

eModal List of Instructions to Assist Truck Operators

How do I comply?

1. Register your company with eModal
2. Register your trucks and drivers in eModal Trucker Check

How do I register my company?

- Registration is free. You must have a valid email address.
- Go to www.emodal.com and select the "Register" link.
- Follow the prompts for entering in all company information.
- Allow a maximum of 2 – 3 business days for the approval process to be completed.

What if my company is already registered in eModal?

- You need to request access for the Port of San Diego.
- Go to www.emodal.com and Log in.
- Go to Ports/Terminals >>> Port of San Diego Check >>> Request Access
- Follow prompts and enter the required company information.
- You also need to make sure each driver is selected for the Port of San Diego.
- Go to Trucks/Drivers >>> eModal Trucker Check >>> Manage Drivers. Make sure that each driver has San Diego and the needed terminals selected in Ports of Call section.

How do I register a truck and driver?

- You must have a valid SCAC and wither an MCP or USDOT number.
- You can obtain a SCAC code from www.NMFTA.org. Allow 24 hours for processing.
- After you receive your username and password, login to www.emodal.com
- From Trucks/Drivers >>> eModal Trucker Check drop down menu, select "Add Driver." Follow prompts.

How do I know my truck and driver info is successfully available for the terminals?

- Got to www.emodal.com and log in.
- Go to Trucks/Drivers >>> eModal Trucker Check >>> Search eModal Trucker Check Feeds.
- Select San Diego from the feed format drop down option.
- Select to search by CDL# or Plate#. Enter the requested driver/truck information.
- Select the "Search button. The data displayed is made available for the terminals.

How long does it take for my information to appear at the terminals?

Information entered may take up to an hour to be downloaded to the terminal.

What if I have a question concerning my registration?

Click the following link [Help / Contact Us \(http://www.emodal.com/AllUsers/ContactUs.aspx\)](http://www.emodal.com/AllUsers/ContactUs.aspx) and open a support case. A representative will reply to your question via email or contact you by phone.