



# PortTruckPass: Add/Edit Reservations

## **Resource Guide**

Version 1.0





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## 1. Menu Navigation

Log in to PortTruckPass Community portal application.

Prot Manager Port Truck Pass () X +			0	
🗧 🔶 C 🐮 pelid.uatemodal.com/Account/Login?ReturnUrl=%2Fconnect%2Fauthorize%2Fcallback%3Fclient_id%3DPCNYNU%26redirect_uri%3Dhttps%253A%2 🛧	4	🔒 Inco	ognito	
Username				
abcd				
Password				
Forgot your Username or Password?				
LOGIN				
Don't have an account? Register Now				

When the user enters Port Truck Pass (PTP) they will see the User Profile screen. This is the default screen:

V PTP User Profile X +		- o ×
← → C	orofile/profile/UserProfile	९ 🛧 🔒 Incognito 🚦
E PTP PORTTRUCKPASS Administration User	Profile	A \$ 0 -
User Information           First Name         Le           Dupe         C           Phene         (000) X00 X00X           US (+1)         * (129) 123-1231	st Name heck 02	1
Login information Email dilipraytex@gmail.com		-
User Roles		
Beneficial Cargo Owner (BCO / Shipper)	Driver	
Dispatcher	CSR	
Intermodal equipment provider	Terminal Operator	
Port Authority	Service Account	
User Preferences and Settings		
Preferred Language English - United States	Date Format MM/dd/yyyy	
Default page	Time Format	



## 2. Add Reservations from Main Menu

From the green menu button in the upper left-hand corner of the screen, click Reservations to see the options. Select the ADD RESERVATION option to display that screen.

		Administration User Profile	\$	0	•
RESERVATIONS	^				
ARCHIVED RESERVATION MOVES		Last Name	/	¢.	
ARCHIVED RESERVATION VISITS		Test11			
MY RESERVATIONS					
ADD RESERVATION	L.				
TIPS	~				
TRUCK MANAGEMENT	~	al.com	/	p.	
TAG MANAGEMENT	$\sim$			*	
ADMINISTRATION	~		Í		
		pper)  Driver Intermodal equipment provider			
https://demotermops.emodal.com/trucker/web/ad	Idvisit	Port Authority			

From the Add Reservation screen, users can toggle between the Multi Visit/Add Visit buttons at the top of the page.

	Modal Com	munity Portal		, III:		۵	0	•
dd Reservations Multi Visit	Add Visit							
1 Add required data 2 Add	d move details	3 Choose reservation time	4 Confirmation					
Trucking company*	-	Terminal *	,					
Advent rest fluck								
PICK FULL *								
			-					
			Download temp	late				
<ul> <li>Container number(s)</li> </ul>			Select File			Browse	UPLO	DAD
0 / Maximum Allowed(10)			i First row must cont	ain headers. Eg:Cont	ainer numb	er		
O Group code				Maximum Alle	owed Per	Flow (10	++	Add
							1	Next





#### a. Multi Visit Option

From the multi visit screen, the user will select the Trucking company, Terminal, Move Type and enter one or more containers (Example- for Pick Full move type).

E PTP PORTTRUCKPASS eModal Com	munity Portal		Ì	<b>.</b>	\$	0	+
Add Reservations Multi Visit Add Visit							
1 Add required data 2 Add move details	3 Choose reservation time	4 Confirmation					
Trucking company * Advent Test Truck	Terminal * Port Liberty Bayonne	•					
Move Type * PICK FULL *							
Container number(s)		🛛 Download template 🔇	•				
		Select File			Browse	UPLO	DAD
1 / Maximum Allowed(10)		i First row must contain head	ers. Eg:Cont	ainer numb	er		
Group code		Maxi	mum Allo	wed Per	Flow (10	) + /	Add
							Next

The user will click the Next button, and the system will obtain container details, which are then displayed on the 2nd page.

=	PTP PORTRUCKPASS eModal Community Portal	Ì	\$	0	+
Add	Reservations Multi Visit Add Visit				
1	Add required data 2 Add move details 3 Choose reservation time 4 Confirmation				
Truck Adve	ng Company Terminal int Test Truck Port Liberty Bayonne				
DI	SCARD				
	Move Type     Vnit Number     Line     Equip size       PICK FULL     Reference Num     GCXU5258285     ONEY     40DH			~	
	Truck Plate		A	DD MOVE	
			Ba	ack	Next



The system will authenticate any additional details entered by the user when navigating to the 3rd page of the reservation process, provided there are no critical errors on the page.

On the 3<sup>rd</sup> step, the system will populate the list of time slots and preselect the first one available.

E PTP PORTTRUCK PASS eModal Community Portal	Ì	1	\$	0	•
Add Reservations Multi Visit Add Visit					
1     Add required data     2     Add move details     3     Choose reservation time     4     Confirmation					
Trucking Company Terminal Advent Test Truck Port Liberty Bayonne					
Move Type     Reference Number     Unit Number     Line     Equip size       PICK FULL     N/A     GCXU5258285     ONEY     40DH				,	~
C Truck Plate AJ700X Thursday 06/05/2025 06:00 - 07:00					
			Bacl	K SI	ıbmit

When the user clicks on the SUBMIT button the system will do final checks, save the reservation information, and redirect them to the 4<sup>th</sup> final confirmation page.





#### b. Single Visit Option

Users can toggle the SINGLE VISIT view for reservation creation from the Add Reservation screen.

← → C 😂 termopsuatemodal.com/trucker/web/addvisit	Q	*	⇔ Inco	gnito	
E PTP PomTauck Pass eModal Community Portal	Ì		¢	0	*
Add Reservations Multi Visit Add Visit					
General					
Trucking company * Terminal +					
Uppe Check 03 * Port Liberty Bayonne *					
Truck plate					
Reservation*					
Pickup Select Type - + Add another pick					
Drop off Select Type - + Add another drop					
Pick/Drop information*					
Select an reservation type to enter more information about your pick ups and drop offs					
Reservation time*					
Enter all details above to see available reservation slots					
SUBMIT					

On the SINGLE VISIT screen, the user will add Truck Plate:

← → C = termops.uatemodal.com/trucker/web/addvisit	ଵୢ	*	⇔ Inco	gnito	
E PTP PoerTBuckPass eModal Community Portal	Ĩ	۰	\$	0	•
Add Reservations Multi Visit Add Visit					
General					
Trucking company * Terminal * Dupe Check 03 * Port Liberty Bayonne *					
Truck plate AZXSS421					
Reservation*					
Pick up Select Type   Add another pick					
Drop off Select Type - Add another drop					
Pick/Drop information* Select an reservation type to enter more information about your pick ups and drop offs					
Reservation time* Enter all details above to see available reservation slots					
SUBMIT					





Then in the Reservation section, click on the "Select Type" dropdown and then choose which move type will be completed (example - Pick Full).

← → C 😂 termopsuatemodal.com/trucker/web/addvisit	Q 1	*	🔒 Inco	gnito	
E PTPL Pont Truck Pass eModal Community Portal	F		\$	0	•
Add Reservations Multi Visit Add Visit					
General					
Trucking company * Terminal * Dupe Check 03 * Port Liberty Bayonne *					
Truck plate AZXS5431					
Reservation* Seter Type Pick up Full Add another pick					
Drop off Select Type - + Add another drop					
Pick/Drop information*					
m Pick up Full					
Reference NumbUnit Number     Line     Equip size				Û	
Reservation time*					
FIND RESERVATION					_

Then in the PICK/DROP Information section, enter a container number in the Unit Number or bookings in Reference Number. The system will check the information, then populate the Line and Equip Size for containers on file. If information does not populate, it can be added manually.

← → C 🔓 termops.uatemodal.com/trucker/web/addvisit	Q 7	¥)(	🔒 Inco	ognito	
E PTP PomTauckPass eModal Community Portal	Ē		\$	0	•
Add Reservations Multi Visit Add Visit					
Dupe Check 03    Port Liberty Bayonne					
Truck plate AZXS2134					
Reservation*					
Pick up Full   Add another pick  Add another pick					
Drop off Select Type - Add another drop					
Pick/Drop information*					
m Pick up Full					
Reference Numb     Unit Number     Line     Epuip size       CSDU3245651     CSU     20/T				Û	
Reservation time*					
FIND RESERVATION					
SUBMIT					





Under the RESERVATION TIME section, the user will click Find Reservation, then the system will provide a list of time slots for selection. Once selected, the user can click submit.

$\leftrightarrow \rightarrow \mathbb{C}$ $\mathfrak{S}$ termops.uatemodal.com/trucker/web/addvisit $\mathbb{Q}$	☆	₽	Incogr	nito	
EMOdal Community Portal	Ì		\$	0	•
Add Reservations Multi Visit Add Visit					
General					
Truckling company*     Terminal *       Dupe Check 03     *       Port Liberty Bayonne     *					
Truck plate AZXS2134					
Reservation*					
Pick up Puil - Add another pick					
Drop off Select Type					
Pick/Drop Information*					
[前] Pick up Full					
Image: Section 2013/245651     Line     Equip size       CSDU3245651     COSU     20VT				Ŭ	
Reservation time*					
Reservation Time Friday 05/30/2025 10:00 - 12:00 (76) •					
SUBAIT					

The user will then see their Successful Reservation.

Add Reservations Multi Visit	Add Visit
Trucking Company Terminal Advent Test Truck Port Liberty	ayonne
Successful Reservations	
Terminal:         PLBA           Ticket#:         PLBA-0615-00734         Image: Compare 1           Date:         10:30 AM Sunday, June 1           Truck Plate:         AJ700X	,2025
DROP EMPTY Unit #: NGLU4093987	^
Reference #: N/A Line: MSCU	
Equip Size: 40CP Appt Status: PENDING Core Status: DENDING	
Gate Status: PENDING	





### **3. Add Reservation from Container Watchlist**

Navigate to the TIPS page from the PortTruckPass left-side menu. Select CONTAINERS from within the dropdown menu.

	NYNJ
RESERVATIONS	>
TIPS	~
CONTAINERS	
BOOKINGS	
GROUP CODES	
EMPTY RETURN INSTRUCTIONS	
VESSEL SCHEDULE	
TERMINAL INFO	
EMPTY CONTAINERS	
FEE PAYMENT	
PORT SUPPLY CHAIN DASHBOARD	
TRUCK MANAGEMENT	>

Select one or multiple import containers, using the left side check boxes, select the Actions drop-down menu at the top, and click Add Reservation.

		<b>1</b> 0					
	Port Manager			Ì	<b>A</b>	¢ (	0 :
Containers Actions - Add to My C	rontainers		=,	C 🛛	Ŧ	Saved View	s • 🖪
Container Add Reservation	Holds	Reservation Ticket#	Emodal Reservation Status	Gate Status	Origin	Destination	Current L
Pay Fees	NYARD 1 NO	N/A	N/A	N/A	PLBA	N/A	PLBA
TGBU70 nove Containers II	NYARD O NO	N/A	N/A	N/A	PLBA	N/A	PLBA
EMCU56 Claim/Unclaim Fees	YARD O YES	N/A	N/A	N/A	PLBA	N/A	PLBA
□ > GCXU5258285 () IMPORT II	NYARD O NO	N/A	N/A	N/A	PLBA	N/A	PLBA





Users will be redirected to the Add Reservations page, to work through the Multi Visit or Single Visit Reservation process.

E PTP PORTTRUCKPASS eModal Community Portal	Ì	۰	ф	0	•
Add Reservations Multi Visit Add Visit					
General Trucking company* Terminal* Advent Test Truck v Port Liberty Bayonne v					
Truck plate AJ700X					
Reservation*					
Pick up Full  Add another pick					
Drop off Select Type - Add another drop					
Pick/Drop information* 🤣					

The user will then see their Successful Reservation.

PTP Prominicative Model  Add Reservations Multi Visit Add V  Add Reservations Multi Visit Add V  Add V  Supported Basensition:	Community Portal	
Add Reservations Multi Visit Add V Trucking Company Terminal Advent Test Truck Port Liberty Bayonne	fisit	
Trucking Company Terminal Advent Test Truck Port Liberty Bayonne		
and and a second		
Terminal:         PLBA           Ticket#:         PLBA-0615-00734           Date:         10:30 AM Sunday, June 15, 2025           Truck Plate:         AJ700X		
DROP EMPTY Unit #: NGLU4093987 Reference #: N/A	^	
Line: MSCU		
Equip Size: 40GP Appt Status: PENDING		
Gate Status: PENDING		





## 4. Edit Reservations

Navigate to the My Reservations page from the RESERVATIONS dropdown in the left side menu.

	eModa
RESERVATIONS	~
ARCHIVED RESERVATION MOVES	
ARCHIVED RESERVATION VISITS	
MY RESERVATIONS	
ADD RESERVATION	
TIPS	>
TRUCK MANAGEMENT	>

Search for the Reservation with the Ticket number or container number and click on the check box next to the reservation to select it.

	TIPS								\$	0	).
My Re:	servations 🗸	Add Visit									
			Моче Туре	Unit#	Ref	Status	TOS Status	Line	ISO		
V	Terminal: PLBA Ticket: PLBA-0605-00700 Visit Date Time: 06/05/2025 06:00 Truck Plate: AJ700X	2	PICK FULL	GCXU5258285		CONFIRMED	VALIDATED	ONEY	40DH	1	





\*

Select the Actions drop-down menu at the top and click Edit. Users will be brought to the Edit Visit screen.

		TIPS						` <b>.</b>		\$	0	B.o.
My Re	servations	Actions 👻	Add Visit									
		Edit Cancel		Move Type	Unit#	Ref	Status	TOS Status	Line	ISO		
	Terminal: PLBA Ticket: PLBA-0605-00 Visit Date Time: 06/0 Truck Plate: AJ700X	0700 5/2025 06:00	2	PICK FULL	GCXU5258285		CONFIRMED	VALIDATED	ONEY	40DH		

Users can edit the required information(s), add additional move(s) to the existing reservation, or change the time slot. Users may then exit out of the page or Add Another Visit using the button in the bottom left corner of the page

E PTP PORTTNUCKPASS eModal Communit	y Portal										R .	\$ K	£
dit Reservations Multi Visit Add Visit													
Seneral frucking company * Advent Test Truck	Terminal • • Port Liberty E	Bayonne		÷									
fruck plate \$J7001	*												
Reservation* Select Type Pick up Full	+ Add another pick												
rop off Select Type	+ Add another drop												
ick/Drop information* 🤡													
Reference Numb.     Util Number     Util Number     ONEY	Equip size 40DH												
eservation time*													
Reservation Time Sunday 06/08/2025 06:00 - 07:00 +													
SUBMIT													
SIMIT													
	tal Community Pc	ortal					Ju:	*	\$	0	•		
EXAMP EXAMP EXAMPLE PARTY TRUCK PARS EXAMPLE Edit Reservations Multi Visit Ad	dal Community Pc	ortai					Ju:	*	٥	0	•(		
Edit Reservations Multi Visit Ad Advent Test Truck Port Liberty Bayonn	dal Community Pc Id Visit	brtal					)e:	*	٥	0	•		
source Construction Passe eMod Construction Construction Passe eMod Edit Reservations Multi Visit Advent Test Truck Port Liberty Bayonn Successful Reservations	fal Community Po d Visit	ortal					Ĭ	*	٥	0	•		
SIMUT	iai Community Pc id Visit e Move Type	ortal Unit	Reference Number	Line	Equip Size	Appt Status	Gate	Status	\$	0	<u>*</u>		
SUMUT	iai Community Po d Visit re Move Type I] PICK FULL	Unit GCXU5258285	Reference Number N/A	Line	Equip Size 40DH	Appt Status PENDING	Gate	La Status	\$	0	•		
SUBURY CONTINUES PASE (Mod Edit Reservations Multi Visit Ad Advent Test Truck Port Liberty Bayonn Successful Reservations Terminal: PLBA Ticket: 007003 0 Visit Date 60:05:2025 Time: 06:00	d Visit e Move Type	Unit GCXU5258285	Reference Number N/A	Line ONEY	Equip Size 40DH	Appt Status PENDING	Gate	*	\$	0	*		
Commentation  Company  Compan	d Visit e Move Type ] PICK FULL	Unit GCXU5258285	Reference Number N/A	Line ONEY	Equip Size 40DH	Appt Status PENDING	Gate	\$ Status DING	\$	0	*		
EXAMPT	dal Community Po d Visit re Move Type 1 PICK FULL	untal Unit GCXU5258285	Reference Number N/A	Line ONEY	Equip Size 40DH	Appt Status PENDING	ेत Gate PEN	Status DING	\$	0	*		
SURVER Edit Reservations Multi Visit Ad Advent Test Truck Port Liberty Bayonn Successful Reservations Terminal: PLBA Ticket: PICA-0005- Time: 06:00 Truck Plate: AJ700X	Jal Community Po d Visit e Move Type ] PICK FULL	Unit GCXU5258285	Reference Number N/A	Line	Equip Size 40DH	Appt Status PENDING	Gate	A	\$				



## 5. Viewing Archived Reservations

**Note**: This menu option is only available to existing users of PTP, new users of the system will not need the archived reservations.

The Archived Reservation Moves and Visits, allow existing users to have read only access to their historical reservations and visits to PLBA prior to new appointment screen launch.

≡		
F	Reservations	^
/	Archived Reservation Moves	
1	Archived Reservation Visits	
	My Reservations	
/	Add Reservation	
	TIPS	~
	Truck Management	~
1	Tag Management	~
)	Administration	~