National Motor Freight Traffic Association, Inc. (NMFTA)™

Standard Carrier Alpha Code™ (SCAC®)

User Manual for Partners

Version 2.0

April 22, 2024

National Motor Freight Traffic Association, Inc. (NMFTA)™ Standard Carrier Alpha Code™ (SCAC®) User Manual for Partners Version 2.0

Designed and developed by National Motor Freight Traffic Association, Inc. (NMFTA).

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National Motor Freight Traffic Association, Inc.
1001 North Fairfax Street
Suite 600 Alexandria, Virginia 22314
Phone: 1.703.838.1810
Fax: 703.683.1094

Customer Service
Email: customerservice@nmfta.org
Phone: 1.866.411.6632

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Preface

This document is intended for NMFTA partners and offers assistance when using the SCAC application.

Customer Support

To contact NMFTA Support:

- By email: customerservice@nmfta.org
- By phone: 1.866.411.6632

When contacting Customer Support, please provide the following:

- Product version and program/module name.
- Functional and technical description of the problem, including business impact.
- Detailed step-by-step instructions to re-create.
- Exact error message received and any associated log files, if applicable.
- Screenshots of each step you take, if applicable.

Documentation Support

Send documentation questions, issues, or update requests to documentation@nmfta.org.

When contacting Documentation Support, please provide the following:

- Document name and version.
- Location of issue or update request, such as page number or topic name.
- Description of the issue or update request.
- Screenshots, if applicable.

Documentation Revision History

Product Version	Date	Description of Change
2.0	April 10, 2023	Initial publication.
2.0	June 15, 2023	Updated the following sections: • Understanding the SCAC Apply & Renew Process • SCAC Life Cycle • Accessing SCAC • SCAC Menus

Product Version	Date	Description of Change
		• Deleting a User • Purchasing & Renewing SCAC Data Products • Managing Code Reservations • Troubleshooting
2.0	August 3, 2023	Updated the following sections: • Verifying a SCAC using SCAC Online • Managing Code Reservations Added the following section: • SCAC Renewal Grace Period
2.0	September 28, 2023	Updated the following sections: • Managing Accounts • Purchasing a SCAC Data Product • Reserving and Activating a Code Immediately • Reserving and Activating Codes Separately Added the following section: • Viewing and Downloading a Data Product's License Agreement • Viewing a Data Product's API Details • Managing SCAC Online Users and Licenses
2.0	November 22, 2023	Updated the following sections: • SCAC Renewal Grace Period • Accessing SCAC • SCAC Menus Added the following sections: • Renewing a SCAC • Checking the Status of a SCAC Application
2.0	December 18, 2023	Updated the following sections: • Checking the Status of a SCAC Application Added the following sections: • Terms of Sale for SCAC
2.0	March 22, 2024	Updated the following sections: • SCAC Life Cycle • Terms of Sale for SCAC • Checking the Status of a SCAC Application • Renewing a SCAC

Product Version	Date	Description of Change
		• Purchasing a SCAC Data Product • Renewing a SCAC Data Product
2.0	April 22, 2024	Updated the following sections: • Verifying a SCAC using SCAC Online • Renewing a SCAC • Purchasing a SCAC Data Product • Contacting Customer Support • Finding Additional Resources Added the following sections: • Managing SCAC Online Users and Licenses • Renewing a SCAC Online Subscription

1 Introduction

The Standard Carrier Alpha Code™ (SCAC®) is a unique two-to-four-letter code used to identify transportation companies. NMFTA developed the SCAC in the mid-1960's to facilitate computerization in the transportation industry.

Trucking companies, freight forwarders, and other companies that get assigned a code are assigned four letter codes. Railroads and bus companies are assigned two-, three- or four-letter codes.

The SCAC application is an online self-service portal that allows for easy management of these codes and other SCAC products.

Understanding the SCAC Apply & Renew Process

Applying for a SCAC is completely automated. Codes are automatically generated and assigned based on the information entered when applying for and purchasing a SCAC. Once the purchase is approved and the SCAC is assigned, codes are easily maintained within the SCAC application.

SCAC Life Cycle

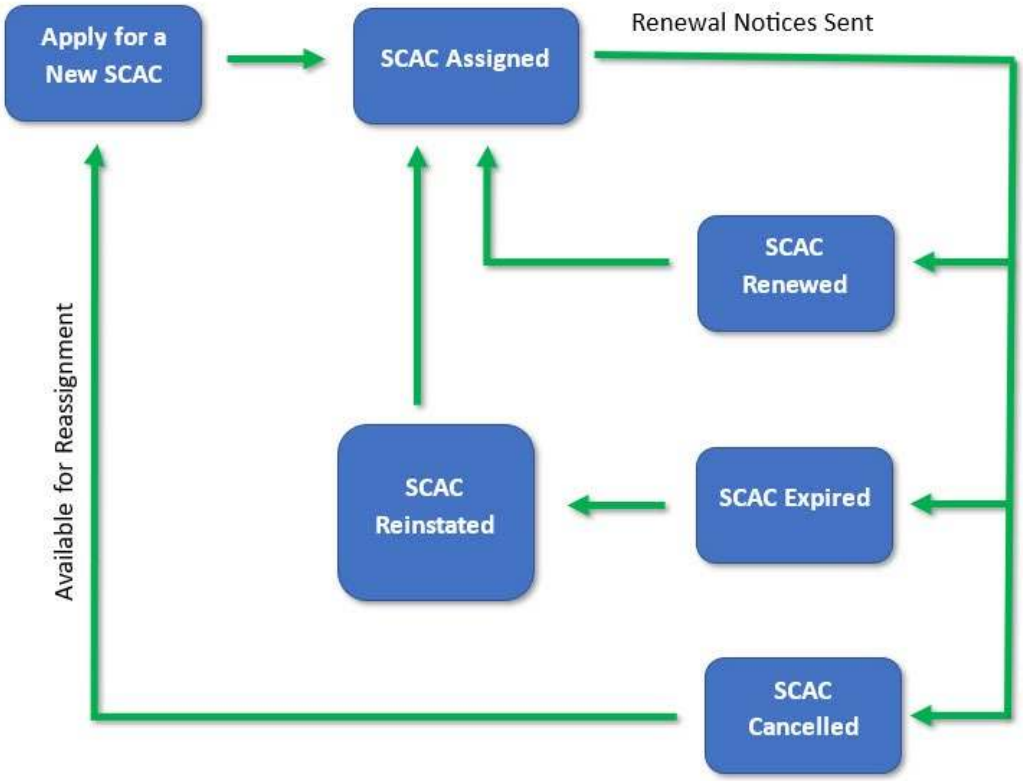
Once a SCAC is assigned, it is valid for one year from the activation date unless otherwise specified.

Renewal notifications are automatically sent out at 90, 60, 30 days prior to a SCAC's expiration date. Renewals are valid for one year from the current expiration date. We do not support multi-year renewals. If payments are not received by the expiration date, then the SCAC is marked as expired unless it falls into our SCAC renewal grace period. See SCAC Renewal Grace Period for more information.

Once a SCAC is cancelled or expired, it can only be reinstated by the company who originally owned the SCAC. However, because NMFTA recycled codes in the past, some codes may be associated with multiple companies. If this situation arises, the code can be reinstated by the first company that contacts us for reinstating.

> **NOTE:**
>
> To have your cancelled or expired SCAC reinstated, please contact customer service. See Contacting Customer Support for more information.

Figure 1-1 SCAC Life Cycle



SCAC Renewal Grace Period

For SCACs that were set to expire by June 30, 2023, a grace period has been added to the SCAC renewal process, extending the ability to renew a SCAC through December 11, 2023. This means that throughout this grace period you will not be penalized a reinstatement fee when you renew.

> **NOTE:**
> If the SCAC is expired, the SCAC's certificate is unavailable during the grace period. You must renew to receive your SCAC certificate.

SCACs that are renewed during the grace period will have a new expiration date of one (1) year from their current expiration date. For example, if the current expiration date is June 30, 2023, but you renew on August 30, 2023, then the new expiration date is June 30, 2024, not August 30, 2024. Remember, the grace period allows for renewal without paying penalty fees, which is why the original expiration date is used.

SCACs that were not renewed during the grace period will be marked as expired on December 11, 2023, after 6 PM EST, and you will need to go through the reinstatement process to recover your SCAC.

Terms of Sale for SCAC

The Terms of Sale for SCAC is available below for reference and can also be found on our website at https://nmfta.org/terms-of-sale/.

SCAC Payment Policy and Fees

- The 2024 SCAC Fees are as follows:

	SCAC Assignment	SCAC Renewal	SCAC Reinstatement
Online	$90*	$85	(# Years Expired x $85) + $10
Phone/Mail	$105*	$95	(# Years Expired x $95) + $10

*The SCAC assignment fee for a container code ending in U is $115.

- For new SCAC applications, payment is due upon submission of the SCAC application.
- For SCAC renewals, payment is due by the SCAC's expiration date.
- For SCAC reinstatement, payment is due at time of reinstatement.
- Payments submitted online at https://scaccode.com are offered at a discounted price compared to those received by phone or mail. See the 2024 SCAC Fees detailed above.

SCAC Renewal & Reinstatement Policy

- All renewals are valid for one (1) year from the current expiration date. Multi-year renewals are not supported.
- Codes that are not renewed by their expiration date are automatically set as expired.
- Codes that have been expired for less than three (3) years can be reinstated.
- Reinstatement fees include the current year renewal fee plus a reinstatement fee, which is based on how long the code has been expired. See SCAC Reinstatement fees detailed above.

SCAC Expiration and Cancellation Policy

- Codes that are not renewed by their expiration date are automatically set as expired.
- Codes that have been expired for less than three (3) years can be reinstated. See the *SCAC Renewal & Reinstatement Policy* above for more information.
- Codes that have been expired for more than three (3) years are automatically made available for reassignment.
- Codes can be cancelled at any time. Contact NMFTA customer service for assistance.

SCAC Refund Policy

- SCAC application fees will be refunded if we find that your company has an active code.

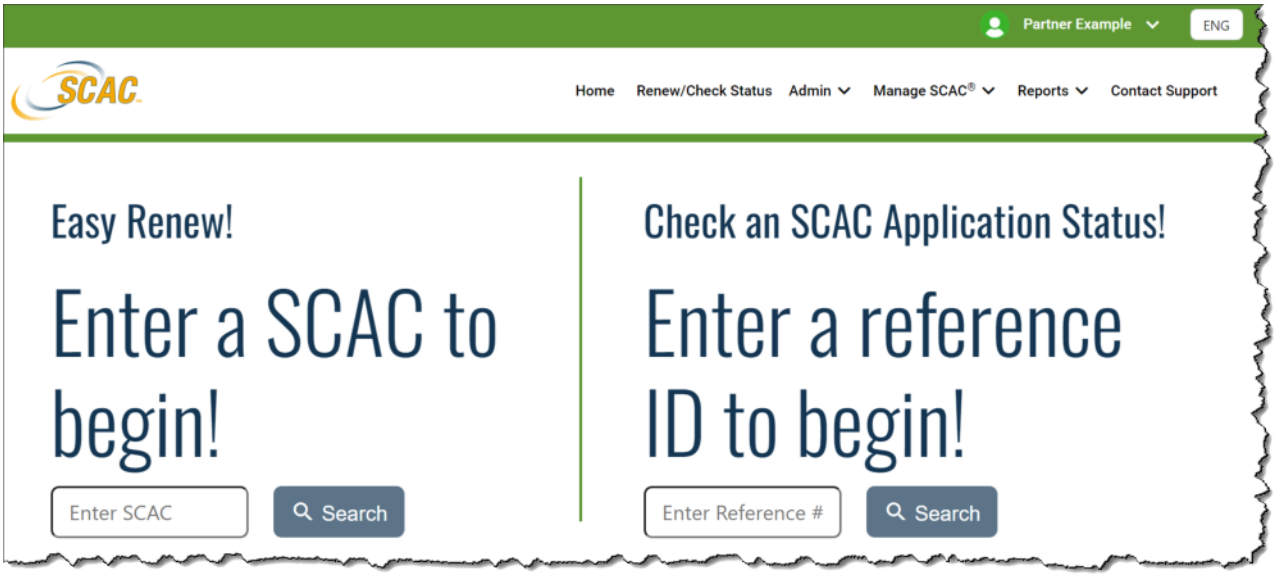
- SCAC application fees will be refunded if we find that your company has an expired/inactive code and instructions will be provided on how to reinstate your existing code.
- No refunds will be made for SCAC renewals.
- No refunds will be made for SCAC cancellations.

2 Accessing SCAC

To access SCAC, use one of the following methods:

- Go to the NMFTA website at https://nmfta.org, click on the SCAC product tile, and then click **SCAC Login**.
- Go directly to the SCAC page on our NMFTA website, https://nmfta.org/scac/, and then click **SCAC Login**.
- Use the **Quick Links** menu from any of our products.
- Go directly to the SCAC landing page: https://scaccode.com

Figure 2-1 SCAC Landing Page



Logging into SCAC

To log into SCAC:

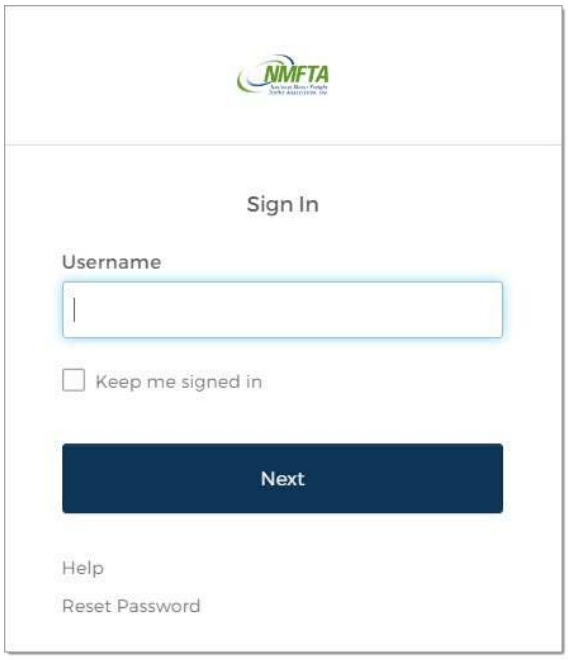
1. Go to https://scaccode.com.
   The SCAC home page opens.

   > **NOTE:**
   > See Accessing SCAC for other methods on accessing the SCAC home page.

2. Click **Login**.
   The Login screen opens.
3. Enter your username and password, and then complete your Okta multi-factor authentication process.

Once logged into SCAC, you are automatically taken to your home page.

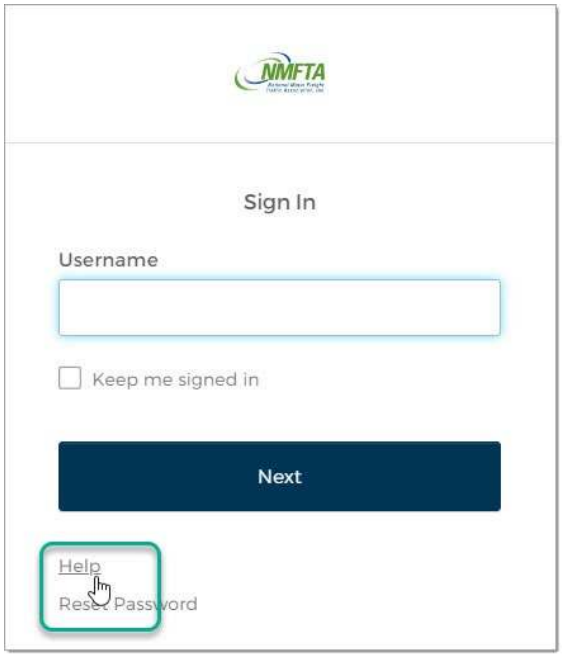
Figure 2-2 SCAC Login Screen



Assistance with Logging into SCAC

For assistance when logging into SCAC, click **Help** at the bottom of the SCAC Login screen to go to the NMFTA support page, which is where you can see details on how to contact support as well as other resources.

Figure 2-3 Help Option on the SCAC Login Screen



Resetting your SCAC Login Password

To reset your password:

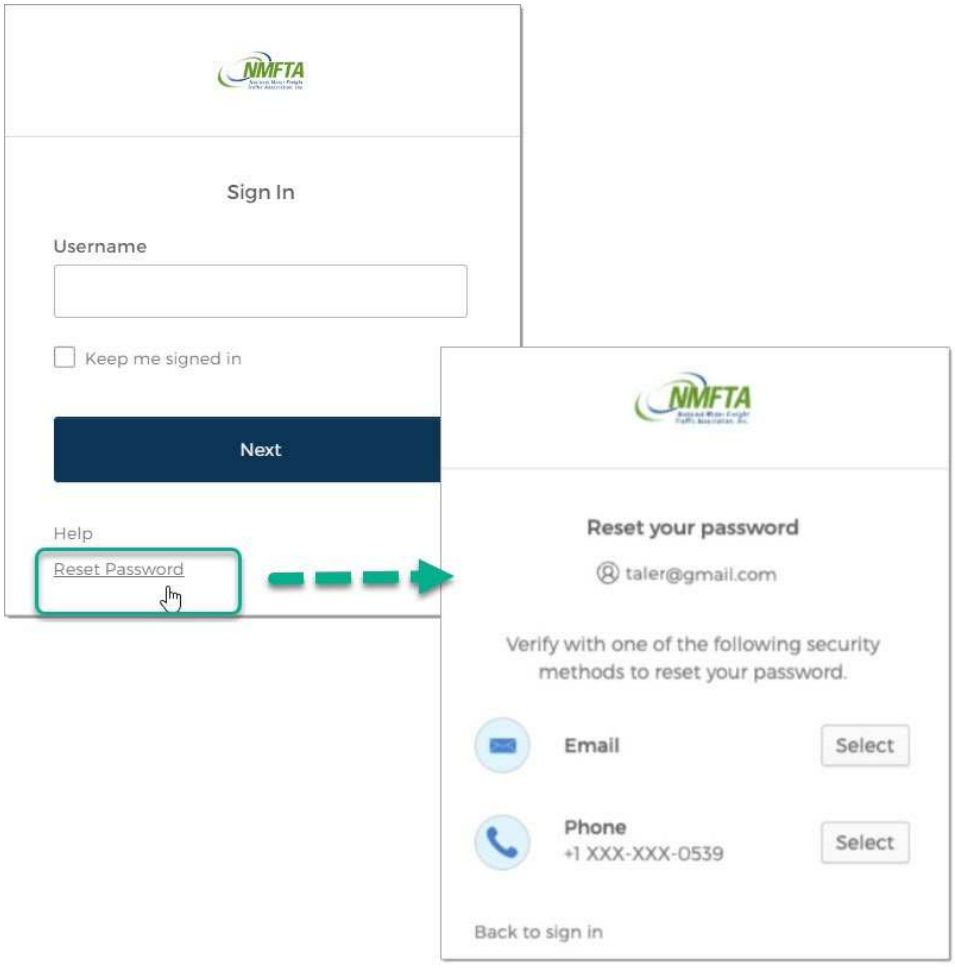
1. Go to https://scaccode.com.
   The SCAC home page opens.

   NOTES:

   See Accessing SCAC for other methods on accessing the SCAC home page.

2. Click **Login**.
   The Login screen opens.
3. Click **Reset Password**, and then click the corresponding **Select** button to verify the request by **Email** or **Phone**.

   Figure 2-4 Resetting your SCAC Login Password

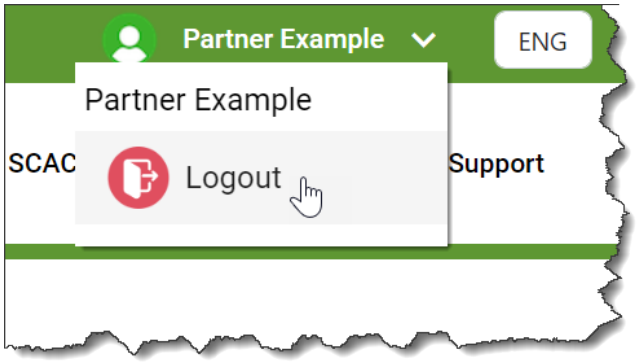


4. If you selected to reset by **Phone**, then enter the verification code sent to your phone.
   If you selected to reset by **Email**, go to your email and open the reset password email, and then click **Reset Password**.
5. Enter and confirm your new password to complete the process.

Logging out of SCAC

To log out of SCAC, click on your name in the upper right corner of the screen, and then click **Logout**.

Figure 2-5 Logout Options

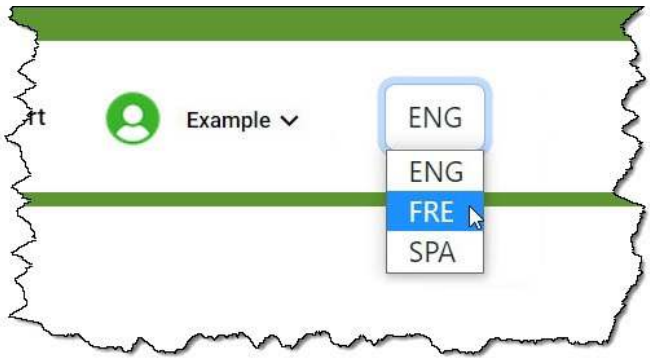


Setting the Application's Language

The SCAC application is available in three languages: English, Spanish, and French.

To set your language, click on the language drop-down in the top right corner of the page and click either **ENG** for English, **FRE** for French, or **SPA** for Spanish.

Figure 2-6 Setting the Application's Language



Accessing Other NMFTA Applications

The **NMFTA Products** option in the footer lets you easily access any other NMFTA product affiliated with your account.

- To open ClassIT (https://classit.nmfta.org), click **ClassIT**.
- To open the NMFTA User Manager (Non-SCAC Users) (https://usermanager.nmfta.org), click **User Manager (Non-SCAC Users)**.

> **NOTE:**
> See Managing Users for more information on managing SCAC users.

- To open SPLC Online (https://splc.nmfta.org), click **SPLC Online**.
- To open the NMFTA Store (https://store.nmfta.org), click **NMFTA Applications**, and then select **Store**.

> **NOTE:**
> The NMFTA Store is used to purchase non-SCAC products. See Purchasing & Renewing SCAC Data Products for more information on purchasing SCAC products.

- To open the NMFTA website (https://nmfta.org), click **NMFTA Home**.

Figure 2-7 NMFTA Applications Option in the Footer

3 SCAC Menus

The SCAC application's main menu is standard across the entire application and is located at the top of each screen.

Figure 3-1 Main Menu with All Available Options

The following menus are available, but vary based on role:

- **Home:** Opens the Home page.
- **Renew/Check Status:** Opens the Renew/Check Status screen, which is where you can quickly renew a SCAC with or without logging into the application or check the status of your SCAC application. See Renewing a SCAC and Checking the Status of a SCAC Application for more information.
- **Admin:** Opens a submenu with the following options:
  - **Manage Accounts:** Opens the Manage Accounts screen, which is where you can view all your accounts. See Managing Accounts for more information.
  - **Manage User:** Opens the Manage Users screen, which is where you can create a new user, edit or delete an existing user, reset a user's password, and view a list of all users affiliated with your account. See Managing Users for more information.
  - **Manage Reservations:** Opens the Manage Reservations screen, which is where you can review and manage reserved codes as well as make a new code reservation. See Managing Code Reservations for more information.
- **Manage SCAC:** Opens a submenu with the following options:
  - **SCAC Online:** Opens the SCAC Online screen, which is where you can search for a SCAC by code, company, MC number, DOT number. See Verifying a SCAC using SCAC Online for more information.

    > **NOTE:**
    > SCAC Online is a subscription service, and this option is not available unless a subscription has been purchased. See Purchasing a SCAC Data Product for more information.

  - **Purchase Data Products:** Opens the SCAC Data Products screen, which is where you can purchase additional SCAC products, such as SCAC Online and SCAC Daily or Quarterly Distribution Services. See Purchasing a SCAC Data Product for more information.
- **Reports:** Opens a submenu with any available reports, if applicable.
- **Contact Support:** Opens the Support page on the NMFTA website, which is where you'll find details on getting support for all NMFTA products. See Contacting Customer Support for more information.

- **Your Name [Role]:** Opens a submenu with the following options:
  - **Logout:** Logs you out of the application. See Logging out of SCAC for more information.

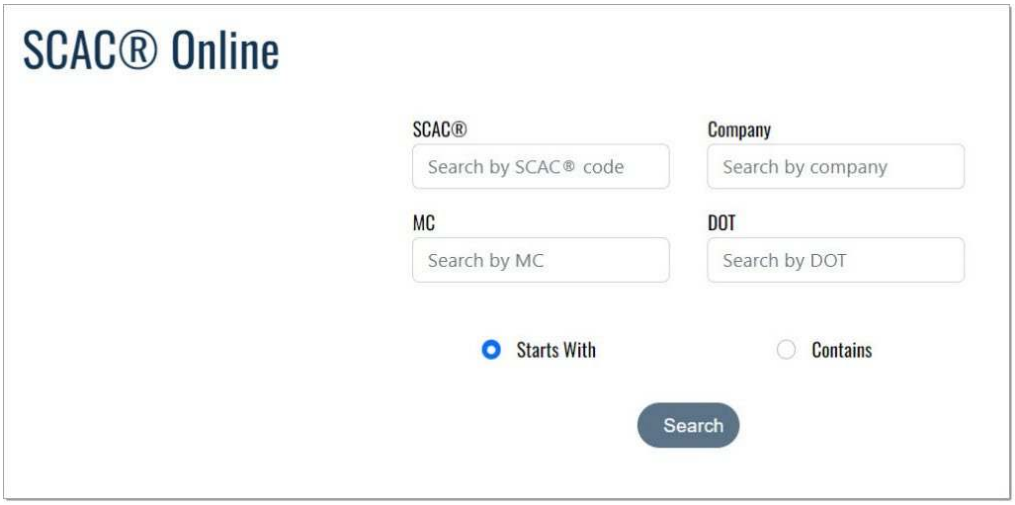
4 Verifying a SCAC using SCAC Online

> **NOTE:**
>
> SCAC Online is a subscription service and can be purchased using the Purchase Data Products form.

To search for a SCAC and verify its information:

1. Click **Manage SCAC**, and then select **SCAC Online**.
   The SCAC Online screen opens.

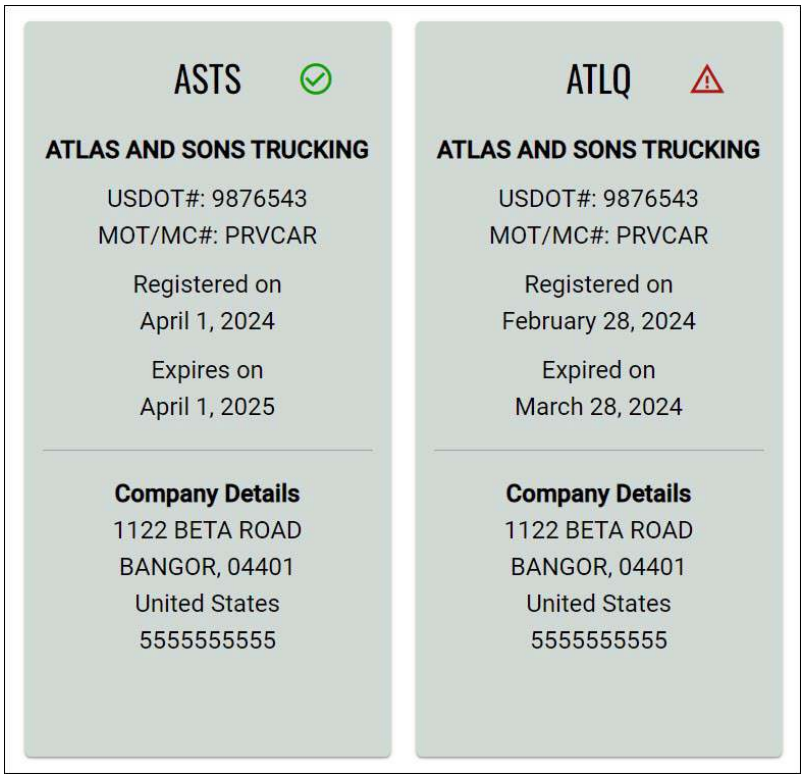
   Figure 4-1 SCAC Online



2. Enter the criteria by which you want to search. You can search by the following:
   - **SCAC:** Use this option to find a specific Standard Carrier Alpha Code (SCAC).
   - **MC:** Use this option to find a SCAC affiliated with a specific MC number.
   - **Company:** Use this option to find a SCAC affiliated with a specific company.
   - **DOT:** Use this option to find a SCAC affiliated with a specific Department of Transportation (DOT) number.
3. Select either **Starts With** or **Contains**. The option you select is applied to all fields.
4. Click **Search**. The SCACs matching your criteria are displayed in alphabetical order.

> **NOTE:**
>
> SCAC information is displayed as a tile. These tiles include the following information affiliated with the SCAC:
>
> - SCAC
> - Expired ⚠ and Active ✓ status icons.
> - Company Name
> - FMCSA information
> - Registration Date
> - Expiration Date
> - Contact Information

Figure 4-2 Company Details Tiles



5 Renewing & Reinstating Expired SCACs

Renewing a SCAC

Once a SCAC is assigned, it is valid for one year from the activation date unless otherwise specified. All renewals are valid for one year from the current expiration date.

SCAC renewals are limited to a 90-day window prior to the SCAC's expiration date. If you try to renew a SCAC from either your Account Profile or Easy Renew before the 90-day window, you will receive a message letting you know that it is not time to renew your SCAC.

> **NOTE:**
> Contact Customer Support for assistance to renew a SCAC outside of the 90-day window. See Contacting Customer Support for more information

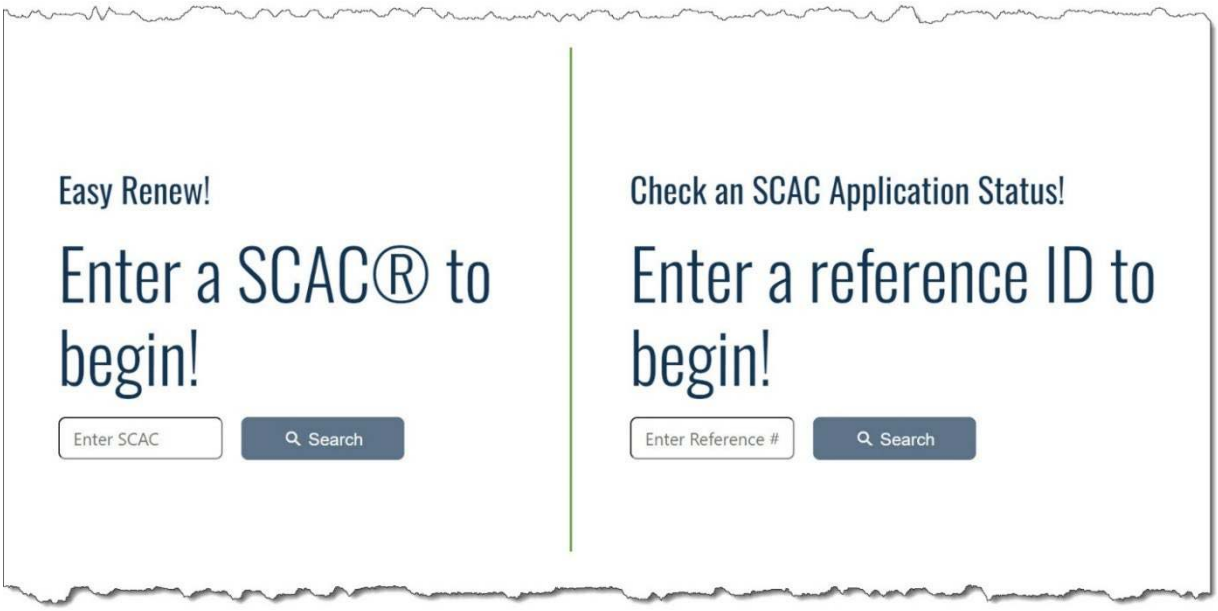
The Easy Renew feature lets you quickly find and renew a SCAC with or without logging into the SCAC application.

> **NOTE:**
> Only NMFTA codes can be renewed using the Easy Renew feature.

To renew a SCAC using Easy Renew:

1. If necessary, click **Renew/Check Status** from the main menu.
   The Renew/Check Status screen opens.

   Figure 5-1 The Renew/Check Status Screen



2. Enter the SCAC you'd like to renew, and then click **Commence Search**.

3. Confirm the SCAC and its information, and then click **Proceed**.
4. Enter a payment method. Accepted forms of payment include:
   – **Credit Card:** Select this option to pay by credit card.
   – **Bank ACH:** Select this option to pay using a bank account.
5. Review the information, and then click **Place Order**.
   The Payment Processing screen is displayed while the payment is processing.

> **NOTE:**
> Once renewed, an email confirmation along with the SCAC certificate is sent to the contact person on the account.

6. The Order Confirmation screen opens informing the applicant that their SCAC certificate will be emailed to them within 1-2 business days unless additional information is needed to complete the application.
   – To download the SCAC certificate, click **Download Certificate (PDF)**.
   – To download the receipt, click **Download Receipt (PDF)**.
   – To email the SCAC certificate, click **Email Certificate**, enter the email recipient(s), and then click **Send Certificate to Recipients**.
   – To email the receipt, click **Email Receipt**, enter the email recipient(s), and then click **Send Receipt to Recipients**.

Figure 5-2 Order Confirmation Screen for a SCAC Renewal

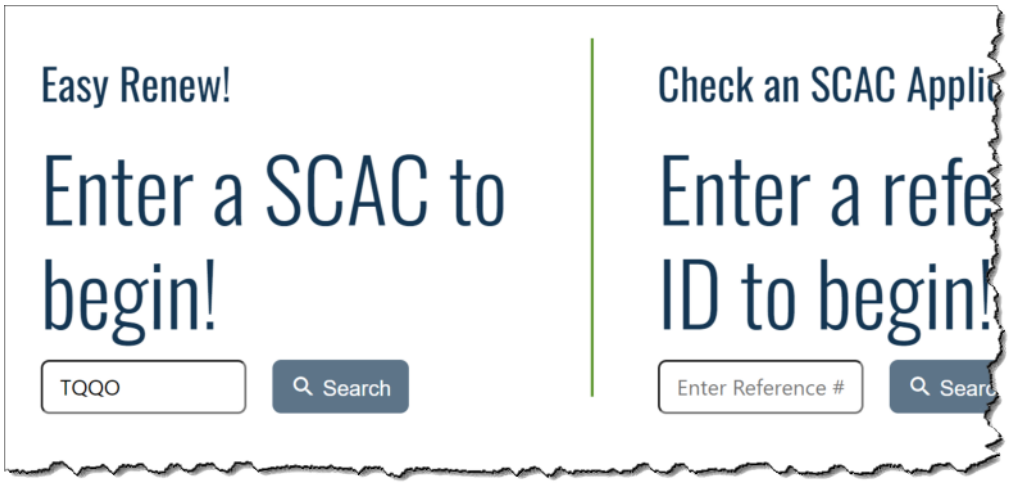
Reinstating an Expired SCAC

You can quickly and easily reinstate an expired SCAC through the Easy Renew feature with or without logging in.

To reinstate a SCAC using Easy Renew:

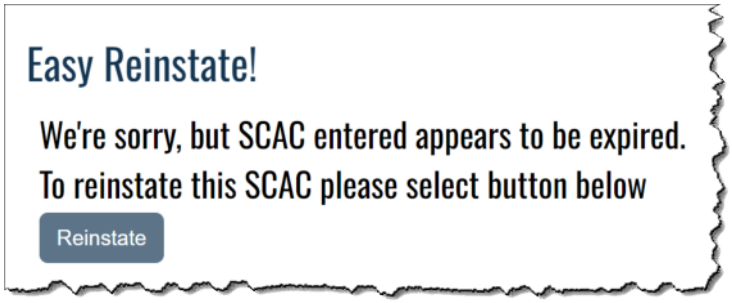
1. Click **Renew/Check Status** from the main menu.
   The Renew/Check Status screen opens.
2. On the Easy Renew, enter the SCAC you'd like to reinstate, and then click **Search**.

Figure 5-3 Reinstate on Easy Renew



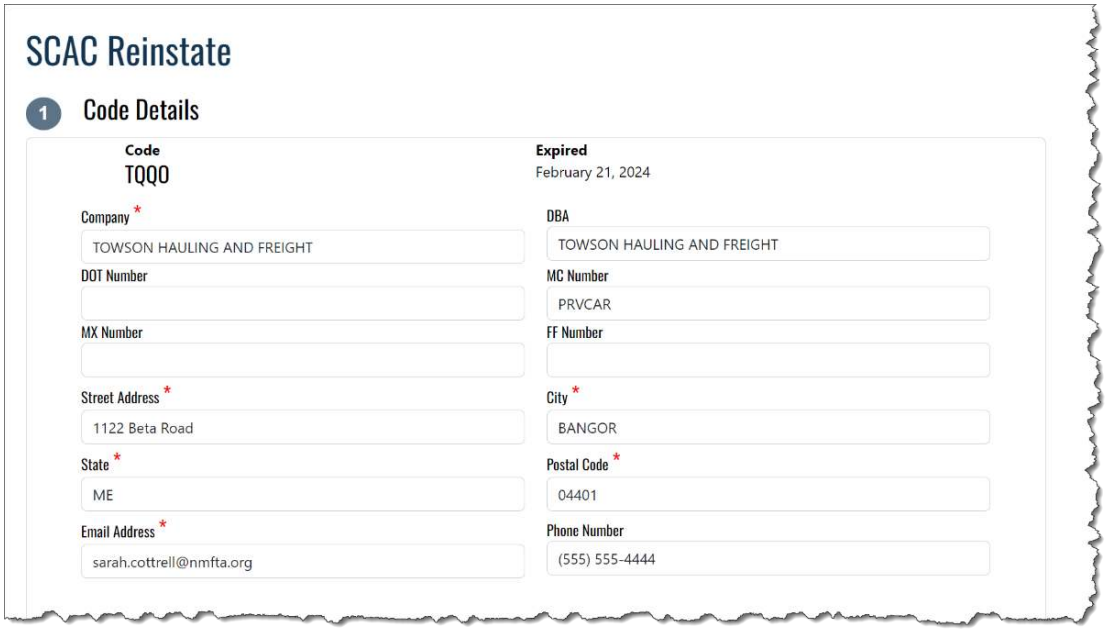
3. If your SCAC is expired, you will see a screen open that says Easy Reinstate! Click **Reinstate**.

Figure 5-4 Easy Reinstate



4. Confirm the SCAC and its information on the Code Details section.

Figure 5-5 Reinstate Code Details



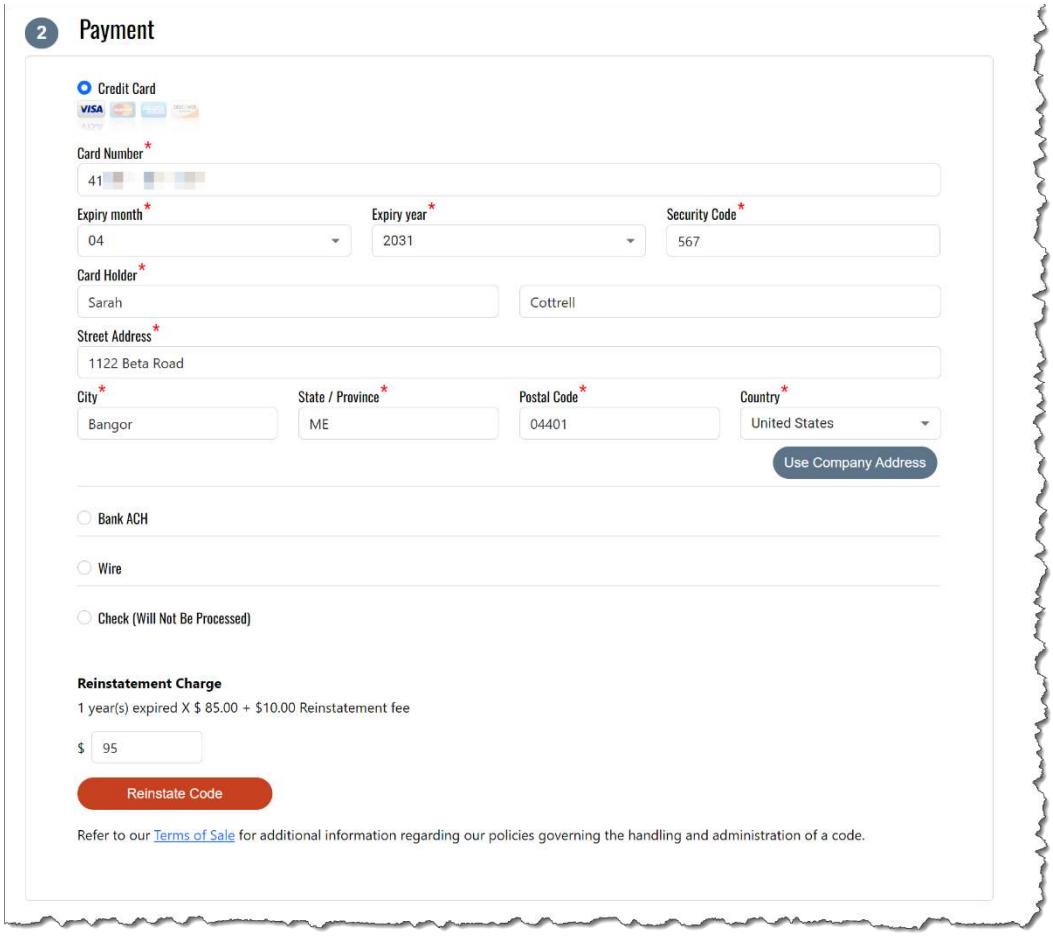
5. Enter a payment method. You can automatically fill in your company address information by clicking the **Use Company Address** button.

   Accepted forms of payment include:

   – **Credit Card:** Select this option to pay by credit card.

   – **Bank ACH:** Select this option to pay using a bank account.

Figure 5-6 Reinstate Payment



6. Review the information, and then click **Reinstate Code**.

   The Payment Processing screen is displayed while the payment is processing.

> **NOTE:**
>
> Once reinstated, an email confirmation along with the SCAC certificate is sent to the contact person on the account.

7. The Order Confirmation screen opens informing that the renewal was successful.

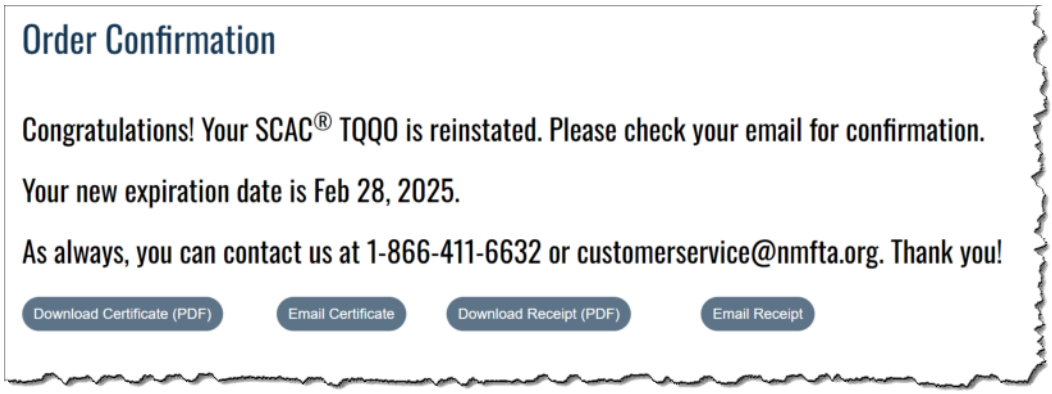
   – To download the SCAC certificate, click **Download Certificate (PDF)**.

   – To download the receipt, click **Download Receipt (PDF)**.

   – To email the SCAC certificate, click **Email Certificate**, enter the email recipient(s), and then click **Send Certificate to Recipients**.

   – To email the receipt, click **Email Receipt**, enter the email recipient(s), and then click **Send Receipt to Recipients**.

Figure 5-7 Order Confirmation

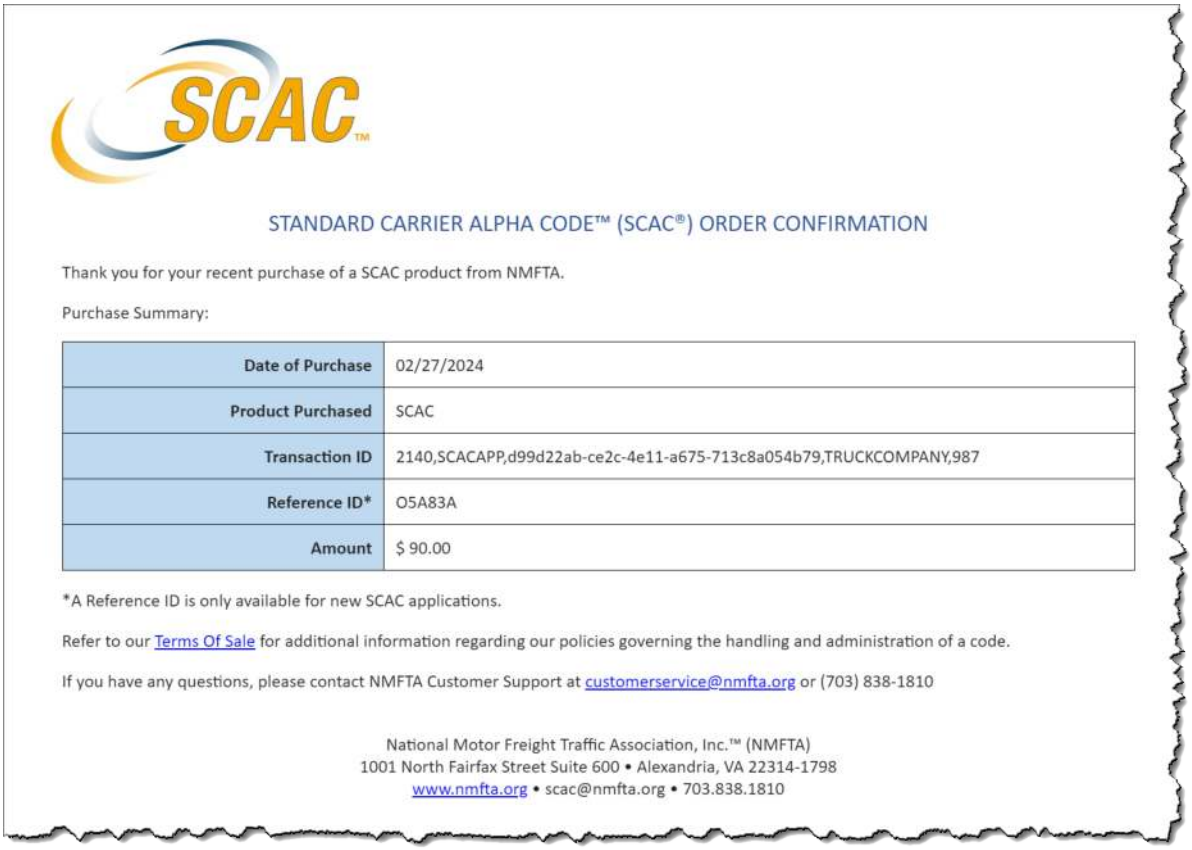


6 Checking the Status of a SCAC Application

You can easily check the status of a SCAC application using the Reference ID found on the receipt or on the Order Confirmation screen displayed after applying for a SCAC.

Figure 6-1 Reference ID on an Order Confirmation Screen

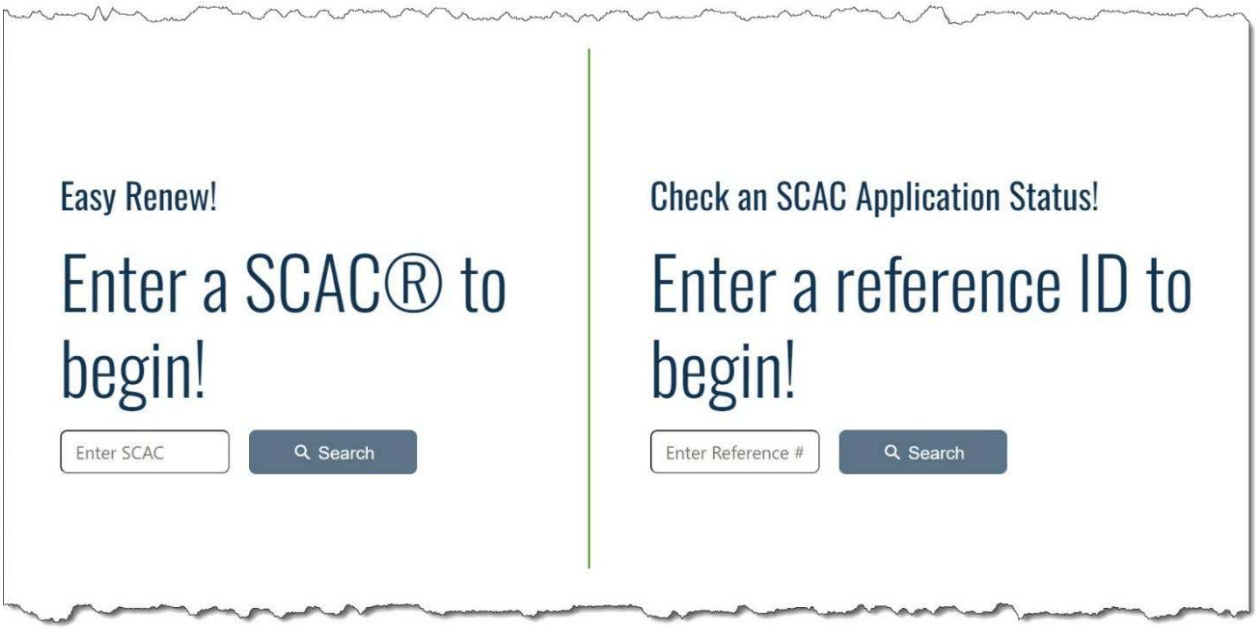
Figure 6-2 Reference ID on a Receipt



To check the status of your SCAC application:

1. Click **Renew/Check Status** from the main menu.
   The Renew/Check Status screen opens.

Figure 6-3 The Renew/Check Status Screen



2. Enter the **Reference ID** in the **Check a SCAC Application Status** section, and then click **Search**.
   The Application Details screen opens with the status of the SCAC application.
3. If the application status is assigned, then the following options are available:
   – **Generate Certificate**: Click to generate and download the SCAC certificate.
   – **Email Certificate**: Click to email the SCAC certificate.

Figure 6-4 SCAC Application Status Details

7 Managing Accounts

The Manage Accounts screen gives you direct access to all your accounts and their account profiles, making it easy to view all SCACs and data products associated with an account. From this screen, you can:

- View SCACs, data product subscriptions, and their details, including their status and expiration date.
- View and download a data product's license agreement.
- View a data product's API details, if applicable.
- View and manage user licenses for SCAC Online subscriptions.

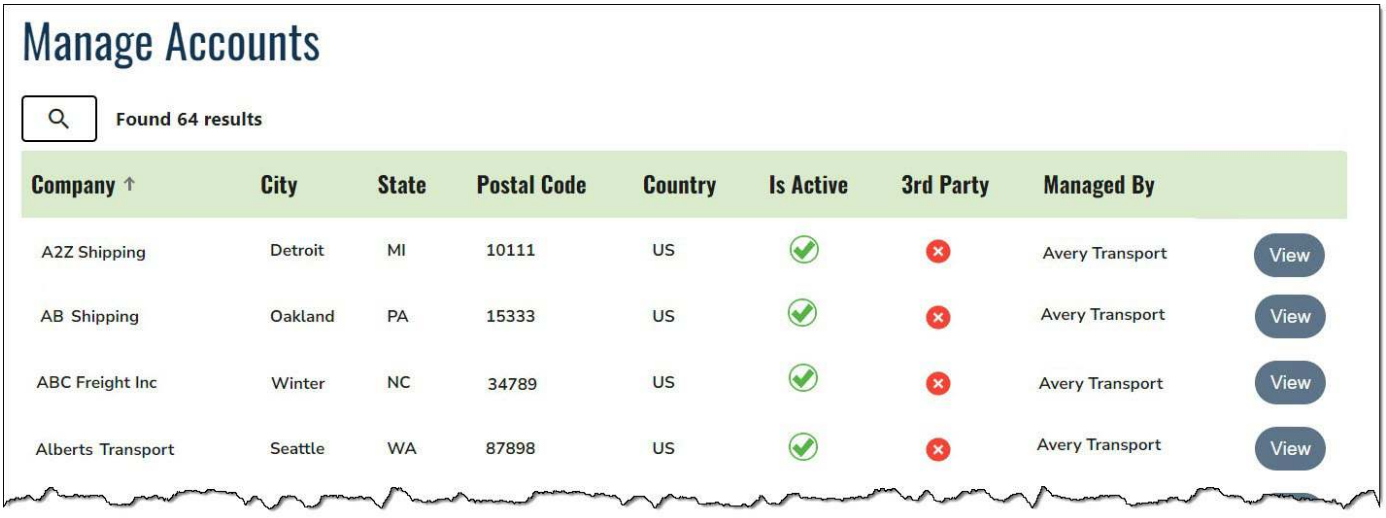
> **NOTE:**
> For assistance with canceling a SCAC or reinstating an expired one, contact customer service.

Viewing Account Details

To view a list of accounts and their details:

1. Click **Admin**, and then select **Manage Accounts**.
   The Manage Accounts screen opens.

Figure 7-1 The Manage Accounts Screen



2. Click the **View** button associated with the account you'd like to view.
   The Account Profile screen opens.

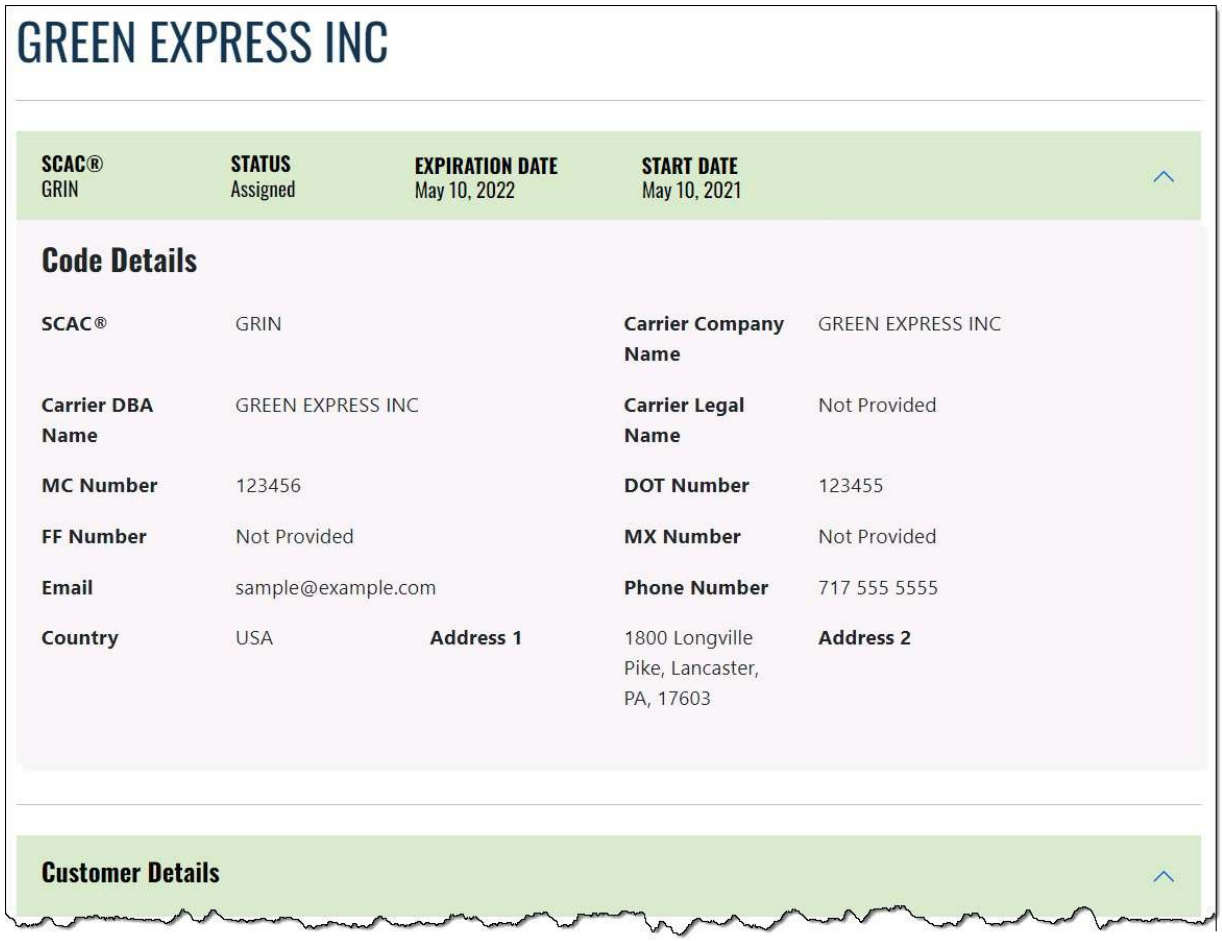
> **NOTE:**
> NMFTA participants have a green **P** next to the company name.

Figure 7-2 Account Profile Screen

3. Click on any of the section headers to expand and view that section's information. For example, to view the account's SCAC and its details, click on the header for the SCAC whose information you'd like to see.

> **NOTE:**
>
> If the account is subscribed to a data product, the **Data Product** section is also available. If applicable, see Renewing a SCAC Data Product for more information.

Figure 7-3 Expanded SCAC Section

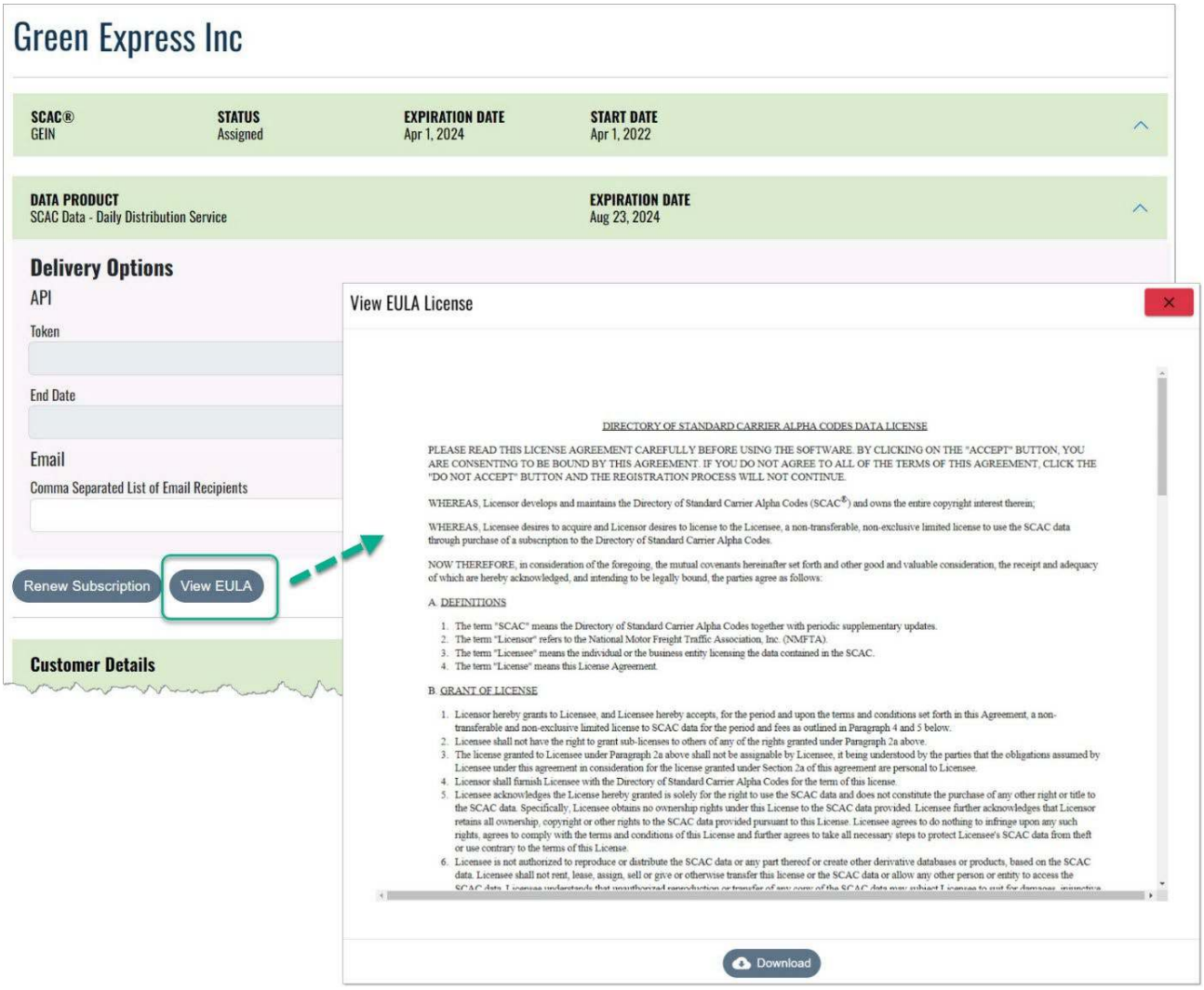


Viewing and Downloading a Data Product's License Agreement

To view and download a data product's end user license agreement (EULA):

1. Click **Admin**, and then select **Manage Accounts**.
   The Manage Accounts screen opens.
2. Click the **View** button associated with the account you'd like to view.
   The Account Profile screen opens.
3. Click on the **Data Product** header to expand and view the details for that data product.
4. Click the **View EULA** button.
   The View EULA License screen opens.
5. Click **Download** to download a PDF of the license agreement.

Figure 7-4 Viewing and Downloading a License Agreement

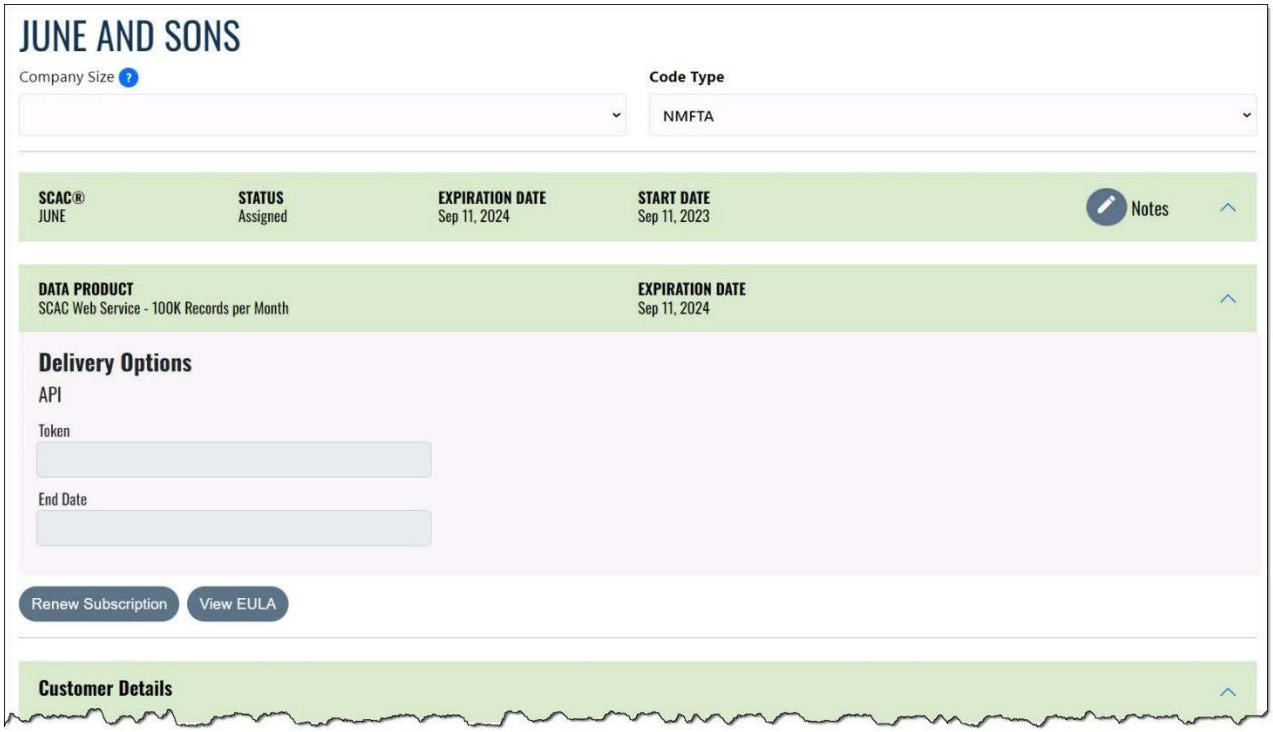


Viewing a Data Product's API Details

To view the API token and end date for a data product's subscription:

1. Click **Admin**, and then select **Manage Accounts**.
   The Manage Accounts screen opens.
2. Click the **View** button associated with the account you'd like to view.
   The Account Profile screen opens.
3. Click on the **Data Product** header for the data distribution service.
   The API Token and End Date details are displayed as read-only.

Figure 7-5 Viewing a Data Product's API Details



Managing SCAC Online Users and Licenses

To manage the users and licenses affiliated with SCAC Online:

1. Go to your Account Profile.
2. Click on the **Data Product** header for the SCAC Online subscription, then click **Manage Users**.
   The Assign SCAC Online Users screen opens.

> **NOTES:**
> - Existing users are listed in the **Your Company's Users** section.
> - The company's total number of licenses is listed in the **Users Assigned to SCAC Online** section.

Figure 7-6 Managing SCAC Online Users and Licenses

3. To add a user:
   a. Enter the **First Name**, **Last Name**, **Email**, and **Job Title** for the user you'd like to create and affiliate with the company.
   b. Click **Create User**.
   c. Continue adding users as necessary.
4. Click the **Add User to Licenses** button associated with the user you'd like to affiliate with a license.
5. If you'd like to unassign a license and make it available for someone else, click the **Remove User License** button associated with the user and license you'd like to unassign.
6. Click the **Close** (**X**) icon to return to the Account Profile screen.

8 Managing Users

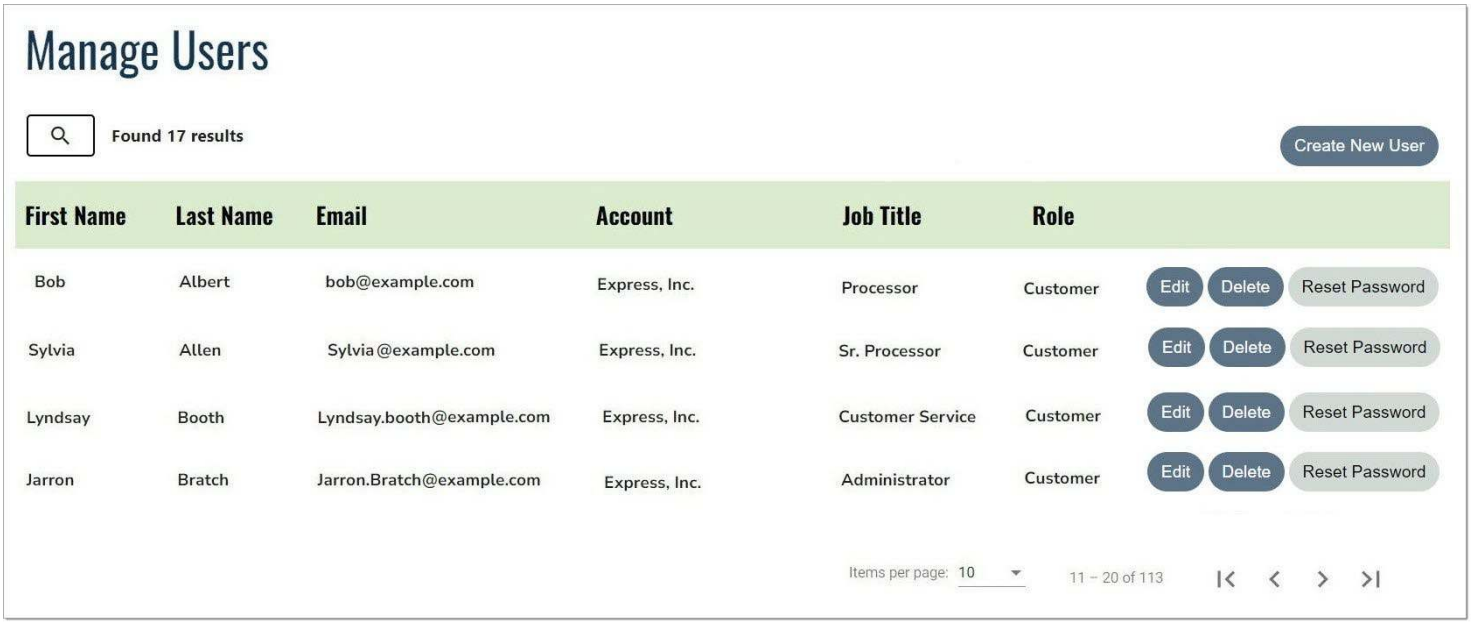
The Manage Users screen makes it easy for you to add a new user, edit an existing user, remove unused users, and reset user's passwords, helping keep the accounts you manage current.

Adding a New User

To add a new user:

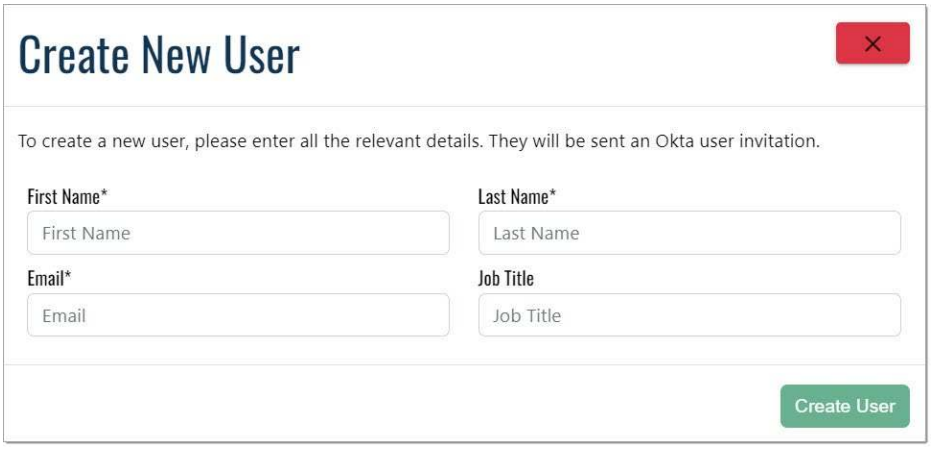
1. Click **Admin**, and then select **Manage Users**.
   The Manage Users screen opens.

Figure 8-1 Manage Users Screen



2. Click **Create New User**.
   The Create New User screen opens.

Figure 8-2 Create New User Screen



3. Enter the user's **First Name** and **Last Name**. Both are required.
4. Enter the user's **Email**. This is required and will be the email address used for all NMFTA communications unless otherwise specified.
5. Enter the user's **Job Title**.
6. Enter the **Company** or start typing and select from the list of results.
7. Click **Create User**, and then click **OK** to confirm.

   The user will receive an invitation from Okta outlining how to activate their new account.

TIPS:

If the user does not see the Okta invite in their Inbox, have them do the following:

- Check their Spam/Junk folder.
- Check with their IT department to make sure the invitation wasn't blocked by their filters.
- Check with their IT department to make sure NMFTA.org isn't on their whitelist.

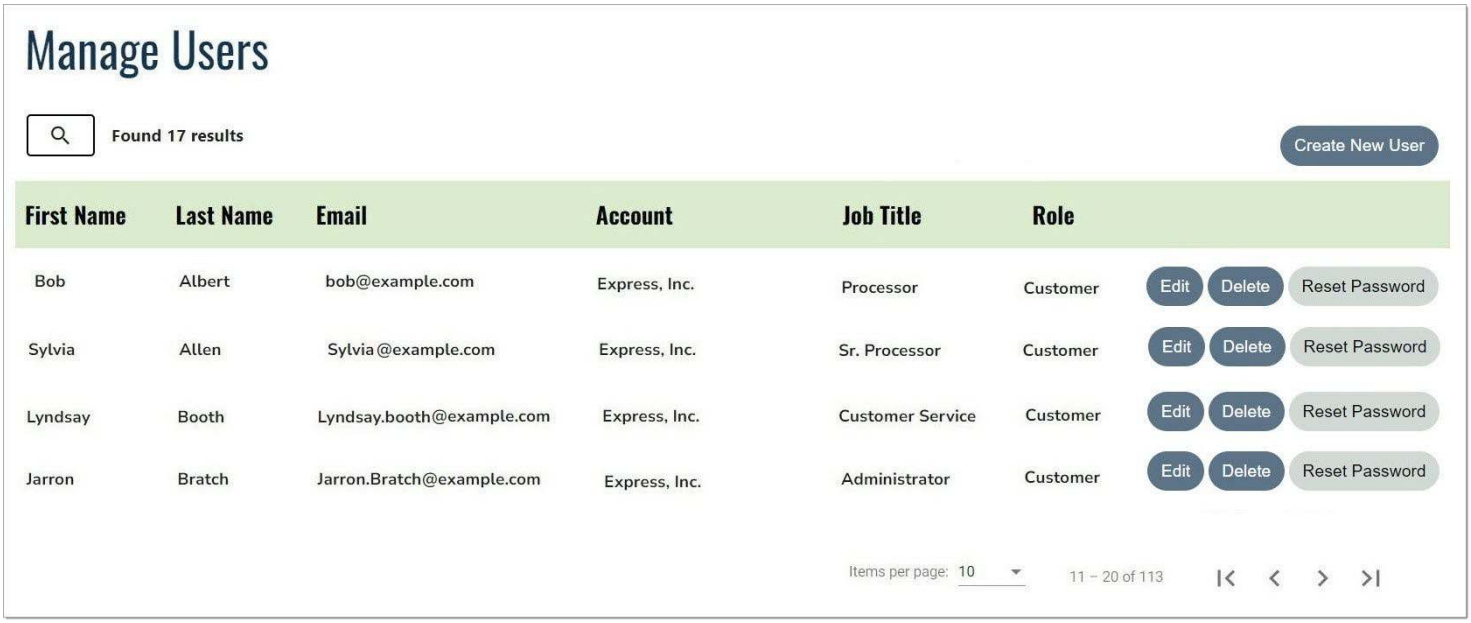
Editing User Details

To edit an existing user:

1. Click **Admin**, and then select **Manage Users**.

   The Manage Users screen opens.

Figure 8-3 Manage Users Screen



2. Click the **Edit** button associated with the user you'd like to update.

   The Edit User screen opens.

Figure 8-4 Edit User Screen

3. Update the user's information, as needed. The following fields can be edited:
   - **First Name**
   - **Last Name**
   - **Email**
   - **Job Title**
4. Click the **Update User** button to save the changes.

Deleting a User

To delete a user:

1. Click **Admin**, and then select **Manage Users**.
   The Manage Users screen opens.

Figure 8-5 Manage Users Screen

2. Click the **Delete** button associated with user you'd like to delete.

3. Click **OK** to confirm the deletion.
   Once deleted, the user's account is removed from the system database; however, it is not removed from Okta in order to preserve access to other NMFTA products.

Resetting a User's Password

To reset a user's password:

1. Click **Admin**, and then select **Manage Users**.
   The Manage Users screen opens.

Figure 8-6 Manage Users Screen

2. Click the **Reset Password** button associated with the user whose password you'd like to reset.
3. Click **OK** to confirm the reset, and then click **OK** to acknowledge that the reset password notification has been sent.
4. Notify the user that their password has been reset and that they should follow the instructions in the reset password notification email they received.

9 Purchasing & Renewing SCAC Data Products

Additional data products can be purchased to assist with your business processes and tracking systems as well as working with shippers and government regulatory agencies. These products include:

- SCAC Online

  SCAC Online is the web-based tool that provides you with the most up to date SCAC® information. Once you log in, you can search the entire SCAC database that is updated on a real-time basis. SCAC Online allows for: (1) Easy look-up by SCAC, MC Number, USDOT Number, and Company Name; (2) Displays both active and inactive SCACs; (3) Contains user-friendly search functions; and (4) Provides an annual subscription based on the number of users. The Standard Carrier Alpha Code™ (SCAC®) is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Web Service – 100K Records Per Month

  SCAC Web Service allows subscribers to incorporate SCAC search and information retrieval functionality directly into their computer systems via our powerful and reliable search engine. SCAC Web Service is based on the SOAP 1.1 standard using standard XML delivered over HTTPS. SCAC Web Service is licensed on an annual subscription. This product allows up to 100,000 records per month. The material in products containing the Standard Carrier Alpha Code™ (SCAC®) assigned by NMFTA is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Web Service – 1000K Records Per Month

  SCAC Web Service allows subscribers to incorporate SCAC search and information retrieval functionality directly into their computer systems via our powerful and reliable search engine. SCAC Web Service is based on the SOAP 1.1 standard using standard XML delivered over HTTPS. SCAC Web Service is licensed on an annual subscription. This product allows up to 1,000,000 records per month. The material in products containing the Standard Carrier Alpha Code™ (SCAC®) assigned by NMFTA is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Web Service – 25K Records Per Month

  SCAC Web Service allows subscribers to incorporate SCAC search and information retrieval functionality directly into their computer systems via our powerful and reliable search engine. SCAC Web Service is based on the SOAP 1.1 standard using standard XML delivered over HTTPS. SCAC Web Service is licensed on an annual

subscription. This product allows up to 25,000 records per month. The material in products containing the Standard Carrier Alpha Code™ (SCAC®) assigned by NMFTA is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Data – Daily Distribution Service

  The SCAC Data Daily Distribution Service is a daily distribution of Standard Carrier Alpha Codes in ASCII format. Each daily file contains those SCACs added, cancelled, and changed as of 7:00 PM Eastern Time of the present day. The Standard Carrier Alpha Code™ (SCAC®) is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

- SCAC Data – Quarterly Distribution Service

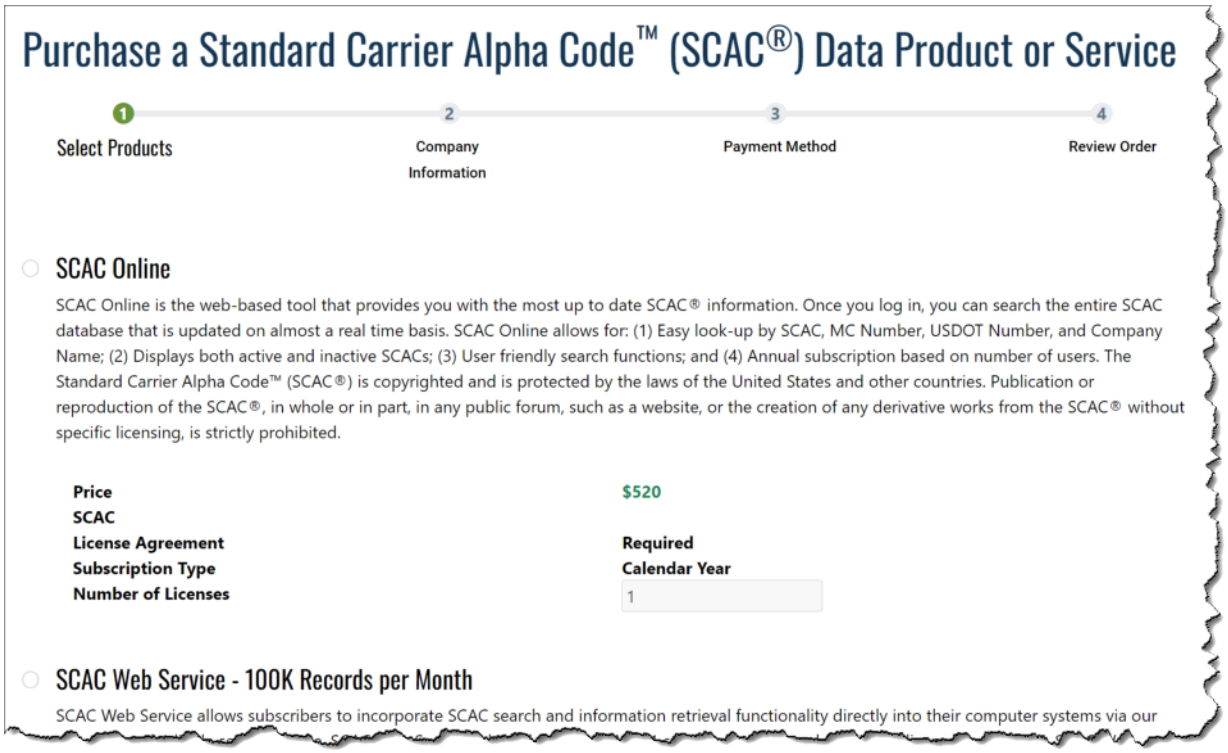
  The SCAC Data Quarterly Distribution Service contains ASCII files listing transportation-providing firms and their unique Standard Carrier Alpha Codes. Also included are special alpha codes specifically designed to identify privately owned railroad cars, freight containers, and intermodal chassis and trailers. Each Data set contains a master file containing all active SCACs, a supplement file containing those SCACs added, cancelled, and changed since the last quarter and a file containing the record layout. The Standard Carrier Alpha Code™ (SCAC®) is copyrighted and is protected by the laws of the United States and other countries. Publication or reproduction of the SCAC®, in whole or in part, in any public forum, such as a website, or the creation of any derivative works from the SCAC® without specific licensing, is strictly prohibited.

Purchasing a SCAC Data Product

To purchase additional SCAC data products:

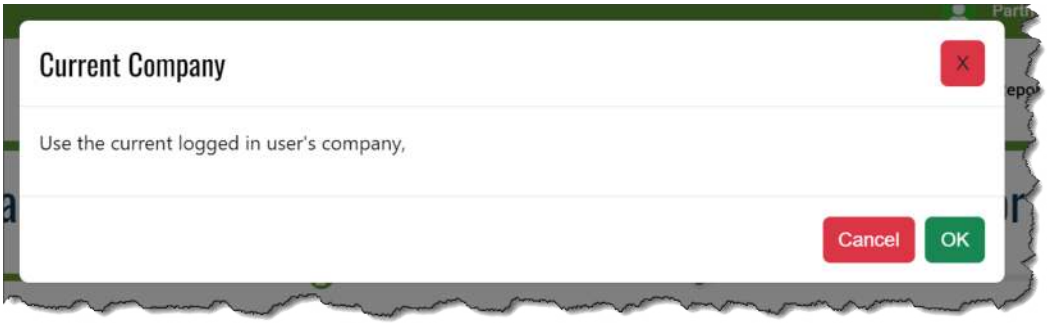
1. Check the box next to the product(s) you'd like to purchase.
2. If logged in, a Data Products Purchased pop-up will open showing previously purchased Data Products and an option to **Renew**, if applicable. Click **OK** to return to the form.
3. Once you select a product, set the following options for that product:
   a. For SCAC Online, enter the **Number of Licenses** you want affiliated with the subscription.
   b. If applicable, check the box next to the desired **Delivery Method**.
   c. If applicable, enter an email address for the delivery method.
4. Click **Next**.

Figure 9-1 Purchase SCAC Data Products Section



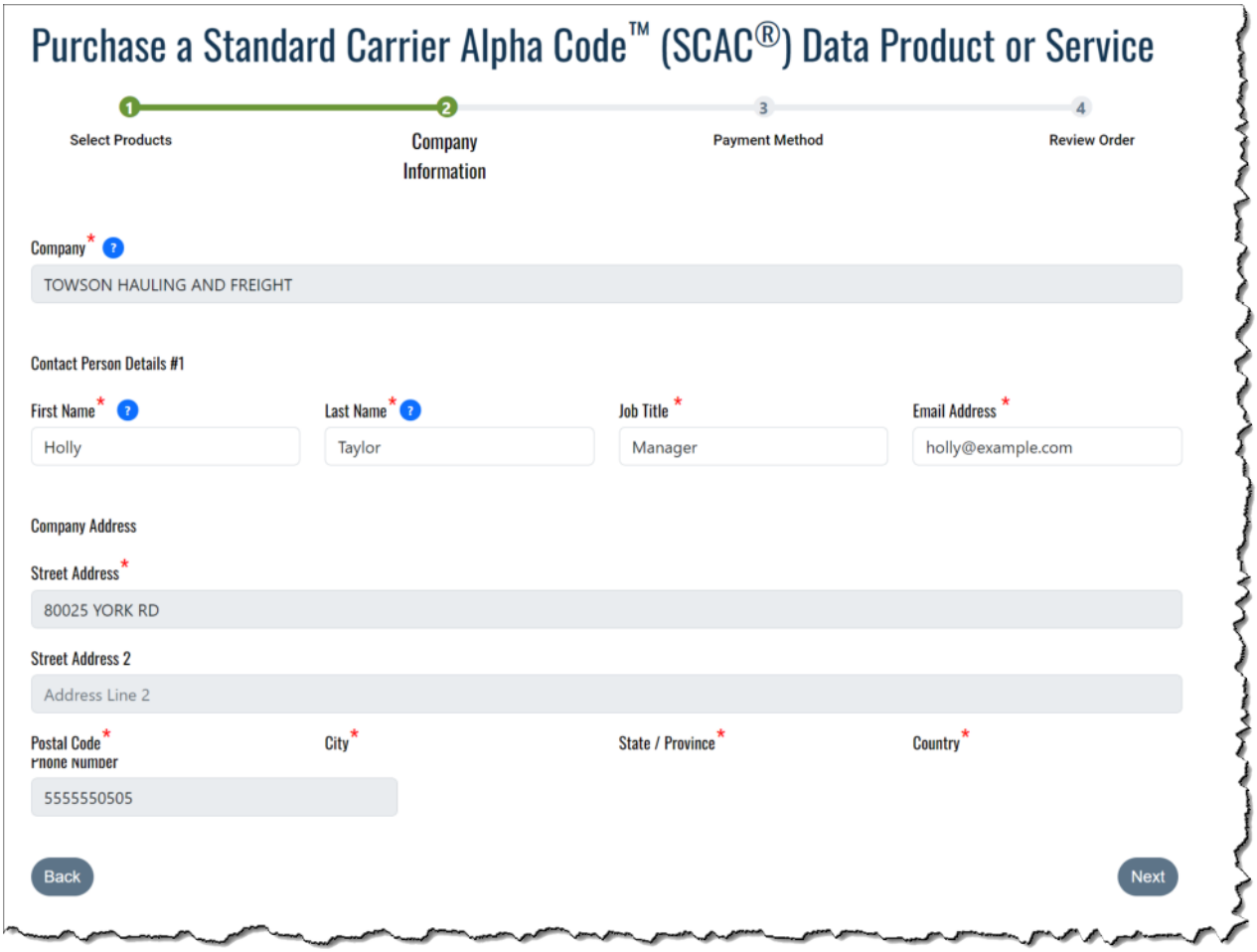
5. If logged in, a pop-up will open giving you the option to autofill your company's information. Click **OK** to use the autofill feature or click **Cancel** to go back to the form and manually fill out the **Company Information.**

Figure 9-2 Current Company Pop-Up



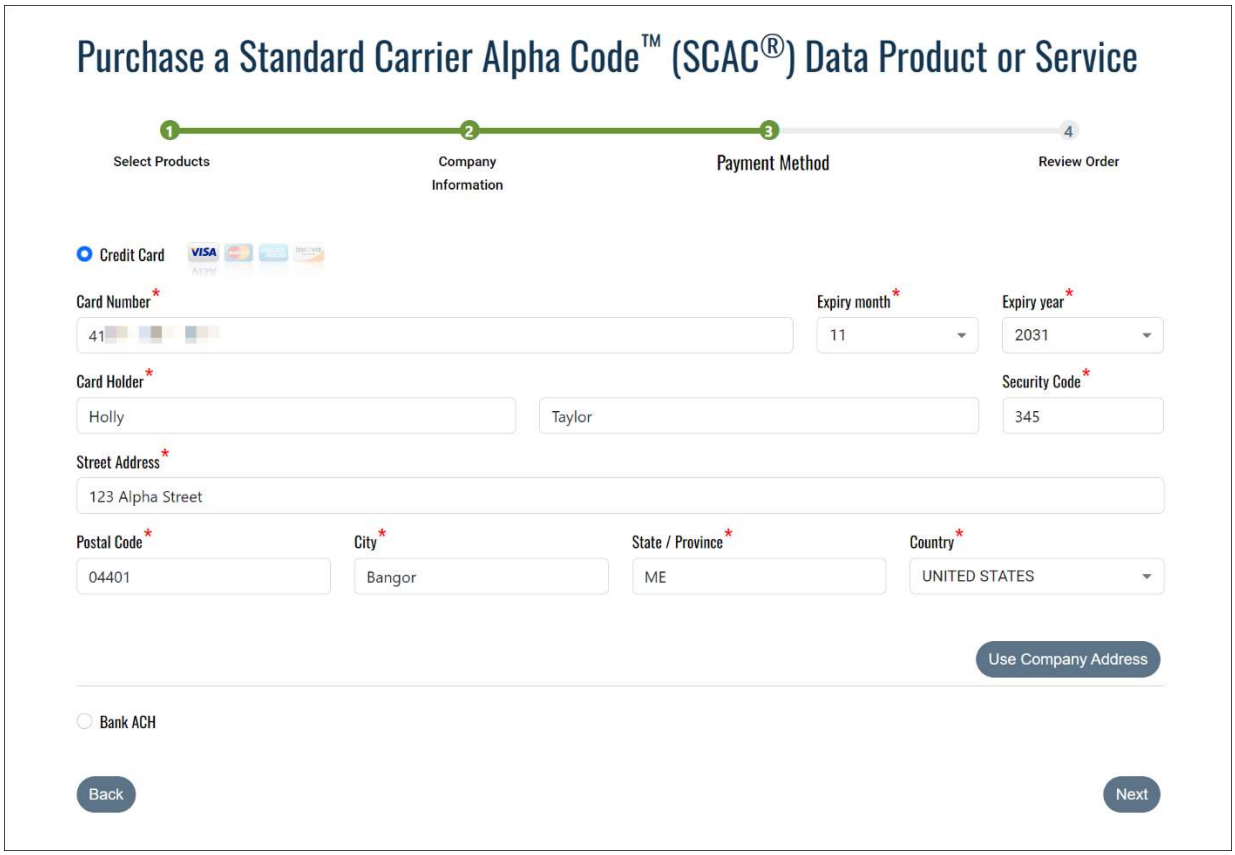
6. Confirm and enter all required **Company Information**, and then click **Next**.

Figure 9-3 Purchase a SCAC Data Product Company Information



7. Enter the **Payment Method.** You can automatically fill in your company address information by clicking the **Use Company Address** button. Click **Next** to continue. Accepted forms of payment include:
   - **Credit Card:** Select this option to pay by credit card.
   - **Bank ACH:** Select this option to pay using a bank account.

Figure 9-4 Purchase a SCAC Data Product Payment



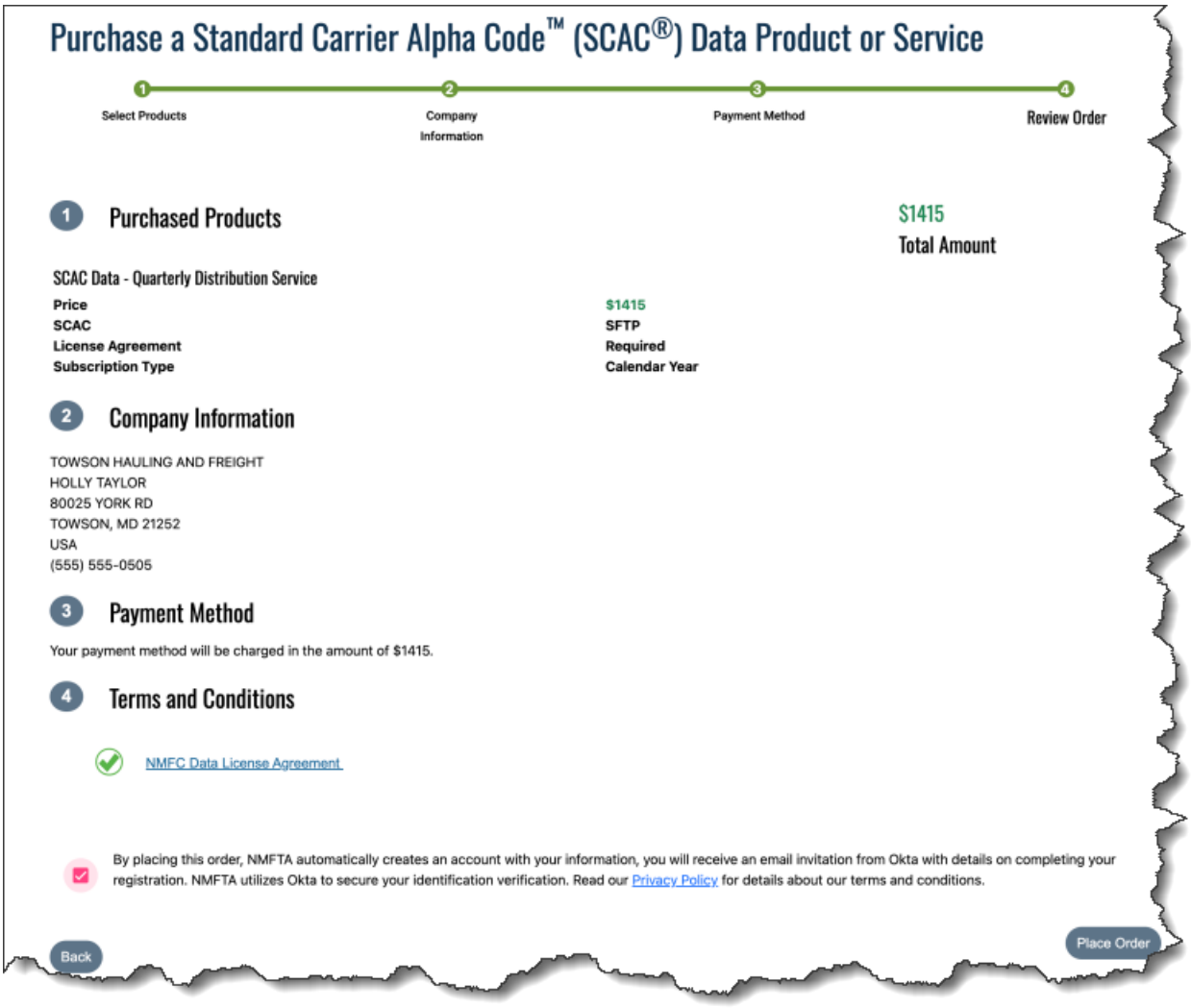
8. Click **Next** to review and finalize the order.
9. If a license agreement is required for the data product, it'll be displayed in the **Terms and Conditions** part of the **Review Order** section:
   a. Click on the pdf link to open and view the license agreement.
   b. Click **Download** to download the license agreement.
   c. Click **Approve** to accept the license agreement.
   d. Once the license agreement is accepted, the View EULA License window closes, and a green checkmark is displayed next to the license agreement PDF link.
10. Read and check the privacy statement to acknowledge.
11. Click **Place Order** to complete the purchase.

    The Payment Processing screen is displayed while the payment is processing.

    A confirmation email is automatically sent to the contact person along with details on setting up and using the purchased product(s).

> **NOTE:**
>
> If you purchased SCAC Online, see Managing SCAC Online Users and Licenses for information on assigning licenses for your subscription. You cannot access your subscription without assigning a license to the applicable user who will be accessing the subscription.

Figure 9-5 Purchas a SCAC Data Product Review Order



Renewing a SCAC Online Subscription

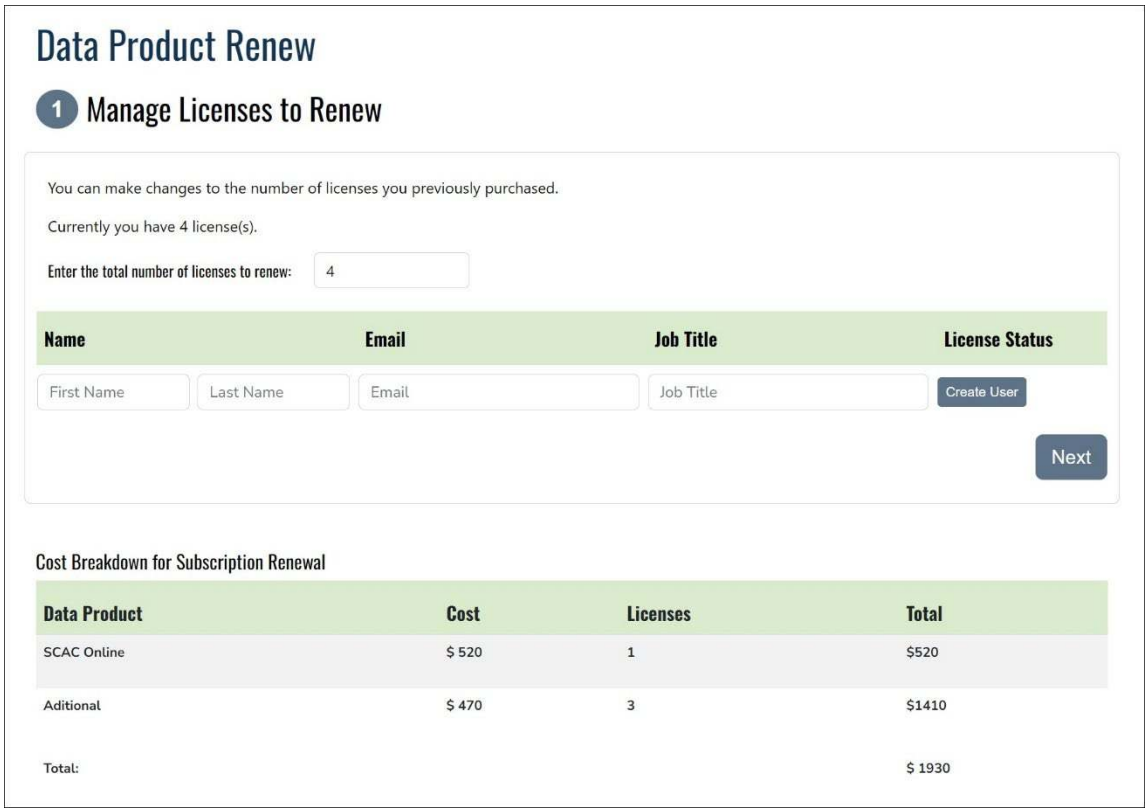
NOTES:

- Data product renewal notices are automatically sent at 90, 60, and 30 days prior to the SCAC expiration date.
- You can assign/unassign licenses to users at time of renewal.

To renew the current SCAC Online subscription:

1. Go to your Account Profile.
2. Click on the **SCAC Online** section to expand.
3. Click the **Renew Subscription** button.
   The Data Product Renew screen opens.

Figure 9-6 Data Product Renew Screen



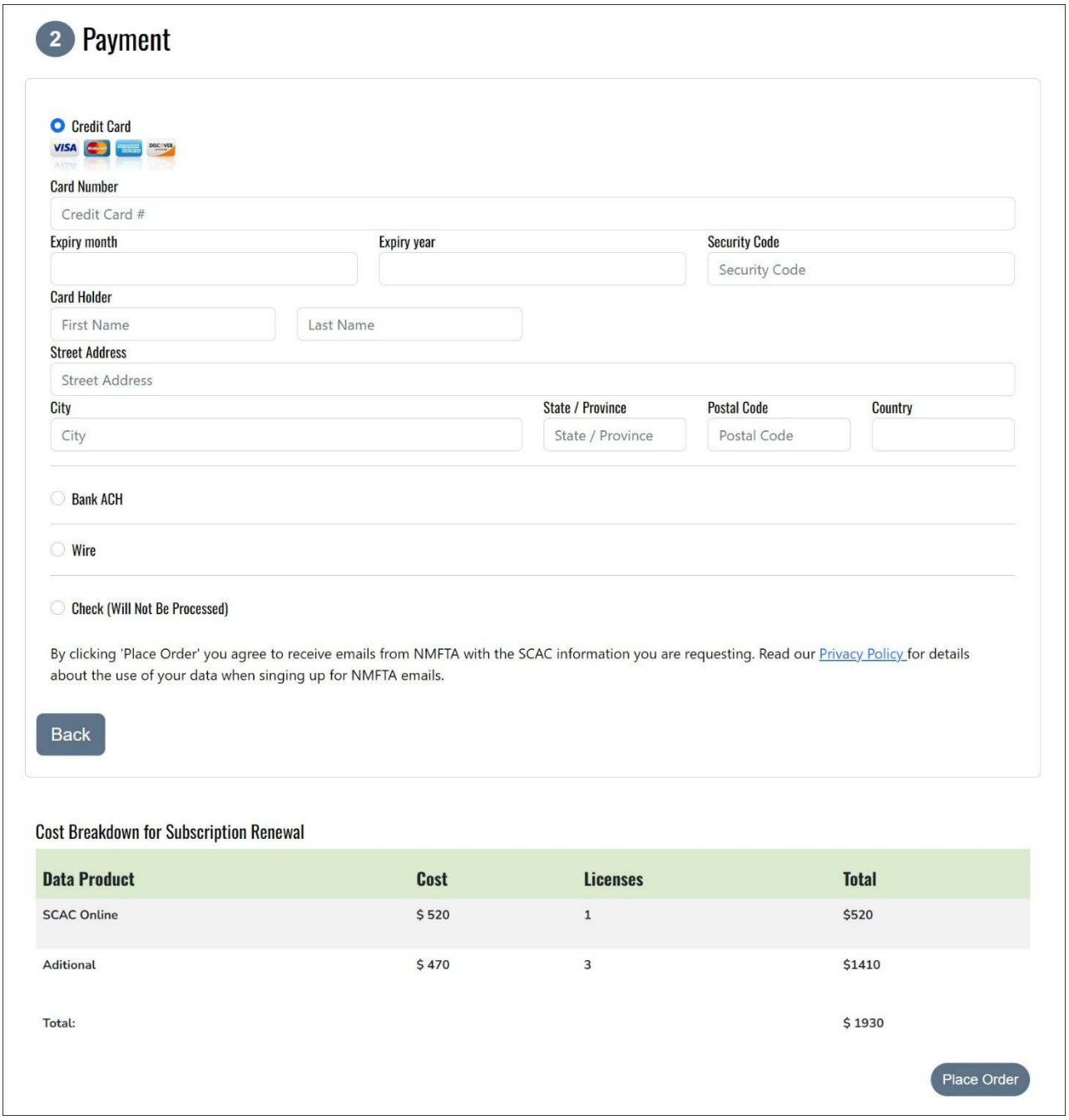
4. Enter the number of licenses you'd like to renew. You can add additional or remove licenses prior to completing your renewal. The cost per license and the total is displayed in the table at the bottom of the screen.
5. If applicable, create the user(s) to which the license(s) will be assigned.
6. Click **Next** to proceed.
7. Fill out the payment information, and then click **Place Order**.

   The Order Confirmation screen opens.

NOTE:

Remember that you cannot access your subscription without assigning a license to the applicable user who will be accessing the subscription. See Managing SCAC Online Users and Licenses for more information managing your subscription license assignments.

Figure 9-7 Data Product Payment Screen



10 Managing Code Reservations

NMFTA and our partners can reserve codes for future activation and use. Once reserved, codes are easily managed within the SCAC application.

From the Manage Reservations screen, you can:

- View activated code reservations.
- Reserve and activate a code at the same time.
- Reserve and activate individual codes separately.
- Reserve and activate a batch of codes.
- Release an inactive reserved code.

Viewing Activated Code Reservations

To display activated reserved codes:

1. Click **Admin**, and then select **Manage Reservations**.
   The Manage Reservations screen opens.
2. Click on the **Show Activated Reservations** control to toggle on.
   A list of activated reserved codes is displayed.

> **NOTE:**
> Expired codes are not displayed in the list.

Figure 10-1 The Manage Reservations Screen Showing Activated Reservations

3. Click on the **Show Activated Reservations** control again to toggle off and display all inactivated reserved codes.

Reserving and Activating a Code Immediately

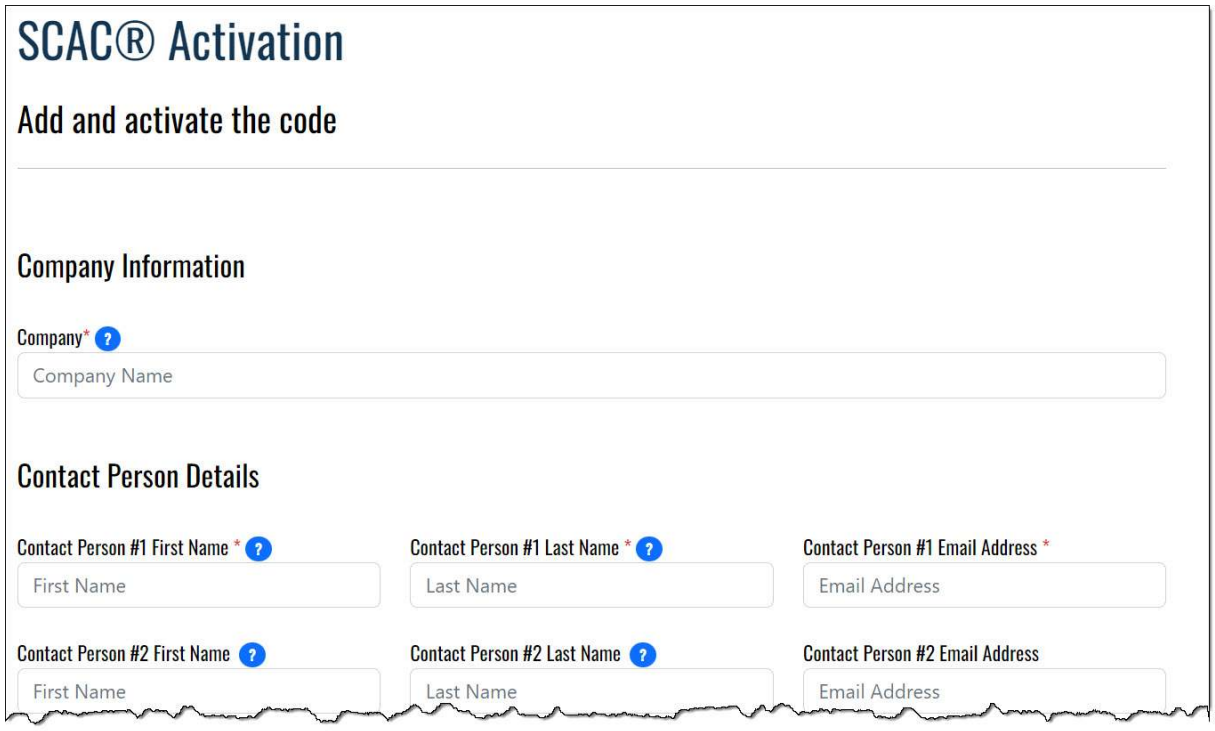
To reserve and make the code active immediately:

1. Click **Admin**, and then select **Manage Reservations**.
   The Manage Reservations screen opens.

Figure 10-2 The Manage Reservations Screen

2. Click **Add & Activate Code**.
   The SCAC Activation screen opens.

Figure 10-3 The SCAC Activation Screen



3. Enter the **Company Information**, **Contact Person Details**, and **Company Address**.

4. To specify the code you'd like to reserve, do one of the following:
   – Manually enter the **SCAC** you'd like to reserve and activate.
   – Click the **Code Suggestions By** drop-down, and then select either **BIC**, **Railinc**, or **UIIA**. Next, click **Suggest Code** to see a list of suggestions based on your company information, and then select the code you'd like to reserve and activate.

> **NOTES:**
> - Railinc codes are 2-4 letters and end in Z. Only Railinc can reserve codes of this length.
> - BIC codes end in U.
> - UIIA codes end in X.

5. For the **Expiration Date**, click the **Calendar** icon and select the code's expiration date. For most codes, the date should be 12/31/9999; however, some codes may have the need for a different expiration date.

> **NOTE:**
> An expiration date of 12/31/9999 means the code does not expire.

6. Click **Activate SCAC** to reserve and activate the code immediately.
   An email confirmation and SCAC certificate is sent to the contact person.

Reserving and Activating Codes Separately

SCACs can be reserved or held for one year. If the code is not activated within one year, then it will be released. To reserve and later activate a code, you need to first reserve the code, and then activate the code.

Reserving a Single Code

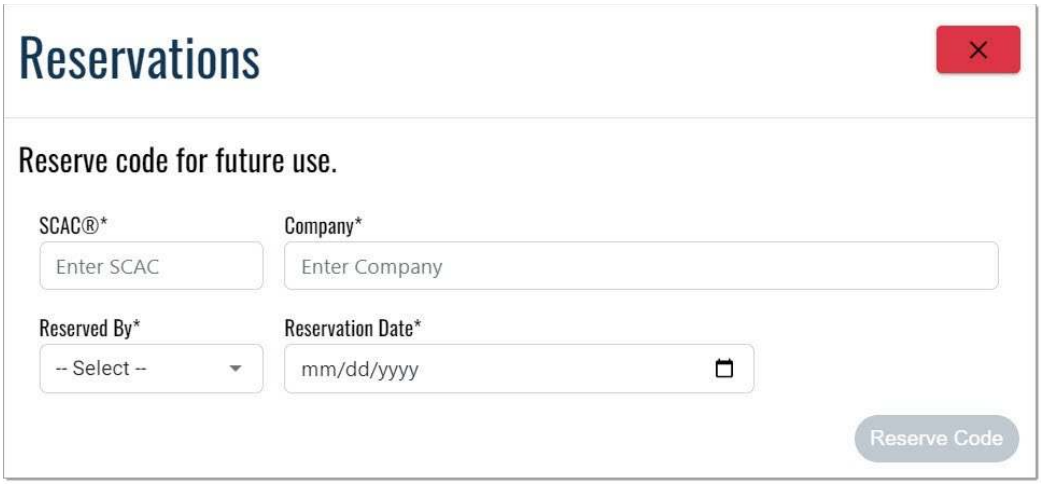
To reserve a code:

1. Click **Admin**, and then select **Manage Reservations**.
   The Manage Reservations screen opens.

Figure 10-4 The Manage Reservations Screen

2. Click **Reserve Code**.
   The Reservations screen opens.

Figure 10-5 The Reservations Screen



3. Enter the **SCAC** you'd like to reserve.
4. Enter your **Company** name.
5. Click the **Reserved** by drop-down and select one of the following:
   - **BIC**: Use this option for codes reserved by the Bureau of International Containers (BIC).
   - **RAILINC**: Use this option for codes reserved by Railinc.
   - **NMFTA**: Use this option for codes reserved by NMFTA.
   - **UIIA**: Use this option for codes reserved for participants of the Uniform Intermodal Interchange & Facilities Access Agreement.

> **NOTES:**
> - Railinc codes are 2-4 letters and end in Z. Only Railinc can reserve codes of this length.
> - BIC codes end in U.
> - UIIA codes end in X.

6. Enter a **Reservation** date or click the **Calendar** icon to select a date from the calendar.

> **NOTE:**
> The expiration date is one year from the selected reservation date. This means that the code must be activated prior to the expiration date. If it is not activated, then it is released.

7. Click **Reserve Code**.
   The code is now reserved.

Activating a Reserved Code

Once a code is ready for use, it can be quickly activated.

To activate a reserved code:

1. Click **Admin**, and then select **Manage Reservations**.
   The Manage Reservations screen opens.

   Figure 10-6 The Manage Reservations Screen

2. Click the **Activate** button associated with the code you'd like to activate.
   The SCAC Activation screen opens.
3. Enter and confirm the **Company Information**, **Contact Person Details**, and **Company Address**
4. For the **Expiration Date**, click the **Calendar** icon and select the code's expiration date. For most codes, the date should be 12/31/9999; however, some codes may have the need for a different expiration date.

   NOTE:
   An expiration date of 12/31/9999 means the code does not expire.

5. Click **Activate SCAC**.
   The SCAC is now activated. A confirmation email along with the SCAC certificate is sent to the contact person.

Reserving and Activating a Batch of Codes

To reserve multiple codes at the same time:

1. Click **Admin**, and then select **Manage Reservations**.
   The Manage Reservations screen opens.

Figure 10-7 The Manage Reservations Screen

2. Click **Upload CSV to Update SCACs**.

Releasing an Inactive Reserved Code

If an inactive, reserved code is no longer needed, then it can be quickly released.

To release a reserved code:

1. Click **Admin**, and then select **Manage Reservations**.
   The Manage Reservations screen opens.

   Figure 10-8 The Manage Reservations Screen

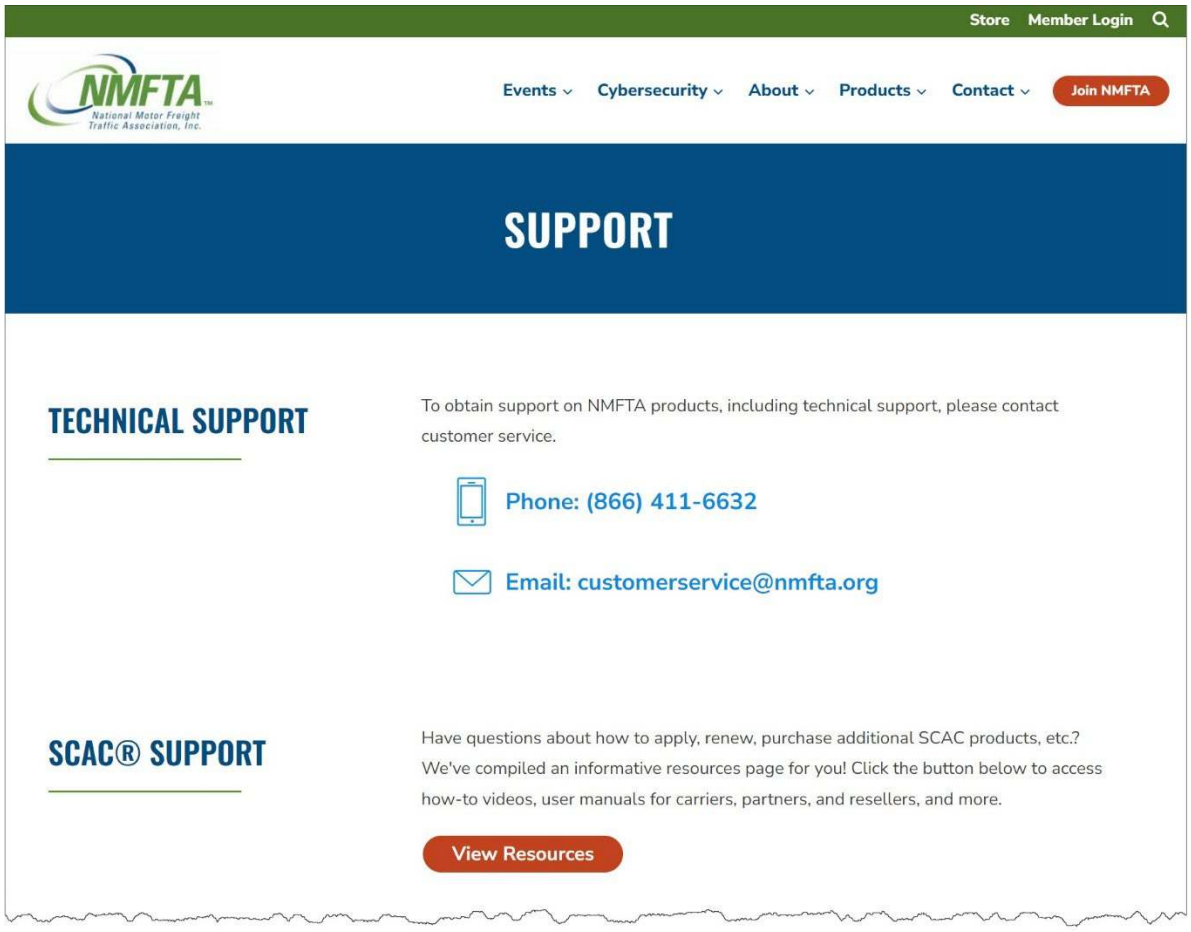
2. Click the **Release** button associated with the code you'd like to release.
3. Click **Yes** to confirm.
   The code is now released.

11 Troubleshooting

Contacting Customer Support

To contact customer support, click the **Contact Support** option on the main menu. This opens the Support page on the NMFTA website, which is where you'll find details on how to obtain support for all NMFTA products.

Figure 11-1 Support Page on NMFTA Website



Documentation and How-To Videos

SCAC documentation, how-to videos, and FAQs can be found on the SCAC Resources page of the NMFTA website.

To access:

- From the SCAC main menu, click **Contact Support**, and then click **View Resources** on the Support page.
- From the footer, click **Documentation & Videos** under **SCAC Resources**.
- Go directly to the Support page at https://nmfta.org/support, and then click **View Resources**.
- Go directly to the SCAC Resources page: https://nmfta.org/scac-resources

Finding Additional Resources

The **NMFTA Products** option in the footer at the bottom of the screen lets you easily access any other NMFTA product affiliated with your account.

- **ClassIT:** Opens the ClassIT login page (https://classit.nmfta.org).
- **NMFTA User Manager:** Opens the User Manager login page (https://usermanager.nmfta.org), which is used to manage users for non-SCAC applications. See Managing Users for more information on managing SCAC users.
- **SPLC Online:** Opens the SPLC login page (https://splc.nmfta.org).
- **Store:** Opens the NMFTA Store (https://store.nmfta.org), which is used to purchase non-SCAC products. See Purchasing & Renewing SCAC Data Products for more information on purchasing SCAC products.
- **Website:** Opens the NMFTA website (https://nmfta.org).

  See Accessing Other NMFTA Applications for more information.

The **SCAC Resources** option on the main menu provides our customers with additional insight into our products and their history. Options include:

- **History:** Opens the Standard Carrier Alpha Code History page on the NMFTA website, making it easy to read and learn about the history and usage of SCACs.
- **Product Descriptions:** Opens the Standard Carrier Alpha Code Product Descriptions page on the NMFTA website, which is where you can find descriptions on all SCAC products.
- **Intellectual Property Rights:** Opens the Standard Carrier Alpha Code Property Rights page on the NMFTA website, which is where you can read our intellectual property rights statement.
- **Documentation & Videos:** Opens the Standard Carrier Alpha Code Resources page on the NMFTA website, which is where you can find SCAC documentation, how-to videos, and FAQs.

Figure 11-2 SCAC Page Footer