

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

Standard Carrier Alpha CodeTM (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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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: <ul style="list-style-type: none">• Understanding the SCAC Apply & Renew Process• SCAC Life Cycle• Accessing SCAC• SCAC Menus

Product Version	Date	Description of Change
		<ul style="list-style-type: none"> Deleting a User Purchasing & Renewing SCAC Data Products Managing Code Reservations Troubleshooting
2.0	August 3, 2023	<p>Updated the following sections:</p> <ul style="list-style-type: none"> Verifying a SCAC using SCAC Online Managing Code Reservations <p>Added the following section:</p> <ul style="list-style-type: none"> SCAC Renewal Grace Period
2.0	September 28, 2023	<p>Updated the following sections:</p> <ul style="list-style-type: none"> Managing Accounts Purchasing a SCAC Data Product Reserving and Activating a Code Immediately Reserving and Activating Codes Separately <p>Added the following section:</p> <ul style="list-style-type: none"> Viewing and Downloading a Data Product's License Agreement Viewing a Data Product's API Details Managing SCAC Online Users and Licenses
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2.0	December 18, 2023	<p>Updated the following sections:</p> <ul style="list-style-type: none"> Checking the Status of a SCAC Application <p>Added the following sections:</p> <ul style="list-style-type: none"> Terms of Sale for SCAC
2.0	March 22, 2024	<p>Updated the following sections:</p> <ul style="list-style-type: none"> SCAC Life Cycle Terms of Sale for SCAC Checking the Status of a SCAC Application Renewing a SCAC

Product Version	Date	Description of Change
		<ul style="list-style-type: none">• Purchasing a SCAC Data Product• Renewing a SCAC Data Product
2.0	April 22, 2024	<p>Updated the following sections:</p> <ul style="list-style-type: none">• Verifying a SCAC using SCAC Online• Renewing a SCAC• Purchasing a SCAC Data Product• Contacting Customer Support• Finding Additional Resources <p>Added the following sections:</p> <ul style="list-style-type: none">• 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.

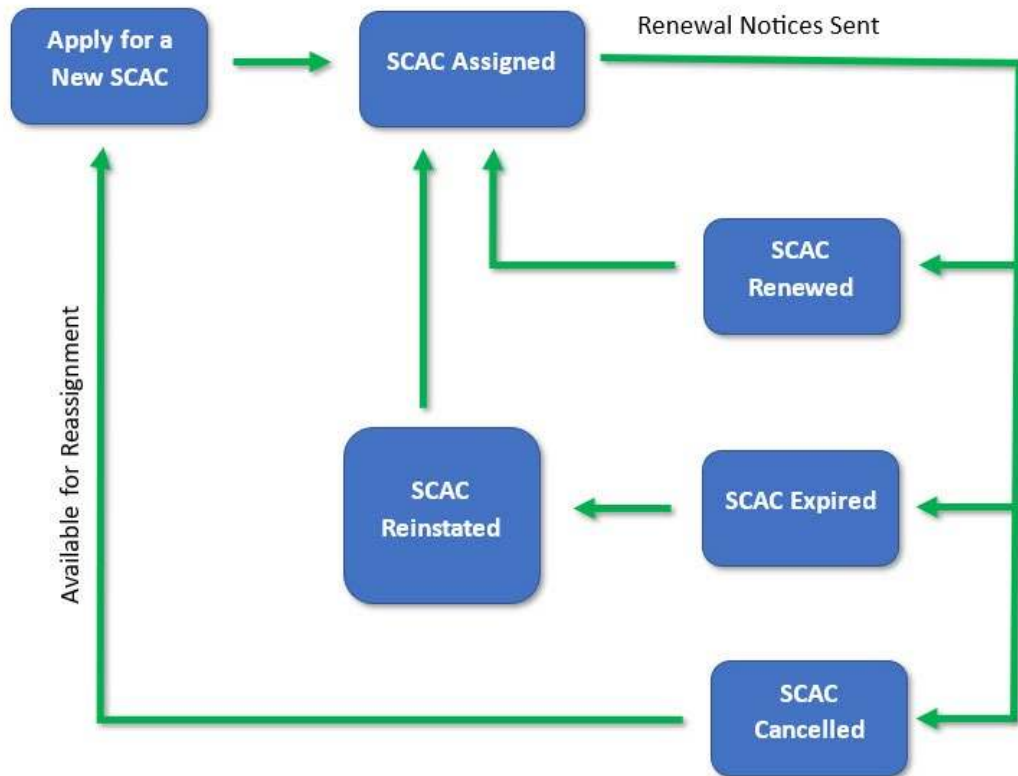
Renewal notifications are automatically sent out at 90, 60, 30 days prior to a SCAC's expiration date. Renewals are valid for one year from the current expiration date. We do not support multi-year renewals. If payments are not received by the expiration date, then the SCAC is marked as expired unless 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://scacode.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>.

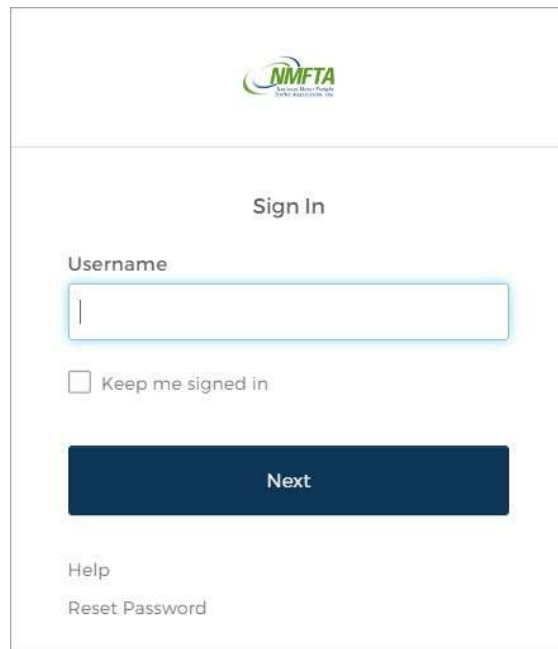
The SCAC home page opens.

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.

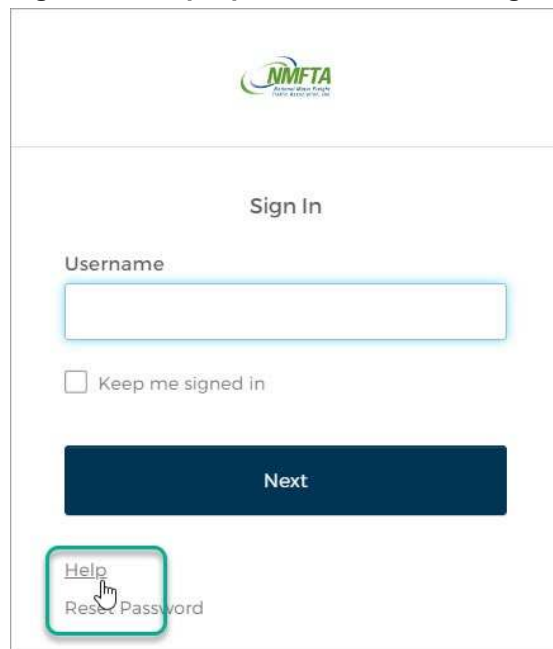
Once logged into SCAC, you are automatically taken to your home page.

Figure 2-2 SCAC Login Screen

The image shows the SCAC Login Screen. At the top center is the NMFTA logo with the tagline "Moving Better People Into Better Jobs". Below the logo is the text "Sign In". Underneath is a "Username" label followed by a text input field. Below the input field is a checkbox labeled "Keep me signed in". A dark blue button labeled "Next" is positioned below the checkbox. At the bottom left, there are two links: "Help" and "Reset Password".

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

This image is identical to Figure 2-2, showing the SCAC Login Screen. However, a green rounded rectangle highlights the "Help" link at the bottom left, and a mouse cursor is pointing at it. The "Reset Password" link is also visible below the "Help" link.

Resetting your SCAC Login Password

To reset your password:

1. Go to <https://scacode.com>.

The SCAC home page opens.

NOTES:

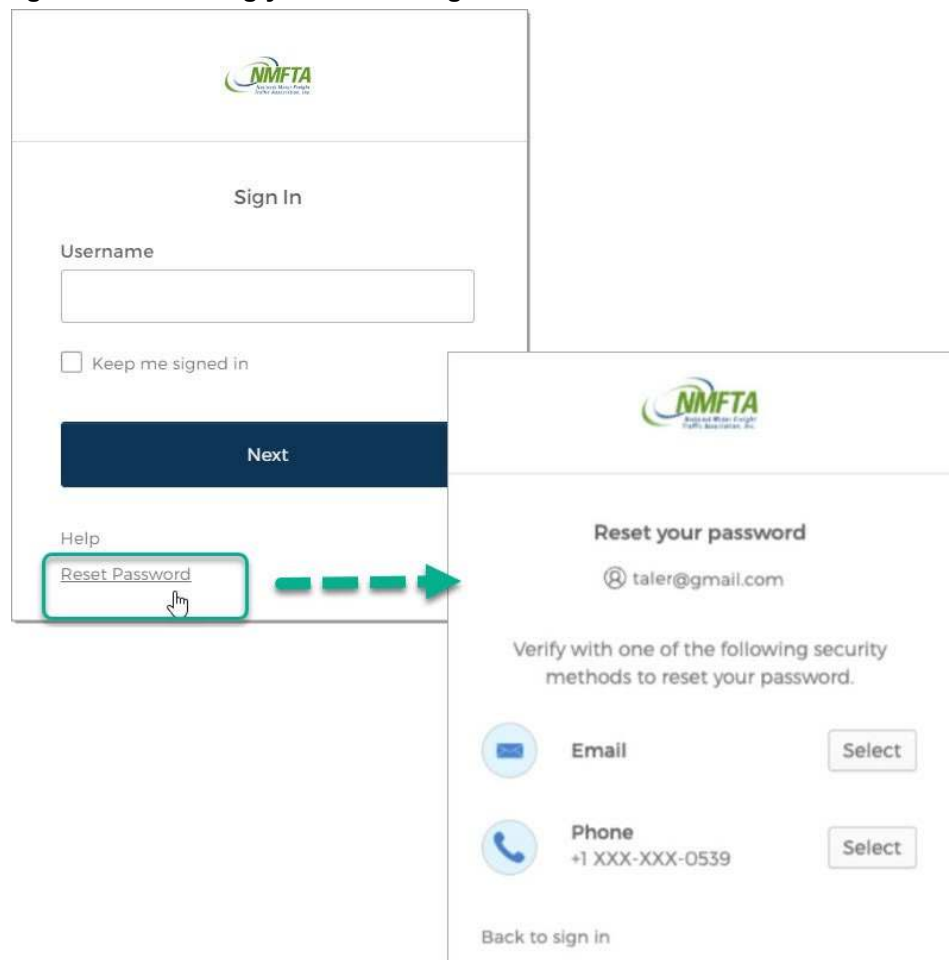
See [Accessing SCAC](#) for other methods on accessing the SCAC home page.

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

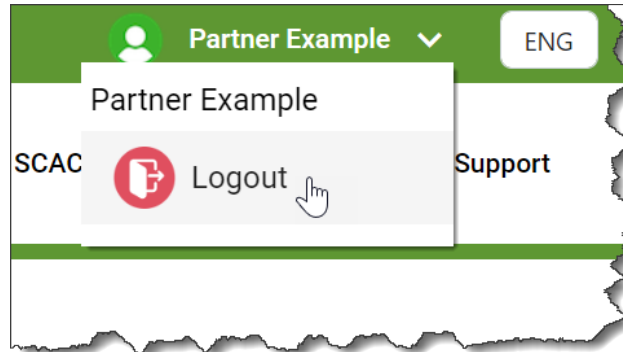


4. If you selected to reset by **Phone**, then enter the verification code sent to your phone. If you selected to reset by **Email**, go to your email and open the reset password email, and then click **Reset Password**.
5. Enter and confirm your new password to complete the process.

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

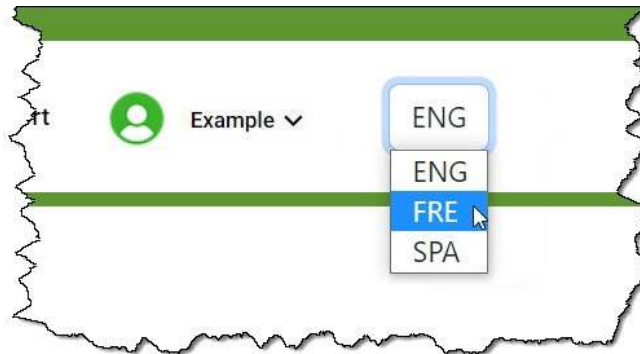


Setting the Application's Language

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.

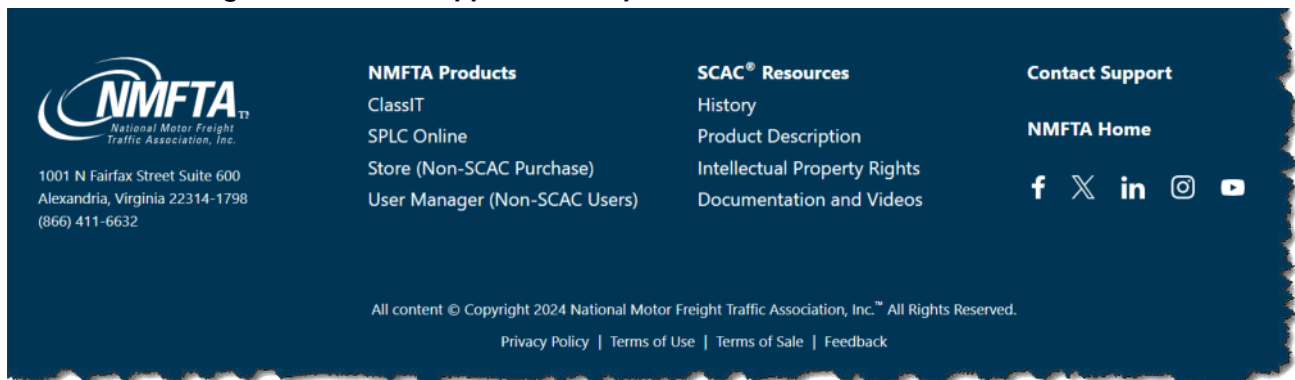
- To open SPLC Online (<https://splc.nmfta.org>), click **SPLC Online**.
- To open the NMFTA Store (<https://store.nmfta.org>), click **NMFTA Applications**, and then select **Store**.

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

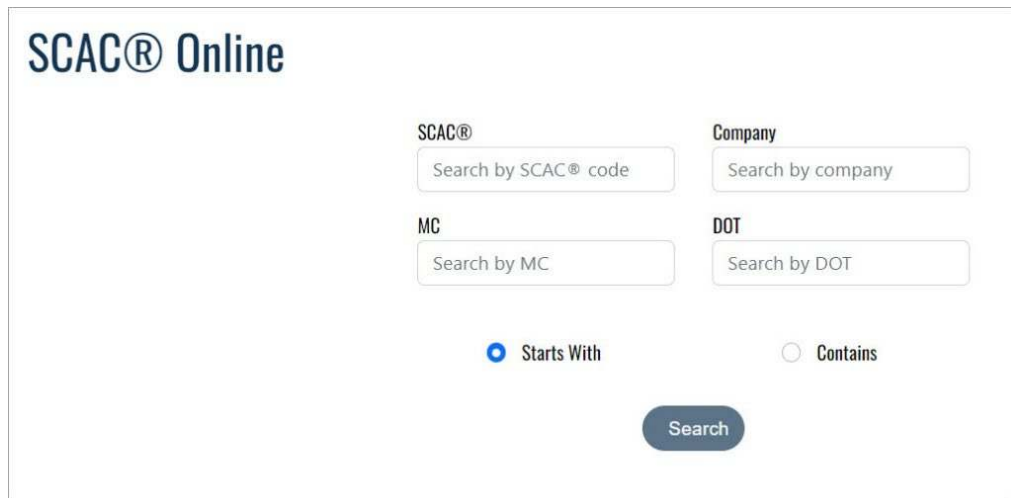
NOTE:

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.

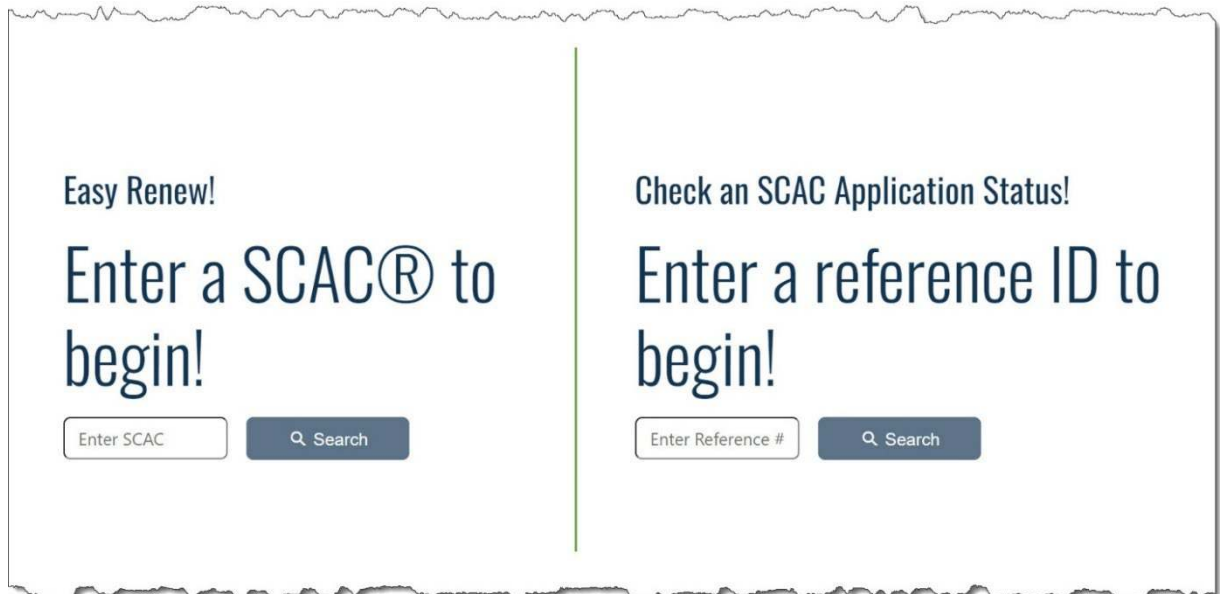
NOTE:

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



The screenshot shows a web interface with two main sections separated by a vertical line. The left section is titled "Easy Renew!" and contains the text "Enter a SCAC® to begin!". Below this text is a search input field labeled "Enter SCAC" and a blue "Search" button. The right section is titled "Check an SCAC Application Status!" and contains the text "Enter a reference ID to begin!". Below this text is a search input field labeled "Enter Reference #" and a blue "Search" button.

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 Reinstatement on Easy Renew

The screenshot shows two side-by-side options for starting the process. On the left, under the heading "Easy Renew!", it says "Enter a SCAC to begin!". Below this is a text input field containing "TQQO" and a "Search" button with a magnifying glass icon. On the right, under the heading "Check an SCAC Application", it says "Enter a reference ID to begin!". Below this is a text input field containing "Enter Reference #" and a "Search" button with a magnifying glass icon.

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

Figure 5-4 Easy Reinstatement

The screenshot shows a message that reads: "Easy Reinstatement! We're sorry, but SCAC entered appears to be expired. To reinstate this SCAC please select button below". Below the message is a blue button labeled "Reinstatement".

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

Figure 5-5 Reinstatement Code Details

The screenshot shows the "SCAC Reinstatement" form with a section titled "1 Code Details". The form is divided into two columns. The left column is titled "Code" and contains the following fields: "Code" (TQQO), "Company*" (TOWSON HAULING AND FREIGHT), "DOT Number", "MX Number", "Street Address*" (1122 Beta Road), "State*" (ME), and "Email Address*" (sarah.cottrell@nmfta.org). The right column is titled "Expired" and contains the following fields: "Expired" (February 21, 2024), "DBA" (TOWSON HAULING AND FREIGHT), "MC Number" (PRVCAR), "FF Number", "City*" (BANGOR), "Postal Code*" (04401), and "Phone Number" ((555) 555-4444).

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 Reinstatement Payment

2 Payment

Credit Card

VISA

Card Number*
41

Expiry month* 04 Expiry year* 2031 Security Code* 567

Card Holder*
Sarah Cottrell

Street Address*
1122 Beta Road

City* Bangor State / Province* ME Postal Code* 04401 Country* United States

Bank ACH

Wire

Check (Will Not Be Processed)

Reinstatement Charge
1 year(s) expired X \$ 85.00 + \$10.00 Reinstatement fee
\$ 95

Reinstatement Code

Refer to our [Terms of Sale](#) for additional information regarding our policies governing the handling and administration of a code.

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

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

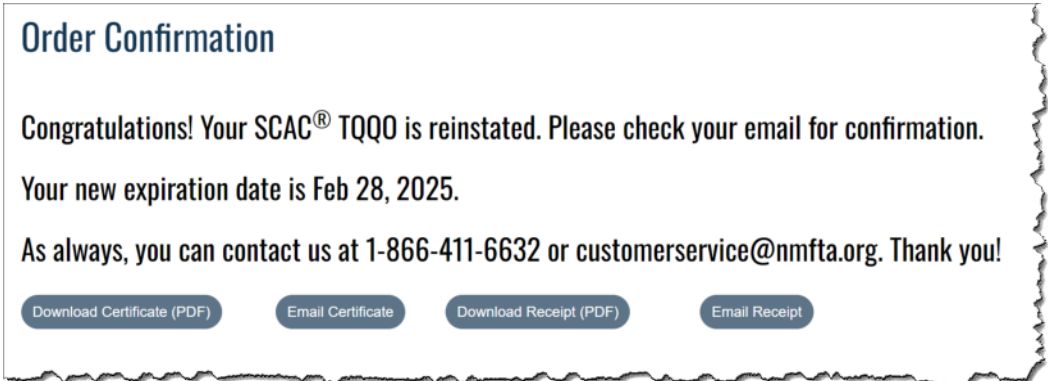
NOTE:

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

Order Confirmation

Your SCAC certificate will be emailed to you within 1-2 business days unless we need additional information to complete your application. If this occurs, a representative will reach out to you using the information provided during the application process.

To check your order status please use Reference ID: A9C83F.

As always, you can contact us at 1-866-411-6632 or customerservice@nmfta.org. Thank you!

[Download Receipt \(PDF\)](#) [Email Receipt](#)

Figure 6-2 Reference ID on a Receipt



STANDARD CARRIER ALPHA CODE™ (SCAC®) ORDER CONFIRMATION

Thank you for your recent purchase of a SCAC product from NMFTA.

Purchase Summary:

Date of Purchase	02/27/2024
Product Purchased	SCAC
Transaction ID	2140,SCACAPP,d99d22ab-ce2c-4e11-a675-713c8a054b79,TRUCKCOMPANY,987
Reference ID*	O5A83A
Amount	\$ 90.00

*A Reference ID is only available for new SCAC applications.

Refer to our [Terms Of Sale](#) for additional information regarding our policies governing the handling and administration of a code.

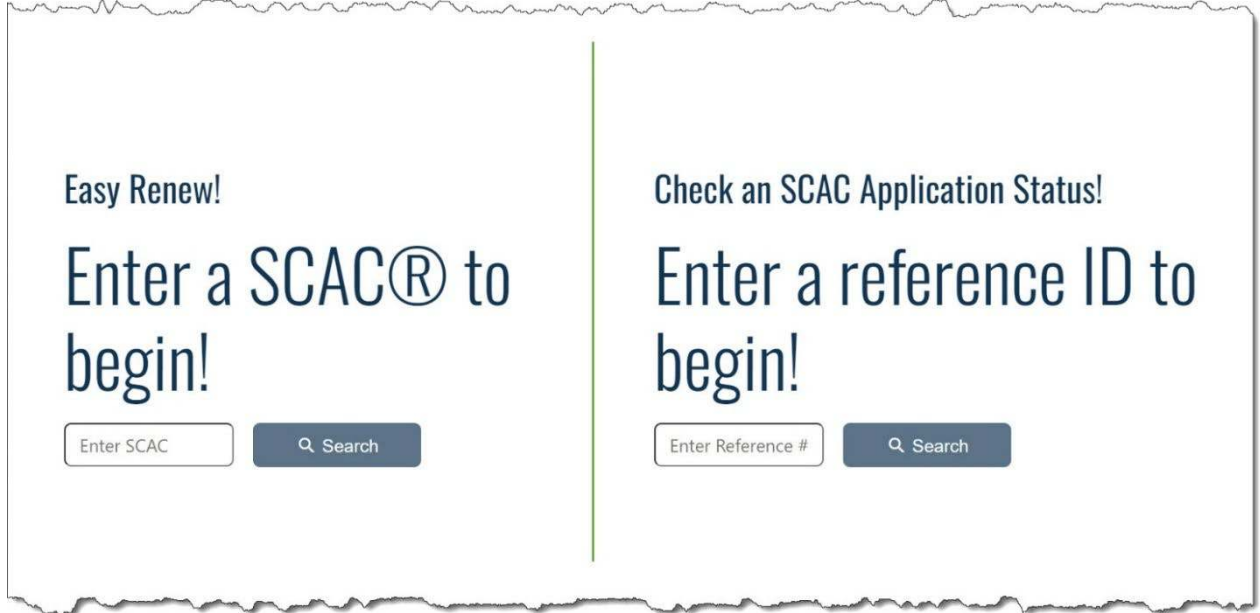
If you have any questions, please contact NMFTA Customer Support at customerservice@nmfta.org or (703) 838-1810

National Motor Freight Traffic Association, Inc.™ (NMFTA)
1001 North Fairfax Street Suite 600 • Alexandria, VA 22314-1798
www.nmfta.org • scac@nmfta.org • 703.838.1810

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



The screenshot shows the 'Manage Accounts' interface. At the top, there is a search bar with a magnifying glass icon and the text 'Found 64 results'. Below this is a table with the following columns: Company, City, State, Postal Code, Country, Is Active, 3rd Party, and Managed By. Each row represents an account, and there is a 'View' button to the right of each row. The 'Is Active' column contains green checkmarks, and the '3rd Party' column contains red 'x' marks.

Company ↑	City	State	Postal Code	Country	Is Active	3rd Party	Managed By	
AZZ Shipping	Detroit	MI	10111	US	✓	✗	Avery Transport	View
AB Shipping	Oakland	PA	15333	US	✓	✗	Avery Transport	View
ABC Freight Inc	Winter	NC	34789	US	✓	✗	Avery Transport	View
Alberts Transport	Seattle	WA	87898	US	✓	✗	Avery Transport	View

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

GREEN EXPRESS INC			
SCAC® GRIN	STATUS Assigned	EXPIRATION DATE May 10, 2022	START DATE May 10, 2021
Customer Details			

- 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

GREEN EXPRESS INC			
SCAC® GRIN	STATUS Assigned	EXPIRATION DATE May 10, 2022	START DATE May 10, 2021
Code Details			
SCAC®	GRIN	Carrier Company Name	GREEN EXPRESS INC
Carrier DBA Name	GREEN EXPRESS INC	Carrier Legal Name	Not Provided
MC Number	123456	DOT Number	123455
FF Number	Not Provided	MX Number	Not Provided
Email	sample@example.com	Phone Number	717 555 5555
Country	USA	Address 1	1800 Longville Pike, Lancaster, PA, 17603
		Address 2	
Customer Details			

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

The screenshot shows the account profile for Green Express Inc. The account status is 'Assigned' with an expiration date of Apr 1, 2024. The data product is 'SCAC Data - Daily Distribution Service' with an expiration date of Aug 23, 2024. The 'Delivery Options' section includes fields for API, Token, End Date, and Email. A red box highlights the 'View EULA' button, and a green arrow points to the 'View EULA License' modal window.

Green Express Inc

SCAC®	STATUS	EXPIRATION DATE	START DATE
GEIN	Assigned	Apr 1, 2024	Apr 1, 2022

DATA PRODUCT	EXPIRATION DATE
SCAC Data - Daily Distribution Service	Aug 23, 2024

Delivery Options

API

Token

End Date

Email

Comma Separated List of Email Recipients

Renew Subscription View EULA

Customer Details

View EULA License

DIRECTORY OF STANDARD CARRIER ALPHA CODES DATA LICENSE

PLEASE READ THIS LICENSE AGREEMENT CAREFULLY BEFORE USING THE SOFTWARE. BY CLICKING ON THE "ACCEPT" BUTTON, YOU ARE CONSENTING TO BE BOUND BY THIS AGREEMENT. IF YOU DO NOT AGREE TO ALL OF THE TERMS OF THIS AGREEMENT, CLICK THE "DO NOT ACCEPT" BUTTON AND THE REGISTRATION PROCESS WILL NOT CONTINUE.

WHEREAS, Licensor develops and maintains the Directory of Standard Carrier Alpha Codes (SCACSM) and owns the entire copyright interest therein;

WHEREAS, Licensee desires to acquire and Licensor desires to license to the Licensee, a non-transferable, non-exclusive limited license to use the SCAC data through purchase of a subscription to the Directory of Standard Carrier Alpha Codes.

NOW THEREFORE, in consideration of the foregoing, the mutual covenants hereinafter set forth and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, and intending to be legally bound, the parties agree as follows:

A. DEFINITIONS

1. The term "SCAC" means the Directory of Standard Carrier Alpha Codes together with periodic supplementary updates.
2. The term "Licensor" refers to the National Motor Freight Traffic Association, Inc. (NMFTA).
3. The term "Licensee" means the individual or the business entity licensing the data contained in the SCAC.
4. The term "License" means this License Agreement.

B. GRANT OF LICENSE

1. Licensor hereby grants to Licensee, and Licensee hereby accepts, for the period and upon the terms and conditions set forth in this Agreement, a non-transferable and non-exclusive limited license to SCAC data for the period and fees as outlined in Paragraph 4 and 5 below.
2. Licensee shall not have the right to grant sub-licenses to others of any of the rights granted under Paragraph 2a above.
3. The license granted to Licensee under Paragraph 2a above shall not be assignable by Licensee, it being understood by the parties that the obligations assumed by Licensee under this agreement in consideration for the license granted under Section 2a of this agreement are personal to Licensee.
4. Licensor shall furnish Licensee with the Directory of Standard Carrier Alpha Codes for the term of this license.
5. Licensee acknowledges the License hereby granted is solely for the right to use the SCAC data and does not constitute the purchase of any other right or title to the SCAC data. Specifically, Licensee obtains no ownership rights under this License to the SCAC data provided. Licensee further acknowledges that Licensor retains all ownership, copyright or other rights to the SCAC data provided pursuant to this License. Licensee agrees to do nothing to infringe upon any such rights, agrees to comply with the terms and conditions of this License and further agrees to take all necessary steps to protect Licensee's SCAC data from theft or use contrary to the terms of this License.
6. Licensee is not authorized to reproduce or distribute the SCAC data or any part thereof or create other derivative databases or products, based on the SCAC data. Licensee shall not rent, lease, assign, sell or otherwise transfer this license or the SCAC data or allow any other person or entity to access the SCAC data. Licensee understands that unauthorized reproduction or transfer of any copy of the SCAC data may subject Licensee to civil damages, punitive

Download

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

The screenshot displays the account profile for 'JUNE AND SONS'. At the top, there are dropdown menus for 'Company Size' and 'Code Type' (set to 'NMFTA'). Below this is a table with columns: SCAC®, STATUS (Assigned), EXPIRATION DATE (Sep 11, 2024), START DATE (Sep 11, 2023), and a Notes icon. A 'DATA PRODUCT' section shows 'SCAC Web Service - 100K Records per Month' with an EXPIRATION DATE of Sep 11, 2024. Under 'Delivery Options', the 'API' section is expanded to show 'Token' and 'End Date' fields, which are currently empty. At the bottom of this section are 'Renew Subscription' and 'View EULA' buttons. A 'Customer Details' section is partially visible at the bottom.

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

Assign SCAC Online Users ✕

Your Company's Users Buy Additional Licenses

You have 3 of 4 license(s) assigned.

Name	Email	Job Title	License Status
John	Atlas	johnjatlas@sample.com	Owner Assigned
Paul	Atlas	paulpatlas@sample.com	Manager Assigned
Sarah	Atlas	Sarahsatlas@sample.com	Director Assigned
Taylor	Atlas	tayloratlas@sample.com	Director Unassigned

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

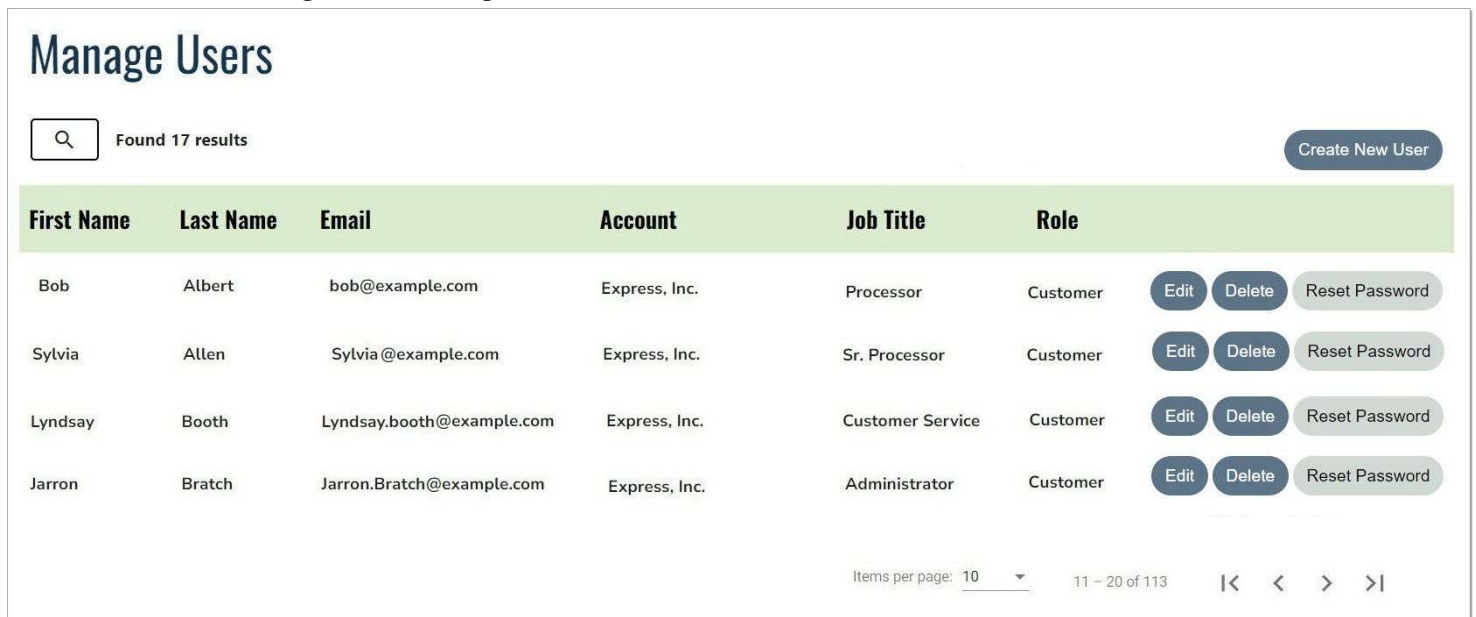
The Manage Users screen makes it easy for you to [add a new user](#), [edit an existing user](#), [remove unused users](#), and [reset user's passwords](#), helping keep the accounts you manage current.

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



The screenshot shows the 'Manage Users' interface. At the top left is a search bar with a magnifying glass icon and the text 'Found 17 results'. At the top right is a blue button labeled 'Create New User'. Below this is a table with the following columns: First Name, Last Name, Email, Account, Job Title, and Role. Each row represents a user and includes three action buttons: 'Edit', 'Delete', and 'Reset Password'. At the bottom right, there is a pagination control showing 'Items per page: 10' and '11 - 20 of 113' with navigation arrows.

First Name	Last Name	Email	Account	Job Title	Role	
Bob	Albert	bob@example.com	Express, Inc.	Processor	Customer	Edit Delete Reset Password
Sylvia	Allen	Sylvia@example.com	Express, Inc.	Sr. Processor	Customer	Edit Delete Reset Password
Lyndsay	Booth	Lyndsay.booth@example.com	Express, Inc.	Customer Service	Customer	Edit Delete Reset Password
Jarron	Bratch	Jarron.Bratch@example.com	Express, Inc.	Administrator	Customer	Edit Delete Reset Password

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

Figure 8-2 Create New User Screen



The screenshot shows the 'Create New User' form. It has a title 'Create New User' and a red close button (X) in the top right corner. Below the title is a message: 'To create a new user, please enter all the relevant details. They will be sent an Okta user invitation.' The form contains four input fields: 'First Name*' (with placeholder 'First Name'), 'Last Name*' (with placeholder 'Last Name'), 'Email*' (with placeholder 'Email'), and 'Job Title' (with placeholder 'Job Title'). A green 'Create User' button is located at the bottom right of the form.

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

First Name	Last Name	Email	Account	Job Title	Role	
Bob	Albert	bob@example.com	Express, Inc.	Processor	Customer	Edit Delete Reset Password
Sylvia	Allen	Sylvia@example.com	Express, Inc.	Sr. Processor	Customer	Edit Delete Reset Password
Lyndsay	Booth	Lyndsay.booth@example.com	Express, Inc.	Customer Service	Customer	Edit Delete Reset Password
Jarron	Bratch	Jarron.Bratch@example.com	Express, Inc.	Administrator	Customer	Edit Delete Reset Password

Items per page: 10 11 - 20 of 113 < >

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

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

Deleting a User

To delete a user:

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

Figure 8-5 Manage Users Screen

First Name	Last Name	Email	Account	Job Title	Role	
Bob	Albert	bob@example.com	Express, Inc.	Processor	Customer	Edit Delete Reset Password
Sylvia	Allen	Sylvia@example.com	Express, Inc.	Sr. Processor	Customer	Edit Delete Reset Password
Lyndsay	Booth	Lyndsay.booth@example.com	Express, Inc.	Customer Service	Customer	Edit Delete Reset Password
Jarron	Bratch	Jarron.Bratch@example.com	Express, Inc.	Administrator	Customer	Edit Delete Reset Password

Items per page: 10 11 – 20 of 113 < >

- 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

First Name	Last Name	Email	Account	Job Title	Role	
Bob	Albert	bob@example.com	Express, Inc.	Processor	Customer	Edit Delete Reset Password
Sylvia	Allen	Sylvia@example.com	Express, Inc.	Sr. Processor	Customer	Edit Delete Reset Password
Lyndsay	Booth	Lyndsay.booth@example.com	Express, Inc.	Customer Service	Customer	Edit Delete Reset Password
Jarron	Bratch	Jarron.Bratch@example.com	Express, Inc.	Administrator	Customer	Edit Delete Reset Password

Items per page: 10 11 - 20 of 113 < > >>

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

Purchase a Standard Carrier Alpha Code™ (SCAC®) Data Product or Service

1
2
3
4

Select Products

Company Information

Payment Method

Review Order

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 almost 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) User friendly search functions; and (4) Annual subscription based on 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.

Price	\$520
SCAC	
License Agreement	Required
Subscription Type	Calendar Year
Number of Licenses	<input style="width: 100px;" type="text" value="1"/>

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

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

Current Company
X

Use the current logged in user's company,

Cancel
OK

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

Figure 9-3 Purchase a SCAC Data Product Company Information

The screenshot shows a four-step process bar at the top: 1. Select Products, 2. Company Information (highlighted in green), 3. Payment Method, and 4. Review Order. Below the bar, the form fields are as follows:

- Company** (required, with a help icon): TOWSON HAULING AND FREIGHT
- Contact Person Details #1**
 - First Name** (required, with a help icon): Holly
 - Last Name** (required, with a help icon): Taylor
 - Job Title** (required): Manager
 - Email Address** (required): holly@example.com
- Company Address**
 - Street Address** (required): 80025 YORK RD
 - Street Address 2**: Address Line 2
 - Postal Code** (required, phone number): 5555550505
 - City** (required)
 - State / Province** (required)
 - Country** (required)

At the bottom of the form are two buttons: **Back** on the left and **Next** on the right.

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

Purchase a Standard Carrier Alpha Code™ (SCAC®) Data Product or Service

1
2
3
4

Select Products
Company Information
Payment Method
Review Order

Credit Card

Card Number*

Expiry month*

Expiry year*

Card Holder*

Security Code*

Street Address*

Postal Code*

City*

State / Province*

Country*

Bank ACH

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

Purchase a Standard Carrier Alpha Code™ (SCAC®) Data Product or Service

1
2
3
4

Select Products
Company Information
Payment Method
Review Order

1 Purchased Products

SCAC Data - Quarterly Distribution Service

Price	\$1415
SCAC	SFTP
License Agreement	Required
Subscription Type	Calendar Year

\$1415

Total Amount

2 Company Information

TOWSON HAULING AND FREIGHT
 HOLLY TAYLOR
 80025 YORK RD
 TOWSON, MD 21252
 USA
 (555) 555-0505

3 Payment Method

Your payment method will be charged in the amount of \$1415.

4 Terms and Conditions

[NMFC Data License Agreement](#)

By placing this order, NMFTA automatically creates an account with your information, you will receive an email invitation from Okta with details on completing your registration. NMFTA utilizes Okta to secure your identification verification. Read our [Privacy Policy](#) for details about our terms and conditions.

Back
Place 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

Data Product Renew

1 Manage Licenses to Renew

You can make changes to the number of licenses you previously purchased.

Currently you have 4 license(s).

Enter the total number of licenses to renew:

Name		Email	Job Title	License Status
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input type="text" value="Email"/>	<input type="text" value="Job Title"/>	<input type="button" value="Create User"/>

Cost Breakdown for Subscription Renewal

Data Product	Cost	Licenses	Total
SCAC Online	\$ 520	1	\$520
Additional	\$ 470	3	\$1410
Total:			\$ 1930

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

2

Payment

Credit Card

Card Number

Expiry month

Expiry year

Security Code

Card Holder

Street Address

City

State / Province

Postal Code

Country

Bank ACH

Wire

Check (Will Not Be Processed)

By clicking 'Place Order' you agree to receive emails from NMFTA with the SCAC information you are requesting. Read our [Privacy Policy](#) for details about the use of your data when signing up for NMFTA emails.

Back

Cost Breakdown for Subscription Renewal

Data Product	Cost	Licenses	Total
SCAC Online	\$ 520	1	\$520
Additional	\$ 470	3	\$1410
Total:			\$ 1930

Place Order

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



The screenshot shows the 'Manage Reservations' interface. At the top, there is a search bar with a magnifying glass icon, followed by 'Found 13 results'. To the right, there is a toggle switch for 'Show Activated Reservations' which is currently turned on. Further right are three buttons: 'Upload CSV To Update SCAC@s', 'Reserve Code', and 'Add & Activate Code'. Below this is a table with four columns: 'Code', 'Note', 'Reservation Date ↑', and 'Reserved By'. The table contains three rows of data.

Code	Note	Reservation Date ↑	Reserved By
HTRL	HTR LOGISTICS	May 25, 2023	NMFTA
CRWT	CROWN TRUCKING	May 25, 2023	NMFTA
NEWX	NEWPORT TRANSPORT	May 25, 2023	UIIA

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

Manage Reservations

Found 15 results Show Activated Reservations Upload CSV To Update SCAC@s Reserve Code Add & Activate Code

Code	Note	Reservation Date ↑	Reserved By	
WETR	WELLTON TRANSPORT	May 25, 2023	NMFTA	Activate Release
DLYS	DOLLYS LOGISTICS	May 25, 2023	NMFTA	Activate Release
PHXX	PHOENIX LOGISTICS	May 25, 2023	RailInc	Activate Release
FTWH	FORT WORTH TRANSPORT	May 25, 2023	NMFTA	Activate Release

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

Figure 10-3 The SCAC Activation Screen

SCAC® Activation

Add and activate the code

Company Information

Company* ?

Company Name

Contact Person Details

Contact Person #1 First Name* ? Contact Person #1 Last Name* ? Contact Person #1 Email Address*

First Name Last Name Email Address

Contact Person #2 First Name ? Contact Person #2 Last Name ? Contact Person #2 Email Address


First Name Last Name Email Address

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

Manage Reservations					
<input type="text" value="Q"/>	Found 15 results	Show Activated Reservations <input type="checkbox"/>	 Upload CSV To Update SCAC@s	Reserve Code	Add & Activate Code
Code	Note	Reservation Date ↑	Reserved By		
WETR	WELLTON TRANSPORT	May 25, 2023	NMFTA	Activate	Release
DLYS	DOLLYS LOGISTICS	May 25, 2023	NMFTA	Activate	Release
PHXX	PHOENIX LOGISTICS	May 25, 2023	Railinc	Activate	Release
FTWH	FORT WORTH TRANSPORT	May 25, 2023	NMFTA	Activate	Release

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

Figure 10-5 The Reservations Screen

- Enter the **SCAC** you'd like to reserve.
- Enter your **Company** name.
- 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.

- 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.

- 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

The screenshot shows the 'Manage Reservations' interface. At the top, there is a search bar with a magnifying glass icon, followed by 'Found 15 results'. To the right is a toggle switch for 'Show Activated Reservations'. Further right are buttons for 'Upload CSV To Update SCAC@s', 'Reserve Code', and 'Add & Activate Code'. Below this is a table with the following columns: Code, Note, Reservation Date (with an upward arrow), and Reserved By. Each row in the table has 'Activate' and 'Release' buttons to its right.

Code	Note	Reservation Date ↑	Reserved By
WETR	WELLTON TRANSPORT	May 25, 2023	NMFTA
DLYS	DOLLYS LOGISTICS	May 25, 2023	NMFTA
PHXX	PHOENIX LOGISTICS	May 25, 2023	RailInc
FTWH	FORT WORTH TRANSPORT	May 25, 2023	NMFTA

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

The screenshot shows the 'Manage Reservations' interface. At the top, there is a search bar with a magnifying glass icon, followed by 'Found 15 results'. To the right, there is a toggle switch for 'Show Activated Reservations' (currently off), and three buttons: 'Upload CSV To Update SCAC@s', 'Reserve Code', and 'Add & Activate Code'. Below this is a table with the following columns: 'Code', 'Note', 'Reservation Date ↑', and 'Reserved By'. The table contains four rows of data, each with an 'Activate' and 'Release' button to its right.

Code	Note	Reservation Date ↑	Reserved By
WETR	WELLTON TRANSPORT	May 25, 2023	NMFTA
DLYS	DOLLYS LOGISTICS	May 25, 2023	NMFTA
PHXX	PHOENIX LOGISTICS	May 25, 2023	RailInc
FTWH	FORT WORTH TRANSPORT	May 25, 2023	NMFTA

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

This screenshot is identical to Figure 10-7, showing the 'Manage Reservations' interface with the same table and buttons.

Code	Note	Reservation Date ↑	Reserved By
WETR	WELLTON TRANSPORT	May 25, 2023	NMFTA
DLYS	DOLLYS LOGISTICS	May 25, 2023	NMFTA
PHXX	PHOENIX LOGISTICS	May 25, 2023	RailInc
FTWH	FORT WORTH TRANSPORT	May 25, 2023	NMFTA

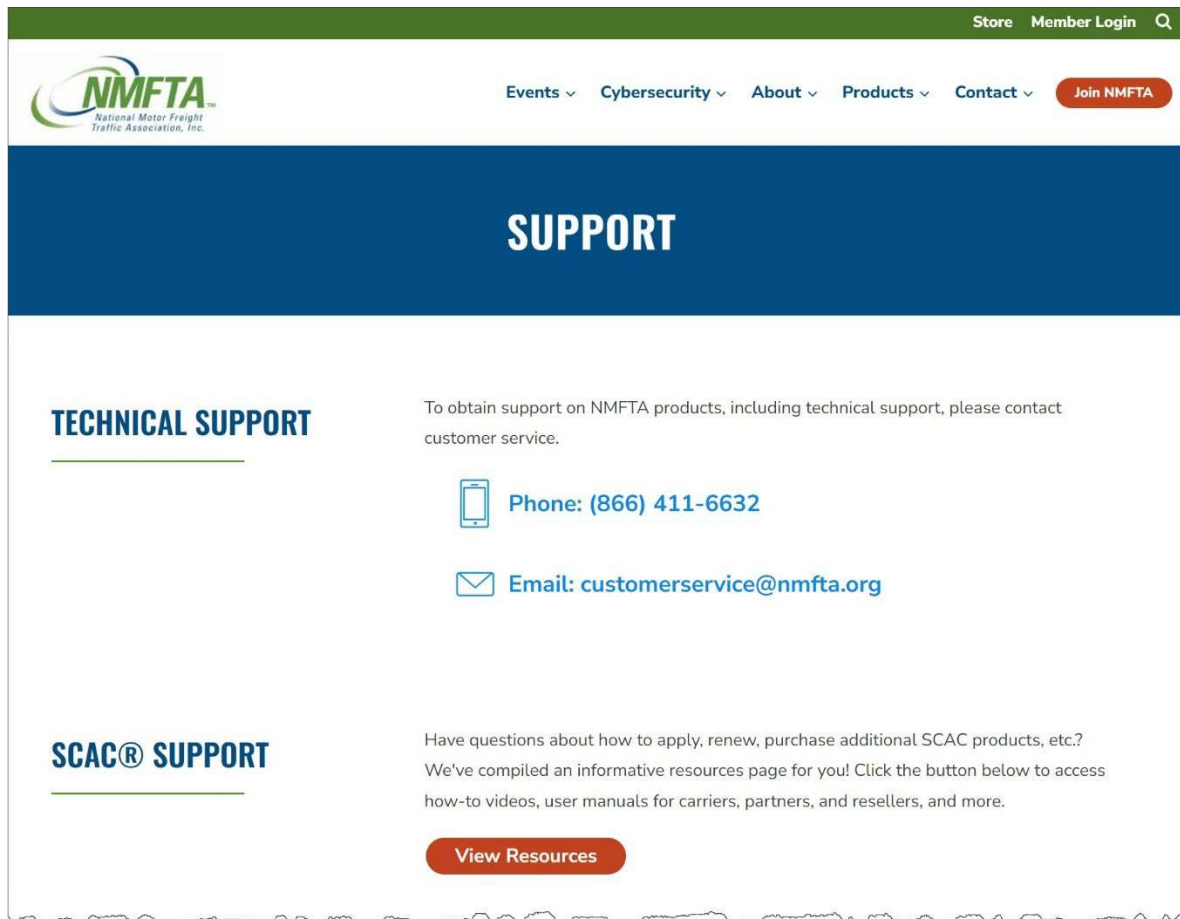
2. Click the **Release** button associated with the code you'd like to release.
3. Click **Yes** to confirm.
The code is now released.

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

