

**CPKC**



# AUTOMATED GATE KIOSKS

DRIVER & DRAY CARRIER REFERENCE GUIDE  
CPKC INTERMODAL TERMINALS

## Intermodal Automated Gate System

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## Drivers registering for the Mobile Application

Overview

Objectives and Outcomes

This will detail the steps for the driver to register for the Mobile App we are providing for the FastPass Auto gate system. This is a onetime step the dray carrier will do for the driver. A driver must be registered through the **Dray Admin App by their carrier** if they want to perform a unit Query or pre-gate their moves prior to coming to a CPKC ramp for the Auto Gate Kiosk. This functionality will expedite their move into the yard. If they do not do the pre-work on their mobile app they will have to in gate/out gate their move at a touch screen kiosk located at the in gate.

Application Compatibility

Requires

Internet access

Android 4.1 and above, as well as updated google chrome/ Samsung chromium browser.

Apple iOS version 10.2 or above should be able to use from the Safari Browsers.

Driver must be already registered at a CPKC Intermodal Facility to register for the CPKC FastPass Mobile Application.



## New Driver Registration for CPKC

FastPass new changes on how drivers can register for FastPass:

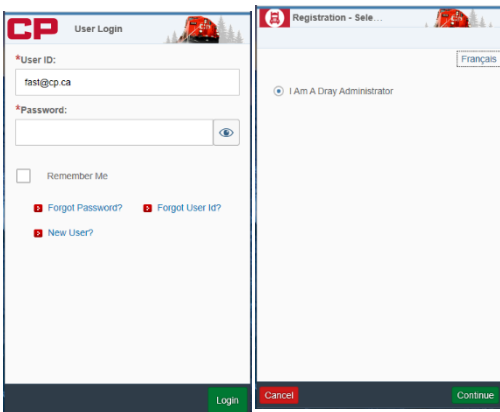
New drivers will require their Dray Carrier to register them to the FastPass app.

This is done in the Dray Admin application in FastPass by your carrier.

Drivers will be provided a link to register for the Mobile App - <https://external.cpr.ca/cpfastpass>

The driver will click the link provided.

The “User Login” screen will open.



Under New User? Only Carriers will be able to register for dray admin accounts.

Drivers must be registered by their carrier prior to arrival at CPKC. I am a driver is no longer offered for driver registration.

Once your dray carrier has registered your driver profile an email will be sent advising the FastPass registration has been submitted. You will have to wait for CPKC to approve the driver registration before proceeding. Please wait for approval before going to any CPKC location.



### CP FastPass Application

Dear Joe Sole,

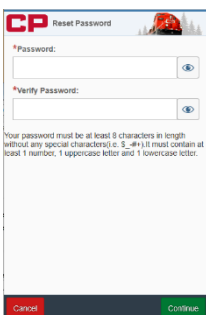
Your request for registration at CP Vancouver has been submitted.

You will soon receive an email with your CP User ID and a link to create your password.

This user ID and password will be used to log into the CP FastPass mobile app as well as the CP Vancouver gate kiosks.

If any changes are required please email [CP\\_VendorPortalFastPassDNR@cpr.ca](mailto:CP_VendorPortalFastPassDNR@cpr.ca)

Once CPKC has approved the registration, an email will be sent with your drivers User ID and a Link to create a strong password. Select the Password Reset link in the email. You will be presented with the fields to enter in your new password. This must be done within 60 min of the email being sent. If the password reset link is expired you can select forgot password, enter in your new user ID. You will then receive a new password reset link in your email application.



### CP FastPass Application

Dear Serafino Test,

You have now been registered for CP FastPass to access CP's Intermodal Terminal. Your id is [cp\\_vendorportalfastpassdnr@cpr.ca](mailto:cp_vendorportalfastpassdnr@cpr.ca) and you can use this id to perform Dray Administration in CP FastPass.

Please click on this link to set your password: [Password Reset](#)  
This Password Reset Link will expire in 60 Minutes, if link is expired please return to the log in screen and select the forgot password on the mobile app.

You will be required to use this id and password to use the Gate Kiosks at CP's Intermodal Terminal

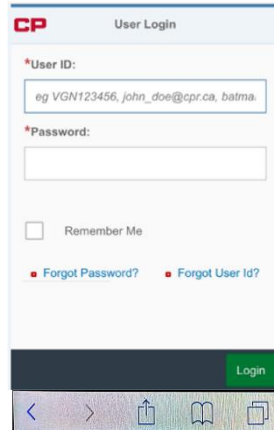
Please click on this link to access the CP FastPass: [CP FastPass](#)

To Save the App to your device, do the following:

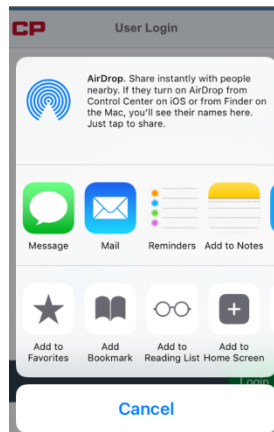
## Apple iOS Instructions

1. Click on the link to open the User Log in screen for the mobile Application: [CP FastPass](#)

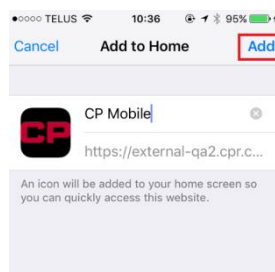
2. Click the Share button



3. Click Add to Home Screen



4. Click Add



5. App icon will now appear on your home screen.

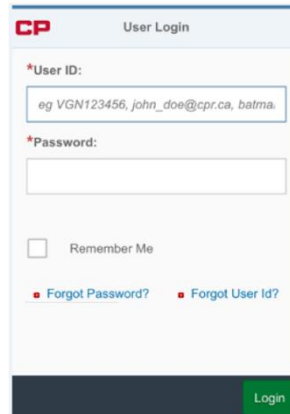


You can use this icon whenever you need to access the CPKC Intermodal Gate Application

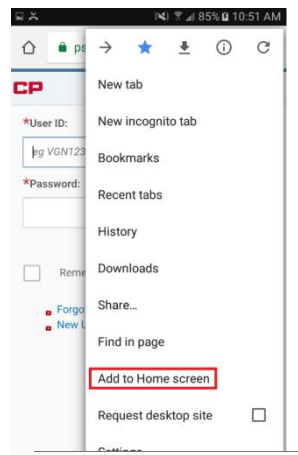
## Android Instructions

1. Click on the link to open the App : [CP Intermodal Gate App](#)

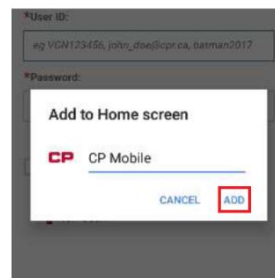
2. Click the More Options button



3. Select Add shortcut



4. Click Add



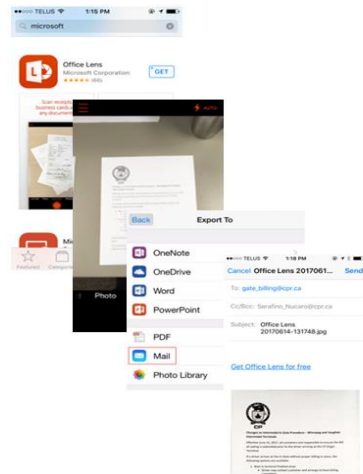
5. App icon will now appear on your home screen. You can use this icon whenever you need to access the CPKC Intermodal Gate Application



## Camera phone document scanners

As a quick guide, below are some document scanners which are available on both Apple IOS and Android.

### Office Lens



- Download the app and install Office Lens on your device, run the app, and give it permission to access your camera.
- The default "view" in the app is a live camera viewfinder. Choose one of the three available image types -- Photo, Document or Whiteboard -- then point the camera at whatever you want to capture.
- For documents and whiteboards, you'll see the app attempt to automatically frame the image as you move around. Once the frame encompasses the desired area, tap the shutter button. Office Lens doesn't always do a perfect job framing images, so you can crop if needed.
- Send document by email to CP

### Tiny Scanner

- Download the Tiny scanner app. From the main screen select the "+" symbol. The app then says that it would like to "Access the camera", press "OK" to allow.
- You will now see the document that you should have your camera pointing at. Hold the phone directly over the item you wish to scan. It is best to place the item you wish to scan on a flat surface. If you want to make sure the image is taken squarely. When you are ready hit the circular button on screen to take the image. It takes a few minutes to process so hold the phone steady. The image will be shown, if you are happy with it tap "Next" if you are not happy with it, tap "Retake" We tapped "Next"
- Once you are happy press the "tick"
- You are then presented with a number of options at the bottom of the screen. Select "email"
- Email will then open and you could enter the email address of the person we wanted to send the image and send



### CamScanner

- Download the CamScanner app.
- From the main screen a camera icon will appear in the middle part of the bottom of your screen. Select that icon to capture an image of your documents.
- This will open into camera mode and when you hold your phone steady, it will automatically focus.
- Make sure you can read the receipt. Then press the camera icon to capture the image.
- Press the ✓ symbol if the receipt is legible. If you would like to redo your picture, use the back arrow to retry.
- Once you have approved the photo you will be asked to crop it, however ATBS prefers that you include the entire document rather than just part of it.
- Press the ✓ symbol to advance. It will then crop and enhance the document.
- Finally, you will be taken to an editing stage. This stage allows you to make final adjustments such a brightening the photo to ensure it is legible.
- If you do not have to do any final editing if you are satisfied with your photo. Press the ✓ symbol to process the image for completion. If you want to scan additional receipts, you can press Add and it will repeat the process for each document page.
- Once you have finished press the Email button in the lower right hand portion of the screen. The document list will pop up. Select the JPG option from the list and it will create an email containing your document(s) as a JPG attachment and send

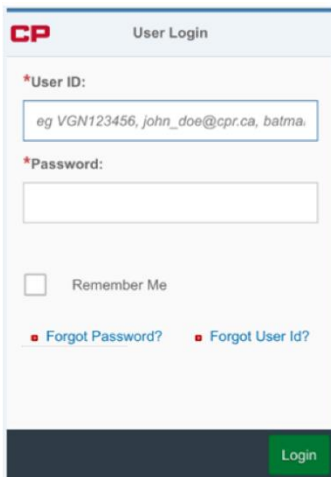
## Forgot User ID

### Overview

### Objectives and Outcomes

This is a sample of the email the driver will receive if they have forgotten their user ID and need to recover it. They will go into the app and select forgot user ID; an email will be sent.

Open the mobile App on your phone.



The Login Screen will open.

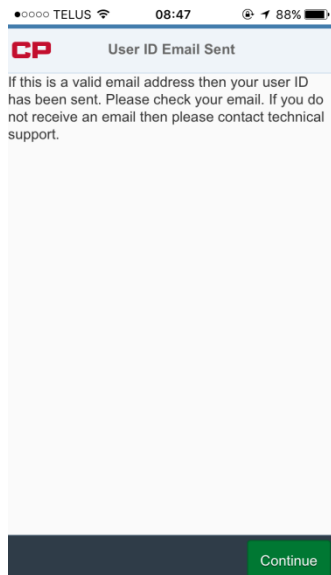
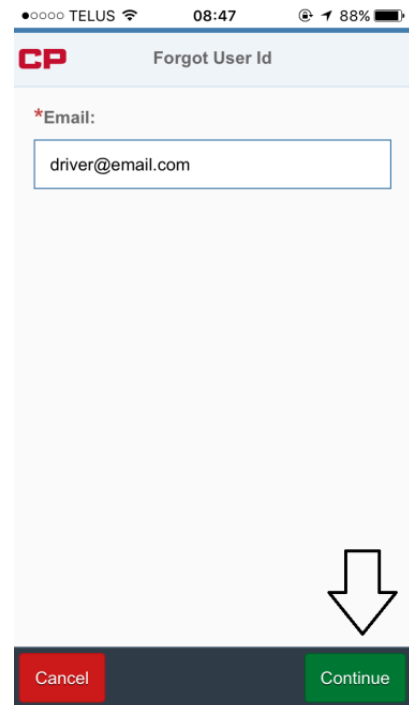
Click “Forgot User ID?”

The “Forgot User ID” screen will open.

Enter the email address which you registered with at CPKC.

Hit

Continue



Email will be sent to the address entered in CPKC FastPass

If the email address you entered is valid and is the email associated with your CPKC FastPass profile, you will receive an email indicating in the subject line “Forgot User ID.”

Your CP FastPass ID will display in the body of the Email received.



## Reset a password

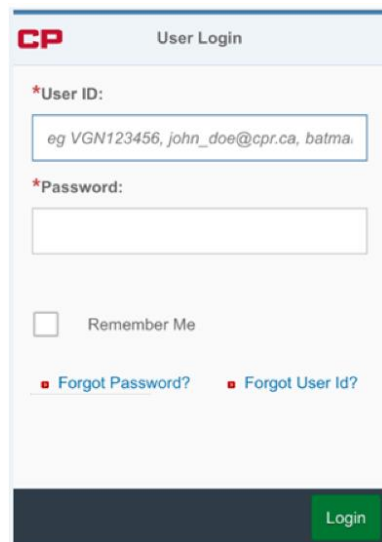
### Overview

### Objectives and Outcomes

This is a sample of the email the driver will receive if they have forgotten their password and need to reset it. They will go into the app and select forgot password; an email will be sent to reset.

### Business Process

Open the mobile App on your phone.



The Login Screen will open.

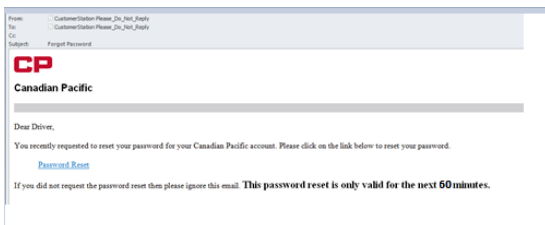
Click "Forgot Password?"

The "Forgot Password" screen will open.

Enter your new abbreviated existing Oasis Driver ID (i.e., **VGN123456**) that you were supplied by CPKC.

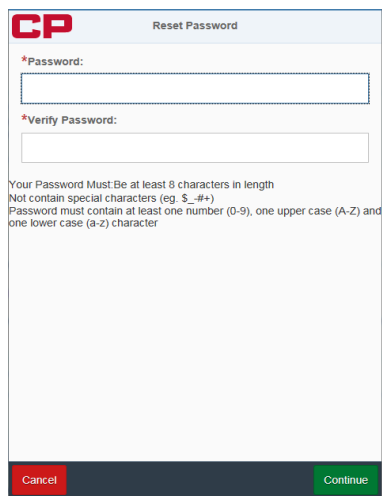


Hit

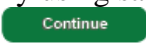


You will receive an email indicating you requested a password reset:


Click "Password Reset"

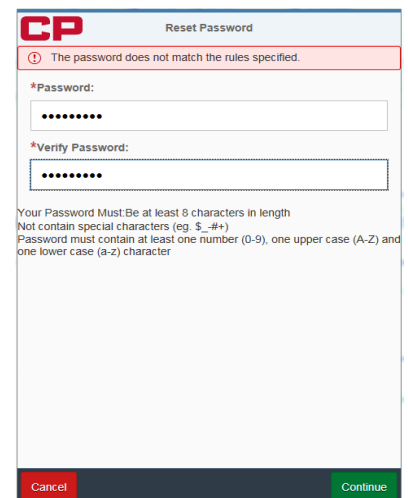


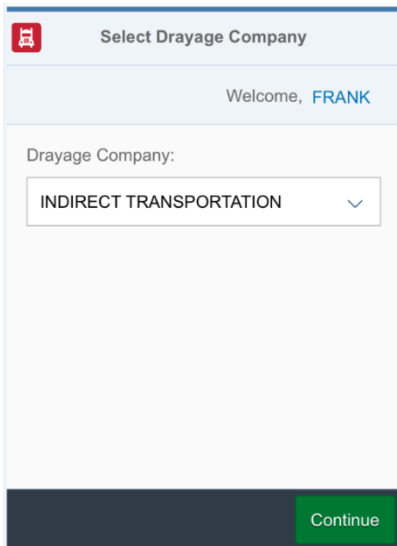
The Reset Password screen will open.

- Enter a password.
- Verify using same password.
- Hit 

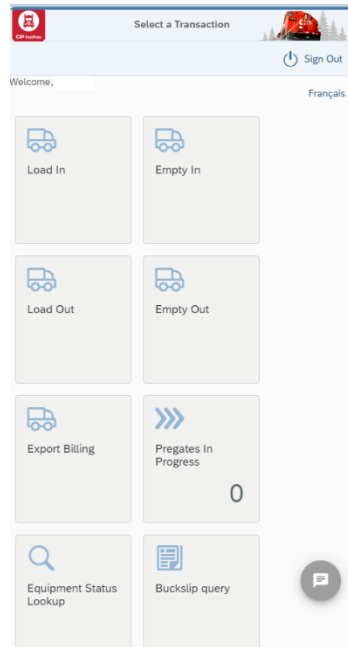
If the passwords do not match you will receive this error

- Try entering in the password and verify password again.
- Hit 

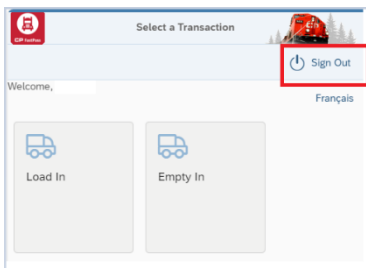




If the password was a success and you are authorized to work for multiple carriers the “Select Drayage Company” window will display, please select the carrier you are working for at this time and select **Continue**.

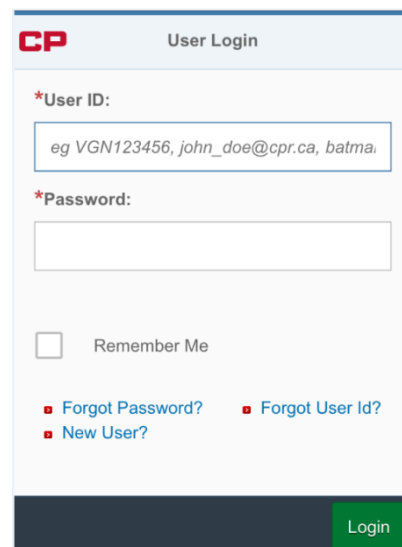


“Select a Transaction” screen will open to do an “Equipment Status lookup.”

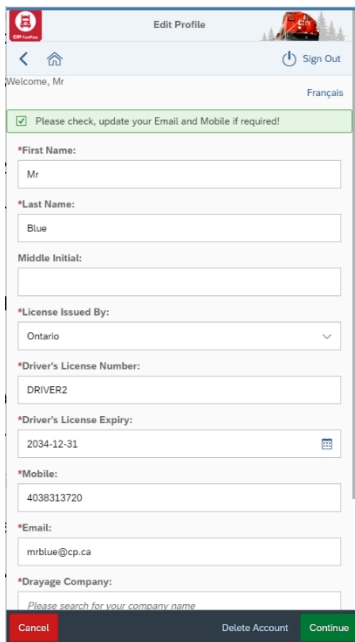


If you want to sign out, click “Sign Out”.

You will be returned to the Login screen.



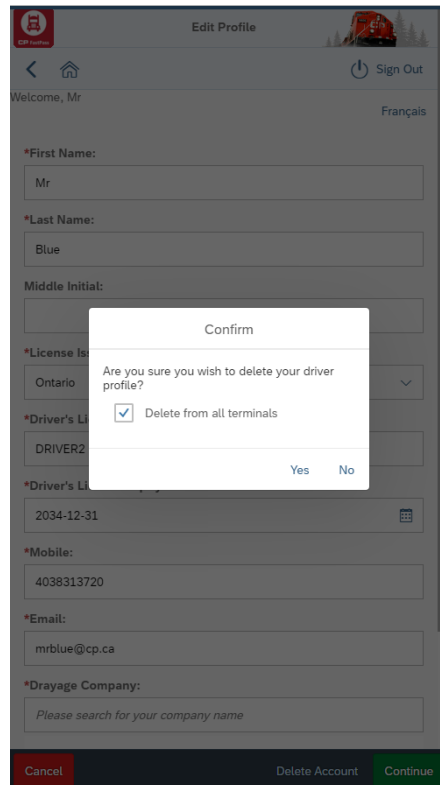
## Deleting your FastPass account



If your FastPass account is no longer needed and you wish to have the account removed/deleted.

Sign into the terminal you wish to remove your driver account.

Select Edit Profile and you will see the delete account button **Delete Account** at the bottom right of the Mobile app next to the continue button.



Once the delete button is selected the driver will be prompted to confirm they wish to have their account delete from FastPass.

Note: If delete from all terminals is unche

ked when deleting this will only delete the driver from the terminal the driver is signed into.

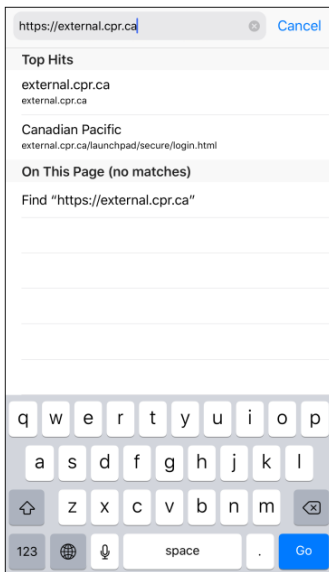
Delete from all terminals

If the driver has accounts in multiple terminals and wishes to delete all accounts, then ensure that the check box is selected.



Select Yes to delete the account(s).

## FastPass Mobile App

### Signing Into the Mobile App.

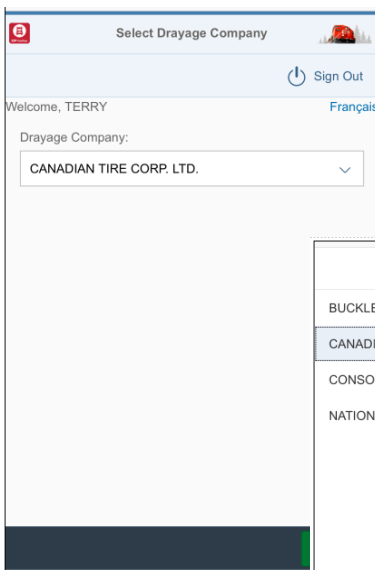
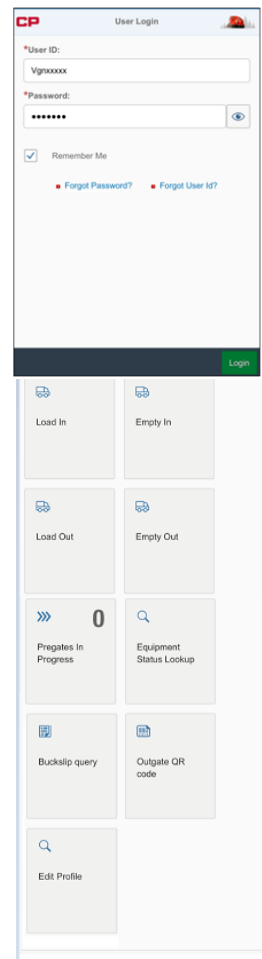


The user will enter in the following link in the mobile browser, or email the link below to the driver <https://external.cpr.ca/cpfastpass>

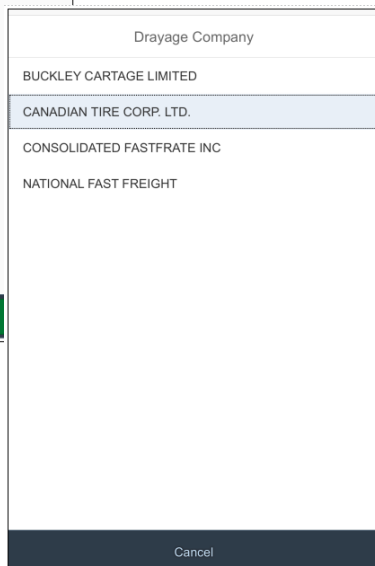
The driver can then enter in their User ID and  Password and select the button 

If required, the driver can select the view password button.

This will give them visibility to the password which was entered or being entered.



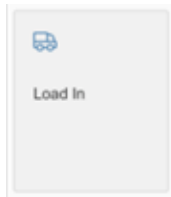
If the driver works for more than one carrier the user will be prompted to select the carrier they are working for from the dropdown and press



Once the user is signed in, they will see the below screen with multiple tiles. (Shown on right)

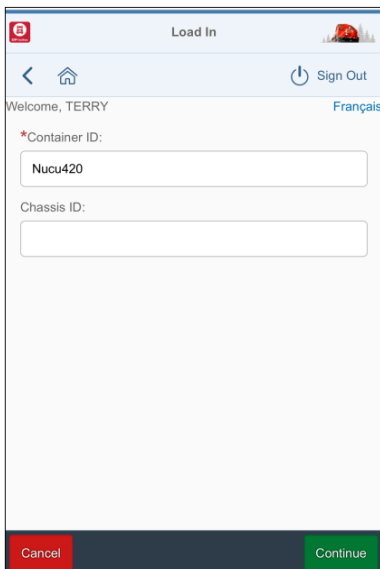
## Creating Pre-gate Transactions and working with FastPass

Below is a break down of the working tiles for FastPass and how and when to use them:

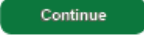


### Load In:

Driver will use this tile to create a pre-gate transaction for the container they are dropping off at CPKC. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

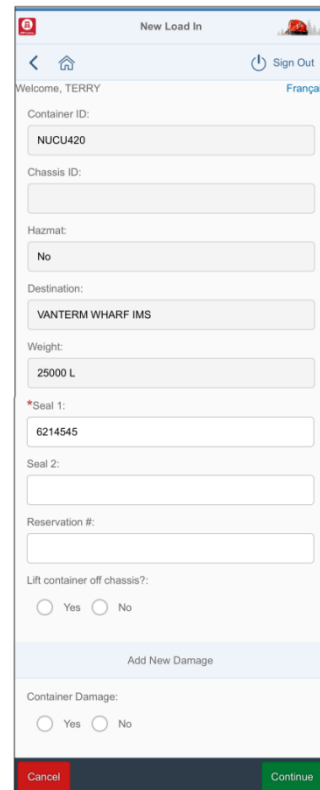


After selecting Load In driver will then enter in the container number and Chassis ID if the chassis is CPKC Controlled (CPPZ)

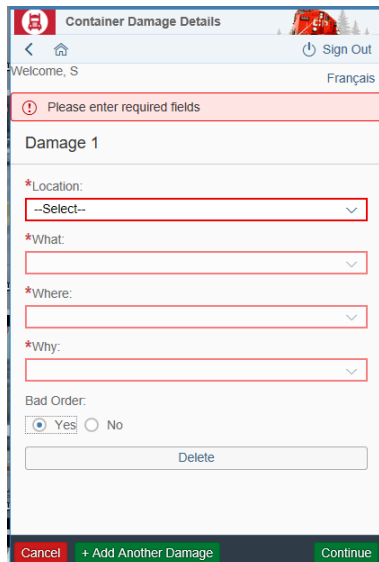
Driver will then select 

When the driver is at the New Load In window, they will enter in the seal number if it is not present and confirm hazmat if Hazmat field states Yes.

Driver will select lift container off Yes or No, Yes, if the chassis is not CPKC controlled and is owned by the driver's carrier. No if the chassis is CPKC controlled, and the unit will be parked.

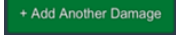



A reservation may be required and entered into the reservation field. The driver can enter in damages on the FastPass mobile app prior to arriving at CPKC In Gate.



Select 



If bad order is selected, select from the drop downs the following: What, Where and Why

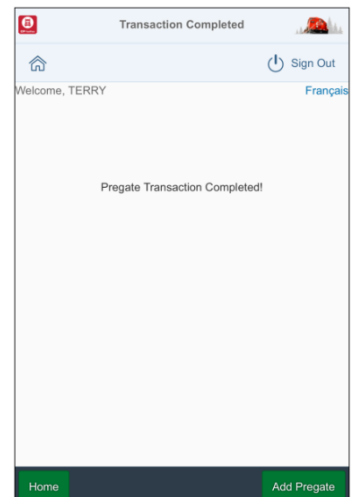
You can also add another damage details by selecting  in not select  or cancel.

If the damage was selected in error, select delete from the damage details.

If the container is bad order, ensure bad order Yes is selected.

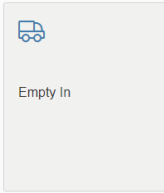
If the pre-gate transaction has been successfully created the driver will see the screen to the left.

Press  or  to return to the main menu.



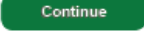
Select Pre-gates In Progress or QR Code Tile to view QR Code

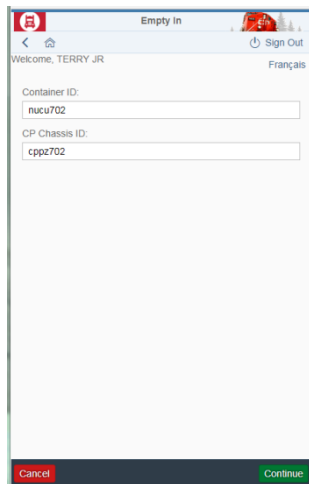
## Empty In:



Driver will use this tile to create a pre-gate transaction for the container or chassis they are dropping off at CP. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

After selecting Empty In the driver will then enter in the container number and Chassis ID if the chassis is CPKC Controlled (CPPZ)

Driver will then select 



When Empty In window opens, fill in the following:  
Hub Reading with kilometers or miles

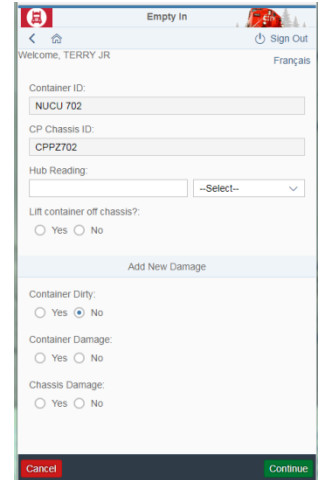
Driver will select lift container off Yes or No, Yes, if the chassis is not CPKC controlled and is owned by the driver's carrier.


No if the chassis is CPKC controlled, and the unit will be parked.

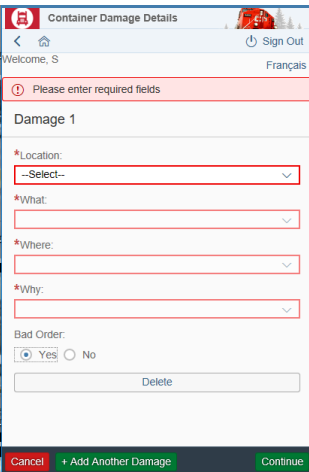
If the unit is Dirty select Yes if not select No.

If yes is selected hit  and Container Damage Details will display for Interior steam clean dirty.

To remove the dirty select Delete.



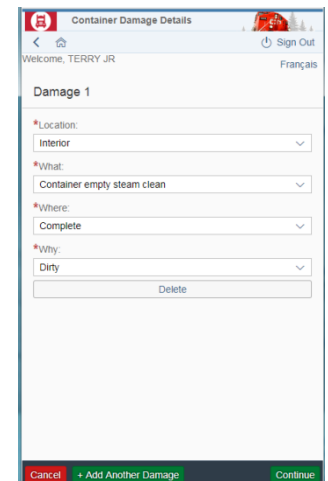
Select  to proceed to next screen.

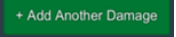
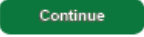


If bad order is selected for Container or Chassis or both, select from the drop downs the following:  
What, Where and Why



If both container and chassis damages are being reported, then two separate damage details will display in order damage for container then damage for chassis.

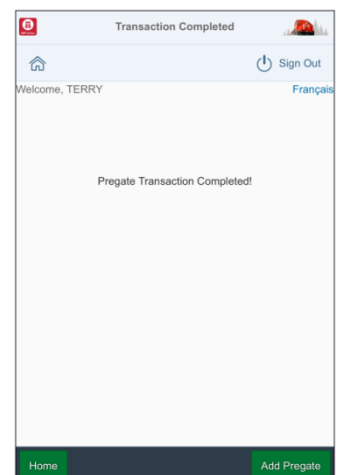
If the container is bad order, ensure bad order Yes is selected.

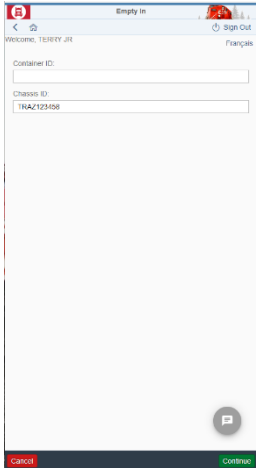


You can also add another damage details by selecting  in not select  or cancel.

If the pre-gate transaction has been successfully created the driver will see the screen to the Right.

Press  or  to return to the main menu.  
Select Pre-gates In Progress or QR Code Tile to view QR Code





Predate for chassis only, after selecting the Empty In tile enter in the chassis ID in the chassis field.

Select 

If the chassis is known in CPKC inventory in the US or Canada, the user will be able to create a pre-gate for the chassis.



### Canadian Terminals

If the chassis is not known to CPKC inventory the user will receive an error message stating that the container does not exist.

### US Terminals Only

If the chassis is not known to CPKC inventory the user will be able to add the chassis into CPKC inventory.



User will be required to select:

- Owner of the chassis
- Length of the chassis
- 20, 40 or 45 feet.

Select 

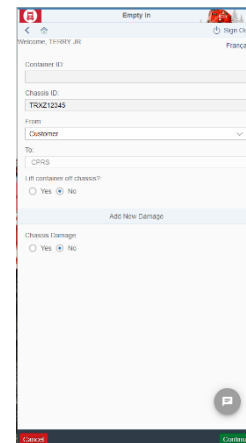
User will make a selection in the FROM field drop down table.

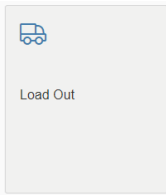
Select NO for lift container off chassis.

Select Yes or No if damages need to be reported.

Select 

Pre-gate transaction will be complete.





## Load Out:

Driver will use this tile to create a pre-gate transaction for the container they are picking up at CPKC. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

The screenshot shows the 'Load Out' screen with a header bar containing a home icon, 'Sign Out', and 'Français'. Below the header, it says 'Welcome, TERRY JR'. There are two input fields: '\*Container ID:' and 'PickUp #:'. At the bottom, there are 'Cancel' and 'Continue' buttons.

After selecting Load Out, the driver will then enter in the container number and Pickup number (if pickup number is required)

Driver will then select

When Load Out window opens.  
Enter in the following:  
Container ID  
Pick up number if pick up number is required.

Driver will then select

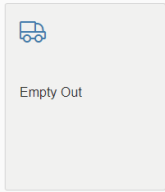
The screenshot shows the 'Load Out' screen with the same header as the previous one. The '\*Container ID:' field now contains 'nucu677' and the 'PickUp #:' field contains '1324'. The 'Continue' button is highlighted in green.

The screenshot shows the 'Load Out' screen with a green banner at the top that says 'Pregate transaction complete'. The input fields still contain 'nucu677' and '1324'. At the bottom, the 'Continue' button has been replaced by an 'Add Pregate' button.

If the pre-gate transaction has been successfully created the driver will see the screen to the left.

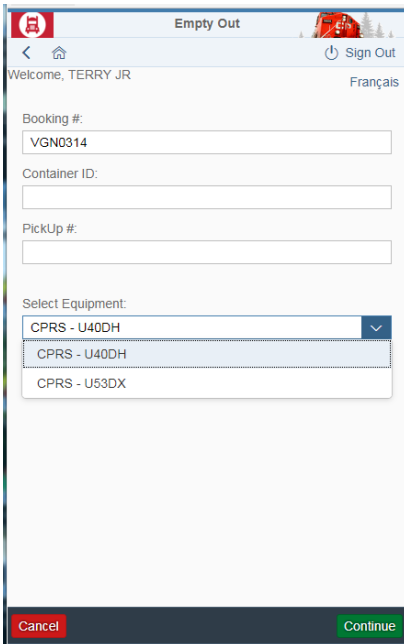
Press to return to the main menu.

Select Pre-gates In Progress or QR Code Tile to view QR Code



## Empty Out:

Driver will use this tile to create a pre-gate transaction for the container they are picking up at CPKC. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.



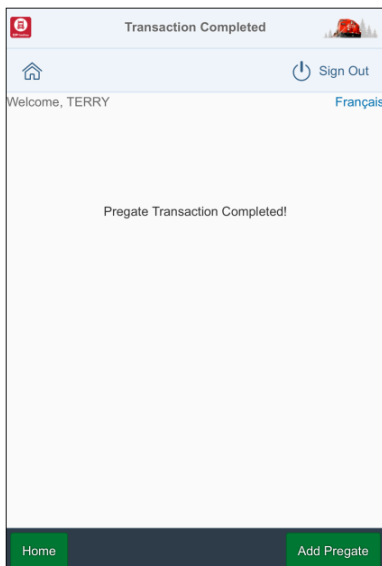
After selecting Empty Out, the driver will then enter in:

Booking Number or Container number but not both.



Select 

If the booking has more than one type of unit to pick up, then select the unit type to pick up from the Select Equipment drop down.

Select 



If the pre-gate transaction has been successfully created the driver will see the screen to the left.

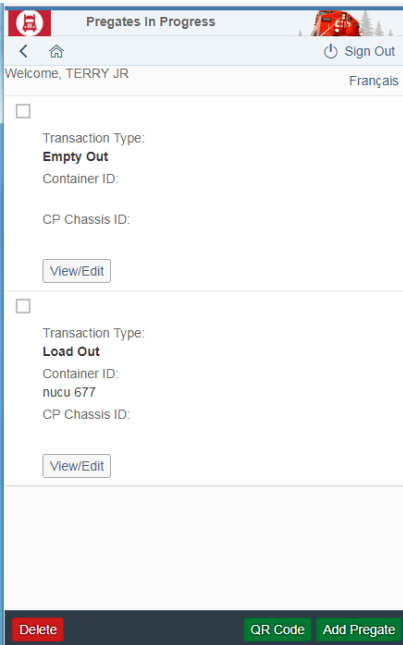
Press  or  to return to the main menu.

Select Pre-gates In Progress or QR Code Tile to view QR Code



## Pre-gates In Progress:

Driver will use this tile to view all pre-gate transactions for the containers they are picking up and dropping off at CPKC. This is where the drivers can also view their QR Code. The QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.



The indicator number displaying at the top In Progress tiles displays the number of pre-gate transactions that were created both road in and road out.



of the Pre-gates gate transactions


After selecting Pre-gates In Progress, the driver will be able to do the following functions:

View/Edit the transaction which will display the data for the particular transaction.

If Edit is selected the driver can change information which was originally created by the Load In, Empty In, Load Out and Empty Out tiles.

Add another pre-gate from this window  which would take you back to the Load In, Empty In, Load Out and Empty Out tiles.

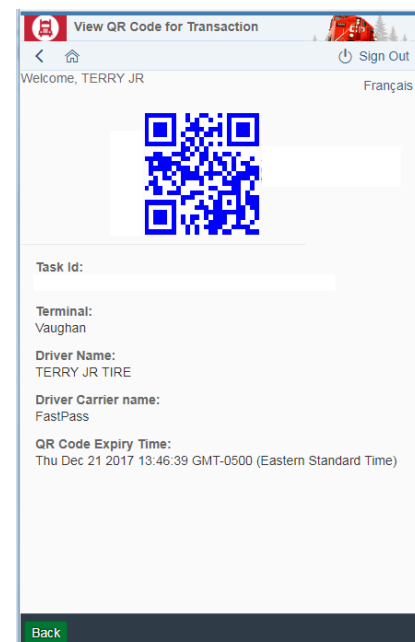
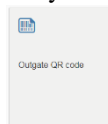
In the Pre-gates In Progress window, you may also delete existing pre-gate transactions by selecting the check box  to the left of the transaction and

selecting 

## QR Code (secure driver identifier)

Select  to view or have your QR Code scanned by the FastPass Gate system.

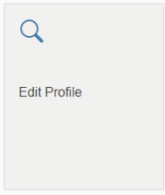
The QR Code can be accessed by the QR Code Tile



The driver will display the QR code to scan at the FastPass Gate machine for faster access into the Intermodal Facility.



By using the QR Code the driver does not have to manually sign into the FastPass Gate system and by doing the pre-gate transactions these will all be ready for the driver after scanning in at the in gate.



## Edit Profile:

Driver will use this tile to edit their driver profile in FastPass.

A screenshot of a mobile application's "Edit Profile" screen. The screen shows a list of fields for profile information, including First Name, Last Name, Middle Initial, License Issued By, Driver's License Number, Driver's License Expiry, Mobile, Email, and Drayage Company. The Drayage Company field has a dropdown menu with three options: CONFASTF, CONSOLIDATED FASTFRATE INC., and FASTPASS. The screen also features a "Sign Out" button in the top right corner and "Cancel" and "Continue" buttons at the bottom.

The driver can make changes the following without approval:

- Drivers License number
- Mobile number
- Email address
- Dray company

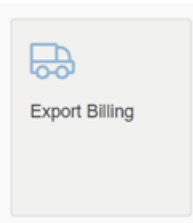
The driver can make changes but require approval by the Remote Operations Center:

- First Name
- Last Name
- Middle Initial
- License Issued By
- Drivers License number

Any of the above changes would be submitted and then approved or rejected by the Remote Operations Center. The driver will receive an email once the request has been processed.

## Export Billing:

How to bill a load from booking number



If an Ocean Carrier has subscribed to the Export Billing service, drivers will be able to submit billing using the FastPass mobile application.

This function is currently only available in Canada.

Please check the equipment look up tile to verify billing prior to using this function.

When the Export Billing tile is selected in the mobile app the application will ask if the shipment is a hazardous, temperature controlled and cross boarder shipment.

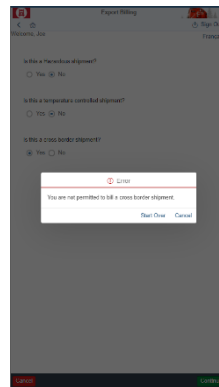
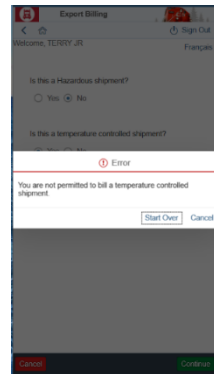
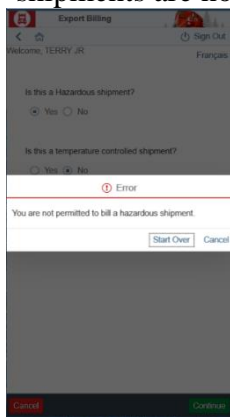
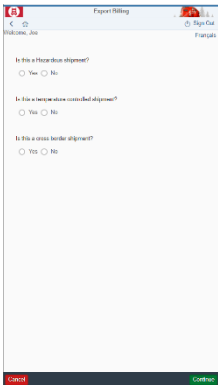
Hazardous, temperature controlled, and cross boarder shipments will not be accepted by the Export Billing feature within FastPass.

If Hazardous, temperature controlled, and cross boarder shipment questions are No then select **Continue** and proceed to the Booking/Ocean Carrier page.

If “Yes” is selected for Hazardous, then a screen will display advising that hazardous shipments are not permitted. You can select start over or cancel to be directed back to the main page.

If “YES” is selected for Temperature controlled shipments, then a screen will display advising that temperature-controlled shipments are not permitted. You can select start over or cancel to be directed back to the main page.

If “YES” is selected for cross boarder, then a screen will display advising that cross boarder shipments are not permitted. You can select start over or cancel to be directed back to the main page.



**Start Over** Cancel

Select start over to re-enter booking number and ocean carrier otherwise select cancel and you will be returned to the main screen tile selection “Select a Transaction”.

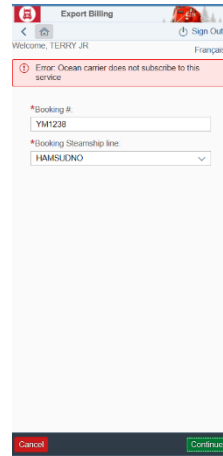
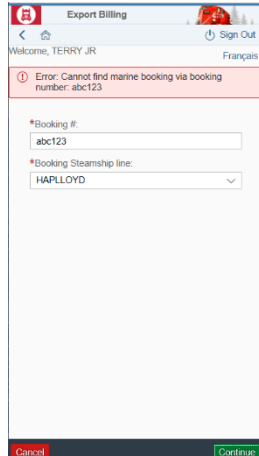
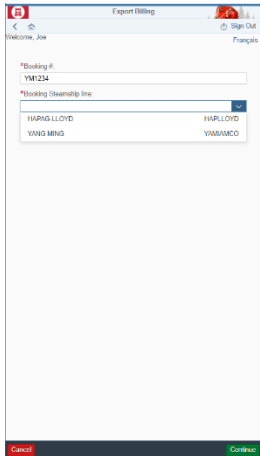
Once the booking window has opened. Driver will enter in the booking number supplied for the shipment into the booking# field.

Then using the drop down to select the Ocean Carrier for the shipment.

You can make the search list shorter by adding the first letter of the Ocean Carrier.


Once both fields have been filled in select .

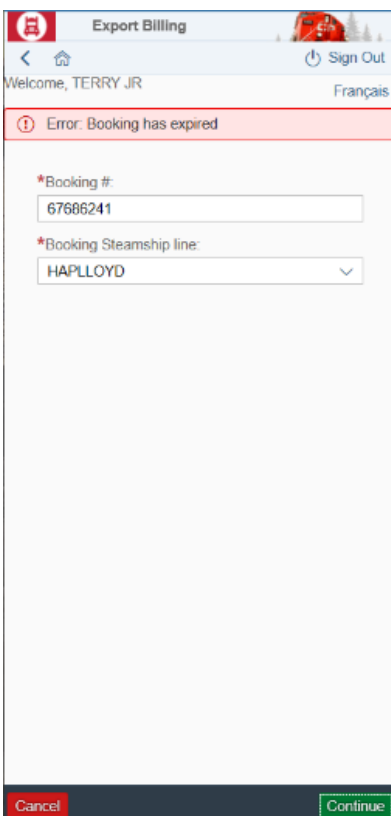
If the Booking is invalid FastPass will display an error message advising the booking is invalid (*see other error message descriptions at the end of this document*)



If the Ocean carrier does not subscribe to the Export Billing function FastPass will display an error message advising “Ocean carrier does not subscribe to this service”

This means the Ocean Carrier does not subscribe to this service.

If the Booking is valid and the Ocean Carrier has subscribed to the FastPass function, you can select  and proceed to the next window.



If the booking has been closed for more than 7 days, the Export Billing function will be closed for the booking and will not accept the booking as valid and open.

Container ID: YMLU123456

Bill of Lading #: YM123456

Origin: VAUGHAN IMS

Destination: DELTAPORT IMS

Vessel: DALLAS EXPRESS

Voyage: 1333

Shipper: YAMIAMCO

Commodity Details: ALL KINDS OF STUFF

Piece Count: 2235

Role: [Dropdown]

Weight: 18365

KG [Dropdown]

Seal Number 1: 1234987

Seal Number 2: [Empty]

Hazmat Indicator: No

Temperature Controlled: No

Cross Border: No

Cancel Continue

On the billing information window there are 7 mandatory \* fields required from the shipment bill of lading to complete the export billing as well as validation of other fields on the bill of lading:

- Enter container ID (the container must exist in the FastPass system. If the unit is not in CPKC System contact the Ocean Carrier to verify the container has been added to CPKC FastPass). As well you will not be able to complete the process if the container does not exist in CPKC systems.
- Enter bill of lading number
- Origin Terminal – Validate from bill of lading.
- Destination Terminal – Validate from bill of lading.
- Vessel – Validate from bill of lading.
- Voyage – Validate from bill of lading.
- Shipper – Validate from bill of lading.
- Commodity Details – Validate from bill of lading.
- Enter piece count.
- Select Package Type
- Enter Net Weight
- Select LB (pounds) KG (kilograms)
- Enter Seal number one
  - Seal number 2 is optional if the seal number is available.
- Hazmat Indicator – Validate from bill of lading.
- Cross boarder indicator – Validate from bill of lading.
- Temperature controlled indicator – Validate from bill of lading.

## Package Types

- BAG Bag
- BAL Bale
- BDL BUNDLE
- BLK Bulk
- BOX Box
- CAS CASE
- CNT Containers of Bulk Cargo
- COL Coil
- CRT Crate
- CTN Carton
- CUB Cube
- CYL Cylinder
- DRM Drum
- FLX Liner Bag Liquid
- LIF LIF
- PAL Pallet
- PCS Pieces
- PKG Package
- PLT Pallet ( CP )
- REL Reel
- ROL Role
- SAK Sack
- SKD Skid
- TBN TBN
- TLD IMTrailer/Container Load(Rail)
- TNK Tank
- UNT Unit
- VEH Vehicles
- More...

When selecting package types, the most common package types are displayed first. Select the correct shipment packaging from your bill of lading. If the package type is not in the most common list, scroll to the bottom and select “More...” a secondary list will display where you can search for the correct packaging type.

Once all mandatory fields have been filled in SELECT Continue button to submit the billing.

FastPass will advise the billing has been submitted. Please wait 10 minutes prior to attempting to create a pre-gate transaction on the mobile app or in gating. Reference number will be displayed.

You may wish to check the Equipment look up tile on the mobile app to see if billing is in place.

Select Continue to return back to the main menu.

Export Billing

Welcome, TERRY JR Français

Your billing request has been submitted, reference # 5600004093; Please wait 10 minutes, or check the Equipment Look up tile before attempting to in gate the container.

Cancel Continue

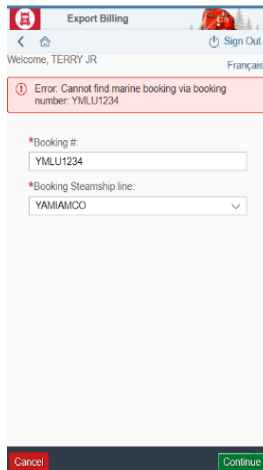
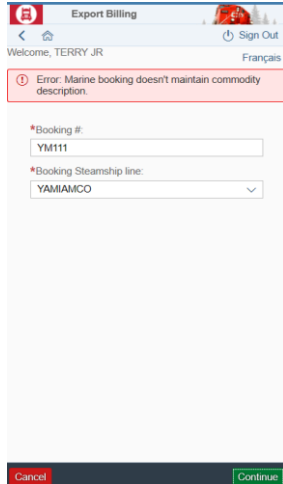
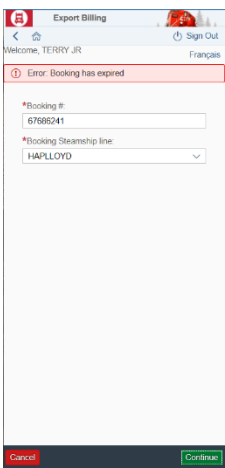
## Export Billing Error Messages

Error: Booking has expired.

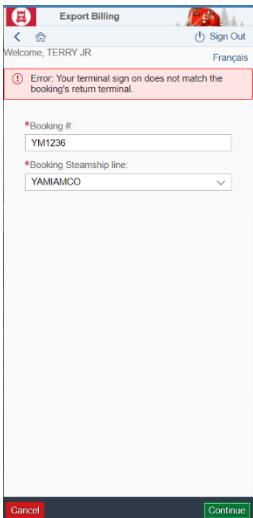
Driver can create billing for bookings less than 7 days after the booking close date specified by the Ocean Carrier, however if the booking has been closed for more than 7 days FastPass will display the error “Booking has expired”.

Error: Marine Booking doesn't maintain commodity description.

Driver will need to check with their dispatcher as the Ocean Carrier did not provide the commodity description in the Marine Booking when it was provided.



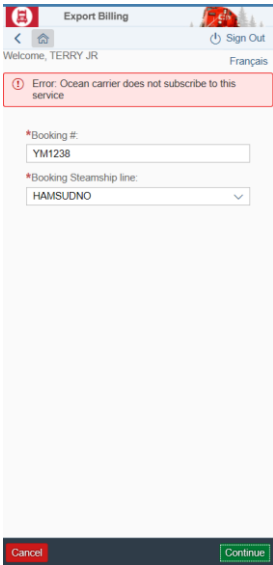
Error: Cannot find marine booking via booking number XXXXXX  
Booking number entered into FastPass is invalid.



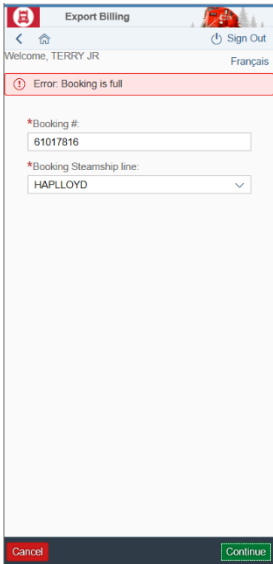
Error: Your terminal sign on does not match the bookings return terminal.

Error is due to the driver/dray admin is logged into a different terminal than where the valid booking is active.

Example: Driver is signed into Vaughan, but the booking is active and valid in Lachine. Driver must sign out of the mobile app and sign into the corresponding terminal where the booking is active.



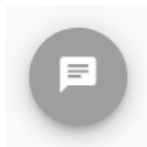
Error: Ocean carrier does not subscribe to this service.  
The Export billing feature in FastPass is not available to the Ocean carrier selected.



Error: Booking is Full.  
Booking has reached the total amount of loads that can be billed against this booking number. Contact your dispatcher for new booking number.

## Virtual Assistant





## CPKC Portage Virtual Assistant

### **Introducing PORTAGE, our Intermodal Virtual Assistant**

CPKC has continued to leverage the new CPKC FastPass platform. We have now built Portage, CPKC's new Intermodal Virtual Assistant.

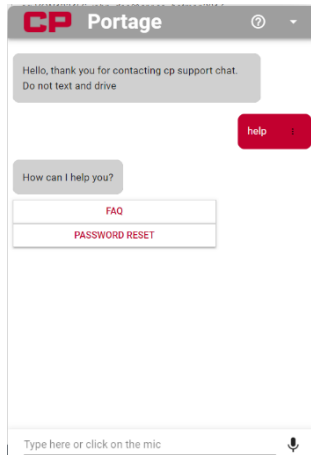
Here are some of the primary benefits.

- Designed with a friendly and personalized conversation flow to empower drivers around the clock.
- This self-service adoption reduces driver dwell - times by reducing call wait times for all drivers.
- By using Portage, drivers have an even greater ability to resolve their own exceptions, leading to even faster turn-around times at our terminals.
- It fulfils the desire to provide fast, accurate and bespoke response.

## How to start using CPKC Portage

Please follow all yard safety rules while driving.

Always ensure your cell phone number and email address is correct to use CPKC Portage virtual assistant.



When launching the application on a mobile phone and user is not signed in.

The Virtual Assistant will only 2 options for assistance.

**FAQ** – Provides a list of frequently asked questions and answers relating to FastPass driver registration, storage payments, terminal rules, and regulations...

**Password reset** - The Password reset function is for FastPass registered drivers who have an existing account at CPKC. Once the Password reset has been completed a text will be sent to you cell phone to complete the password reset.

When launching the application on a mobile phone and user is signed in.

The assistant displays four more options where it can assist.

**Buck Slip** – Provides the ability to, Reprint recent dangerous buck slips (within 2 hours of out gate). Email historical buck slips. Email active in gate buck slips for drop off and pick up locations in the yard.

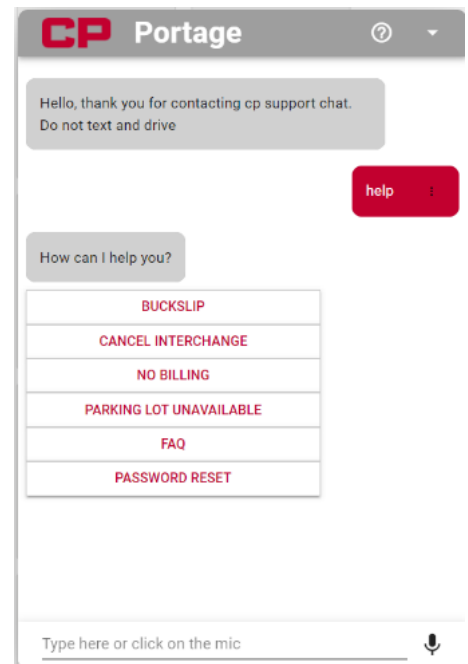
**Cancel Interchange** – The virtual assistant will cancel any active interchanges in the yard for the driver signed into FastPass.

**No Billing** – Provides the ability for the driver to send a copy of the Bill of Lading to a CPKC Representative who will provide billing if the billing does not exist. Once completed a text message will be sent to the user's mobile phone.

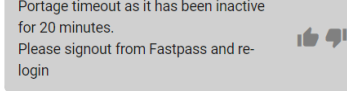
**Parking Lot Unavailable** – Provides the ability to change the yard parking lot when the assigned parking location provided on the buck slip is full or unavailable.

**FAQ** – Provides a list of frequently asked questions and answers relating to FastPass driver registration, storage payments, terminal rules, and regulations.

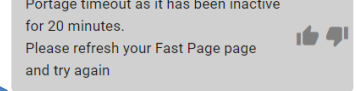
**Password reset** - The Password reset function is for FastPass registered drivers who have an existing account at CP. Once the Password reset has been completed a text will be sent to you cell phone to complete the password reset.



Note: At any time, the Virtual Assistant can be restarted by entering "Help" in the input field or refreshing the web page.



← If FastPass or Portage Virtual Assistant has been idle for more than 20 minutes the driver must log out and log back into the application to reconnect. →



If the driver is not logged in and FastPass or Portage Virtual assistant is idle for more than 20 minutes the Virtual assistant will advise to refresh the FastPass Page.

## Buck Slip

BUCKSLIP

Buck Slip will provide drivers the ability to re-print hazmat buck slips or re-email buck slips current and historical to their email accounts.

There are three different types of buck slip options available:

1. Hazmat re-prints of buck slips for up to 2 hours after out gate.
2. Historical re-email of Buck Slips for up to 2 days displaying a maximum of 10 buck slips.
3. Active in gate re-email of buck slips for last 4 hours.

Please select one of the options


- REPRINT RECENT DANGEROUS BUCKSLIP
- EMAIL HISTORICAL BUCKSLIP
- EMAIL ACTIVE IN-GATE CONTAINER DROPOFF/ PICKUP LOCATION

This function will email you the selected active and in-gate buckslip. Do you want to continue?

- CONTINUE
- CANCEL

1. Reprint recent dangerous buck
2. Email Historical buck slips
3. Email active in gate container drop of or pick up location.

When one of the buck slip options is selected, the Virtual Assistant will advise the driver a brief description of the selected buck slip function. Driver will be able to continue or cancel if the selected option is not the desired assistance required.

When continue is selected, three options for buck slip will be presented. By selecting “Cancel” driver will be asked to rate the application and once a thumbs up or thumbs down  is selected the Virtual


Assistant will return to the home page


**Reprint recent dangerous buck slips** – Provides the ability to reprint the dangerous buck slip created within the last 2 hours of the terminal out gate. The buck slip can be retrieved at the problem area printer.

This function will reprint the dangerous buckslip created within the last 2 hours at the problem area. Do you want to continue?

- CONTINUE
- CANCEL

Select continue to proceed or select cancel to be returned to the home page.

To continue further, please rate your experience by clicking thumbs up or thumbs down. 

By selecting “Cancel” driver will be asked to rate the application and once a thumbs up or thumbs down  is selected the Virtual Assistant will return to the home page.

Which Problem Area are you at?

- BLDG E - EMPTY DEPOT - VAUGP531
- BLDG A - PROBLEM AREA - VAUGP517
- NONE OF THE ABOVE

Drivers will be asked to indicate which problem area is closest to them for hazmat buck slip re-print.

Driver can select from the following list or none of the above.

By selecting none of the above, the virtual assistant will advise the driver to ensure they are in the terminal and close to the problem area for the printout before continuing. The virtual assistant will also ask if there is any further assistance required.

Once the list of hazardous buck slips is displayed select the desired re-print.

List of dangerous buckslips created within the last 2 hours. Select an interchange

- UACU 640533
- INTERCHANGE NOT FOUND

If the buck slip is not displayed select Interchange not found. The virtual assistant will advise there are no hazardous buck slips generated.

Once the hazardous buck slip container ID is selected.


Confirm selected interchange. Is this interchange <UACU 640533> correct?

- CORRECT INTERCHANGE
- RE-ENTER INTERCHANGE

The virtual assistant will ask to confirm your selection.

By selecting “Correct Interchange” the drivers can continue to process the hazardous buck slip re-print process. By selecting Re-enter Interchange the Virtual Assistant will redisplay the interchanges available for re-print and the driver can re-select the correct interchange buck slip.

A request has been sent. Please wait a few minutes for the print out. Is there anything else I can help you with today?

Once the virtual assistant has completed the re-print of the hazardous buck slip. Driver will be asked to rate the application and once a thumbs up or thumbs down  is selected the Virtual Assistant will return to the home page.

You have no hazardous bucks slip generated in the last 2 hours . Please click the link below to Fastpass app for the search of buckslip, which will be email to your registered email address. Is there anything else I can help you with today?

If there are no hazardous buck slips generated in the last 2 hours the virtual assistant will advise of this and offer options to use the FastPass app to search for buck slips


The assistant will also ask if there is any further help is required.

Driver will be asked to rate the application and once a thumbs up or thumbs

down  is selected the Virtual Assistant will return to the home page.

When buck slip is selected, the assistant will advise the driver a brief description of the buck slip function. Driver will be able to continue or cancel if this is not the desired assistance required.

By selecting cancel the drivers will be asked if there is anything else the assistant can help with today.

Driver will be asked to rate the application and once a thumbs up or thumbs down  is selected the Virtual Assistant will return to the home page.

Press on the Thumbs up or Thumbs down to log your rating.

As you have reached the maximum of 3 reprints, no more reprints allowed.

To continue further, please rate your experience by clicking thumbs up or thumbs down.



Drivers are only permitted 3 re-prints of the hazardous buck slip.


*Note: if maximum re-prints for the hazmat documents is reached the driver can use **Historical Buck Slips** in the Virtual Assistant to have a copy of the buck slip email sent. Or the driver can search the buck slip in FastPass in the buck slip tile.*



Buckslip query

Thank you for using CP Portage. Have a good day.



The Virtual Assistant will ask the driver to submit a rating for their experience. Once a Thumbs up or Thumbs down  is selected the Virtual Assistant will return to the home page.

## Email Historical Buck Slip

Provides the ability to re-send the buck slip email. Available buck slips within the previous day displaying a maximum of 10 buck slips

This function will email you the selected historical buckslip. Do you want to continue?

CONTINUE

CANCEL

Select an interchange

UACU 640533

UACU 640552

INTERCHANGE NOT FOUND

Select continue to process your request or select cancel to be returned to the home page.

By selecting Cancel the virtual assistant will ask if there is anything else I can help you with today? Driver can select Yes or no.

The virtual assistant will display historical buck slips for 2 days, displaying a maximum of 10 buck slips.

Drivers can select the buck slip they wish to re-email to themselves. Or select interchange not found.

Confirm selected interchange. Is this interchange <UACU 640533> correct?

CORRECT INTERCHANGE

RE-ENTER INTERCHANGE

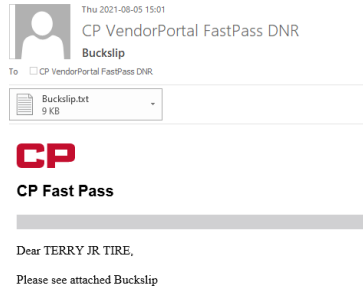
The virtual assistant will ask to confirm the driver's selection.

If correct, then select Correct Interchange

If not correct, then select re-enter interchange to make a different selection.

The virtual assistant will advise that the buck slip selected was re-emailed to the driver.

Selected buckslip has been emailed to you. Please check your email or spam folder in a few minutes. Is there anything else I can help you with today?



You have no historical buckslips generated in the last 2 days. Please follow the link below to go to Fastpass app to narrow your search for buckslip by date.

[Fast Pass](#)

To continue further, please rate your experience by clicking thumbs up or thumbs down.

If the driver selects Interchange not found the virtual assistant will advise?

## Email Active In gate container drop-off/pick up location

Provides the ability to email the buck slip after the in gate if needed. These buck slips are only active in gate buck slips.

This function will email you the selected active and in-gate buckslip. Do you want to continue?

<b>CONTINUE</b>
<b>CANCEL</b>

Select continue to process your request or select cancel to be returned to the home page.

By selecting Cancel the virtual assistant will ask if there is anything else I can help you with today? Driver can select Yes or no.

List of active in-gate interchanges within the last 4 hours. Select an interchange

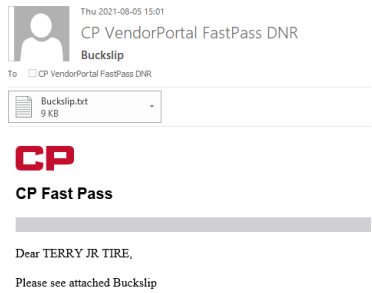
<b>UACU 640533</b>
<b>INTERCHANGE NOT FOUND</b>

The virtual assistant will display current active buck slips in gated in the last 4 hours.

Drivers can select the buck slip they wish to re-email to themselves. Or select interchange not found.

Selected buckslip has been emailed to you. Please check your email or spam folder in a few minutes. Is there anything else I can help you with today?

The virtual assistant will advise that the buck slip selected was re-emailed to the driver.



## Cancel Interchange

CANCEL INTERCHANGE

This function will cancel the selected interchange. Do you want to continue?

CONTINUE

CANCEL

Select continue to process your request or select cancel to be returned to the home page.

Please select the interchange for cancellation

UACU640635 CPRS U53DX

UACU640636 CPRS U53DX

VGN0314 CPRS U53DX

MY INTERCHANGE IS NOT LISTED

The virtual assistant will display current active interchanges. Drivers can select the active interchange they wish to cancel. Or select interchange not found.

Please select the cancellation reason

CHANGE OF DISPATCH

UNIT IS NOT AT THE LOCATION

OUT OF HOURS

EQUIPMENT ISSUE

TERMINAL ISSUE

OTHERS - SPECIFY\*\*

Drivers must select a reason for cancelling the interchange. Please pick the reason code closest to the reason for cancelling the interchange.

There is also "Other" refusal reason which is a freeform field where drivers can enter in a reason which is more specific and is not described by the five main refusal reasons.

By selecting the **UNIT IS NOT AT THE LOCATION** virtual assistant will advise CPKC the container was not at the specified location.

Confirm cancellation of UACU640635 CPRS U53DX due to Change of Dispatch

CORRECT AND CONTINUE

INCORRECT AND RE-ENTER

CANCEL

The virtual assistant will ask to confirm the driver's selection.

If correct, then select Correct and Continue

If not correct, then select Incorrect and re-enter to make a different selection.

### Canadian Pacific Railway

Equipment Inspection Record  
Outgate Road-In  
Terminal: 003409  
Date/Time: 08/09/2021 14:15  
Interchange ID: 0034092853281030



To continue further, please rate your experience by clicking thumbs up or thumbs down.

Once the interchange has been cancelled by the virtual assistant the driver will receive a message stating the interchange ID date and time this occurred and the terminal to which the interchange was cancelled.

Once a rating is selected the virtual assistant will return to the Portage home page.

Please select the interchange for cancellation

VGN0314 CPRS U53DX

MY INTERCHANGE IS NOT LISTED

Not\_listed

If the drivers interchange is not displayed in the pick list. Select "My interchange is not listed".

The virtual assistant will display a phone number the driver can call to reach a CPKC Representative.

Please call a representative at . (tel:+18889955615)

To continue further, please rate your experience by clicking thumbs up or thumbs down.



Driver can then rate the application by selecting thumbs up or thumbs down . Once a selection is made the virtual assistant will display the home page with all options for assistance.

## No Billing

NO BILLING

## Submit BOL

Using this feature will allow you to send a copy of the Bill of Lading to a CP representative to create billing if the billing does not exist. Once completed a text message will be sent to your mobile phone when billing is ready. Please ensure your cell phone number is correct.

Do you want to continue?

CONTINUE

CANCEL

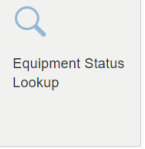
This feature provides the ability for the driver to submit rail billing if the billing is not in place.

Driver can check for billing using.

FastPass Equipment look up.


This feature will send a text to the driver's phone number which is associated to their driver profile in FastPass.

Press "Continue" to use this function.



To continue further, please rate your experience by clicking thumbs up or thumbs down.



If "Cancel" is selected the Virtual Assistant will ask the driver to submit a rating  for their experience. Then return to the Portage Virtual Assistant home page.

Please enter the container ID that has billing issue

A 32

The Virtual Assistant will ask the driver to enter in the container ID which is needs billing. Valid container ID must be entered.

If an invalid container ID is entered the Virtual Assistant will ask to re-enter the container ID again.

The container <A 32> is incorrect. Please re-enter

Maximum amount of re-entries reached. Please call the representative for assistance (Tel:+18889955615).



The driver will have a maximum of three attempts to enter the correct container ID. Once the maximum attempts have been reached the Virtual Assistant will ask the driver to contact a CPKC representative for assistance.

To continue rate your experience selecting thumbs up or thumbs down .

Is the container uacu640700 correct?

CORRECT AND CONTINUE

INCORRECT AND RE-ENTER

CANCEL

Once the valid container ID has been entered the Virtual Assistant will ask to confirm the container ID.

If container ID is correct, select "Correct and Continue."

Please enter the container ID that has billing issue


If the container ID was entered incorrectly, select "Incorrect and Re-enter."

rate their experience.

If "Cancel" is selected the Virtual Assistant will ask the driver to

Thank you for using Portage, Please rate your experience.



experience  and return to the home page.

No billing record found for container uacu640400. We will create it for you.

The billing process may take about 15 minutes to complete

You will be notified via a text message when the billing is ready, no need to call the ROC.

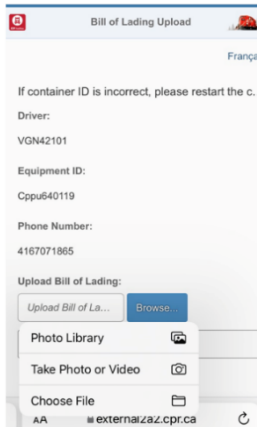


To proceed, please click on the link below for BOL upload  
[Upload BOL Link](#)

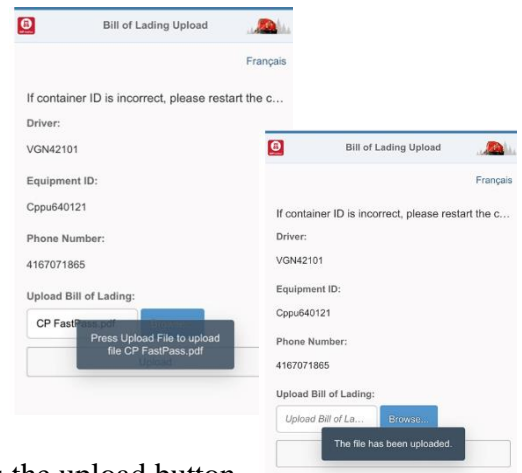
To continue further, please rate your experience by clicking thumbs up or thumbs down.

If the container does not have any billing. The Virtual Assistant will advise the container entered has no billing. The billing process may take about 15 minutes to complete.

The Virtual Assistant will notify the driver via text message when billing is ready. Select the link to upload a copy of the BOL to a CPKC representative.



Once the BOL upload page has displayed, the driver will be able to upload a maximum of 10 pages. Selecting upload for each page. The upload can consist of:  
Photos from your mobile phone library  
Take a photo of the document.  
Choose from a folder on your mobile phone.



Once the selection is made press the upload button

Once the rail billing has been updated into the system the driver will be notified via text message once the billing is in place.

Please wait for the text message or check the equipment look up in FastPass to check for billing

Confirmation from Portage:  
Function: No Billing  
The Billing for container Cpu640121 has been successfully processed.  
Please proceed to in-gate  
Thank you for using the CP Portage!

## Billed Not In yard

Billing for container cpu640026 exists, however, the container is not in the yard. Proceed with in-gate.

For further assistance, please call the representative at (Tel:+18889955615).



To continue further, please rate your experience by clicking thumbs up or thumbs down.

Billed not in yard If the Virtual Assistant is advising the unit is already billed but not in yard after the container number was entered. The BOL is not required as the unit is already billed. The driver can proceed to the in gate.

Billed in yard  
If the Virtual Assistant advises that the unit is billed and already in the terminal after the container number was entered. Please verify the

Billing for container cpu647422 exists and the container is in the yard.

To continue further, please rate your experience by clicking thumbs up or thumbs down.



container number that was entered as the container is reporting billed in the terminal.

The Remote Operations Center will receive the documents and start working on the billing.

Once the billing is in place a text message will be sent to the driver advising the billing has now been completed and the driver may proceed to the in gate.

Confirmation from Portage:  
Function: No Billing  
The Billing for container Cpu640121 has been successfully processed.  
Please proceed to in-gate  
Thank you for using the CP Portage!

## Parking Lot Unavailable

PARKING LOT UNAVAILABLE

This function is to be used when your assigned parking lot is unavailable or full. Do you want to continue?

CONTINUE

CANCEL


This function will provide the ability for the driver to change the assigned parking location if the assigned location is full or unavailable in the terminal.

Select continue to process your request or select cancel to be returned to the home page.

By selecting Cancel the virtual assistant will ask if there is anything else I can help you with today? Driver can select Yes or no.

To continue further, please rate your experience by clicking thumbs up or thumbs down.



If cancel is selected the virtual assistant will display a message stating to continue further, please rate your experience by clicking thumbs up or thumbs down .

Please select the interchange for parking lot location update

UACU640630 CPRS U53DX

MY INTERCHANGE IS NOT LISTED

CANCEL

When continue is selected, active interchanges will be displayed. The driver can select an active interchange they wish to change the parking lot location if they cannot park the container in the assigned location on their buck slip.

If the driver selects "Cancel" the Virtual Assistant will exit and return to the home page.

Please select the interchange for parking lot location update

UACU640630 CPRS U53DX

MY INTERCHANGE IS NOT LISTED

CANCEL


If "My Interchange is not listed" is selected. Then the virtual assistant will advise the driver to call a representative at CPKC for further assistance if necessary.

Not\_listed

Please call a representative at . (tel:+18889955615) :

To continue further, please rate your experience by clicking thumbs up or thumbs down.



To continue the driver will rate their experience by clicking thumbs up or thumbs down  to continue.

Is the container UACU640630 CPRS U53DX correct?

CORRECT AND CONTINUE

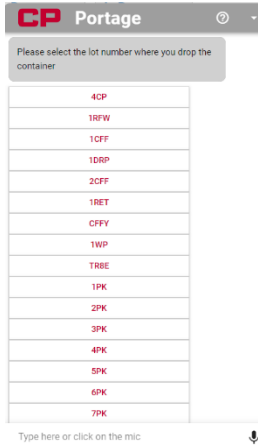
INCORRECT AND RE-ENTER

CANCEL

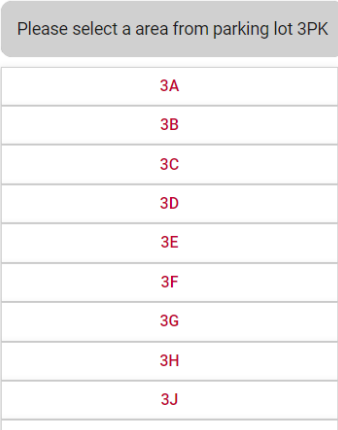
Once an interchange is selected, the virtual assistant will advise if the correct unit number was selected to verify the correct unit was chosen.

Driver can select "Correct and continue" if the correct interchange was selected.

Driver can also select incorrect and re-enter, this will ask to virtual assistant to re-display all active interchanges.



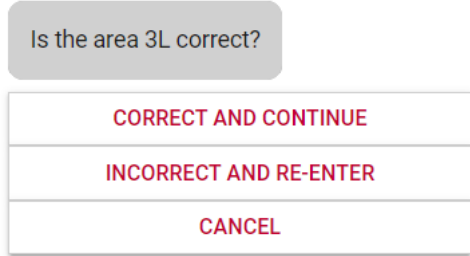
The Virtual Assistant will request the driver to select the new lot



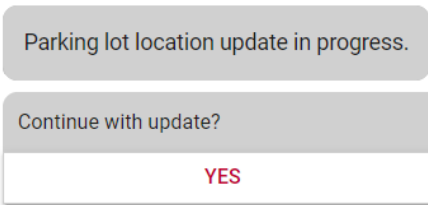
If “Cancel” is selected, then the Virtual Assistant will ask the driver to rate their experience to continue back to the home page for further assistance.

If a valid parking location is entered and the location has areas associated with the parking location. The driver must select the area within the main lot.

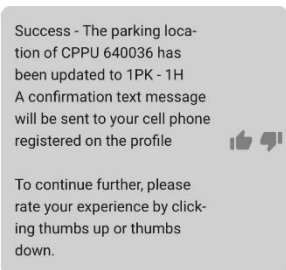
In this case (image to the left) the driver selected parking lot 3PK. This lot has multiple sub areas associated to it. To complete the update the driver must select an area.



Once area has been selected the virtual assistant will ask the driver to confirm the correct area that has been selected. Driver can also select “Incorrect and Re-enter” to change their selection. Driver can cancel and exit the virtual assistant at this point.



Once “Correct and Continue” is selected the Virtual Assistant will then process the request. However, if the Virtual assistant asks to “continue” with the update. Driver must Select Yes to complete the process.



Once the Virtual assistant has processed the update of the parking location. Driver will have to rate their experience before continuing with the Virtual Assistant.

## FAQ - Frequently Asked Questions

Frequently Asked Questions

CONTINUE
CANCEL

FAQ

FAQ gives the driver the ability to view frequently asked questions.

Driver can select “Continue” to proceed with the frequently asked questions or select “Cancel” to return to the Virtual Assistant home page.

What information I can provide you?

1. HOW DO I REGISTER IN FASTPASS?
2. HOW DO I PAY STORAGE?
3. WHEN SHOULD I CONTACT GATE INQUIRY?
4. TERMINAL RULES AND REGULATIONS?
5. TERMINAL UPDATES
6. HOW TO GET BUCKSLIPS FROM CP FASTPASS?
7. TERMINAL LOCATION AND OPERATIONAL HOURS

This function provides the driver with answers to frequently asked questions.

Drivers can select from the pre-determined list. The list ranges in different areas from registration questions to terminal location and hours of operations.


When selecting an FAQ, the Virtual assistant will provide relevant information and if available a link to where more information can be found for this question.


Once displayed the Virtual Assistant will ask “Is there anything else I can

- Drivers can no longer register themselves
- Your drayage will have to register using CP Fastpass
- For instructions on how drayage can register please click link below <https://www.cpr.ca/en/customer-resources/shipping-guides/intermodal-shipping-guide>

Is there anything else I can help you with today?

YES
NO

help you with today?” the driver can select Yes or No. Selecting “Yes” will prompt the Virtual Assistant to display all FAQs again. By selecting “No” will ask to rate your experience by clicking thumbs up or thumbs down  to continue.

To continue further, please rate your experience by clicking thumbs up or thumbs down. 

## Password Reset

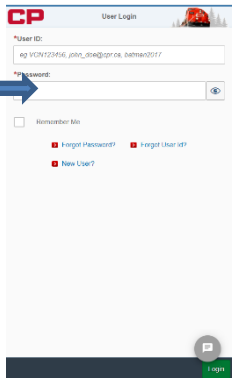
This password reset function works for drivers who have already registered with CP Fastpass. A link will be sent to your cell phone for password reset. Do you want to continue?


CONTINUE
CANCEL

PASSWORD RESET

The Password reset functionality provides the driver with the ability to reset their password using the Virtual Assistant.

Other options to reset password is to use the “Forgot password?” On the FastPass application launch page.




The PASSWORD RESET function is only available on the 'User Login' page. Please sign out and then activate the bot 

stating “The Password Reset function is only available on the “User Login Page. Please sign out and then activate the BOT.

Note: The Password reset in the Portage Virtual Assistant can only be used if the driver is not signed in. If the driver attempts to reset the password while signed in the Virtual Assistant will display a message

To exit the Virtual Assistant please rate your experience

To continue, the Virtual Assistant will ask for the driver to enter in either the FastPass user ID or email address associated to the drivers FastPass account.

To continue further, please rate your experience by clicking thumbs up or thumbs down. 

Please enter your driver ID or email address, such as ben123 or [xxxx@cpr.ca](mailto:xxxx@cpr.ca)

Is VGN42101 your driver ID? Please confirm

CORRECT AND CONTINUE

INCORRECT AND RE-ENTER

CANCEL

Once the driver ID or email address is entered the Virtual Assistant will ask the driver to confirm the driver ID or email address.


Select “Correct and Continue” to proceed with the password reset process.

Please enter your driver ID or email address, such as ben123 or [xxxx@cpr.ca](mailto:xxxx@cpr.ca)

If “Incorrect and Re-enter” is selected the Virtual Assistant will again ask to enter the driver ID or Email address.

To continue further, please rate your experience by clicking thumbs up or thumbs down.



If “Cancel” is selected, then the Virtual Assistant will request the driver rate the experience  with the application.

Please enter the PIN number, i.e. the last 3 digit of your licence number

Once the drivers FastPass ID or email address is entered. The Virtual Assistant will request the drivers last three characters of their license number.

Is 101 the last 3 digit of your licence number? Please confirm

CORRECT AND CONTINUE

INCORRECT AND RE-ENTER

CANCEL


Once the last three characters of the drivers are submitted the Virtual Assistant will ask the driver to confirm the entry.

Please enter the PIN number, i.e. the last 3 digit of your licence number

If “Correct and Continue” is selected the Virtual Assistant will ask for the driver to enter in the last three characters of their driver’s license number.

To continue further, please rate your experience by clicking thumbs up or thumbs down.



If “Cancel” is selected, then the Virtual Assistant will ask the driver to rate their experience  with the Portage Virtual Assistant.

Does your cell phone # end with xxx-xxx-1865 ?

YES


NO

Once “Correct and Continue” is selected. The Virtual Assistant will ask the driver to verify the last four digits of their phone number. If this number displayed is correct select “YES”. If the number is incorrect then select “NO”

Please call representative at .  
[\(tel:+18889955615\)](tel:+18889955615)

To continue further, please rate your experience by clicking thumbs up or thumbs down.



If “No” is selected, the driver will be asked to call a CPKC representative.  
 On a cell phone press the number to call.  
 Once completed select Thumbs Up or Thumbs Down  to rate your experience with the Portage Virtual Assistant.

Password Reset instructions have been sent to your cell phone [8889955615](tel:8889955615). Please check the text message on your phone


To continue further, please rate your experience by clicking thumbs up or thumbs down.



When “Yes” is selected verifying the phone number last four digits is correct.  
 The Virtual Assistant advises a text message has been sent to the phone number on file.

How can I help you?

- FAQ
- PASSWORD RESET

Once the driver submits a rating  the Virtual Assistant will return to the Portage Virtual Assistant home page.

Text Message  
 Today 9:52 AM



CP FastPass Virtual Assistant.  
 To complete the password reset for your Canadian Pacific FastPass account, click on the link below  
<https://external2a2.cpr.ca/launchpad/pub/ResetPassword.html?code=2D2D9DEA072D147C>  
 Should you not make the request, please disregard the message.  
 10/08/2021 13:52:51  
 Thank you for using the CP FastPass Virtual Assistant

The driver will receive a text message from the Virtual Assistant  
 Once the text message is opened. The text will display a link to the password reset tool in FastPass. As well where the text came from. The date and time the message was sent by the Virtual Assistant.

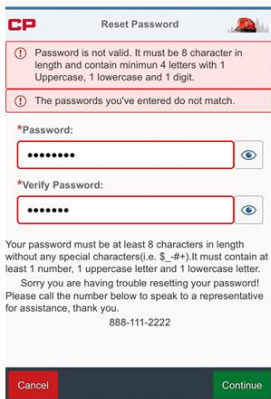
Once the link in the text message is selected. The FastPass password reset tool will be displayed.  
 The driver will enter in the new password and verify the new password. Then select continue.  
*Note: Your password must be at least 8 characters in length without any special characters (i.e., \$ \_ #+) It must contain at least 1 number, 1 uppercase letter and 1 lowercase letter.*



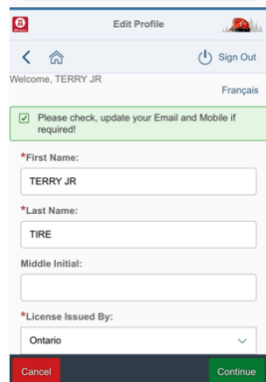
Ensure the new password entered meets the password criteria mentioned in the note: Above.

Ensure the Password and Verify Password fields are identical. Use the  unhide password button is selected  to view what has been entered.

Select Continue.



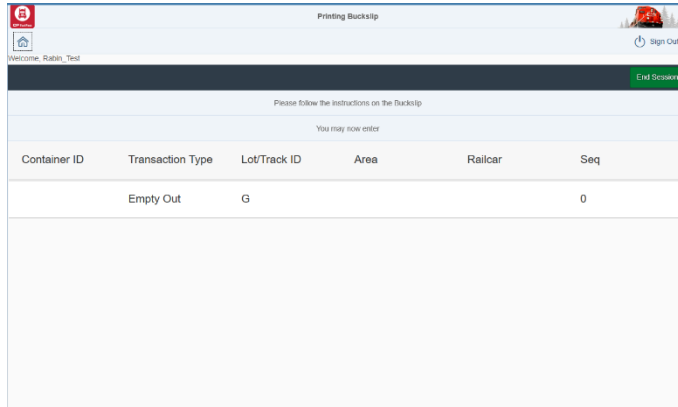
Drivers will have five attempts to update their password. If all attempts to update the password are consumed. A message will display advising the driver to speak to a representative and display the phone number to call.



If a successful password reset is completed. The driver will be automatically signed into the FastPass application. Drivers at this point will be able to verify their FastPass profile. Select complete. The Portage Virtual Assistant will not be available.

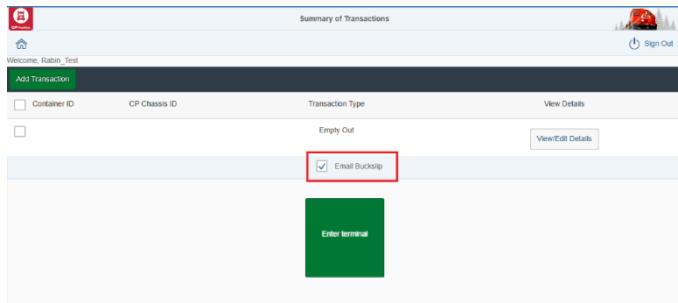
## Paperless Gates

For terminals that have gone to paperless gates the following changes will take place for all FastPass AGS kiosks in the terminal:



### Lot Area and Railcar locations

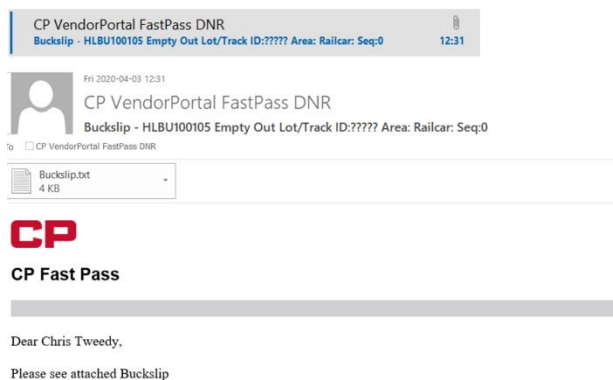
After completing a road in load or empty transaction at the in-gate kiosk, the kiosk will display the yard location or railcar location on the screen for 15 seconds before the AGS gate session automatically signs out.



At the paperless kiosks, drivers will only have the option to email the buck slip which is created at the in or out gates. The option to email the buck slip is defaulted to yes. The check box must be selected to complete the transaction.

Note: If the transaction requires dangerous documentation, the driver will need to pull over **after clearing the out gate** and go to the problem area to request a copy of the dangerous docs. **Dangerous documentation will not be printed at the out gate.**

## Emailed buck slips



When an emailed buck slip is received, drivers can view the unit ID and yard location in the subject line allowing the driver to see the drop off the container in the yard without opening up the email and attachment. The Dray Admin has the ability to enable an automatic copy of the J1 buck slip. The carrier will receive the same email buck slip the driver has created and advising the yard location.

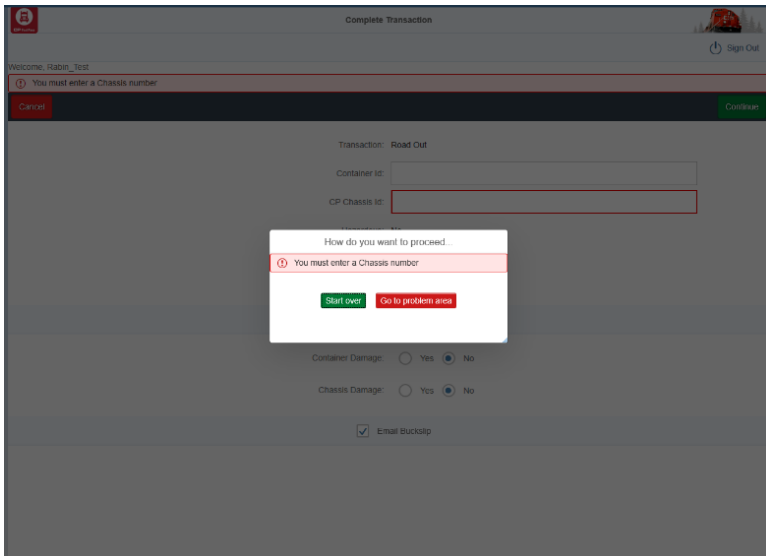
Note: If drivers are registered with multiple dray carriers, for example dray carrier A and dray carrier B are both valid on the drivers' account.

For carrier A to receive the automatic buck slip email the driver must select carrier A when creating the gate interchange. If they pick carrier B, then carrier A will not receive the automatic buck slip email.

## Mandatory Chassis Field

The following changes to FastPass were made to enforce chassis entry at in gate and out gates.

**NOTE: Mandatory Chassis field will be enforced at US terminals only.**



Drivers will be required to enter in a chassis at the in gate when dropping off a container/chassis in the terminals, and at the out gate when departing with a container/chassis if the chassis field is blank.

Chassis **will not be enforced** on the out-gate termination of a road in drop off and an in gate pick up request.

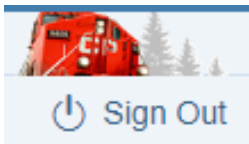
Note: FastPass will block chassis being entered with a prefix that start with non-alpha characters like # \$ ! # 13245 or with a number greater than 7 digits. ABCD 1234567. These will not be accepted by FastPass.

## French / English Language Toggle

Français English

To switch between French Language and English Language press the French or English buttons.

## Signing out



Signing out of the mobile app

Driver will use this tile to log off CPKC FastPass by pressing 

## Equipment Status Lookup

### Overview

### Objectives and Outcomes

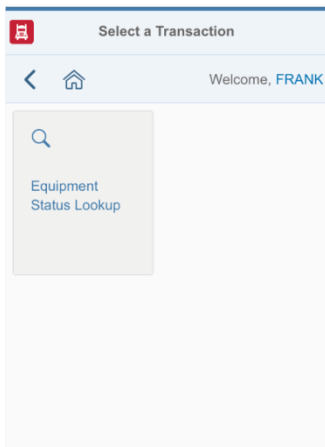
Drivers or Vendors can perform a query on a container or a booking number to identify if the unit is releasable or billed or if the booking number is valid at the CPKC ramp. This functionality is on the APP and/or Vendor Portal.

### Course of Action

### Instructional Steps

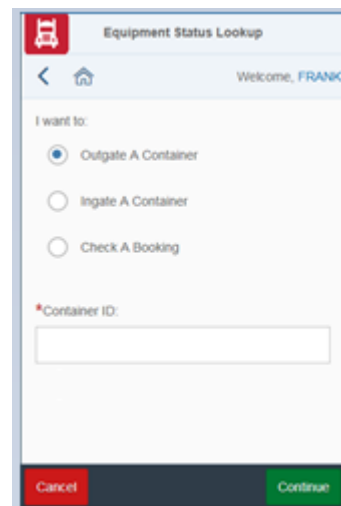
Once the driver is signed into the app.

The “**Select a Transaction**” screen will be displayed. Click the “Equipment Status Lookup” tile to query bookings or equipment.



The “Equipment Status Lookup” screen will open.

Select which option you would like to do a query on:



## Out gate a container –

- A loaded container inside the ramp to be delivered on the street.
- An empty unit assigned by CPKC for a domestic booking, inside a CPKC ramp.
- A privately owned empty unit in the CPKC ramp.
- Chassis inside CPKC ramp

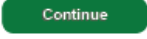
## In gate a container –

- Full loaded container that was picked up at a shipper? location and is being brought to the ramp for furtherance by rail.
- An empty container (includes - tanker empty last contained)
- A chassis outside of a CPKC ramp



## Check a booking –

- Marine booking – international driver/carrier going to CPKC ramp to pick up an empty ocean carrier container. They must have a valid marine booking number in the system to retrieve the unit.
- Domestic booking – domestic ramp carrier going to CPKC ramp to pick up a CPKC empty container or an empty private owned unit. If CPKC assigned a specific unit number, do a query on the unit number (Out gate a container). They must have a valid domestic booking number in the system to retrieve the unit or a specific unit number needs to be preassigned by CPKC.

## Out gate a container

Enter the container number, hit 

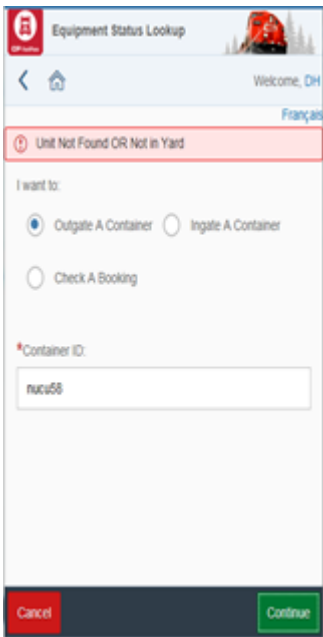
If the unit number exist the “**Container Details**” screen will open displaying a message in Green, the container is available for pickup from the ramp.

To return back to the main window hit  or  button.


- **Storage Charges** – this will advise if there is storage dollar amount owing on the shipment, but it will not indicate if storage was guaranteed. Check CPKC Station to validate if storage charges still owing.

- **Hazardous?** – This will indicate if the loaded container contains hazardous goods this is dictated by the customers billing.

- **Bad Ordered?** – This would indicate if the container loaded or empty is tagged as bad order.





If the unit is not found or not in yard, you will receive an error message in Red. “Unit Not Found or not in Yard.”

Hit home  button to return to “Select Transaction” screen.

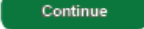
If the unit is not available for pick up, you will receive an error message in Red. “Unit is not available for pickup.”

You will have to go to CPKC Station to identify why the unit is not releasable.

Hit home  or  button to return to “Select Transaction” screen.

## In gate a Container

The screenshot shows the 'Equipment Status Lookup' app interface. At the top, there is a header with the CPKC logo and the title 'Equipment Status Lookup'. Below the header, there are navigation icons (back and home). The main content area is titled 'I want to:' and contains three radio button options: 'Outgate A Container', 'Ingate A Container' (which is selected), and 'Check A Booking'. Below these options is a text input field labeled '\*Container ID:' containing the value 'CPPU123456'. At the bottom of the screen, there are two buttons: 'Cancel' (red) and 'Continue' (green).

Enter the container number and hit 

If the billing was submitted for the loaded container, you will receive a reply message in Green indicating unit is billed.

The following fields will display:

**Broker Entry?** – This will indicate a Y or N if the billing indicated a broker entry is required

The screenshot shows the 'Equipment Status Lookup' app interface displaying the results for container 'CPPU123456'. The header shows the CPKC logo and the title 'Equipment Status Lookup'. Below the header, there are navigation icons (back and home). The main content area displays the following information: 'CPPU123456 IS BILLED' in green text, followed by three status fields: 'Broker Entry Required?: No', 'Hazardous?: No', and 'Bad Ordered?: No'. At the bottom of the screen, there are two buttons: 'Cancel' (red) and 'Continue' (green).



**Hazardous?** – This will indicate a Y or N if there are dangerous goods billed on the unit.

**Bad Ordered?** – This will indicate a Y or N if unit is tagged bad order

If an incorrect container number was entered or the unit is not billed, you will receive an error in Red indicating the container is not billed.


The screenshot shows the 'Equipment Status Lookup' app interface displaying an error message. The header shows the CPKC logo and the title 'Equipment Status Lookup'. Below the header, there are navigation icons (back and home) and a user greeting 'Welcome, FRANK'. A red banner at the top of the main content area contains the error message: 'CPPU123456 is not Billed'. Below the banner, there are three radio button options: 'Outgate A Container', 'Ingate A Container' (which is selected), and 'Check A Booking'. Below these options is a text input field labeled '\*Container ID:' containing the value 'CPPU123456'. At the bottom of the screen, there are two buttons: 'Cancel' (red) and 'Continue' (green).

Retype the correct unit ID in the Container ID field or enter another container number to search then hit .

Hit the  or Home  button to return to the Select a Transaction screen.

## Check a booking


The screenshot shows the 'Equipment Status Lookup' app interface. At the top, there is a red header with a truck icon and the text 'Equipment Status Lookup'. Below the header, there is a navigation bar with a back arrow, a home icon, and the text 'Welcome, FRANK'. The main content area has the heading 'I want to:' followed by three radio button options: 'Outgate A Container', 'Ingate A Container', and 'Check A Booking' (which is selected). Below the options is a text input field labeled '\*Booking Number:' containing the text 'VGN0314'. At the bottom, there are two buttons: 'Cancel' (red) and 'Continue' (green).

Enter the booking number and hit 

If the booking number is not valid you will receive an error in **RED** indicating an invalid booking number was entered.

The screenshot shows the 'Equipment Status Lookup' app interface. At the top, there is a red header with a truck icon and the text 'Equipment Status Lookup'. Below the header, there is a navigation bar with a back arrow, a home icon, and the text 'Welcome, FRANK'. A red banner with a warning icon and the text 'Invalid Booking Number' is displayed at the top. The main content area has the heading 'I want to:' followed by three radio button options: 'Outgate A Container', 'Ingate A Container', and 'Check A Booking' (which is selected). Below the options is a text input field labeled '\*Booking Number:' containing the text 'vgn0314'. At the bottom, there are two buttons: 'Cancel' (red) and 'Continue' (green).


The screenshot shows the 'Equipment Status Lookup' app interface. At the top, there is a red header with a truck icon and the text 'Equipment Status Lookup'. Below the header, there is a navigation bar with a back arrow, a home icon, and the text 'Welcome, FRANK'. A green banner with a checkmark icon and the text 'vgn0314 is a good booking number' is displayed at the top. The main content area has the heading 'I want to:' followed by three radio button options: 'Outgate A Container', 'Ingate A Container', and 'Check A Booking' (which is selected). Below the options is a text input field labeled '\*Booking Number:' containing the text 'vgn0314'. At the bottom, there are two buttons: 'Cancel' (red) and 'Continue' (green).

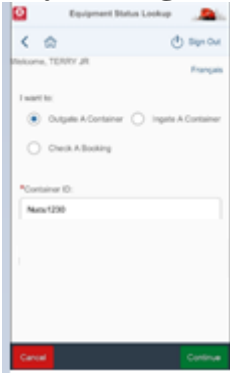
Re-enter the correct booking number and hit . If the booking number is valid, you will receive a message in Green advising it is a good booking number.

Hit Home  button or  if you want to do another query.

## Pay Storage

The ability to pay storage charges via FastPass.

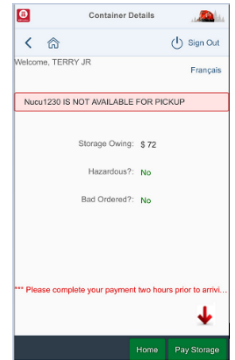
To check storage, you can select the Equipment Status Look up Tile, ensure Out gate A Container is selected . Enter in unit ID.



If Storage is owing and the driver wishes to pay for the storage charges

Select **Pay Storage**

Note: Please complete payment two hours prior to the driver arriving at the terminal. The payment made will be valid until 02:00 Central time six days after submitted. If the container is not picked up prior to 02:00 Central Time on the sixth day the payment will be cancelled, and a repayment will need to be processed for the day you will be picking up the container.



Mandatory fields marked by \*

Description	Product Code	Quantity	Price	Subtotal
fast pass - FASTPASS - Vaughan - nucu799 - 21	1	1	\$21.00	\$21.00
			<b>Total (CAD):</b>	\$21.00

Customer ID: fast pass  
Email Address: No\_Reply@cpkc.ca  
Note: nucu799

Street Number:   
Street Name:   
Postal/Zip Code:

Transaction Amount: \$21.00 (CAD)  
Order ID: 01-23-2018 03:05:45-nucu799

Cardholder Name:   
Card Number:   
Expiry Date (MMYY):   
Card Security Code:

**Process Transaction** **Cancel Transaction**

The driver will be taken to credit card site for payment.

The driver will fill in the following fields:

### Cardholder Details

- PO Box if necessary
- Street Number
- Street Name
- Postal/Zip Code

### Payment Details

- Cardholder Name (exactly as it is on the card)
- Card Number
- Expiry Date
- Card Security Code

Once all the required fields have been

entered select **Process Transaction**

to complete the transaction.

Select **Cancel Transaction** if you no longer wish to pay for storage.

A Summary page will display.

Select **Continue Transaction**

Once the container is picked up and is released from CPKC. The total storage amount will be applied to the credit card used in this process.

**TRANSACTION APPROVED - THANK YOU**  
Please print this page and keep it as your transaction receipt.

Transaction Total: \$21.00 (CAD)  
Transaction Type: PURCHASE  
Date / Time: 2018-01-23 15:16:57  
Transaction Amount: \$21.00 (CAD)  
Order ID: 01-23-2018 03:05:45-nucu799  
Card Type: VISA  
Resp Code - Message: 027 - APPROVED \* =  
Reference Number: 660146420010393040  
Auth Code: 768020  
Refund Policy: http://www.acpm.com/refund\_policy.asp

Description	Product Code	Quantity	Price
fast pass - FASTPASS - Vaughan - nucu799 - 21	1	1	\$21.00
			<b>Total (CAD):</b>
			\$21.00

**Continue Transaction**

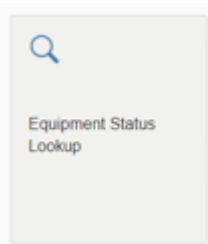
**CVD - Card Validation Digits**

**Visa, Mastercard and Gift Cards**

The CVD appears on the back your credit card, it is the last three digits printed on the signature panel. These digits should not appear anywhere else on the card.

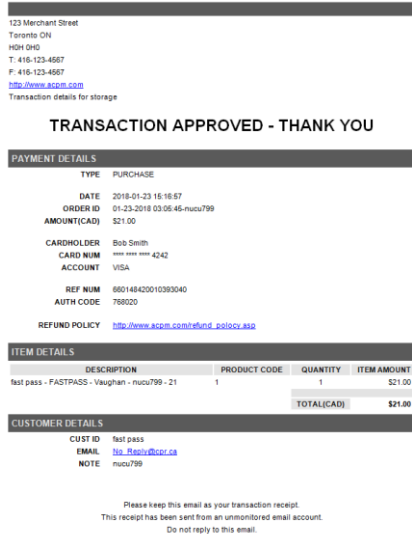
**American Express**

The CVD appears on the front of your credit card. It is the printed four digits that appear above and to the right of the embossed card number. On OPTIMA cards the CVD appears above and to the left of the embossed card number.



Once completed the Main Page will display.

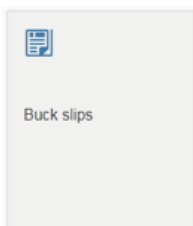
An email will be sent to the Remote Operations Group to confirm the storage has been paid.



A receipt of the transaction will be emailed to the driver. The driver can see if the storage has been updated by using the Equipment Status Look up tool tile on the mobile app.

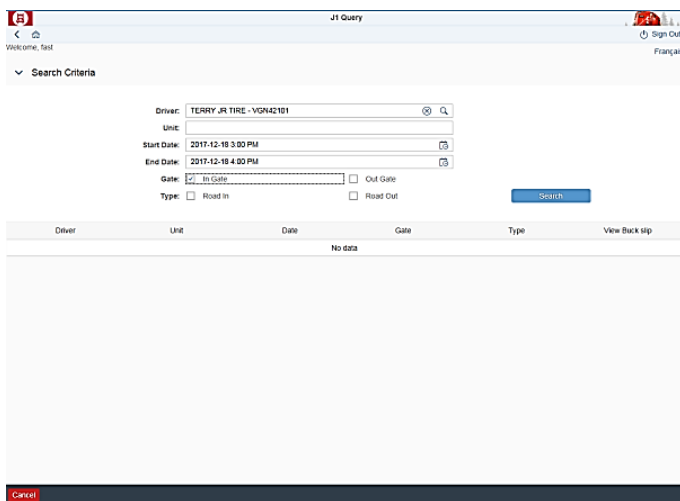
Once storage is updated the unit will be released for pick up. Pre-work or Interchange can be created.

Note: If NO PICKUP is selected at the Out Gate the payment will be cancelled. An email to the payee from CPKC will advise that the payment has been cancelled and a new payment for the storage amount will need to be processed for the container to be released.



## Search Buck Slips

Drivers can search buck slips of up to 10 buck slips in a search period and up to 30 days in the past.



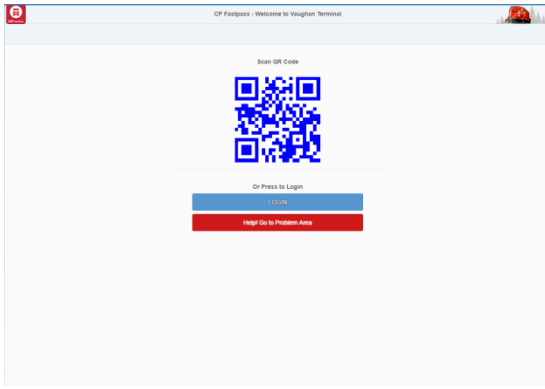
Search using either unit ID or driver ID, Date plus time.

Select one of the following:

In gate, out gate, Road In, and Road Out

This will narrow the search as there is a limit of 10 buck slips.

## Auto Gate in Gate

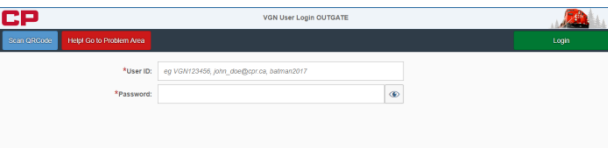


### Signing into the In Gate Auto Gate

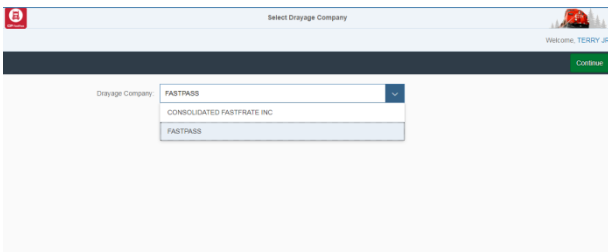
At the in-gate scan QR Code if pre-gate transactions exist or Sign into the FastPass Auto gate by selecting



If Pre-gate transactions exist for pick up or drop off at CPKC then the user will see the pre-gate transactions after signing in and be able to print and open the gate. Buck slips will print if selected.



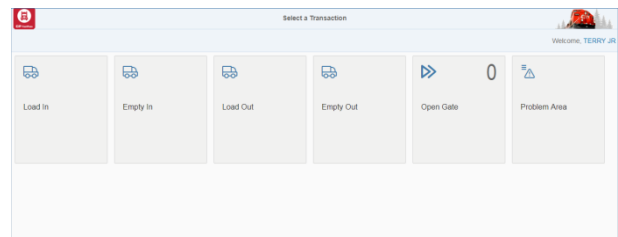
When logging in manually, enter in your user ID and Password supplied when completing your registration then press **Login**. You must be registered with CPKC FastPass.



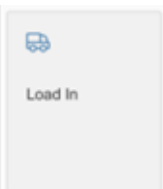
Select the carrier you are currently driving for and press



Auto gate will display all in gate options to create interchanges.

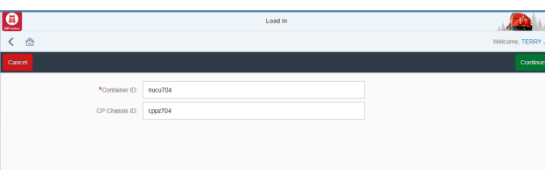


Below is a break down of the working tiles for FastPass Auto Gate and how and when to use them:



### Load In:

Driver will use this tile to create an interchange for a loaded container they are dropping off at CPKC. Driver can do a pre-gate transaction before reaching the gates on the mobile app. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.



After selecting Load In driver will then enter in the container number and Chassis ID if the chassis is CPKC Controlled (CPPZ)

Driver will then select

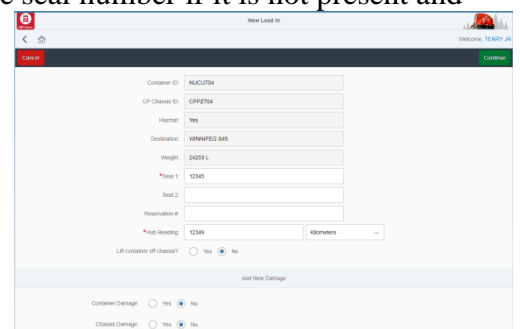
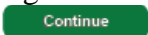


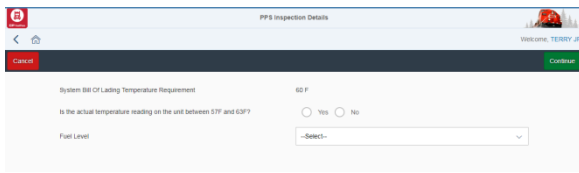
When the driver is at the New Load In window, they will enter in the seal number if it is not present and confirm hazmat if Hazmat field states Yes or No.

Driver will select lift container off Yes or No, Yes, if the chassis is not CPKC controlled and is owned by the driver's carrier.

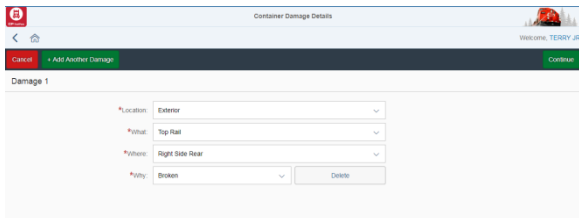
No if the chassis is CPKC controlled, and the unit will be parked. A reservation may be required and entered in the reservation field. The driver can enter in damages on the FastPass mobile app prior to arriving at CPKC In Gate.

Select





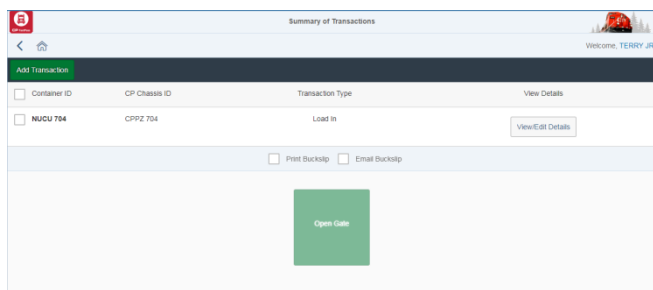
If the unit is in protective service Heated/Refrigerated and billed with a temperature setting, then the driver will be prompted with the PPS inspection details confirming the temperature setting and fuel setting.



If bad order is selected, select from the drop downs the following:  
What, Where and Why

You can also add another damage details by selecting **+ Add Another Damage** in not select **Continue** or cancel.

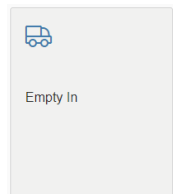
If the damage was selected in error, select delete from the damage details.



If the transaction has been successfully created the driver will see the screen to the left.

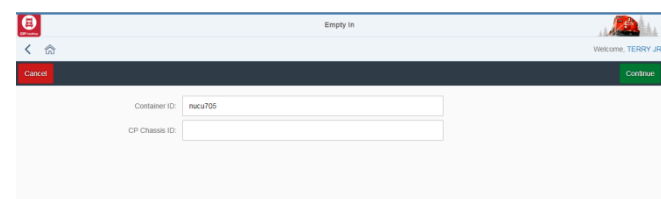
Press **Add Transaction** to create another interchange or select the transaction line **NUCU704** select **Print Backslip** or **Email Backslip** one or

both then select **Open Gate** to enter the terminal. Transaction is completed.



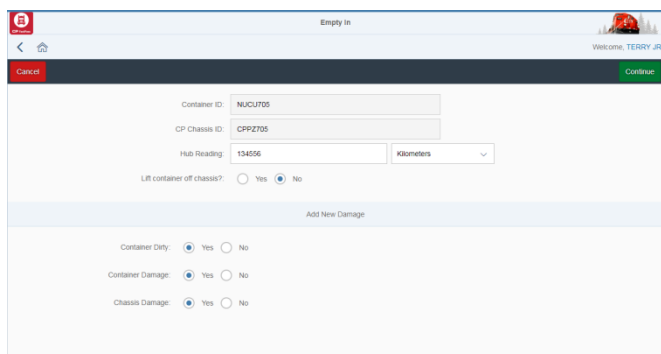
## Empty In:

Driver will use this tile to create an interchange for an empty container they are dropping off at CPKC. Driver can do a pre-gate transaction before reaching the gates on the mobile app. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.



After selecting Empty In the driver will then enter in the container number and Chassis ID if the chassis is CP Controlled (CPPZ)

Driver will then select **Continue**



When Empty In window opens, fill in the following:  
Hub Reading with kilometers or miles

Driver will select lift container off Yes or No, Yes, if the chassis is not CPKC controlled and is owned by the driver's carrier.

No if the chassis is CPKC controlled, and the unit will be parked.

If the unit is Dirty select Yes if not select No.

If yes is selected hit **Continue** and Container Damage Details will display for Interior steam clean dirty. To remove the dirty select Delete.

Select **Continue** to proceed to next screen.

If bad order is selected for Container or Chassis or both, select from the drop downs the following: What, Where and Why

If both container and chassis damages are being reported, then two separate damage details will display in order damage for container then damage for chassis.

If the equipment is bad order, then Yes is selected.

You can also add another damage details by selecting **+ Add Another Damage** in not select **Continue** or cancel.

Press **Add Transaction** to create another interchange or select the transaction line **NUCU 704** select **Print Docket** **Email Docket** one or

both then select **Open Gate** to enter the terminal. Transaction is completed.

In gate for chassis only, after selecting the Empty In tile enter in the chassis ID in the chassis field.

Select **Continue**

If the chassis is known in CP inventory in the US or Canada, the user will be able to create an interchange for the chassis.

### Canadian Terminals

If the chassis is not known to CPKC inventory the user will receive an error message stating that the container does not exist.

### US Terminals Only

If the chassis is not known to CPKC inventory the user will be able to add the chassis into CPKC inventory.

User will be required to select:

- Owner of the chassis
- Length of the chassis
- 20, 40 or 45 feet.

Select **Continue**

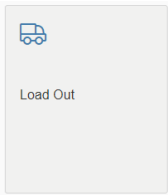
User will make a selection in the FROM field drop down table.

Select NO for lift container off chassis.

Select Yes or No if damages need to be reported.

Select **Continue**

The in-gate transaction will be complete.

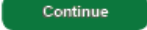


### Load Out:

Driver will use this tile to create a pre-gate transaction for the container they are picking up at CPKC. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

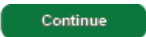
\*Container ID:  
  
 Pickup #:

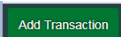




After selecting Load Out, the driver will then enter in the container number and Pickup number (if pickup number is required)

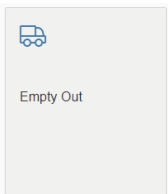
Driver will then select 

\*Container ID:  
  
 Pickup #:

When Load Out window opens.  
 Enter in the following:  
 Container ID  
 Pick up number if pick up number is required.

Driver will then select 

Press  to create another interchange or select the transaction line  select   one or both then select  to enter the terminal. Transaction is completed.



### Empty Out:

Driver will use this tile to create an interchange for an empty container they are picking up at CPKC. Driver can do a pre-gate transaction before reaching the gates on the mobile app. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

Booking #:  
  
 Container ID:  
  
 Pickup #:  
  
 Select Equipment:

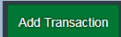




After selecting Empty Out, the driver will then enter in:

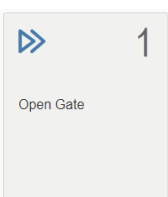
Booking Number or Container number but not both.

Select 

If the booking has more than one type of unit to pick up, then select the unit type to pick up from the Select Equipment drop down.

Select 

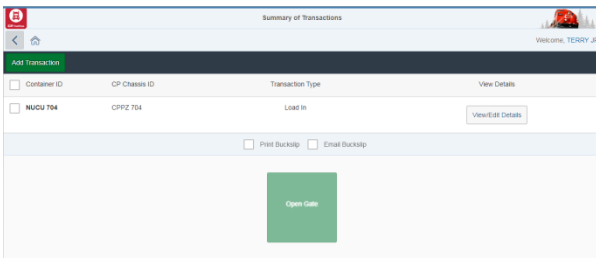
Press  to create another interchange or select the transaction line  select   one or both then select  to enter the terminal. Transaction is completed.



### Open Gate

Driver will use this tile to view all open interchanges for the containers they are picking up and dropping off at CPKC. By selecting this tile driver will view the summary of transactions window.






The indicator number displaying at the top of the Open Gate tile displays the number of transactions that were created both road in and road out.

After selecting Open Gate, the driver will be able to do the following functions:

View/Edit the transaction which will display the data for the particular transaction.

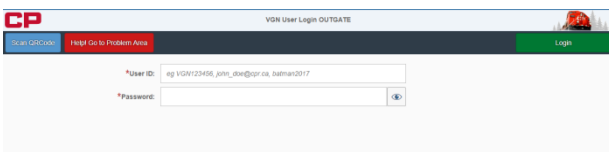
If Edit is selected the driver can change information which was originally created by the Load In, Empty In, Load Out and Empty Out tiles.

Press **Add Transaction** to create another interchange or select the transaction line  select  **Print Buckslip**  **Email Buckslip** one or both then select **Open Gate** to enter the terminal. Transaction is completed.

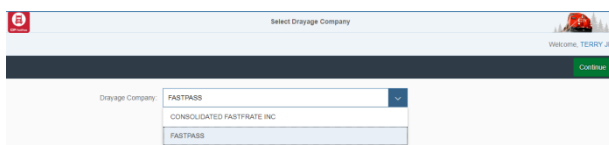
## Auto Gate Out Gate



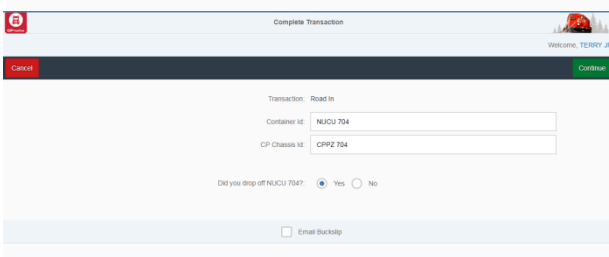
At the Out-gate scan QR Code if pre-gate transactions exist or Sign into the FastPass Auto gate by selecting **LOGIN**



When logging in manually, enter in your user ID and Password supplied when completing your registration then press **Login**. You must be registered with CPKC FastPass.



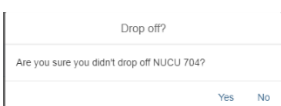
Select the carrier you are currently driving for and press **Continue**



The open interchanges will display one at a time. Driver must confirm drop in the yard or pick up from the yard for each active interchanges.

Did you drop off CPPUXXXXXX Yes or No  
Did you Pick Up CPPUXXXXXX Yes or No


With each termination of the interchange driver must select Yes or No and can select email buck slip if the driver wishes to receive an electronic copy of the interchange. Buck slips will print automatically at the out gate.



If the driver selects No to the confirmation of pick up or drop off, they will be asked to confirm this is indeed the intent to perform a no pickup or no drop at CPKC.

Driver will select **Continue**

How do you want to proceed...

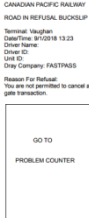
 You are not permitted to cancel a gate transaction.

**Start over**

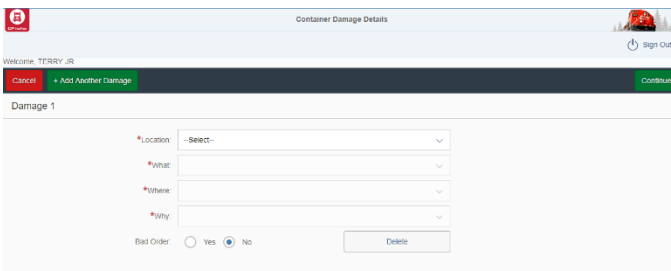
**Go to problem area**

A refusal pop up window will advise the driver and problem area that the driver wishes to cancel the interchange.


Driver selects **Go to problem area** the gate arm will open driver will pull off to the side and report to the problem area where they will terminate your interchange.



Refusal buck slip will be printed.



Container Damage Details

Welcome, TERRY JR 

**Cancel** **+ Add Another Damage** **Continue**

Damage 1

\*Location:

\*What:

\*Where:

\*Why:

Bad Order  Yes  No

If bad order is selected for Container or Chassis or both, select from the drop downs the following: What, Where and Why

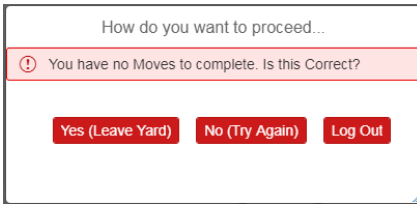
If both container and chassis damages are being reported, then two separate damage details will display in order damage for container then damage for chassis.

If the equipment is bad order, ensure bad order Yes is selected.

You can also add another damage details by selecting **+ Add Another Damage** in not select **Continue** or cancel. Press **Add Transaction** to create another interchange or select.

## Errors/Issues

If you receive the below following error message



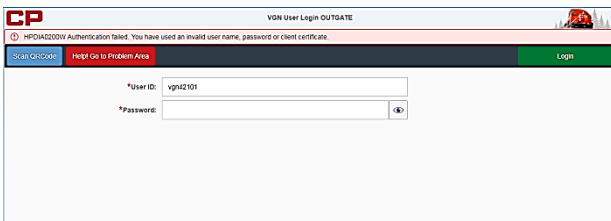
There are two reasons this error may display,  
 1 – There are no outstanding interchanges to terminate  
 2 – The driver has multiple drays carries they work for and they selected the incorrect dray carrier.

If there were no interchanges created at the in gate, then select Yes (Leave Yard)


If there was a refusal buck slip printed at the in gate which was not resolved, and driver is leaving select Yes (Leave Yard)

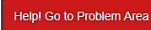
If there is an outstanding interchange, then log out. Then log back in selecting the correct dray carrier that was selected to create the interchange at the in gate.

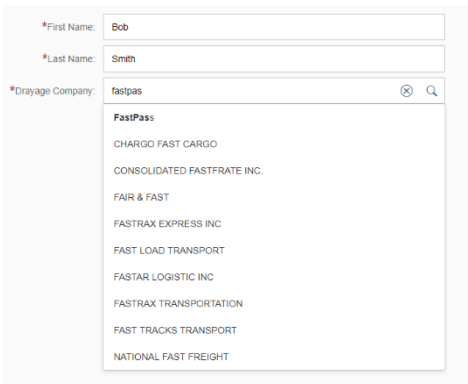
If the gate arm is open, then log out. However, if the gate arm is closed and log out is selected the driver will have to log back in and select another option to open the gate arm.



If the driver receives the following error: HPDIA0200W Authentication Failed. You have used an invalid username, Password or client certificate.

Select  \*Password: Abc123 you will be able to view the password which is being entered. If the password

is still not accepted. Select 



 Help! Go to Problem Area

When selected enter in the following information?

First Name

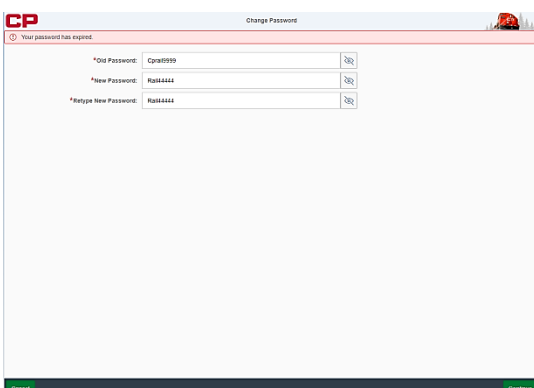
Last Name


Dray Company driver is working for.

Select 

Refusal buck slip will print, and gate arm will open. Driver is to proceed to the problem area and resolve the password issue.

After signing into CP FastPass auto gate the Change Password window displays, please follow the below steps:



Ensure you have the  Selected so you can view the password you are entering.

Enter in the password which was used to sign in.



Enter in a new password.

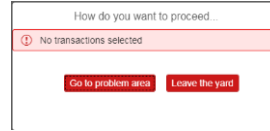
Then confirm new password in the retype New Password field.

As per Canadian Pacific Railway Password policy, the password reset will display every month.

At anytime during the in gate if the driver wishes to cancel the in-progress interchange and go to the problem area please follow the steps below:

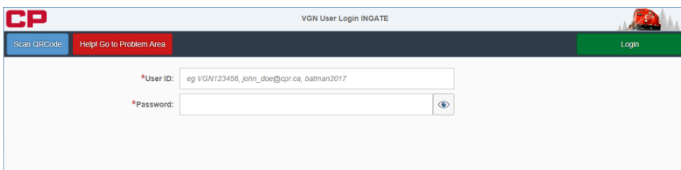


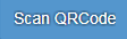
From the top menu bar select the  button then select the  Problem Area Tile then select one of the following selections.



A problem area refusal buck slip will print, and the gate arm will open

When a driver arrives at the in gate and tires to scan the QR Code on the below screen please follow the below instructions:



Please select  button to return to the welcome page and then scan the phone.

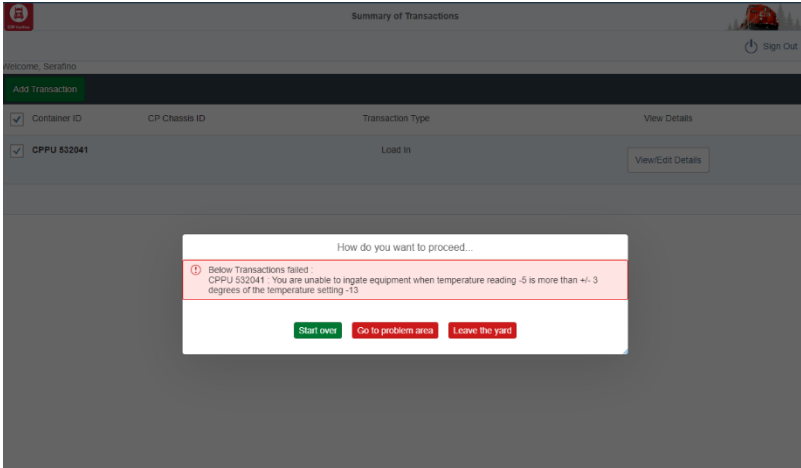
Error Message	Error Description	Resolution
<b>Booking Is Full</b>	There is no more generic empty request available under this contract/booking number	Please verify correct booking number was entered, if error persists select GO to Problem Area. Driver will then reach out to their dispatch to get a new booking number or correct booking number.
<b>Empty in Details no hub reading</b>	Hub reading required / kms-miles (This is the chassis odometer located on one of the wheel hubs) Required on In Gate	Driver must go out to the chassis and enter in the actual hub reading from the chassis and select miles or kilometers from the field to the right.
<b>Invalid Booking Number</b>	Booking number entered is incorrect	Please verify correct booking number was entered, if error persists select GO to Problem Area. Driver will then reach out to their dispatch to get a new booking number or correct booking number.
<b>Invalid Owner for CPRS booking number</b>	Container owner/type does not match booking owner/type	At the out gate the Driver has the different unit type/owner from what was requested at the in gate and on the interchange, select GO to Problem Area the Remote Operations Center will advise how the driver must bring the unit back into the terminal and pick up the correct unit type/owner
<b>Is the physical operating temperature within +/-3 degrees of the temperature requirement?" Y/N</b>	Temp setting question for CPKC PPS units which have a temp setting submitted on billing	Driver is to confirm that the temperature setting is running within allowable range. They must select Yes to proceed if the temp reading is within range if not then select no and a Go to Problem Area pop up will display. They will go through the refusal process and proceed to the problem kiosk once the temp is within range.
<b>Is the reefer unit running? Yes or no"</b>	If the unit is a 53RH or 53RX CPKC reefer question will pop up if there is no PPS set temp on submitted Billing	This error displays when the unit is a CPKC Reefer and is entering into the terminal through the in gate. If there is no PPS setting the error will display asking the driver to confirm the unit is not running or is running. If the driver selects Yes, then the Go to Problem Area pop up will display and the driver will go through the refusal process and proceed to the problem kiosk. If the driver selects No then the drivers in gate will be processed as a dry load

<b>No Seal</b>	No seal auto populated from billing or was entered in by the driver - field is blank	If no seal was supplied with the Billing of a container, the driver must enter the seal number on the back doors of the container. If the seal is not available driver must proceed to the problem area and speak to their dispatchers to provide a seal before the container can be accepted
<b>Reservation not found</b>	Invalid Reservation number entered in the reservation field.	Go to Problem Area, driver to reach out to their dispatch after going to problem area to get a new booking number or correct reservation number.
<b>Storage owing - \$ Start Over - Go to problem area - Leave the yard</b>	Storage is owing for the container requested - If storage is guaranteed there will be no error message	IF there is storage owing driver is to proceed with the problem counter refusal process and contact their dispatch advising them of the amount of storage owing. Once storage is guaranteed the driver can use the problem area kiosk to create the in-gate Road out interchange.
<b>The driver's license (driver) is already registered in our system. Please log in or enter a different license number to continue registration</b>	Incorrect data input for driver's license, correct license number required	this is caused by the driver entering a license that belongs to a different driver which is already registered. Or the driver is trying to register at the same terminal which the driver is already registered in. Confirm if the driver is trying to register in a different terminal and made an error selecting the terminal, they are already registered in. Or they are typing in an incorrect license number which belongs to another registered driver.
<b>The Driver's License does not exist in our system</b>	Incorrect data input for driver's license, correct license number required	Driver is not registered in CPKC or the driver typed in the incorrect license number. Have driver check to ensure correct license number is entered. If not validate driver in Oasis if they exist
<b>There are no pool privileges for this equipment owner/type at VGN</b>	Empty unit where the Owner does not have pool privileges in the facility to be grounded or is not going to rail - Unit is not Prebilled	The owner does not have permission to drop empties in the terminal. The container owner requires pool privileges select Go to Problem Area.
<b>This password link has expired</b>	Driver must select reset password on the mobile app to generate a new password link email so they can update their password	When drivers register or reset their passwords, they will be sent an email and the link to change the password is only valid for a period of time. This password reset link is only valid for the next 60 minutes. If the driver has passed the allotted time, then the driver will need to do the "Forgot Password" function on the sign on screen on the mobile app
<b>Unit already in yard</b>	Unit was already in gated or currently exists in CPKC	Verify unit ID if issue persists. Go to Problem Area must be selected as there is an issue with the data for the unit.
<b>Unit not found OR not in yard</b>	Requested unit is not a good number or is not in CPKC Facility	Please confirm the correct unit ID is being entered. Select Go to Problem Area and contact your dispatch
<b>Unit not releasable</b>	Unit has a TMS hold and cannot be taken out of the yard - Problem area or leave yard	There is a hold and cannot be released. Select Go to Problem Area.
<b>Unit Type Mismatch</b>	Incorrect unit type	Incorrect unit type or owner which does not match the in gate generic empty request, the driver will have to select Go to Problem Area. Once at the problem area the Remote Operations Center will advise the driver how to return the unit into the yard and pick up the correct unit.
<b>Unit# is not billed</b>	Unit has no billing - go to problem area	Select Go to Problem Area. Once at the problem area contact your dispatch to have the unit billed.
<b>Welcome (driver) to Vaughan Terminal. Sorry, Your QR</b>	QR Code exceeded the maximum used times.	If the driver has exceeded the permissible scanned attempts, then they will have to go to the mobile app

**Code has exceeded permissible scanned attempts. Please go to problem area or generate new QR Code**

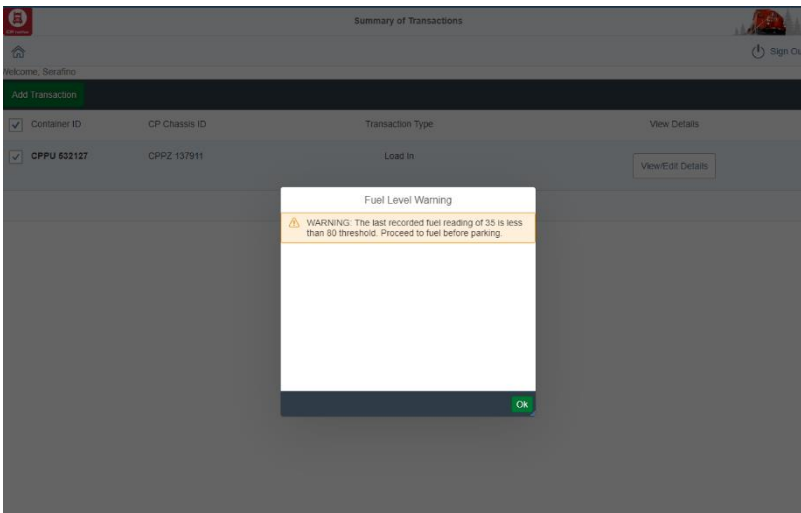
under "Pre-gates in Progress" then select QR Code again a new QR Code will generate

## CPKC Reefer errors

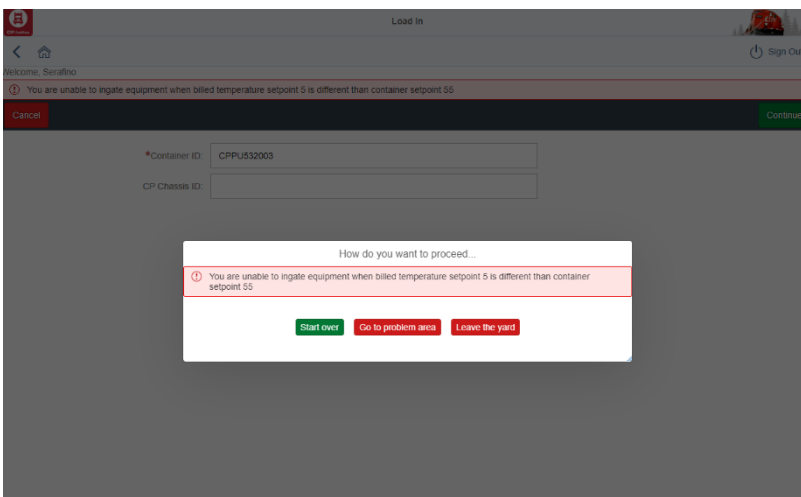


Error displays stating: Below transactions failed You are unable to in gate equipment when temperature reading [x] F is more than +3 / -3 degrees of the temperature setting [x] F.”

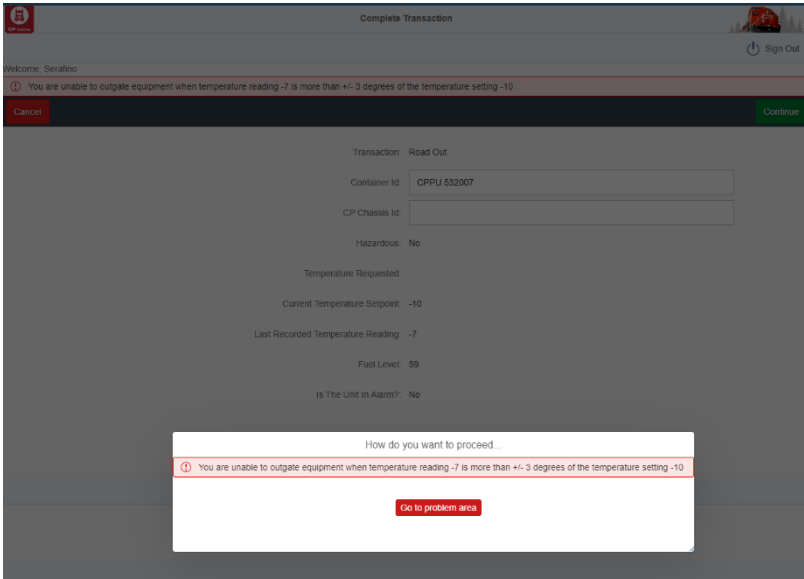
Driver will be sent to the problem area to verify and speak to CPKC trucking dispatch. If the temperature reading comes within range of the temp setting the driver will be allowed to in gate the container.



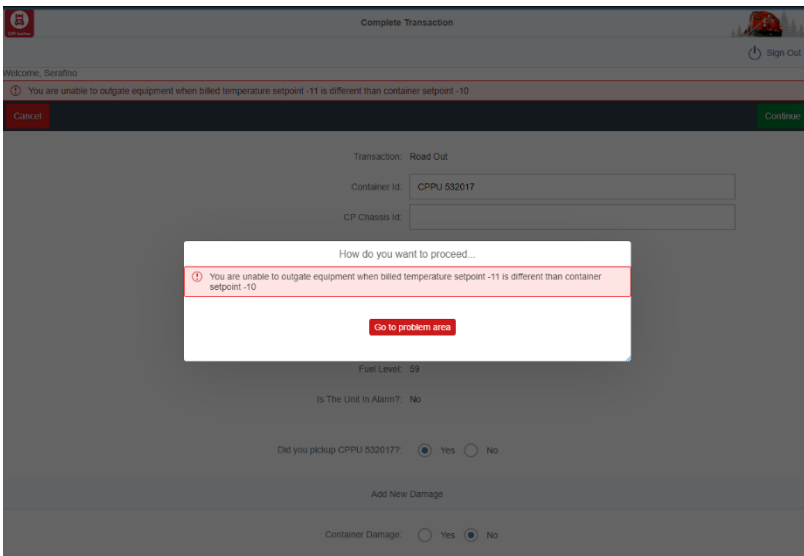
Error message displays stating “Warning: The last recorded fuel reading was [x]% less than 80% threshold. Proceed to fuel before parking.”



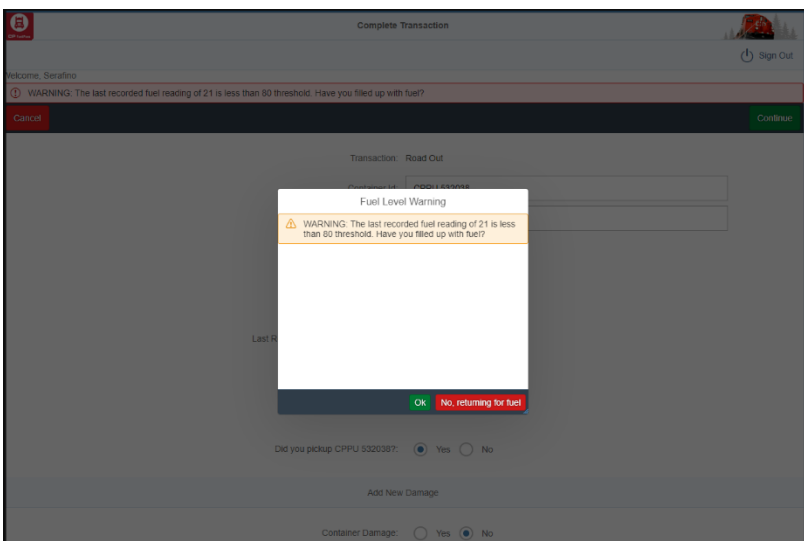
Error message displays stating, “You are unable to in gate equipment when billed temperature setpoint is [x] F is different than container set point [x] F.” Driver will have to go to the problem area and have the discrepancy corrected to enable the in gate to process.



Error message displays stating “You are unable to out gate when temperature reading [x] F is more than + / - 3 degrees of the temperature setting [x] F” report to problem area to correct issue.



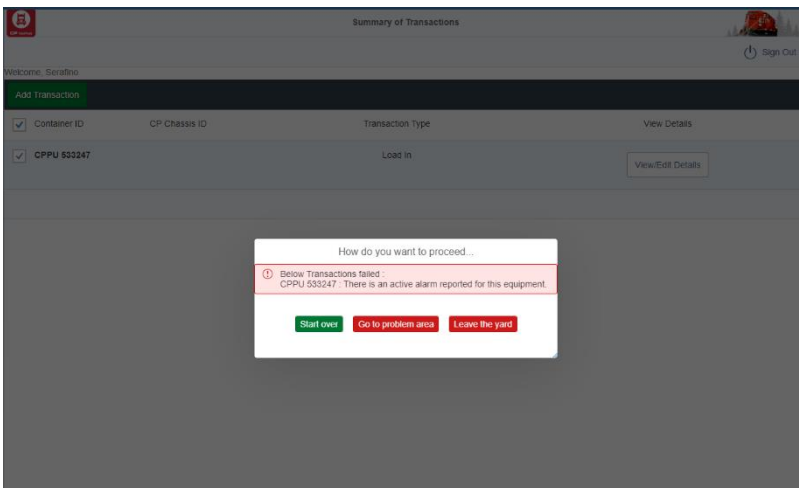
Error message displays “You are unable to out gate equipment when billed temperature set point [x] F is different than container set point [x] F.” proceed to the problem area and have the issue corrected.



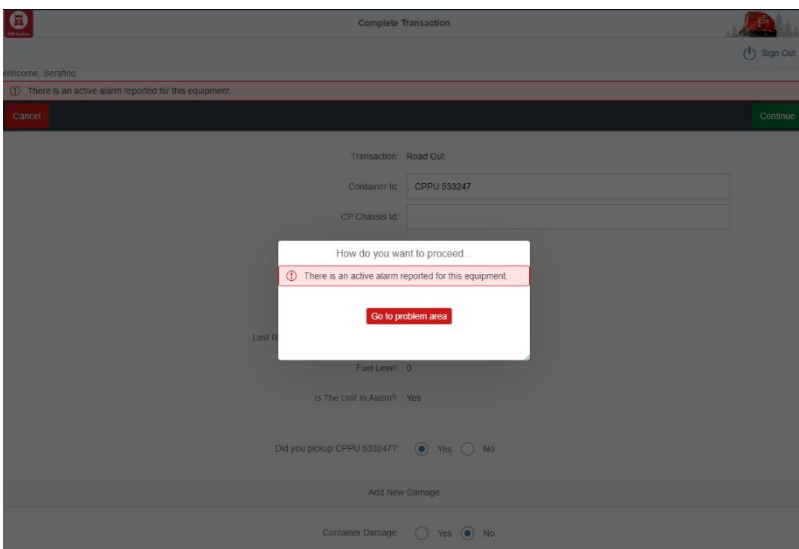
Error message displays “Warning: The last recorded fuel reading of [x] F is less than 80% threshold. Have you filled up with fuel?”

Driver must select answer with Ok or No returning for fuel.

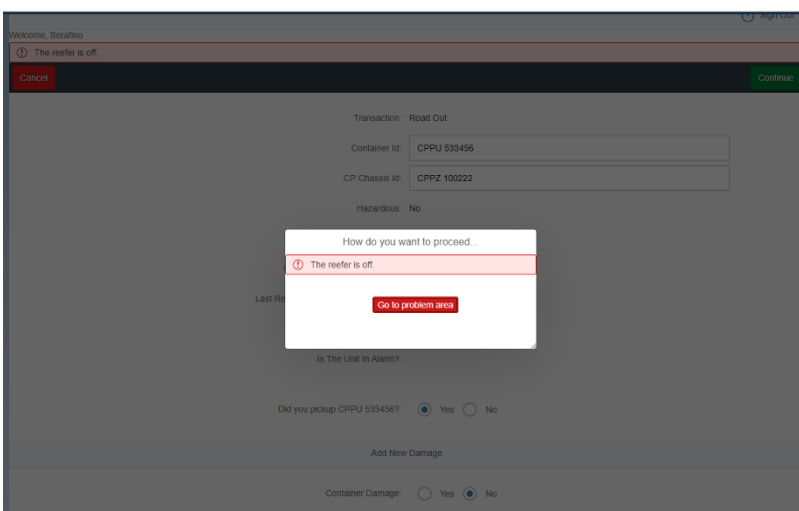
If fuel level is below threshold driver must return for fueling at the reefer fueling station.



Error message displays “There is an active alarm reported for this equipment”. Driver must report to problem area and resolve issue.








Error message displays “There is an active alarm reported for this equipment” Driver must report to the problem area.



Error message displays “The reefer is off” proceed to the problem area for assistance.

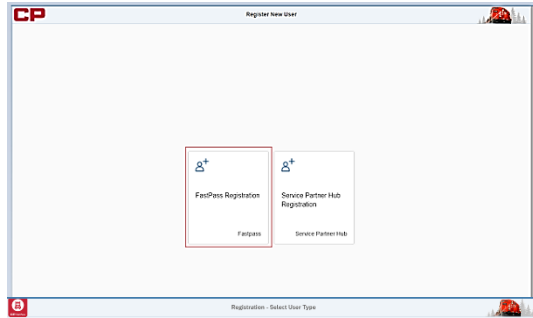
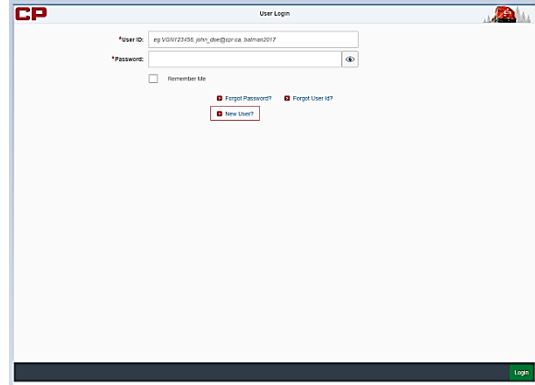


## Dray Administration Web Portal

 Export Billing	 Manage Drivers	 Equipment Status Lookup	 Work List	 Buck slips
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## Registering a New Dray Admin or Third Party Pay Storage Account New to Canadian Pacific Kansas City Railway

From the User Log in screen CPKC FastPass select New User

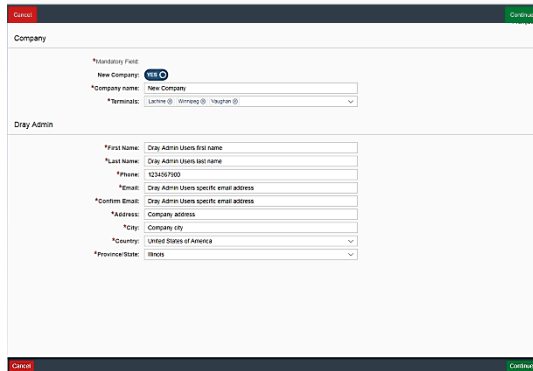


From the register new user screen  
Select FastPass Registration

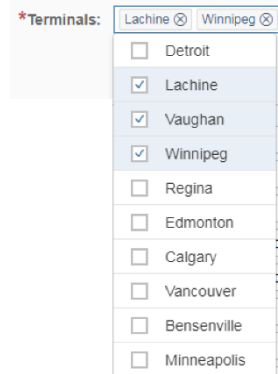


From the registration – select user type screen.  
Select I am a Dray Administrator or Third-Party Brokers, Freight Forwarders, Pay Now storage payments.

Select **Continue**



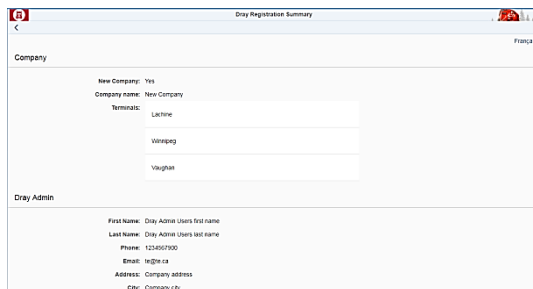
From the Dray Registration or Third-Party Information screen  
Select “Yes” for new company  
(carrier has not been to CPKC before)  
Enter in the following information:  
Company Name



Select the FastPass terminals  
your dray carrier will be  
accessing.

First Name, Last Name, Phone#,  
Email Address, Confirm Email  
address, Company location address

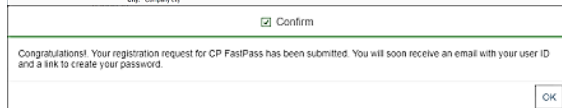
(street number, name), City, Country, State or Province. Select **Continue**



Review Dray Registration Summary of information entered into  
the registration system.

Select **Continue**

A confirmation popup will advise if the registration is successful  
and advising an email with your user ID  
and a link to create your  
password.



The email will look similar to the one to the right. CPKC will  
verify and ensure the dray is created in CPKC FastPass.

If the Dray Carriers registration has been rejected then an email will be received as to the right. Contact [gate\\_inquiries@cpr.ca](mailto:gate_inquiries@cpr.ca) if there are any issues with Dray Administrator registrations.

If the registration is approved by the Remote Operations Center, you will then receive an email with a password reset to access the CPKC FastPass Dray Admin Account.



## CP FastPass Application

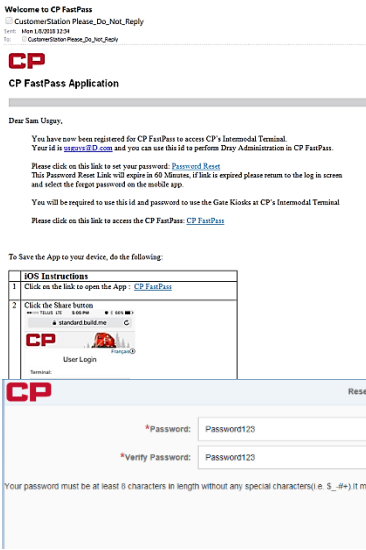
Dear Harry Rego,

Your request for registration as a Dray Administrator has been submitted.

You will soon receive an email with your CP User ID and a link to create your password.

This user ID and password will be used to log into the CP FastPass.


If any changes are required please email [Gate\\_Inquiry@cpr.ca](mailto:Gate_Inquiry@cpr.ca)

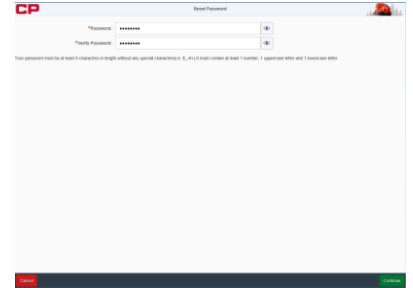


Select Password Reset link from the approval registration email.

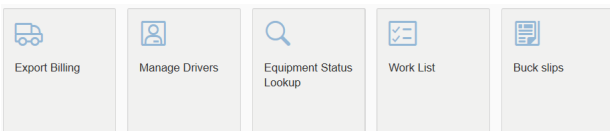
Note: Password link will expire after 60 minutes password must be updated prior to. If not you must use the forgot password tool on the login page.

Once on the reset password screen enter in the password

You  can view the password by selecting



Your password must be at least 8 characters in length without any special characters(i.e. \$ \_#+).It must contain at least 1 number, 1 uppercase letter and 1 lowercase letter.

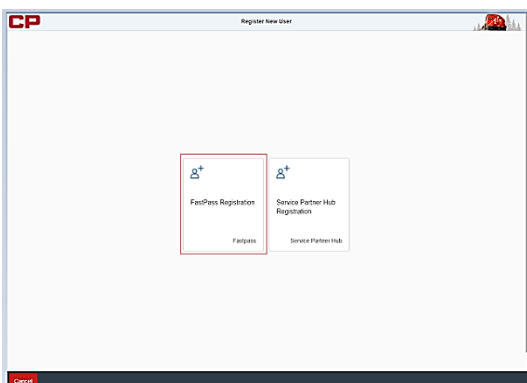


Once the password is accepted you will be automatically signed into CPKC FastPass Dray Administration web site.

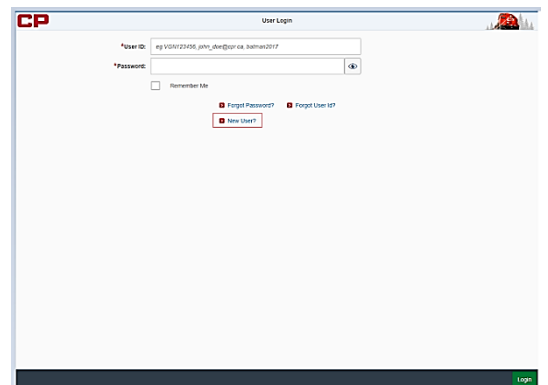
Dray Admins will be able to manage the dray carrier drivers, look up equipment status, approve drivers which work for them and look up previous buck slips.

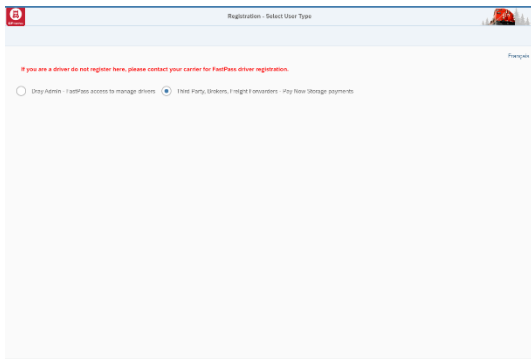
## Existing Dray Carrier or Third Party at Canadian Pacific Railway registering for a FastPass Account

From the User Log in screen CPKC FastPass select New User



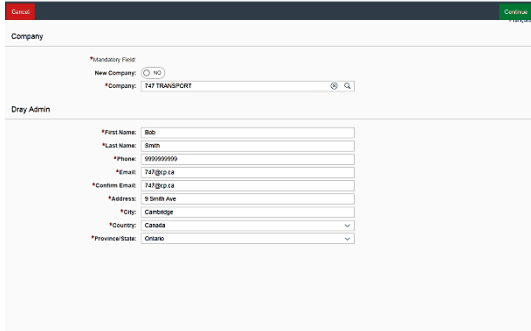
From the register new user screen Select FastPass Registration





From the registration – select user type screen. Select I am a Dray Administrator or Third-Party Brokers, Freight Forwarders, Pay Now Storage Payments.

Select **Continue**

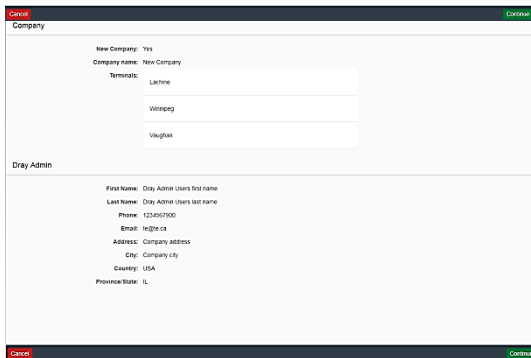


From the Dray Registration Information screen New company defaulted to “No” (carrier has been to CPKC before and is in the system)

Enter in the following information:

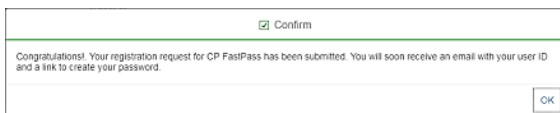
Search the company Name.

First Name, Last Name, Phone#, Email Address, Confirm Email address, Company location address (street number, name), City, Country, State or Province. Select **Continue**



Review Dray Registration Summary of information entered into the registration system.

Select **Continue**



A confirmation popup will advise if the registration is successful and advising an email with your user ID and a link to create your password.



## CP FastPass Application

Dear Harry Rego,

Your request for registration as a Dray Administrator has been submitted.

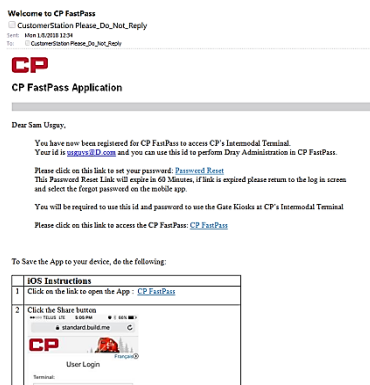
You will soon receive an email with your CP User ID and a link to create your password.

This user ID and password will be used to log into the CP FastPass.

If any changes are required please email [Gate\\_Inquiry@cpr.ca](mailto:Gate_Inquiry@cpr.ca)

The email will look similar to the one to the right. CPKC will verify and ensure the dray is created in CPKC FastPass.

If the Dray Carriers registration has been rejected then an email will be received as to the right. Contact [gate\\_inquiries@cpr.ca](mailto:gate_inquiries@cpr.ca) if there are any issues with Dray Administrator registrations.

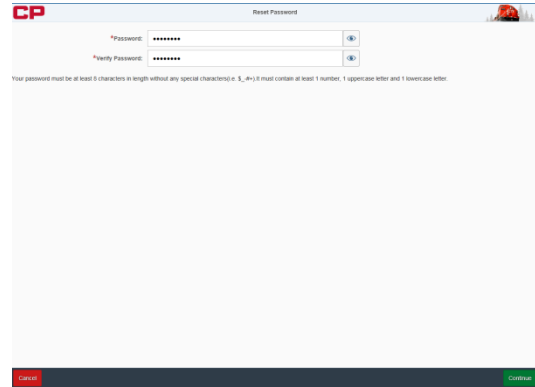


If the registration is approved by the Remote Operations Center, you will then receive an email with a password reset to access the CPKC FastPass Dray Admin Account.

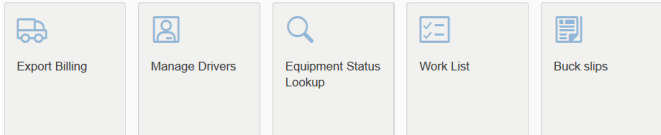
Select Password Reset from the approval registration email.

Once on the reset password screen enter in the password

You can view the password by  selecting



Your password must be at least 8 characters in length without any special characters(i.e. \$ \_#+).It must contain at least 1 number, 1 uppercase letter and 1 lowercase letter.

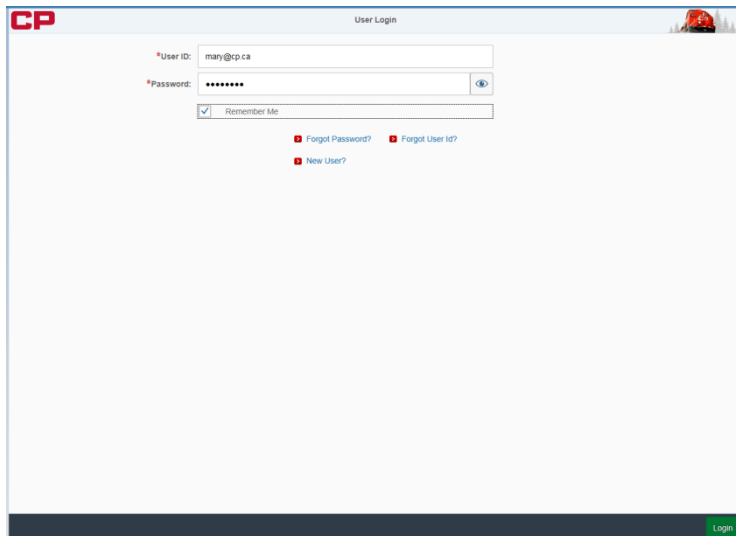


Once the password is accepted you will be automatically signed into CPKC FastPass Dray Administration web site.

*If Carrier is registered at multiple terminals select terminal from the popup.*

Dray Admins will be able to manage the dray carrier drivers, look up equipment status, approve drivers which work for them and look up previous buck slips.

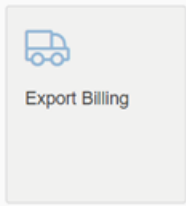
Multiple users from the same dray carrier can register for the CPKC FastPass Dray Administrator portal but will have to have their own email address as their Login ID.



Note: to login to the CPKC FastPass Dray Admin Portal your User ID is your email address.

## Export Billing

How to bill a load from booking number



If an Ocean Carrier has subscribed to the Export Billing service, drivers will be able to submit billing using the FastPass mobile application.

This function is currently only available in Canada.

Please check the equipment look up tile to verify billing prior to using this function.

When the Export Billing tile is selected in the mobile app the application will ask if the shipment is a hazardous, temperature controlled and cross boarder shipment.

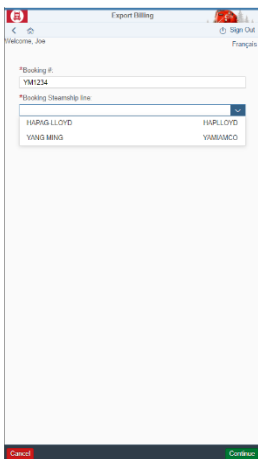
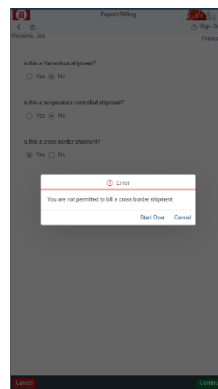
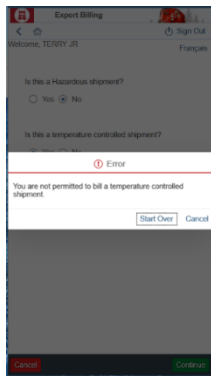
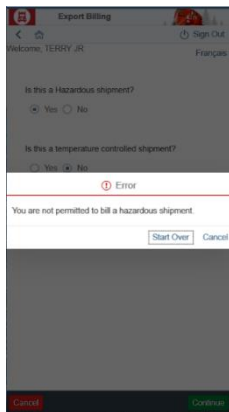
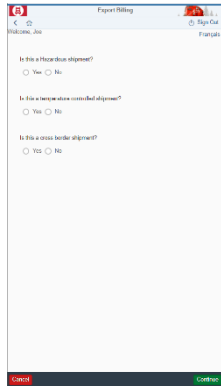
Hazardous, temperature controlled and cross boarder shipments will not be accepted by the Export Billing feature within FastPass.

If Hazardous, temperature controlled and cross boarder shipment questions are No then select **Continue** and proceed to the Booking/Ocean Carrier page.

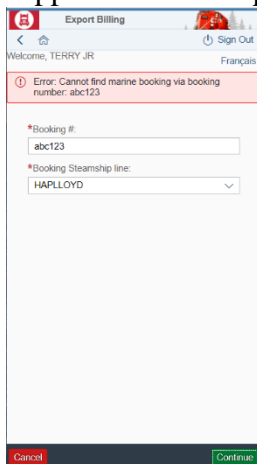
If “Yes” is selected for Hazardous then a screen will display advising that hazardous shipments are not permitted. You can select start over or cancel to be directed back to the main page.

If “YES” is selected for Temperature controlled shipments then a screen will display advising that temperature controlled shipments are not permitted. You can select start over or cancel to be directed back to the main page.

If “YES” is selected for cross boarder then a screen will display advising that cross boarder shipments are not permitted. You can select start over or cancel to be directed back to the main page.



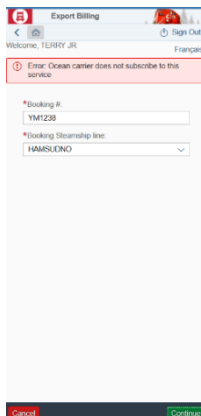
Select start over to re-enter booking number and ocean carrier otherwise select cancel and you will be returned to the main screen tile selection “Select a Transaction”. Once the booking window has opened. Driver will enter in the booking number supplied for the shipment into the booking# field.



Then using the drop down to select the Ocean Carrier for the shipment.

You can make the search list shorter by adding the first letter of the Ocean Carrier.

Once both fields have been filled in select **Continue**.

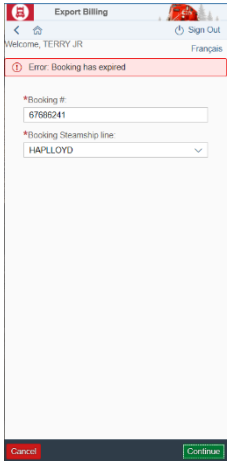


If the Booking is invalid FastPass will display an error message advising the booking is invalid (see other error message descriptions at the end of this document)

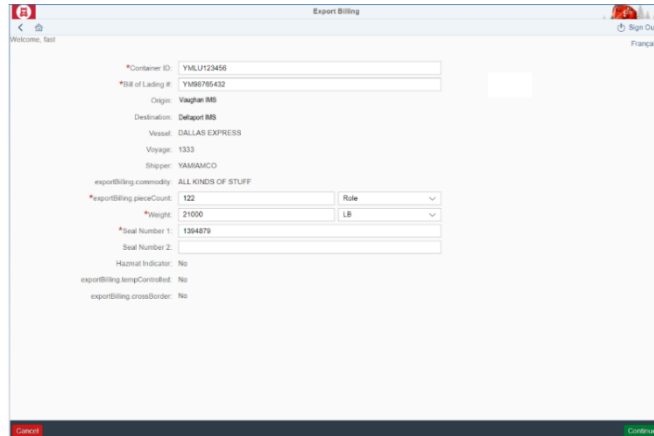
If the Ocean carrier does not subscribe to the Export Billing function FastPass will display an error message advising “Ocean carrier does not subscribe to this service”

This means the Ocean Carrier does not subscribe to this service.

If the Booking is valid and the Ocean Carrier has subscribed to the FastPass function, you can select **Continue** and proceed to the next window.



If the booking has been closed for more than 7 days, the Export Billing function will be closed for the booking and will not accept the booking as valid and open.

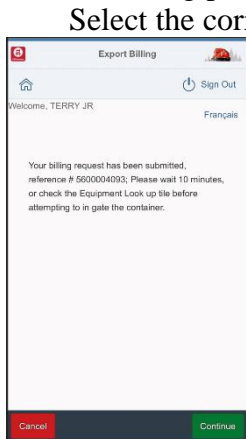


On the billing information window there are 7 mandatory \* fields required from the shipment bill of lading to complete the export billing as well as validation of other fields on the bill of lading:

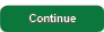
- **Enter container ID** (the container must exist in the FastPass system. If the unit is not in CPKC System contact the Ocean Carrier to verify the container has been added to CPKC FastPass). As well you will not be able to complete the process if the container does not exist in CPKC systems.
- **Enter bill of lading number**
- Origin Terminal – Validate from bill of lading.
- Destination Terminal – Validate from bill of lading.
- Vessel – Validate from bill of lading.
- Voyage – Validate from bill of lading.
- Shipper – Validate from bill of lading.
- Commodity Details – Validate from bill of lading.
- **Enter piece count.**
- **Select Package Type**
- **Enter Net Weight**
- **Select LB (pounds) KG (kilograms)**
- **Enter Seal number 1.**
- Seal number 2 is optional if the seal number is available.
- Hazmat Indicator – Validate from bill of lading.
- Cross boarder indicator – Validate from bill of lading.
- Temperature controlled indicator – Validate from bill of lading.

**Package Types** - When selecting package types, the most common package types are displayed first.

- BAG Bag
- BAL Bale
- BDL BUNDLE
- BLK Bulk
- BOX Box
- CAS CASE
- CNT Containers of Bulk Cargo
- COL Coil
- CRT Crate
- CTN Carton
- CLB Cube
- CYL Cylinder
- DRM Drum
- FLX Liner Bag Liquid
- LIF LIF
- PAL Pallet
- PCS Pieces
- PKG Package
- PLT Pallet (CP)
- REL Reel
- ROL Role
- SAK Sack
- SKD Skid
- TBN TBN
- TLD IMTTrailer/Container Load(Rail)
- TKK Tank
- UNT Unit
- VEH Vehicles
- More...



Select the correct shipment packaging from your bill of lading. If the package type is not in the most common list, scroll to the bottom and select “More...” a secondary list will display where you can search for the correct packaging type.

Once all mandatory fields have been filled in **SELECT**  button to submit the billing.

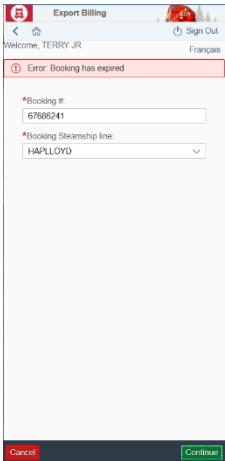
FastPass will advise the billing has been submitted. Please wait 10 minutes prior to attempting to create a pre-gate transaction on the mobile app or in gating. Reference number will be displayed. You may wish to check the Equipment look up tile on the mobile app to see if billing is in place.

Select  to return back to the main menu.

## Export Billing Error Messages

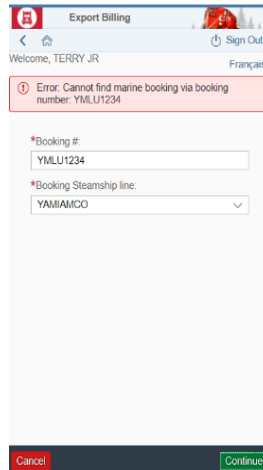
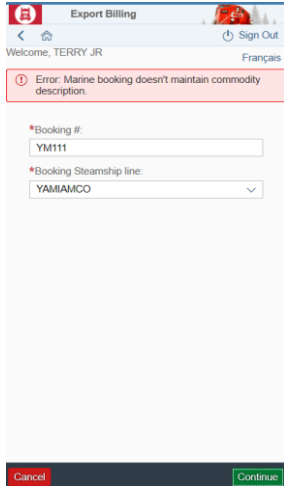
### Error: Booking has expired

Driver can create billing for bookings less than 7 days after the booking close date specified by the Ocean Carrier, however if the booking has been closed for more than 7 days FastPass will display the error “Booking has expired”.



### Error: Marine Booking doesn't maintain commodity description

Driver will need to check with their dispatcher as the Ocean Carrier did not provide the commodity description in the Marine Booking when it was provided.



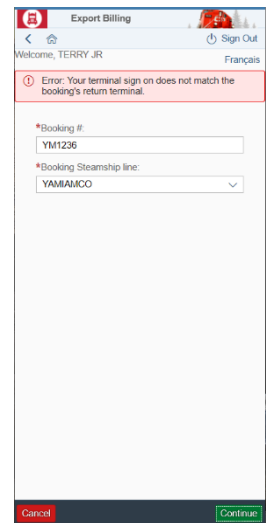
### Error: Cannot find marine booking via booking number XXXXXX

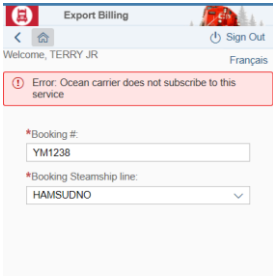
Booking number entered into FastPass is invalid.

### Error: Your terminal sign on does not match the bookings return terminal

Error is due to the driver/dray admin is logged into a different terminal than where the valid booking is active.

Example: Dray Admin is signed into Vaughan but the booking is active and valid in Lachine. The Dray Admin must sign out of the Dray Admin app and sign into the corresponding terminal where the booking is active.





Export Billing

Welcome, TERRY JR

Sign Out

Français

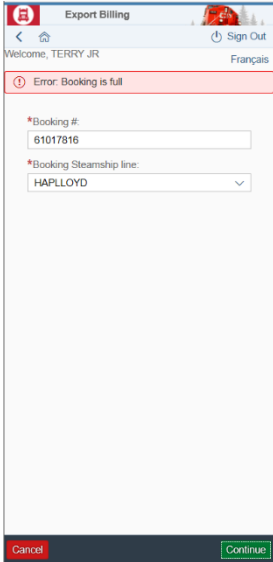
Error: Ocean carrier does not subscribe to this service

\*Booking #:  
YM1238

\*Booking Steamship line:  
HAMSUDNO

**Error: Ocean carrier does not subscribe to this service**

The Export billing feature in FastPass is not available to the Ocean carrier selected.



Export Billing

Welcome, TERRY JR

Sign Out

Français

Error: Booking is full

\*Booking #:  
61017816

\*Booking Steamship line:  
HAPLLOYD

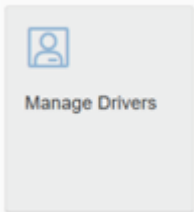
Cancel Continue

**Error: Booking is full**

Booking has reached the total amount of loads that can be billed against this booking number. Contact your dispatcher for new booking number.

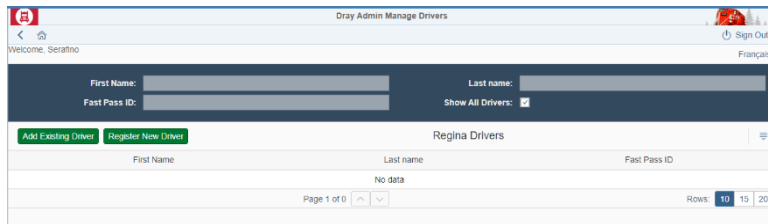
## Manage Drivers

### Driver Registration by Dray Admin



New changes to CPKC FastPass will now allow the Dray Admin user to register their drivers. Drivers will no longer have the ability to self-register for CPKC FastPass. The drivers must be registered prior to arriving at any CPKC Terminal. Unregistered drivers will be turned away.

To register a driver, the dray admin will select Manage drivers from the Dray Admin Application.



Under the Dray Admin Manage Drivers Tile, the dray admin will now have two options for assigning drivers to their dray admin account.

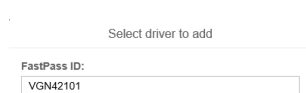


Add an existing driver.

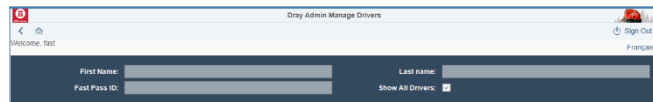
- This function is used to add drivers who have started working for the dray admin and

already have an existing account with FastPass, possibly under a different carrier.

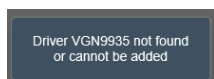
- To add an existing driver, select **Add Existing Driver** from the Dray Admin Manage Drivers window. The dray admin will add the driver ID in the FastPass ID field and select add.



If the driver exists, FastPass will display a popup window advising that the driver has been added to your Dray Admin Account.



The Dray Admin will also be able to view the driver in the driver list when the Show All Drivers check box has been selected.



If the driver does not exist in FastPass a popup window advising that the driver does not exist will display.

The Dray Admins control who the driver works for and will manage their drivers that are working for the dray carrier and who no longer works for the dray carrier by removing the driver on the manage driver window.

## Register a new driver

The Dray Admin will now have to register new drivers in FastPass.

To do so select **Register New Driver**.

FastPass will then advise the Dray Admin of the requirements to complete the registration of a driver.

### Register New Driver

To complete the registration the following information and documents are required.

1. Contact phone number
2. Personal Email address
3. A copy of your drivers license
4. A letter of employment on your company letter head.

If you have all of the above select "Yes", otherwise select "No". You can restart the registration at anytime once the required items have been obtained.

Requirements are:

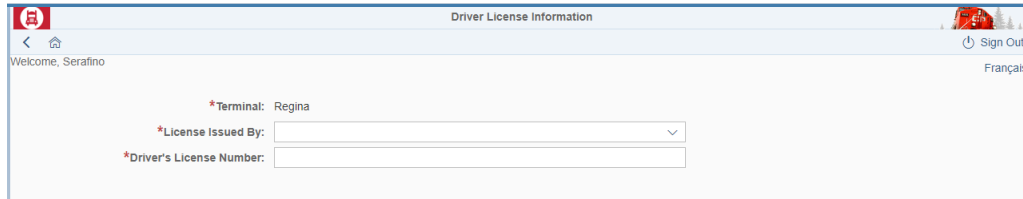
1. Driver's contact phone number (not dray carrier number)
2. Personal email address (cannot be group email or company shared email)
3. A photo of the driver for uploading to FastPass
4. A letter of employment on company letterhead

If all the requirements are ready, select **YES** to continue, if not then **NO**. The registration process will be cancelled and you will be returned to the Manage Driver window.

**Yes No**

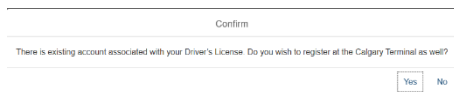
Once at the driver's license information enter in the appropriate

information.



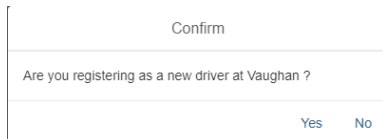
1. The terminal will automatically display based on which terminal the dray admin is logged into.
2. Province/State from the driver's license
3. Driver's license number

Once all three fields have been updated select **Continue** FastPass will validate if the driver exists or doesn't exist.



If the driver exists in FastPass in a different terminal, then select **Yes No** from the below popup. If yes is selected the dray admin can continue with the driver registration. If No is selected, then FastPass will exit the registration process and return to the Manage Driver window in Dray Admin.

If the driver does not exist in any terminal a popup window will display advising "are you registering as a new driver?" **Yes No**



If yes is selected the dray admin can continue with the driver registration. If No is selected, then FastPass will exit the registration process and return to the Manage driver window in Dray Admin.

\*Mandatory Field:

Terminal: Regina

\*First Name:

\*Last Name:

Middle Initial:

Driver's License Number: TEST1234

Driver's License Province: SK-Saskatchewan

\*Driver's License Expiry: yyyy-MM-dd

\*Mobile: Enter 10-digit Mobile Number

\*Email: Enter Email

\*Confirm Email: Confirm Email

\*Drivers License: Upload drivers license

\*Employment Letter: Upload employment le...

Click [here](#) to read the CP Terms & Conditions

Driver has watched the CP Security Video

Driver accepts CP's Terms & Conditions

Once on the Contact Information window, enter in the following fields. \* Indicates mandatory fields.

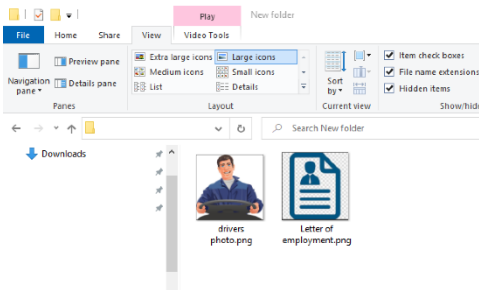
- Drivers first name\*
- Drivers last name\*
- Middle initial if required.
- Driver's license, carried over from previous window.
- Driver's license expiry\*
- Driver's mobile phone number\*
- Driver's email address specific to the driver; you cannot use same email twice in FastPass\*

### Attaching Supporting Documents

The next step will be attaching the required documents:

\*Drivers License: Upload drivers license

\*Employment Letter: Upload employment le...

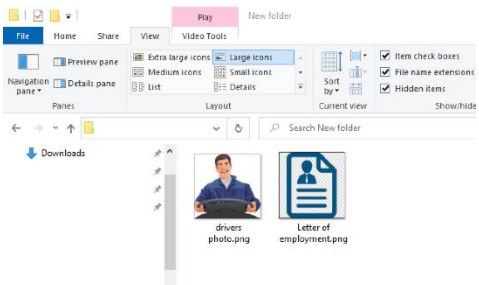


Select  locate the driver's license image which has been scanned on your device.

Find the image of the driver's license select it and press open.

You will see a popup displaying select Upload  .

Select  .



Select  locate the letter of employment which has been scanned on your device.

Find the image of the driver's license select it and press open.

You will see a popup displaying select Upload  .

Select  .

Once you see the attachments for both documents select  .

\*Drivers License: Upload drivers license

Uploaded Drivers License: drivers photo.png

\*Employment Letter: Upload employment le...

If the required documents are not uploaded and  is selected a warning will display advising:

- ⚠ Please attach a copy of your Drivers License
- ⚠ Please attach a copy of your Employment Letter

Once all attachments have been uploaded to FastPass select  .

### CPKC's Terms and Conditions

Confirmation that the driver has watched the CPKC Security video at:



Or [www.vimeo.com/137614478](http://www.vimeo.com/137614478)

I have watched the CP Security Video

The dray carrier is responsible to ensure driver has watched the safety video and understands the CPKC Terms and Conditions.

Once both the safety video and terms and conditions have been checked off select  .



## Driver Safety Terms & Agreement

**The following instructions must be adhered to at all times.**

- The use of electronic communication devices, including radio, cell phones, Blackberries, walkie-talkies, PDAs, GPS navigation units, portable computers, and similar devices, whether hands free or not, is prohibited:
  - While operating a vehicle, unless it is stopped and parked in a safe location.
  - While in the process of loading and or unloading.
  - When foul of track for any reason; or
  - Whenever the use of such a device creates an unsafe condition.
- Entry onto CPKC property when in possession of or under the influence of alcohol, intoxicants, narcotics, or controlled substances is strictly prohibited.
- Acts or threats of violence, and any form of discrimination or harassment, including sexual harassment, are always unacceptable on CPKC property.
- When on CPKC property, wear approved personal protective equipment and clothing that meets the industry's safety standards (CSA, ANSI). These include as a minimum:
  - Hard hat
  - Safety glasses with mounted side shields
  - A high visibility traffic vest fastened – or clothing and
  - Safety footwear fully laced.

**Drivers failing to produce these safety items will be denied access at the In-Gate.**

- Maximum 25km/h unless otherwise posted. Follow all posted speed limits and traffic signage.
- Seatbelts must be worn at all times when operating on CPKC property.
- Have your vehicle headlights, the 4-way hazard lights, and the chassis rear lights, when attached to a tractor, "ON" at all times.
- Do not block or park in front of building entrances, pedestrian crosswalks, exit routes or other areas designated as "No Parking". When being serviced at the in-gate or out-gate, stop in the appropriate lane and shut off your vehicle engine. Parking brake must be applied and driver on the ground while all inspections are being performed. Do not back up or change lanes while in the inspection area.
- Travel only on designated roadways. Traffic flow patterns must be followed. Do not travel through container stack areas unless necessary and with a minimum of 100ft space between stacks.
- Yield the right of way to Top lift and Heavy-Lift equipment.
- Make a full stop before proceeding through railway or roadway crossings. Use caution at blind corners and when making any turns.
- Do not foul railway track or railway crossing and maintain a clearance of 10 feet from the nearest rail or railcar.
- Stay with your vehicle in the assigned loading or unloading area and remain inside your cab while being serviced by Top lift equipment.
- Do not walk, travel, work or stand under a suspended load.
- Do not approach on foot, mount, or ride any rail or Top lift equipment of any kind.
- Ensure the chassis container securement devices are properly secured prior to moving with a container.
- Report all personal injuries, spills, leaks, collisions or property damage to a CPKC Supervisor.
- No littering or loitering in the terminal.

The **Safety Rules Enforcement Policy** is as follows:

**Step 1 – First Violation:** 24-hour suspension

**Step 2 - Second Violation:** 72-hour suspension

**Step 3 - Third violation:** The driver will be denied access from working at all CPKC Intermodal terminals for an indefinite period of time at Management's discretion.

CPKC management will review the driver's record and recommend the appropriate length of the access refusal. In case of a serious violation, Step 1 and/or Step 2 may be omitted.

I accept CPs Terms & Conditions

I do understand that failure to comply with these Safety Rules may or will result in denied service and or suspension from Intermodal Terminals for an indefinite period of time.

## Summary Window

Summary

Welcome, Serafino

Terminal Information: Regina

Contact Information:

- First Name: Jim
- Last Name: James
- Mobile: 1254567890
- Email: jim.james@cp.ca

Driver's License Information:

- Driver License Number: T33T1234
- Driver License Province/State: Ontario
- Driver License Expiry: 2025-01-01
- Drayage Company: FA0194000

Buttons: Cancel, Continue

Validate all fields have been entered correctly in FastPass. Select **Continue**.

The drayage company will be automatically assigned by the Dray Admin performing the driver registration.

A notice that the registration has been submitted will be displayed. The Driver will receive an email once the registration has been processed.

Registration Result

Welcome, Serafino

Sign Out

Français

Congratulations Jim James! Your registration request for CP FastPass has been submitted. You will soon receive an email with your user ID and a link to create your password.

The Dray Admin will receive a confirmation email of registration that was submitted.



### CP FastPass Application

Dear Dray Admin,

Your request for Jim James registration at CP Regina has been submitted.

Your driver will soon receive an email with CP User ID and a link to create a password.

This user ID and password will be used to log into the CP FastPass mobile app as well as the CP Regina gate kiosks.

If any changes are required please email [CP\\_VendorPortalFastPassDNR@cp.ca](mailto:CP_VendorPortalFastPassDNR@cp.ca)

The Driver will receive a confirmation email.



### CP FastPass Application

Dear Jim James,

Your request for registration at CP Regina has been submitted.

You will soon receive an email with your CP User ID and a link to create your password.

This user ID and password will be used to log into the CP FastPass mobile app as well as the CP Regina gate kiosks.

If any changes are required please email [CP\\_VendorPortalFastPassDNR@cp.ca](mailto:CP_VendorPortalFastPassDNR@cp.ca)

If the registration has been approved an email will be sent to the driver advising to update their password within 60 min. As well an email to the Dray Admin will be sent advising the driver was registered.



### CP FastPass Application

Dear Dray Admin Carrier,

Your driver Jim James has now been registered for CP FastPass to access CP's Intermodal Terminal.  
Your driver's id is REG42103 to access Regina Intermodal Terminal.

A password link has been sent to the driver to set the account password.  
This Password Reset Link will expire in 60 Minutes, if link is expired please have the driver return to the log in screen and select the forgot password on the mobile app.

Your driver will be required to use this id and password to use the Gate Kiosks at CP's Intermodal Terminal

Please click on this link to access the CP FastPass: [CP FastPass](#)

If the registration has been rejected an email will be sent to both the Dray Admin and the Driver advising the registration rejection has occurred and the reason as to why the rejection was processed.



## CP FastPass Application



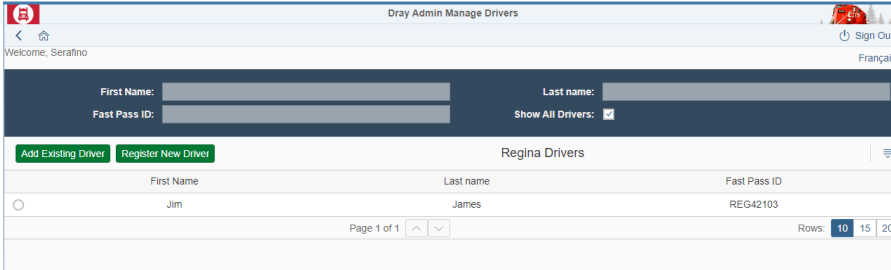
Dear Jimmy Vaughan,

Your request for registration at CP Vaughan has been rejected.

Rejection Reason: Attached documents are illegible

Please email [CP\\_VendorPortalFastPassDNR@cpr.ca](mailto:CP_VendorPortalFastPassDNR@cpr.ca) if you have additional question.

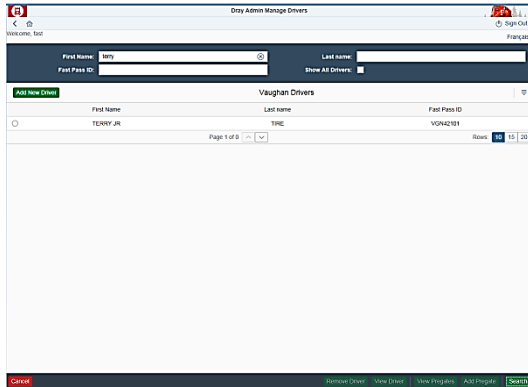
Once the driver's registration has been approved the driver will display in the Dray Admin Manage Drivers window.



## Dray Admin Manage Drivers

Manage Drivers, Here is where you can see all drivers registered to the dray carrier.

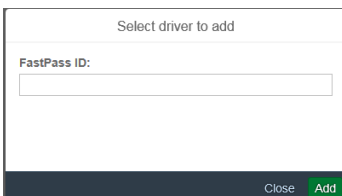
Select a **Show All Drivers:**  list of all registered drivers will display.



You can search a driver by first name last name and their FastPass ID.

You can add a driver as well, as long as they are registered with a valid CPKC FastPass ID. A brand new driver has to register online.

Select **Add New Driver** the button.



Type in **Add** the driver FastPass ID and select

If the driver is registered with CPKC FastPass then the driver should display in the list.

When selecting a driver from the Dray Admin Manage Drivers List, on the bottom right of the screen will become available. With the following functions.



## Remove Driver

Confirm

Are you sure you want to remove DAVE BONHAM

Yes No

If the driver no longer works for the dray company they can remove the carrier association from the drivers profile.

Select the driver and **Remove Driver** press a popup confirmation window will display asking to verify you wish to remove the driver. Select Yes or No.

## View Driver

Pre-gates for user TERRY JR TIRE

Transaction Type	Container ID	CP Class ID
<input type="checkbox"/> Empty Out		

Empty Out

Stacking #: VGN0214  
 Container ID:  
 PKID #:   
 Select Equipment: CPIS - US02H, CPIS - US02H, CPIS - US02K

**View/Edit**

Dray admin can view driver information from the driver profile in CPKC FastPass

### View Pre-gates

By selecting the driver and clicking on View Pre-gates the dray admin can view the pre-gate transactions that are assigned or created by the driver.

If the carrier wishes to remove the pre-gate transaction from the driver they can select the pre-gate by checking of the box to the left of the pre-gate, then select delete

Dray admin can also view/edit the transaction

This can be done by selecting the pre-gate transaction you wish to view/edit and select the **View/Edit** button.

Dray admin can view the transaction or edit.

To Edit the transaction select then select **Edit**

You can now update information on the driver pre-gate transaction. Once done select **Continue** or **Cancel** if you do not wish to save the changes.

Dray admin can also replace the driver assigned to the pre-gate transaction. Select **Replace Driver** and on the Select driver to replace type in the drivers VGN# and select the driver you wish to do the pre-gate transaction.

If the driver has no pre-gate transactions the screen will display “No Data” where the pre-gate transaction should be. All pre-gate transactions must be done prior to the driver arriving at the in gate.

Select driver to replace

Driver: vgn11

- THE DEPARTED - VGN1123
- Sam Recordman - VGN11255
- Jamboli Ramboli - VGN11256
- us them - VGN1145
- Barry Mannillo - VGN1146

Note: If driver has no dray carrier associated with their profile they will not have access to the ramp.

## Add Pre-gate

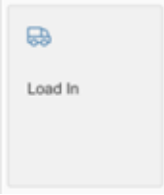
By selecting a driver and clicking on Add Pre-gate the dray admin will see the options to create the following types of transactions:

- Load In
- Empty In
- Load Out
- Empty Out

Select the type of transaction you wish to create

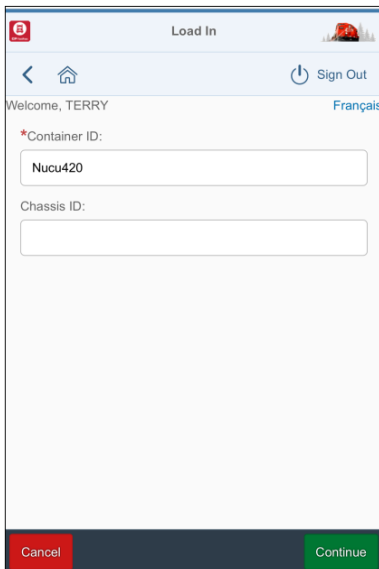
Below is a breakdown of the working tiles for FastPass and how and when to use them:

## Load In:



Dray Carrier will use this tile to create a pre-gate transaction for the container they are dropping off at CPKC. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

After selecting Load In user will then enter in the container number and Chassis ID if the chassis is CPKC Controlled (CPPZ)



User will then select **Continue**

When the user is at the New Load In window, they will enter in the seal number if it is not present and confirm hazmat if Hazmat field states Yes.

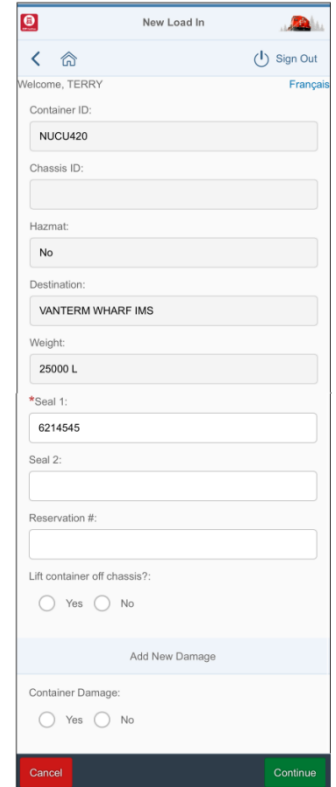
User will select lift container off Yes or No, Yes, if the chassis is not CPKC controlled and is owned by the carrier.

No if the chassis is CPKC controlled, and the unit needs to be parked.

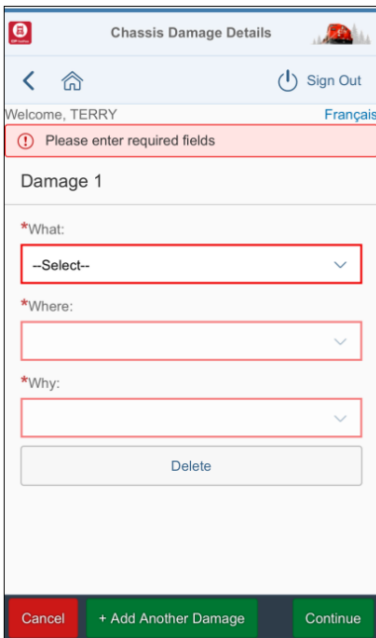
A reservation may be required and entered into the reservation field.

Dray carrier can enter in damages on the FastPass app prior to the driver arriving at CPKC Gate.

Select **Continue**



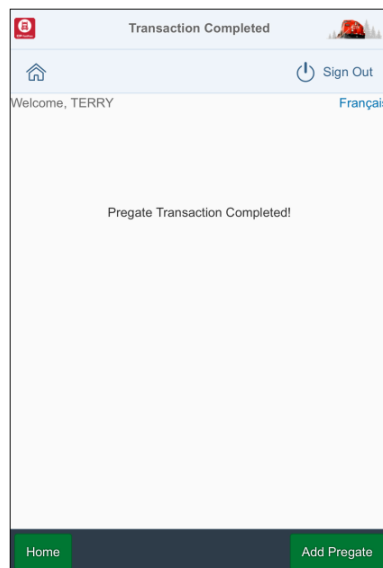
If bad order is selected, select from the drop downs the following:



What, Where and Why

You can also add another damage details by selecting **+ Add Another Damage** in not select **Continue** or cancel.

If the damage was selected in error, select delete from the damage details.



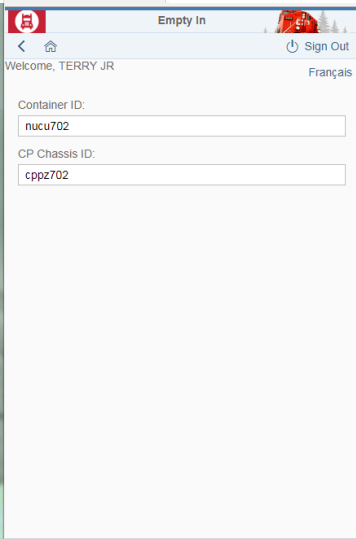
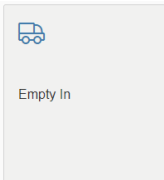
If the pre-gate transaction has been successfully created the dray carrier will see the screen to the left.

Press **Home** or  to return to the main menu.

Damage can also be noted at the terminal when creating the interchange using FastPass Auto Gate.

## Empty In:

Dray carrier will use this tile to create a pre-gate transaction for the container they are dropping off at CPKC. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.



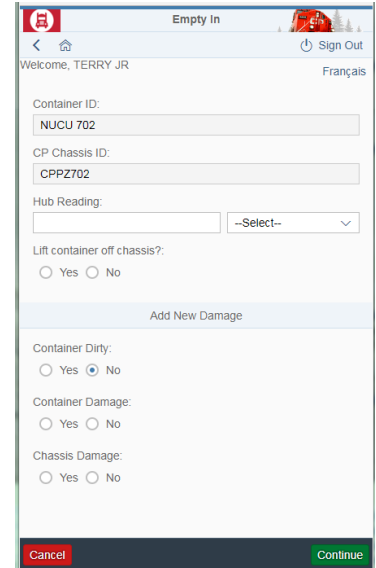
After selecting Empty In the dray carrier will then enter in the container number and Chassis ID if the chassis is CPKC controlled (CPPZ)

Dray admin will then select Continue

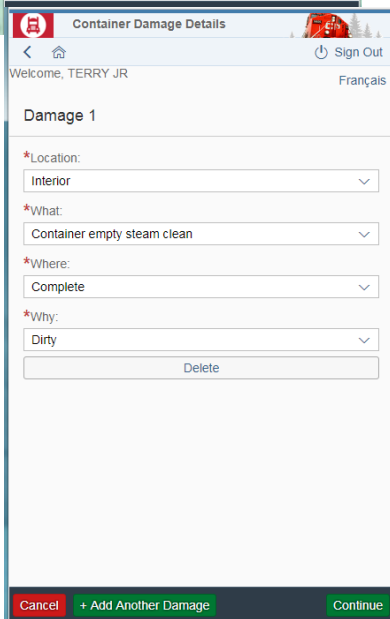
When Empty In window opens, fill in the following:

Hub Reading with kilometers or miles  
 Dray admin will select lift container off Yes or No,  
 Yes, if the chassis is not CPKC controlled and is owned by the driver's carrier.  
 No if the chassis is CPKC controlled, and the unit will be parked.

If the unit is dirty select is "Yes" if not select No.



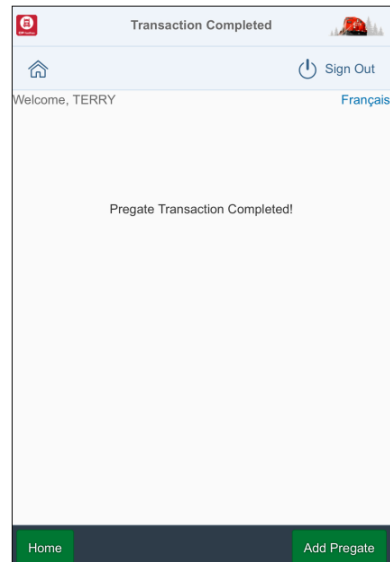
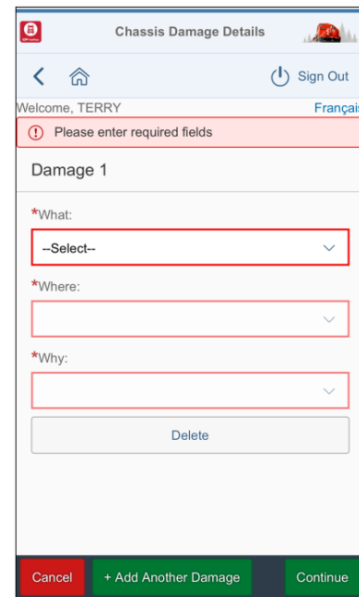
If "Yes" is selected Press Continue and Container Damage Details will display for Interior steam clean dirty. To remove the dirty selections press, delete.



Select Continue to proceed to next screen.  
 If bad order is selected for Container or Chassis or both, select from the drop downs the following:  
 What, Where and Why

If both container and chassis damages are being reported, then two separate damage details will display in order damage for container then damage for chassis.

You can also add another damage details by selecting + Add Another Damage in not select Continue or cancel.



If the pre-gate transaction has been successfully created the dray admin will see the screen to the Right.

Press Home or to return to the main menu.

Pre-gate for chassis only, after selecting the Empty In tile enter in the chassis ID in the chassis field.

Select **Continue**

If the chassis is known in CPKC inventory in the US or Canada, the user will be able to create an interchange for the chassis.

### Canadian Terminals

If the chassis is not known to CPKC inventory the user will receive an error message stating that the container does not exist.

### US Terminals Only

If the chassis is not known to CPKC inventory the user will be able to add the chassis into CPKC inventory.

User will be required to select:

Owner of the chassis

Length of the chassis

20, 40 or 45 feet.

Select **Continue**

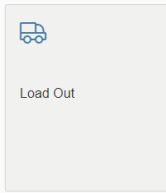
User will make a selection in the FROM field drop down table.

Select NO for lift container off chassis.

Select Yes or No if damages need to be reported.

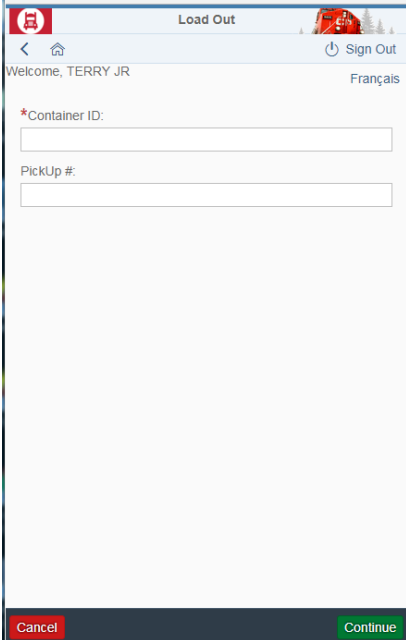
Select **Continue**

The Pre-gate transaction will be complete.



## Load Out:

Dray admin will use this tile to create a pre-gate transaction for the container they are picking up at CPKC. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.



After selecting Load Out, the dray admin will then enter in the container number and Pickup number (if pickup number is required)

Dray admin will then select

When Load Out window opens

Enter in the following:

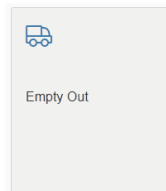
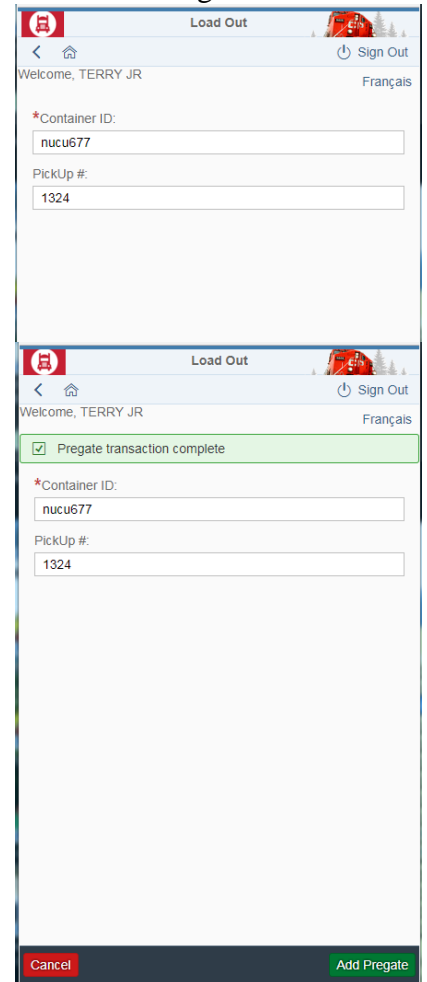
Container ID

Pick up number if pick up number is required.

Dray admin will then select

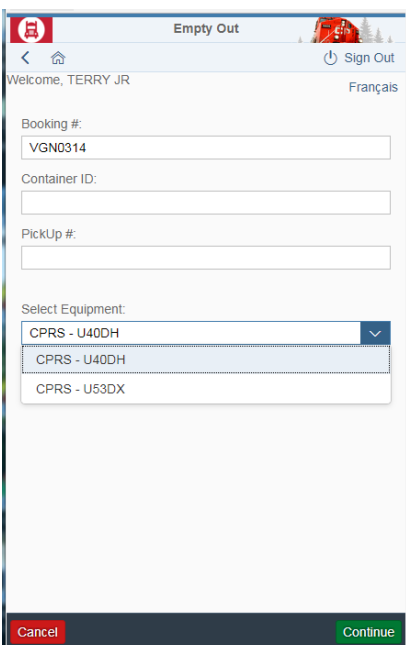
If the pre-gate transaction has been successfully created the Dray Carrier will see the screen to the Right.

Press to return to the main menu



## Empty Out:

Dray admin will use this tile to create a pre-gate transaction for the container they are picking up at CPKC. This will speed up the process at the in gate. Driver can use a QR Code (secure driver identifier) issued by the application to bypass the sign on screen at in gate.

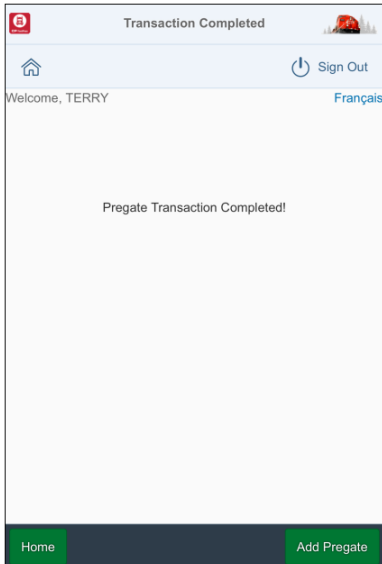


After selecting Empty Out, the dray admin will then enter in: Booking Number or Container number but not both.



Select

If the booking has more than one type of unit to pick up, then select the unit type to pick up from the Select Equipment drop down.

Select



If the pre-gate transaction has been successfully created the dray admin will see the screen to the left.

Press  or  to return to the main menu

Once pre-gate transaction has been created, they can be viewed in the pre-gates in progress window for the driver.

## Equipment Status Lookup

### Overview

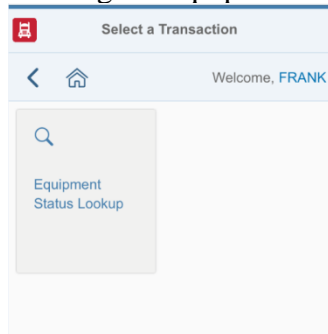
### Objectives and Outcomes

Drivers or Vendors can perform a query on a container or a booking number to identify if the unit is releasable or billed or if the booking number is valid at the CPKC ramp. This functionality is on the APP and/or Vendor Portal.

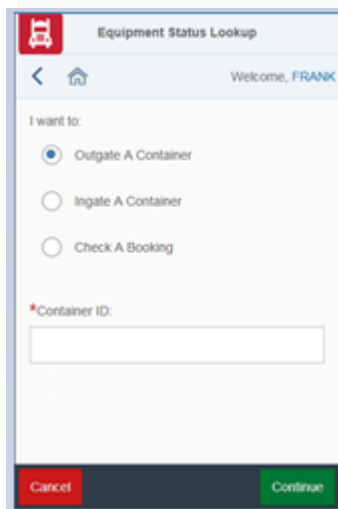
### Course of Action

### Instructional Steps

The “**Select a Transaction**” screen will be displayed. Click the “Equipment Status Lookup” tile to query bookings or equipment.



The “Equipment Status Lookup” screen will open.



Select which option you would like to do a query on:

### Out gate a container

- A loaded container inside the ramp to be delivered on the street.
- An empty unit assigned by CPKC for a domestic booking, inside a CPKC ramp.
- A privately owned empty unit in the CPKC ramp.
- Chassis inside CPKC ramp.

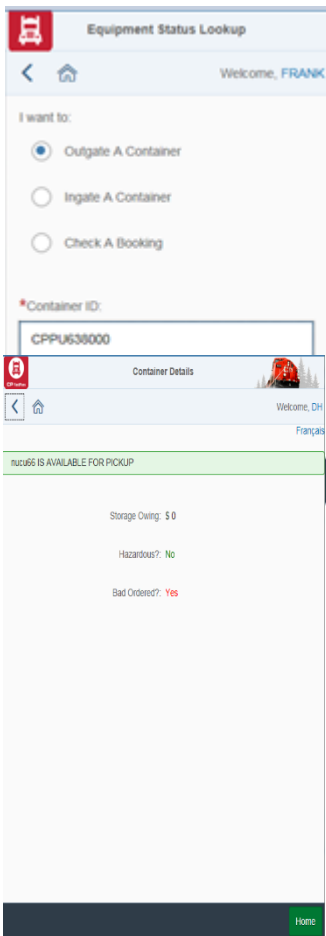
### In Gate a container


- Full loaded container that was picked up at a shipper? location and is being brought to the ramp for furtherance by rail.
- An empty container (includes - tanker empty last contained)
- A chassis outside of a CPKC ramp

## Check a booking


- Marine booking – international driver/carrier going to CPKC ramp to pick up an empty ocean carrier container. They must have a valid marine booking number in the system to retrieve the unit.
- Domestic booking – domestic ramp carrier going to CPKC ramp to pick up a CPKC empty container or an empty private owned unit. If CPKC assigned a specific unit number to the booking, do a query on the unit number (Out gate a container). They must have a valid domestic booking number in the system to retrieve the unit or a specific unit number needs to be preassigned by CPKC.


## Out gate a container

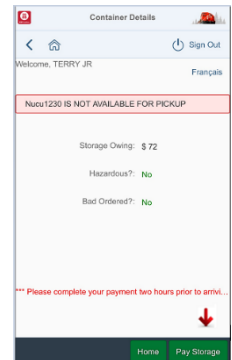


Enter the container, press 


If the unit number exist the “**Container Details**” screen will open displaying a message in Green, the container is available for pickup from the ramp.

To return back to the main window press  or < button.

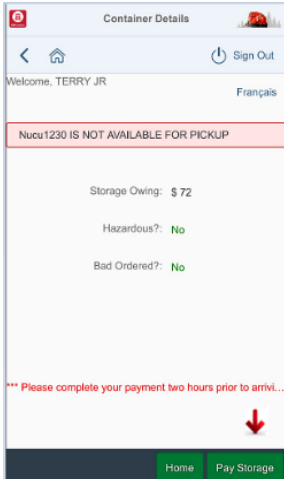
- **Storage Charges** – this will advise if there is storage dollar amount owing on the shipment. Dray Admin has the option to select  (See Pay Storage further on in this document).
- **Hazardous?** – This will indicate if the loaded container contains hazardous goods this is dictated by the customers billing.
- **Bad Ordered?** – This would indicate if the container loaded or empty is tagged as bad order.




If the unit is not found or not in yard, you will receive an error message in **RED**.  
“Unit Not Found or not in Yard.”

Press home  button to return to “Select Transaction” screen.

If the unit is not available for pick up you will receive an error message in Red. “Unit is not available for pickup.” Or “Unit is not releasable”



You will have to go to CPKC Station to identify why the unit is not releasable.

Press home  or < button to return to “Select Transaction” screen.

## In gate a Container

CPK Equipment Status Lookup

I want to:

Outgate A Container

Ingate A Container

Check A Booking

\*Container ID:

CPPU123456

Cancel Continue

Enter the container number and Press 

If the billing was submitted for the loaded container, you will receive a reply message in Green indicating unit is billed.

The following fields will display:

**Broker Entry?** – This will indicate a Y or N if the billing indicated a broker entry is required

**Hazardous?** – This will indicate a Y or N if there are dangerous goods billed on the unit.

**Bad Ordered?** – This will indicate a Y or N if unit is tagged bad order

If an incorrect container number was entered or the unit is not billed, you will receive an error in Red

CPK Equipment Status Lookup

CPPU123456 IS BILLED

Broker Entry Required?: No

Hazardous?: No

Bad Ordered?: No

Cancel Continue

indicating the container is not billed.

CPK Equipment Status Lookup

Welcome, FRANK

⚠ CPPU123456 is not Billed

I want to:

Outgate A Container

Ingate A Container

Check A Booking

\*Container ID:

CPPU123456

Cancel Continue

Retype the correct unit ID in the Container ID field or enter another container number to search then Press .

Press the  or Home  button to return to the Select a Transaction screen

## Check a Booking

Equipment Status Lookup

Welcome, FRANK

I want to:

- Outgate A Container
- Ingate A Container
- Check A Booking

\*Booking Number:

VGN0314

Cancel Continue

Enter the booking number and Press

Continue

Equipment Status Lookup

Welcome, FRANK

Invalid Booking Number

I want to:

- Outgate A Container
- Ingate A Container
- Check A Booking

\*Booking Number:

vgn0314

Cancel Continue

If the booking number is not valid you will receive an error in Red indicating an invalid booking number was entered.

Re-enter the correct booking number and press **Continue**. If the booking number is valid, you will receive a message in Green advising it is a good booking number.

Equipment Status Lookup

Welcome, FRANK

vgn0314 is a good booking number


I want to:

- Outgate A Container
- Ingate A Container
- Check A Booking

\*Booking Number:

vgn0314

Cancel Continue

Press Home  button or **Cancel** if you want to do another query.

## Pay Storage

Dray Administrators have the ability to pay storage charges via FastPass.

To check storage, you can select the Equipment Status Look up Tile, ensure Out gate A Container is selected . Enter in unit ID

If Storage is owing and the Dray Admin wishes to pay for the storage charges, select **Pay Storage** a pickup number may be required.

Note: Please complete payment two hours prior to the driver arriving at the terminal. The payment made will be valid until 02:00 Central time six days after submitted. If the container is not picked up prior to 02:00 Central Time on the sixth day the payment will be cancelled and a repayment will need to be processed for the day you will be picking up the container.

Dray Admin will be taken to credit card site to pre-authorize the storage amount.

Dray Admin will fill in the following fields:

### Cardholder Details

- PO Box if necessary
  - Street Number
  - Street Name
  - Postal/Zip Code
- ### Payment Details
- Cardholder Name (exactly as it is on the card)
  - Card Number
  - Expiry Date
  - Card Security Code

The driver can perform this functionality on the mobile app as well.

Once all the required fields have been entered, select



to complete the transaction.

Select if you no longer wish to pre-authorize the storage amount.

**CVD - Card Validation Digits**

**Visa, Mastercard and Gift Cards**

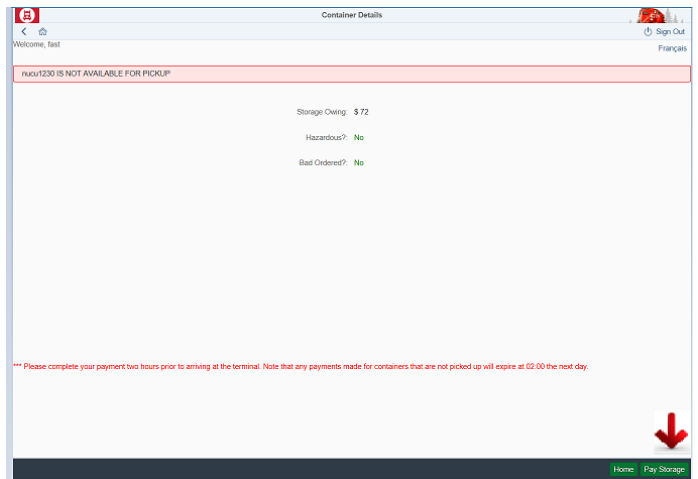
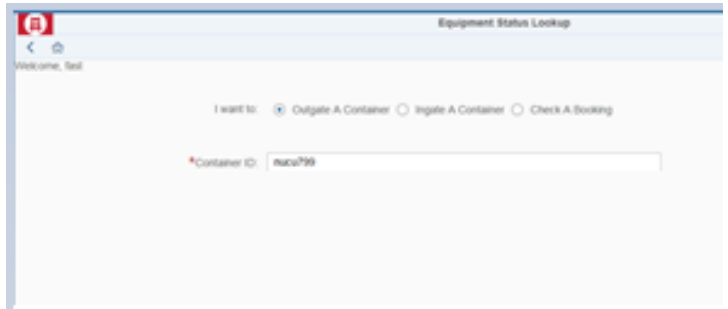
The CVD appears on the back your credit card, it is the last three digits printed on the signature panel. These digits should not appear anywhere else on the card.

**American Express**

The CVD appears on the front of your credit card. It is the printed four digits that appear above and to the right of the embossed card number. On OPTIMA cards the CVD appears above and to the left of the embossed card number.

A Summary page will display

Select



Mandatory fields marked by \*

Description	Product Code	Quantity	Price	Subtotal
fast pass - FASTPASS - Vaughan - nucu799 - 21	1	1	\$21.00	\$21.00
<b>Total (CAD):</b>				\$21.00

**Customer Details**

Customer ID: fast\_pass  
 Email Address: No\_Reply@cpkc.ca  
 Note: nucu799

**Cardholder Details**

Please enter the following address exactly as it appears on your card statement.

PO Box:

Street Number:   
 Street Name:   
 Postal/Zip Code:

**Payment Details**

Transaction Amount: \$21.00 (CAD)  
 Order ID: 01-23-2018 03:05:45-nucu799

Please complete the following details exactly as they appear on your card. Do not put spaces or hyphens in the card number.

Cardholder Name:   
 Card Number:   
 Expiry Date (MMYY):   
 Card Security Code:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double-charge.

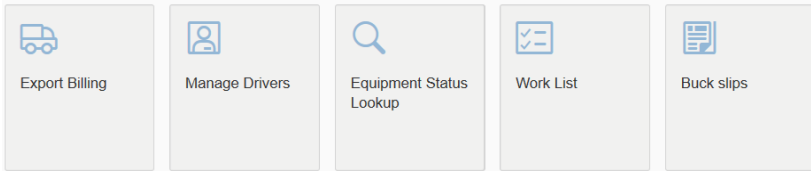
**TRANSACTION APPROVED - THANK YOU**

Please print this page and keep it as your transaction receipt.

**Payment Method**

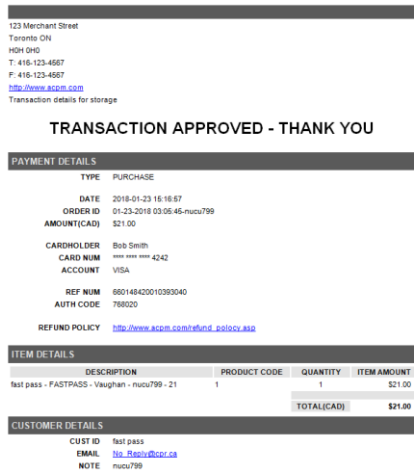
Transaction Total: \$21.00 (CAD)  
 Transaction Type: PURCHASE  
 Date / Time: 2018-01-23 15:16:57  
 Transaction Amount: \$21.00 (CAD)  
 Order ID: 01-23-2018 03:05:45-nucu799  
 Card Type: VISA  
 Resp Code - Message: 027 - APPROVED \* =  
 Reference Number: 660148420010393040  
 Auth Code: 768020  
 Refund Policy: http://www.acpm.com/refund\_policy.asp

Description	Product Code	Quantity	Price
fast pass - FASTPASS - Vaughan - nucu799 - 21	1	1	\$21.00
<b>Total (CAD):</b>			\$21.00



Once completed the Main Page will display

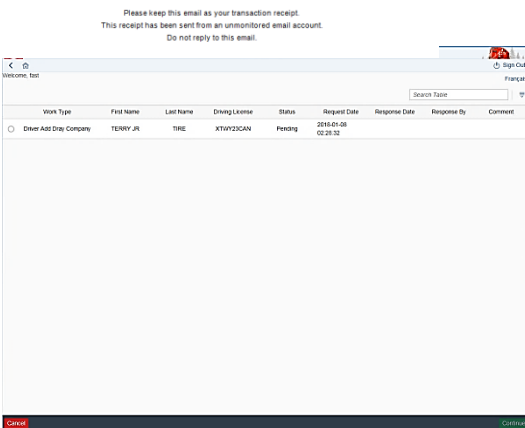
An email will be sent to the Remote Operations Group to confirm the storage has been protected.



A receipt of the transaction will be sent to the email associated to the Dray Admin account. Dray Admin can see if the storage has been updated in CPKC FastPass using the Equipment Status Look up tool. Once storage is updated the unit will be released for pick up. Pre-work or Interchange can be created at this time.

Note: if a driver selects NO PICKUP at the Out Gate the payment will be removed. An email to the payee from CPKC will advise that the payment has been removed and a new payment for the storage amount will be required for the container to be released.

Once the container is picked up and is released from CPKC. The total storage amount will be applied to the credit card used in this process.



## Work List

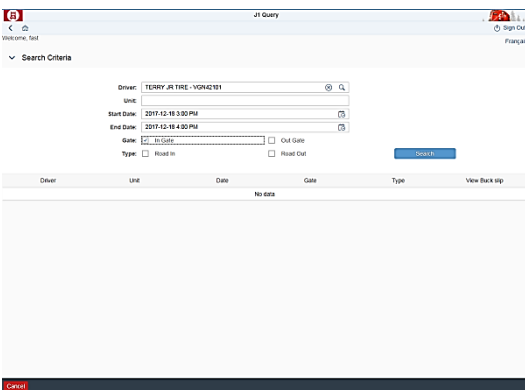
When a registered CPKC FastPass driver requests to add a new dray carrier to their profile the request for approval will display in the Dray admin work list.

When a driver adds a new carrier to their driver profile these requests will display in the Dray Admin for the specified carrier. Select the driver add Dray Company and click on **Continue**

Verify the driver works for your dray company and select **Approve**. Once approved the driver will display in the manage driver's tile.

If the driver does not work for your dray carrier select **Reject**

Note the driver will be emailed and can use the specified dray carrier once the request is approved. The driver will be emailed if the dray admin approves or rejects the request.



## Buck Slips

Dray admin can search buck slips of up to 10 buck slips in a search period and up to 30 days in the past.

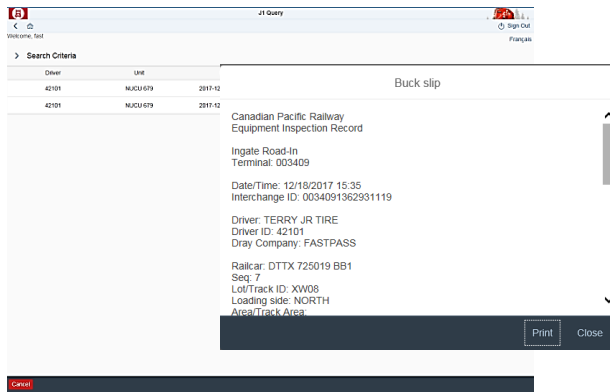
Search using either unit ID or driver ID, Date plus time.

Select one of the following:

In gate, out gate, Road In, and Road Out

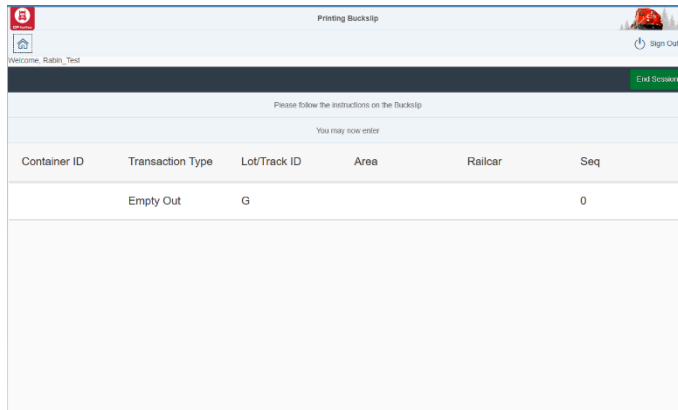
This will narrow the search as there is a limit of 10 buck slips.

Once buck slips display, the dray admin can select view buck slip



## Paperless Gates

Once Paperless gate has been enabled to the terminal in FastPass the following changes will take places for all FastPass AGS kiosks in the terminal.



### Lot Area and Railcar locations

After completing a road in load or empty transaction at the in-gate kiosk the kiosk will display the yard location or railcar location on the screen for 15 seconds before the AGS gate session automatically signs out.

At the paperless kiosks, drivers will only receive an email of the buck slip created at the in or out gates.

Note: If the transaction requires dangerous documentation, the driver will need to pull over **after clearing the out gate** and go to the problem area to request a copy of the dangerous docs using Portage virtual assistant. **Dangerous documentation is not printed at the out gate.**



## Dray Admin copy of drivers buck slips

The screenshot shows the 'J1 Query' web interface. At the top right, there is a 'Sign Out' button and a 'Français' language selector. Below the header, there is a 'Search Criteria' section with the following fields: 'Driver' (Search by Name or FastPass ID), 'Unit', 'Start Date' (e.g. 2009-02-13 06:31 PM), and 'End Date' (e.g. 2009-02-13 06:31 PM). There are also checkboxes for 'Gate' (In Gate, Out Gate) and 'Type' (Road In, Road Out). A 'Search' button is located to the right of these fields. Below the search criteria, there is a table with columns: Driver, Unit, Date, Gate, Type, and View Buck slip. The table currently displays 'No data'. At the bottom right, there is a notification box that says 'Buckslip email preference has been updated'. In the top right corner, there is a toggle for 'I wish to receive all buckslips for drivers by Email' with a 'YES' button selected.

I wish to receive all buck slips for drivers by Email **Yes/No**

Dray Admins have the ability to receive all buck slips (J1 Gate Slips) created by their drivers. The slips will automatically be sent to the email address provided by the Dray Admin account Login ID.

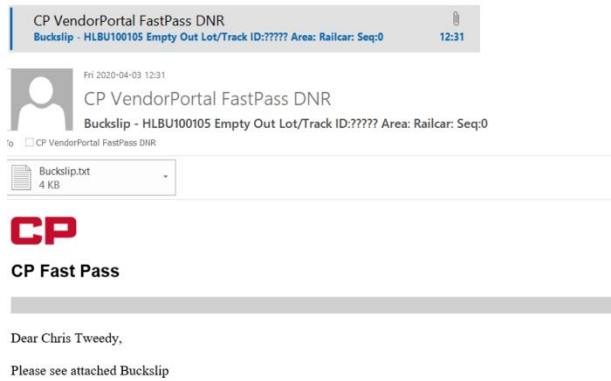
This function can be enabled or disabled by selecting the  YES or  NO button top right of the J1 Query screen.

This screenshot is identical to the one above, showing the 'J1 Query' web interface. The only difference is that the 'I wish to receive all buckslips for drivers by Email' toggle at the top right now has the 'NO' button selected instead of 'YES'. The rest of the interface, including the search criteria fields, the table, and the notification box, remains the same.

Note: If drivers are registered with multiple dray carriers, for example dray carrier A and dray carrier B are both valid on the drivers' account.

For carrier A to receive the automatic buck slip email the driver must select carrier A when creating the gate interchange. If they pick carrier B then carrier A will not receive the automatic buck slip email.

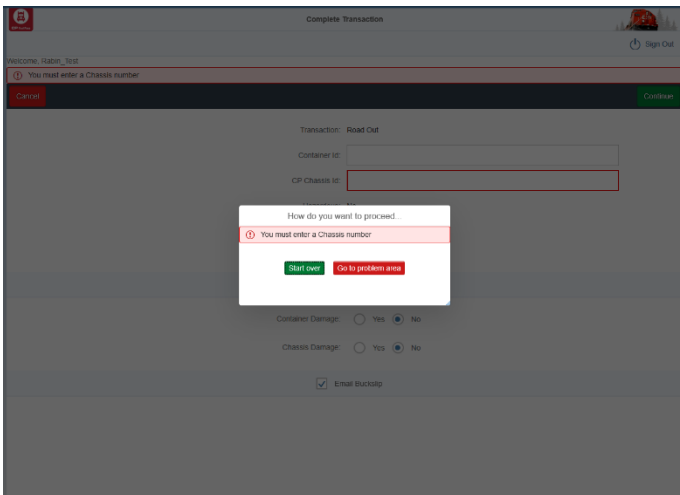
## Emailed buck slips



When a driver receives an emailed buck slip, the driver can view the unit ID and yard location in the subject line allowing the driver to drop off the container in the yard without opening up the email and attachment. The Dray Admin that has the automatic J1 buck slip copy turned on will receive the same email advising the yard location.

## Mandatory Chassis Field

The following changes to FastPass were made to enforce chassis entry at in gate and out gates.



The business has decided that the Mandatory Chassis field will be enforced US terminals only.

Drivers will be required to enter in a chassis at the in gate when dropping off a container/chassis in the terminals, and at the out gate when departing with a container/chassis if the chassis field is blank.

Chassis **will not be enforced** on the out-gate termination of a road in drop off and an in gate pick up request.

Note: FastPass will block chassis being entered with a prefixes that start with non-alpha characters like # \$ ! # 13245 or with a number greater than 7 digits. ABCD 1234567. These will not be accepted by FastPass.