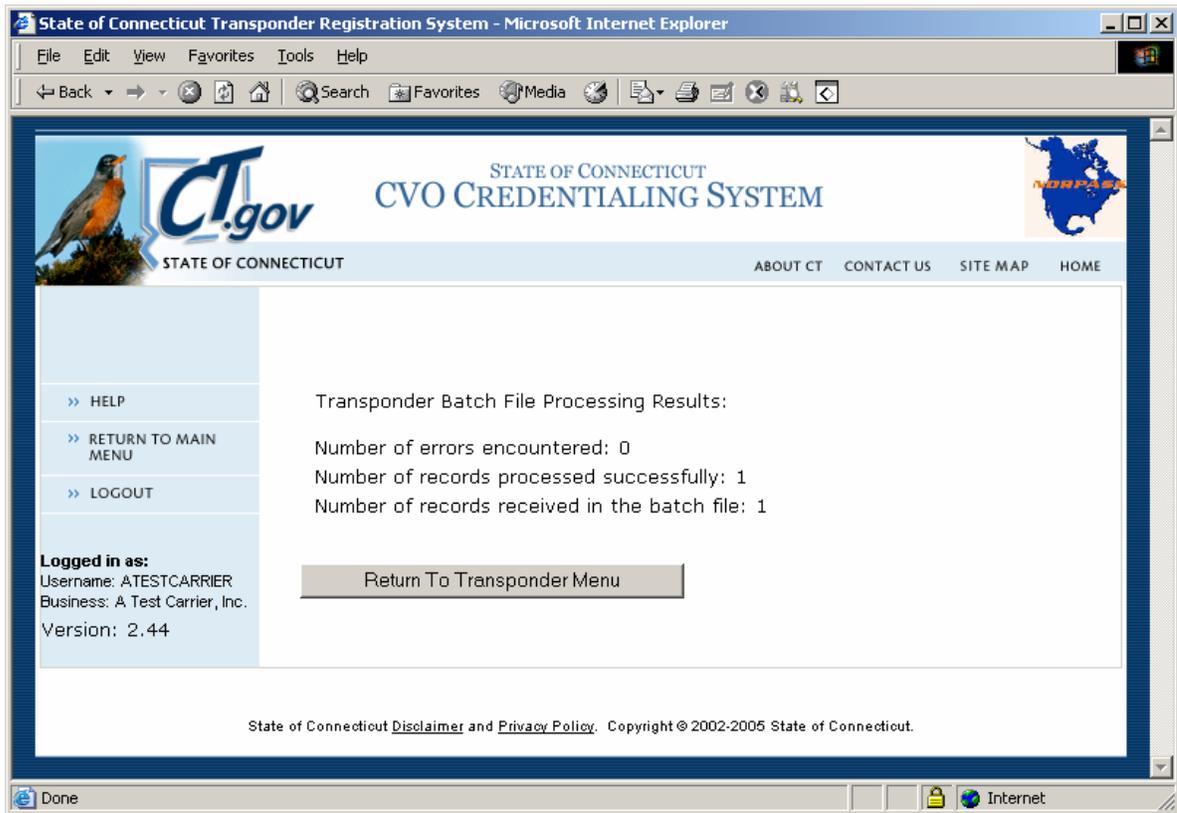
Batch files are processed as soon as they are uploaded. The Results Page shows the results of processing the file. This page displays whether the upload was successful or not. If errors prevented the file from processing, an error message will be displayed. The user should correct the error and attempt to upload the modified batch file.

If any records in the batch file were processed, the Transponder Registration Web Application will display the number of records found, the number of records that were processed successfully and the number of records that were not processed due to errors. Transponders entered or updated via a batch file are subject to the same checks performed on transponders entered using the web forms described in Sections 3.0 and 4.0.

If errors were encountered on some records in the batch file, the system will display a list of the invalid records. For each record, the system will display the record number (i.e., the position of the record in the batch file), the first 50 characters of the record and a message describing the error encountered on that record. Users should correct the records with errors and upload a new batch file containing only those records that were not processed successfully.

Selecting the “Return to Transponder Menu” button redirects the user to the Transponder Registration Main Menu. Figure 8.3 illustrates the Results Page for batch file upload.

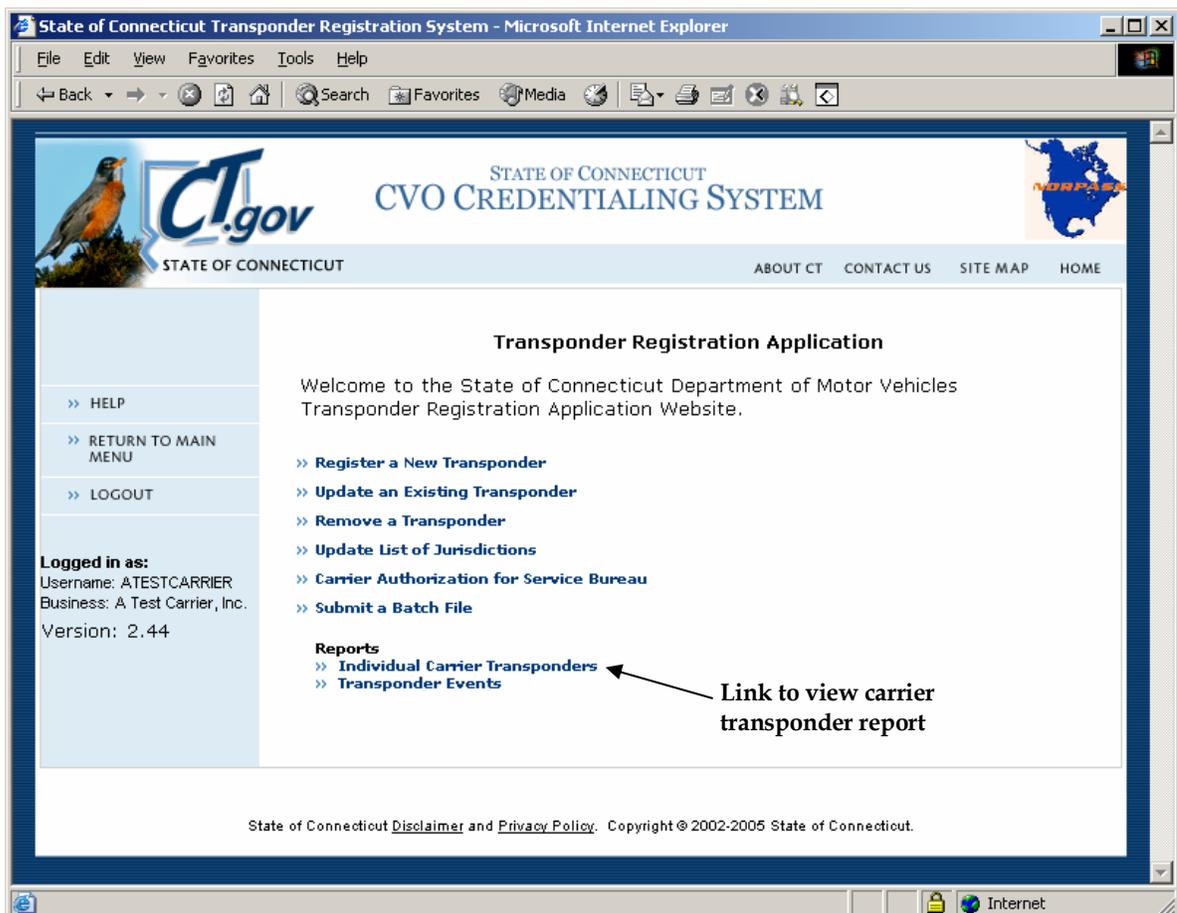
Figure 8.3 Confirmation Page



9.0 Individual Carrier Transponders Report

From the Transponder Registration Main Menu Page, select the “Individual Carrier Transponders” hyperlink under the Reports section, as shown in Figure 9.1, to view all registered transponders for the carrier.

Figure 9.1 Transponder Registration Main Menu Page



■ 9.1 Individual Carrier Transponders Report Page

The Individual Carrier Transponders Report shows the transponder for the current carrier that have been registered using the Connecticut Transponder Registration Web Application. Service bureaus users must select a carrier prior to running this report. Carrier Name and U.S. DOT Number, retrieved from the user's CVO Credentialing System profile, will be displayed on top of the page.

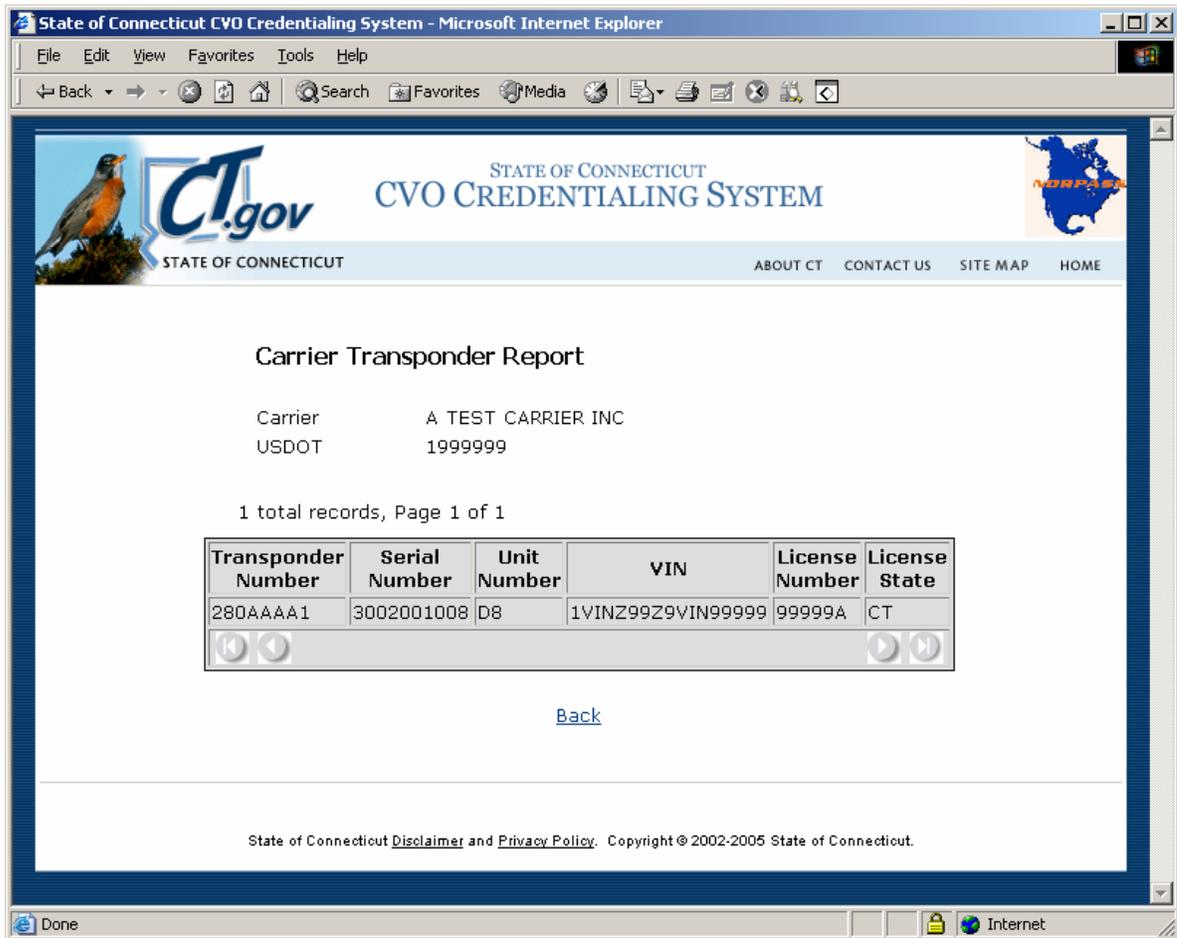
For each transponder, the following information will be displayed in a tabular format:

- Transponder number;
- Transponder serial number;
- Vehicle unit number;
- Vehicle identification number (VIN);
- License plate number; and
- License plate state.

The Individual Carrier Transponders Report will show up to 20 transponders on a single page. There are VCR-style controls at the bottom of the table that allow the user to navigate between the first, previous, next and last pages. These controls are enabled only if the report contains more than one page of information. Each report page may be printed using standard browser functionality.

The "Back" hyperlink at the bottom of the page returns the user to the Transponder Registration Main Menu Page. Figure 9.2 illustrates the Individual Carrier Transponders Report.

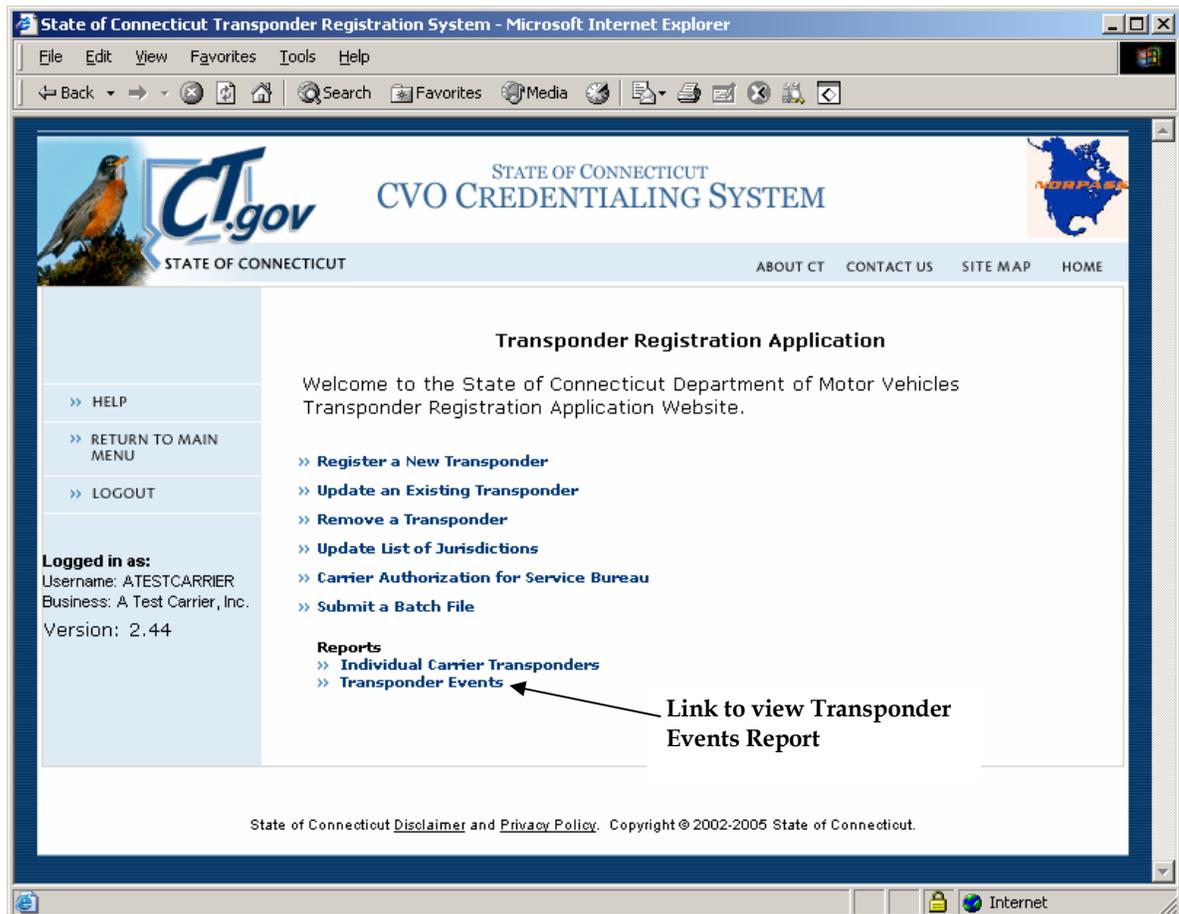
Figure 9.2 Individual Carrier Transponders Report Page



10.0 Transponder Events Report

From the Transponder Registration Main Menu Page, select the “Transponders Events” hyperlink under the Reports section, as shown in Figure 10.1, to view transponder events for the carrier. Carriers who authorize a service bureau to perform transponder operations on their behalf must explicitly grant the service bureau access to this information before the service bureau can run this report for the carrier. See Section 7.2 for additional information.

Figure 10.1 Transponder Registration Main Menu Page



■ 10.1 Transponder Events Report – Date Range Selection

The user must select a location (i.e., Connecticut weigh station) from the location list at the top of the page. At the present time, only one location – the Union Weigh and Inspection Station – is available. Additional locations will be added in the future.

The user also must specify a date range for the report or accept the default dates provided by the system. For reports where the results are displayed on-line (i.e., in the users browser window), the date range is limited to the last seven calendar days. For reports where the results will be downloaded to the users computer, the date range is limited to any 30-day period in the last calendar year.

Figure 10.2 illustrates the Date Range Selection Page.

Figure 10.2 Date Range Selection Page

The screenshot shows a web browser window titled "State of Connecticut CVO Credentialing System - Microsoft Internet Explorer". The page header includes the "CT.gov" logo, the text "STATE OF CONNECTICUT CVO CREDENTIALING SYSTEM", and a navigation menu with "ABOUT CT", "CONTACT US", "SITE MAP", and "HOME".

The main content area is titled "Transponder Events Report". It features a "Select Location" dropdown menu with "Union Weigh and Inspection Station" selected. Below this, there are two sets of date selection controls:

- For viewing the report on-line: "For viewing report on-line choose upto 7 days between August 12, 2005 and August 19, 2005". The start date is set to August 12, 2005, and the end date is set to August 19, 2005.
- For downloading the report: "For downloading report choose upto 30 days between August 19, 2004 and August 19, 2005". The start date is set to July 20, 2005, and the end date is set to August 19, 2005.

At the bottom of the form, there are two buttons: "Get Report On-Line" and "Download Report". A "Back" link is also present. The footer of the page contains the text: "State of Connecticut [Disclaimer](#) and [Privacy Policy](#). Copyright © 2002-2005 State of Connecticut."

From the Date Range Selection Page, the user may:

- Select the “Get Report On-Line” button to display the transponder event information in the browser. The on-line report shows up to 20 events per page. There are VCR-style controls at the bottom of the page that allow the user to move to the first, previous, next and last page in the report;
- Select the “Download Report” button to download a file containing transponder event information to the user’s PC; or
- Select the “Back” hyperlink to return to the Transponder Registration Main Menu Page.

■ 10.2 Transponder Events Report - On-line Report

After the user has specified the location and date range and selected the “Get Report On-Line” button, the following information will be displayed:

- Carrier name;
- U.S. DOT number;
- Vehicle unit number;
- Date and time of transponder event;
- Transponder number;
- Vehicle license plate state and number;
- Vehicle identification number (VIN);
- Recorded vehicle weight; and
- Screening decision.

Figure 10.3 illustrates the On-line Transponder Events Report.

Figure 10.3 On-line Transponder Events Report

Transponder Events Report

Select Location

For viewing report on-line choose upto 7 days between August 12, 2005 and August 19, 2005

Start Date End Date

For downloading report choose upto 30 days between August 19, 2004 and August 19, 2005

Start Date End Date

Carrier A TEST CARRIER INC
USDOT 1999999

4 total records, Page 1 of 1

Unit Number	Date/Time	Transponder Number	License	VIN	Weight	Screening Decision
D8	Aug 16, 2005 11:49:00 AM	280AAAA1	CT 99999A	1VINZ99Z9VIN99999	weight: 28000; class: three axle truck	Bypass
D8	Aug 17, 2005 12:15:00 PM	280AAAA1	CT 99999A	1VINZ99Z9VIN99999	weight: 28000; class: three axle truck	Bypass
D8	Aug 18, 2005 10:21:00 AM	280AAAA1	CT 99999A	1VINZ99Z9VIN99999	weight: 28000; class: three axle truck	Pull-in - Random
D8	Aug 19, 2005 2:34:00 PM	280AAAA1	CT 99999A	1VINZ99Z9VIN99999	weight: 28000; class: three axle truck	Bypass

[Back](#)

■ 10.3 Transponder Events Report – Download Report

After the user has specified the location and date range and selected the “Download Report” button, a File Download dialog is displayed. Users should select the “Save” button and specify the location on their computer when the report results should be saved. The report information will be placed in a text file that the user may view with a tool, such as Microsoft Excel, capable of displaying ASCII comma-separated value information. A download report contains the same information as an on-line report.

Appendix A

*State of Connecticut Electronic Transponder Registration
Enrollment Terms and Conditions*

State of Connecticut Electronic Transponder Registration Enrollment Terms and Conditions

By registering transponders and vehicles with the State of Connecticut Electronic Transponder Registration System, you certify, as a duly authorized official acting on behalf of the legal motor carrier indicated, that the information provided on the application is, to the best of your knowledge and belief, true, correct and complete and agree that each transponder recorded in the Connecticut Electronic Transponder Registration System will be installed and used in accordance with the conditions indicated below:

1. That each enrolled transponder will be installed and used only on the specific vehicle to which it is assigned and recorded here.
2. That each enrolled vehicle shall, when the screening transponder indicates a “go” (green) signal, by-pass an open Connecticut Weigh and Inspection Facility.
3. That each enrolled vehicle shall, in the absence of receiving a “go” (green) signal, pull into an open Connecticut Weigh and Inspection Facility and obey instructions provided.
4. That there is no guarantee that the enrolled vehicle will be allowed to by-pass an open Connecticut Weigh and Inspection Facility since the bypass rate will depend, in part, upon the safety performance of the motor carrier.
5. To immediately report all changes to your motor carrier name, address, phone number, vehicle credentials and any other information provided, including if the transponder has been lost or stolen, to the Connecticut Electronic Transponder Registration System.
6. To keep current and valid all insurance, registration and tax payments for the participating carrier and vehicles since failure to do so will result in pull-in at an open Weigh and Inspection Facility.
7. To register only “Fusion Mark IV” Type transponders in the Transponder Registration System and that the carrier is responsible for registering the transponder with the State, NORPASS, PrePass or any other appropriate entity.
8. That under no circumstances will the State of Connecticut, its officials, employees, contractors or subcontractors have any liability of any kind whatsoever to the motor carrier or any other person arising out of or alleged to arise out of any use of or the inability to use the transponder.

9. That under no circumstances will the State of Connecticut be liable for costs associated with the procurement of electronic screening-related products or services.
10. **PrePass Transponders:** Registrant will not under any circumstances use a PrePass (HELP) transponder in the Connecticut Electronic Transponder Registration System. According to the PrePass License Agreement, HELP supplied transponders are the property of HELP, Inc. and a HELP Customer may use HELP supplied transponders only for the PrePass program or other uses that have been authorized in writing by HELP, Inc. Because there is no way for the State to identify if a transponder within the Connecticut Electronic Screening System has been supplied by HELP, it is the sole responsibility of the carrier to ensure that PrePass transponders are not entered into the Connecticut Transponder Registration System.

Other:

Procurement of Compatible Transponders: The State recommends that the “Fusion Mark IV” Type transponders be obtained from BESTPASS (Tel: (518) 458-9696) or NORPASS (<http://www.norpass.net/>).

Appendix B

Transponder Registration Batch File Format

Transponder Registration Batch File Format

The batch files submitted to the Transponder Registration application must be an ASCII text, comma-separated values files. The content of each field within the file must be enclosed in quotation marks and fields must be separated by commas. These batch files are transmitted through a secure HTTPS upload process. Please do not upload compressed files. Batch files can contain actions for a single carrier only, and are subject to the same checks and restrictions as on-line transactions. There is a limit of 200 records per batch file in order to ensure that the batch can be processed quickly and effectively.

The first field in each record must contain a single letter to denote the type of transaction contained in that record. Allowable values in the first field of each record in a transponder batch file are:

- “A” – Add a new transponder;
- “U” – Update an existing transponder;
- “D” – Delete an existing transponder; and
- “J” – Update the jurisdictions to which transponder information is sent.

The second field in each record must contain the U.S. DOT number associated with the carrier for which the transaction is being performed. Because the batch file may contain transactions only for a single carrier, the values in the second field for all records in a batch file must be identical. This will be verified and the file rejected if this is not true. After the second field, the content of the records will vary by the type of transaction being performed.

Add Transaction

For add (“A”) transactions, the records must contain the following information in the following order:

- “A” – Character, maximum size 1;
- U.S. DOT Number – Numeric, maximum size 20;
- Transponder Number – Character, must contain eight characters with each character in the set 0 to 9 and A to F, the first character must be in the set 0 to 7;
- Transponder Serial Number – Character, maximum size 20;

- IRP Account Number – Character, maximum size 15;
- IRP Base State – Character, size 2, must be a valid state/province abbreviation;
- IFTA Account Number – Character, maximum size 15;
- IFTA Base State – Character, size 2, must be a valid state/province abbreviation;
- Contact Name – Character, maximum size 55;
- Contact Street Address1 – Character, maximum size 256;
- Contact Street Address2 – Character, maximum size 256;
- Contact City – Character, maximum size 90;
- Contact State/Province – Character, size 2, must be a valid state/province abbreviation;
- Contact Zip/Postal Code – Character, maximum size 10, must be a valid zip code or postal code;
- Contact Country – Character, size 2, values = US, CA and MX;
- Contact Phone – Numeric, size 10, must be a valid telephone number, including area code but not including extension, do not include punctuation characters;
- Contact Fax – Numeric, size 10, must be a valid telephone number, including area code but not including extension, do not include punctuation characters;
- Contact E-mail – Character, maximum size 256, must be a valid e-mail address;
- Vehicle Identification Number (VIN) – Character, maximum size 30;
- License Plate Number – Character, maximum size 12;
- License Plate State – Character, size 2, must be a valid state/province abbreviation;
- Vehicle Unit Number – Character, maximum size 20; and
- IRP Registered – Numeric, size 1 (where “1” indicates an IRP-registered vehicle and “0” indicates a vehicle not registered with IRP).

Each field will be checked for data type and size. A record with fields of the wrong data type or a size greater than the maximum size will be rejected. The values for each record should be contained on a single line followed by a carrier return.

Add Transaction example (note: in an actual batch file, these values would be contained on a single line):

"A", "1999999", "01ABCDEF", "1234567890", "9999", "CT", "CT06999999100",
"CT", "Contact Name", "1 Main St", "", "Anytown", "CT", "06666", "US",
"8605551212", "8605553434", "user@carrier.com", "1VINZ99Z9VIN99999",
"99999A", "CT", "UNIT1", "1"

Update Transaction

For update (“U”) transactions, the records must contain the following information in the following order:

- “U”;
- U.S. DOT Number;
- Old Transponder Number;
- Old VIN;
- New Transponder Number;
- New Transponder Serial Number;
- New IRP Account Number;
- New IRP Base State;
- New IFTA Account Number;
- New IFTA Base State;
- New Contact Name;
- New Contact Street Address1;
- New Contact Street Address2;
- New Contact City;
- New Contact State/Province;
- New Contact Zip/Postal Code;
- New Contact Country;
- New Contact Phone;
- New Contact Fax;
- New Contact E-mail;
- New VIN;
- New License Plate Number;
- New License Plate State;
- New Vehicle Unit Number; and
- New IRP Registered.

Data types and maximum sizes for these fields are identical to those for the Add record.

Each field will be checked for data type and size. A record with fields of the wrong data type or a size greater than the maximum size will be rejected. The values for each record should be contained on a single line followed by a carrier return.

Update Transaction example (note: in an actual batch file, these values would be contained on a single line):

```
"U", "1999999", "01ABCDEF", "1VINZ99Z9VIN99999", "01BCDEFA",  
"1234560987", "9999", "CT", "CT06999999100", "CT", "Contact Name",  
"1 Main St", "PO Box 123", "Anytown", "CT", "06666", "US", "8605551212",  
"8605553434", "user@carrier.com", "2VINZ99Z9VIN99999", "88888A", "CT",  
"UNIT2", "1"
```

Delete Transaction

For delete (“D”) transactions, the records must contain the following information in the following order:

- “D”;
- U.S. DOT Number; and
- Transponder Number.

Data types and maximum sizes for these fields are identical to those for the Add record.

Each field will be checked for data type and size. A record with fields of the wrong data type or a size greater than the maximum size will be rejected. The values for each record should be contained on a single line followed by a carrier return.

Delete Transaction example:

```
"D", "1999999", "01BCDEFA"
```

Jurisdiction Transaction

For jurisdiction (“J”) transactions, the records must contain the following information in the following order:

- “J”;
- U.S. DOT Number; and
- A string of two-digit state postal codes (separated by a comma) to which the carrier ‘s transponder information should be sent – character size 300.

Data types and maximum sizes for these fields are identical to those for the Add record.

Each field will be checked for data type and size. A record with fields of the wrong data type or a size greater than the maximum size will be rejected. The values for each record should be contained on a single line followed by a carrier return.

Jurisdiction Transaction example:

```
"J", "1999999", "CT,MA,VT"
```