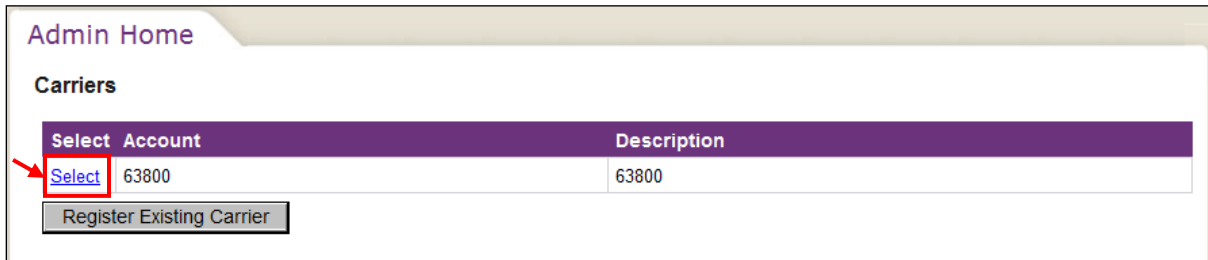
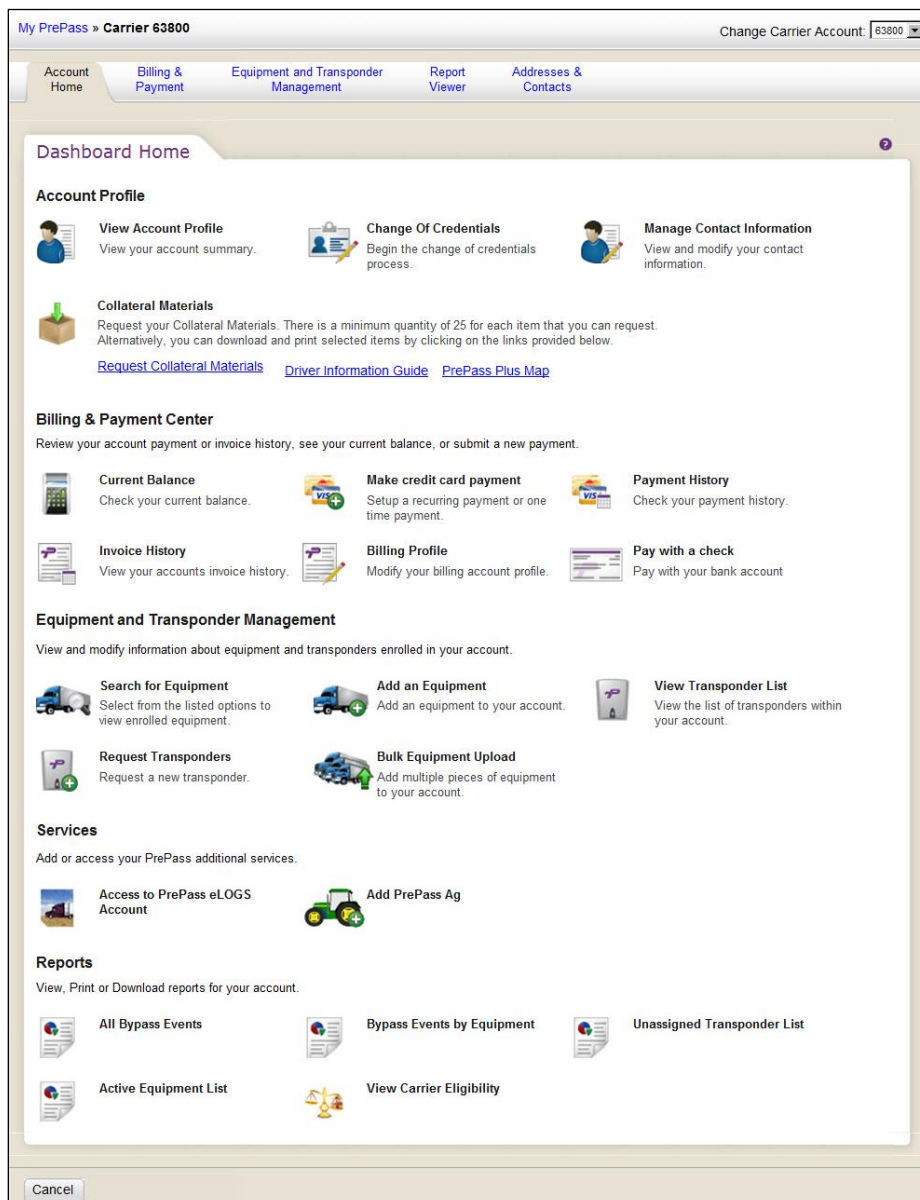


How Do I Upload Multiple Trucks?

1. Log into account. Please see the **How Do I Log into My Account?** document (DOC-0125) for additional assistance with logging into PrePass.com.
2. On the **Admin Home** tab, click **Select**.



The **Dashboard Home** tab appears.



- In the **Equipment and Transponder Management** section, click **Bulk Equipment Upload**.

Equipment and Transponder Management

View and modify information about equipment and transponders enrolled in your account.

Search for Equipment
Select from the listed options to view enrolled equipment.

Add an Equipment
Add an equipment to your account.

View Transponder List
View the list of transponders within your account.

Request Transponders
Request a new transponder.

Bulk Equipment Upload
Add multiple pieces of equipment to your account.

The **Bulk Equipment Add** tab appears.

Account Home
Billing & Payment
Equipment and Transponder Management
Report Viewer
Addresses & Contacts

Equipment Search
Add Equipment
Request Transponder
View Transponders
Bulk Equipment Upload

Bulk Equipment Add

Add Equipment in bulk

[View Example](#)

[Download Excel Example](#)

Don't have Excel? Use the CSV format -

[Download CSV Example](#)

- To view an example of a populated Excel spreadsheet for uploading, proceed with this Step. Otherwise, proceed to Step 6.

Click [View Example](#).

Add Equipment in bulk

[View Example](#)

[Download Excel Example](#)

Don't have Excel? Use the CSV format -

[Download CSV Example](#)

A separate **Example** window and tab appears.

drag window ✕

Example

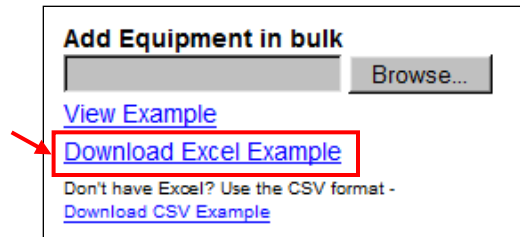
- Create an excel document with one tab and give it a header like the image below.
- If using the CSV format, make sure the Transponder Id cells are formatted as text.

| | A | B | C | D | E | F | G | H | I | J | K | L | M | N |
|---|----------|--------------|--------------|----------------|--------------------------------|-------------|---------------------------------------|---------------------|---------------------|-----------------|---|-----------------|-----------------|---------------|
| 1 | VIN | Equipment ID | Plate Number | Transponder ID | Vehicle Reference Number (VRN) | Travel Type | International Registration Plan (IRP) | Issuing State | Travel State | Declared Weight | International Fuel Tax Agreement (IFTA) | Expiration Date | Alliance Hazmat | NM Tax Permit |
| 2 | Required | Required | Required | Optional | N/A | Required | Interstate Required | Intrastate Required | Intrastate Required | Required | Interstate Required | Optional | Optional | Optional |

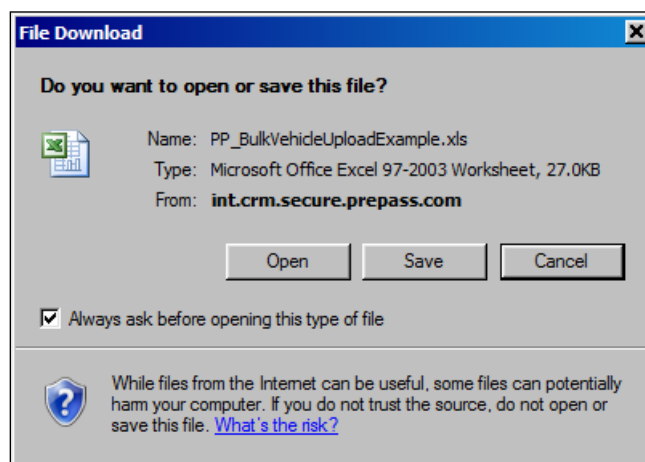
close

5. Review each column for whether criteria is required (such as Equipment ID), or optional (such as Transponder ID). When finished reviewing the criteria, click **X** in the upper-right corner of the **Example** window to close the window.
6. **To download an Excel spreadsheet template file** for recording equipment information that can be uploaded, proceed with this Step. Otherwise, proceed to Step 11.

Click [Download Excel Example](#).



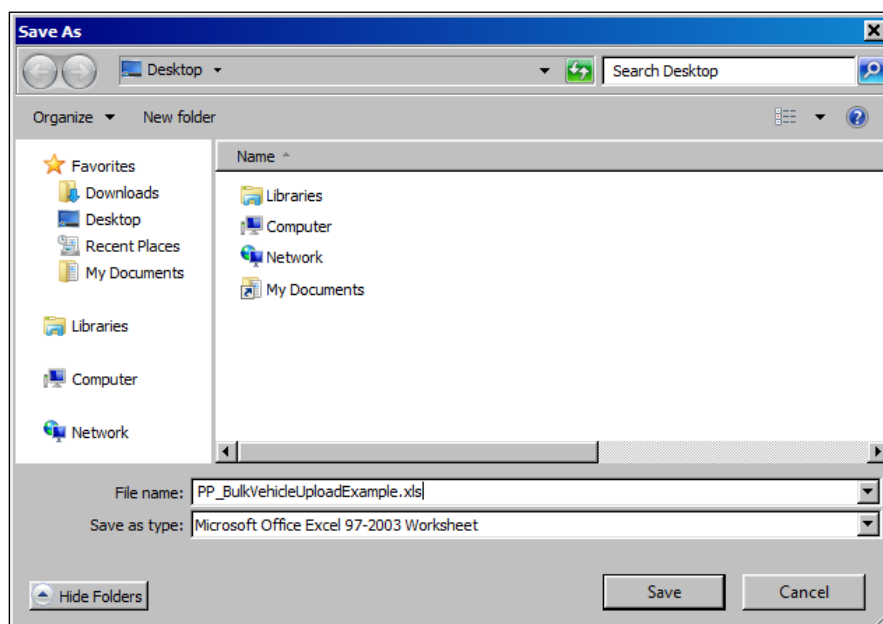
A **File Download** dialog box appears.



7. Click **Save**.

The software:

- Closes the **File Download** dialog box.
- Displays a separate **Save As** dialog box.



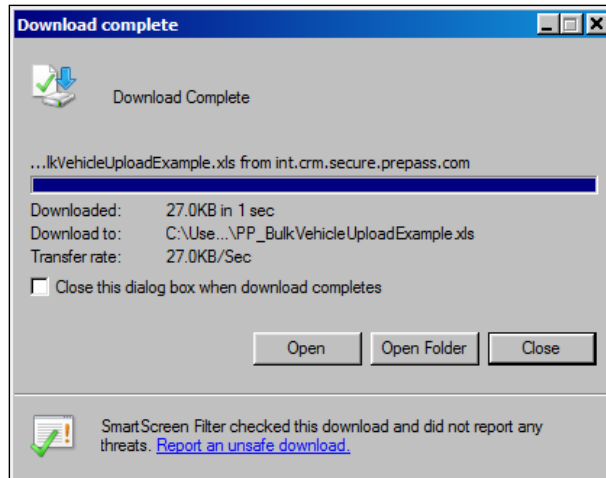
8. If you want to change the file name, enter a new name in the **File name:** field. Click the **down arrow** in the **Save in:** field and navigate to a location to save the file.

9. Click **Save**.

The software:

- Closes the **Save As** dialog box.
- Saves the Excel file to the desired location.
- Displays the **Download Complete** dialog box.

Note: If the software does not display the **Download Complete** dialog box, proceed to Step 16.

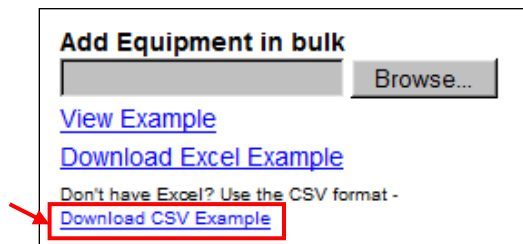


10. Click **Close**.

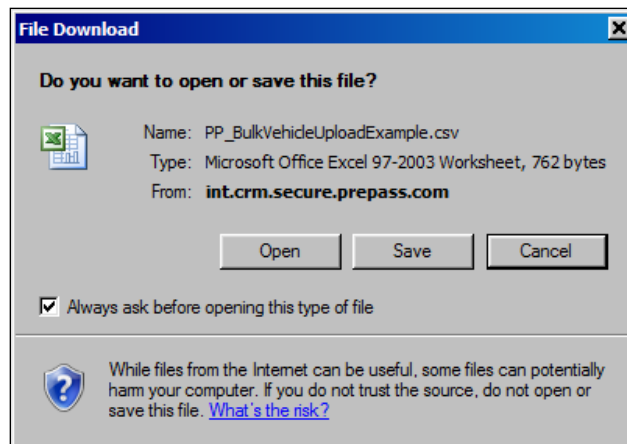
The software closes the **Download Complete** dialog box. Proceed to Step 16.

11. **To download a Comma Separated Value (CSV) spreadsheet template file** for recording equipment information that can be uploaded, proceed with this Step.

Click [Download CSV Example](#).



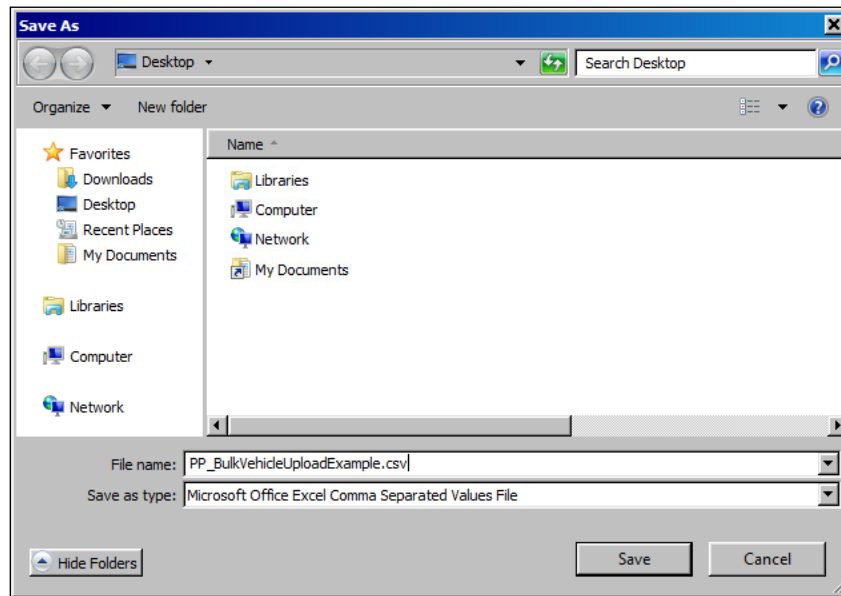
A **File Download** dialog box appears.



12. Click **Save**.

The software:

- Closes the **File Download** dialog box.
- Displays a separate **Save As** dialog box.

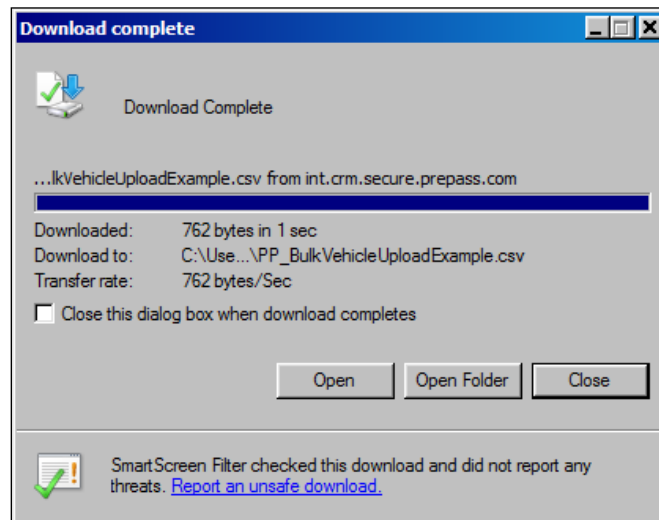


13. If you want to change the file name, enter a new name in the **File name** field. Click the **down arrow** in the **Save in** field and navigate to a location to save the file.
14. Click **Save**.

The software:

- Closes the **Save As** dialog box.
- Saves the CSV file to the desired location.
- Displays the **Download Complete** dialog box.

Note: If the software does not display the **Download Complete** dialog box, proceed to Step 16.

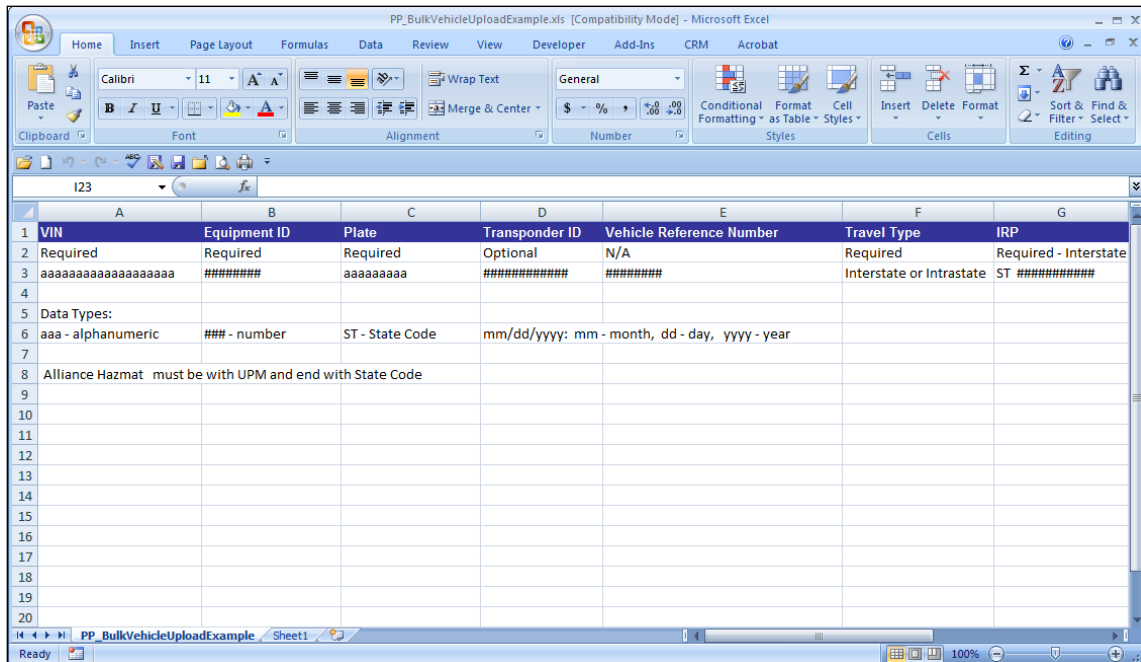


15. Click **Close**.

The software closes the **Download Complete** dialog box. Proceed to Step 16.

16. To populate the template with truck information, locate the saved Excel or CSV file and double-click the file icon.


The spreadsheet template appears.



17. Starting in row 9, type the required and optional information for the first vehicle in the appropriate column cells.

To add additional equipment, start in Row 10 and repeat this Step using a new row for each additional piece of equipment.

18. Delete rows 2 through 8 from the spreadsheet template.

19. In the toolbar of the spreadsheet, click .



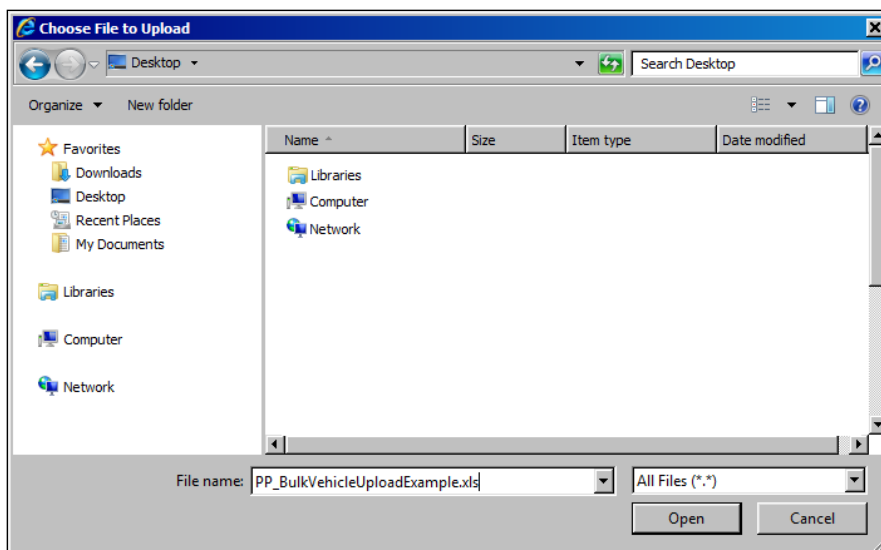
The software saves the information.

20. Click X in the upper-right corner of the spreadsheet template to close the file.

21. To upload the populated spreadsheet template file to PrePass.com, click **Browse** on the **Bulk Equipment Add** tab.



A separate **Choose File to Upload** dialog box appears.

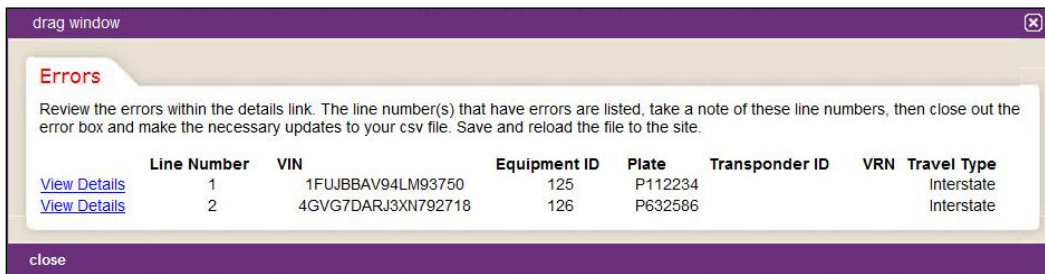


22. Click the appropriate icons to navigate to the location of the saved spreadsheet file and click the file name to highlight it.

23. Click **Open**.

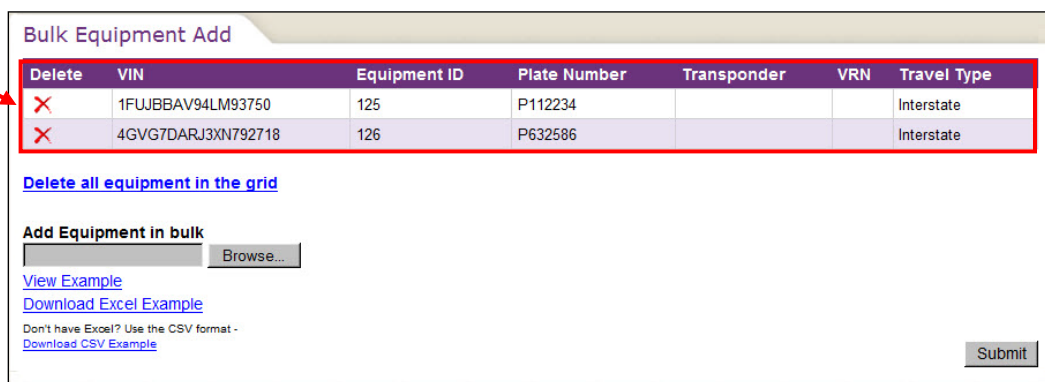
The software uploads the spreadsheet file.

- If the spreadsheet contains errors, the software displays a separate **Errors** window and tab.



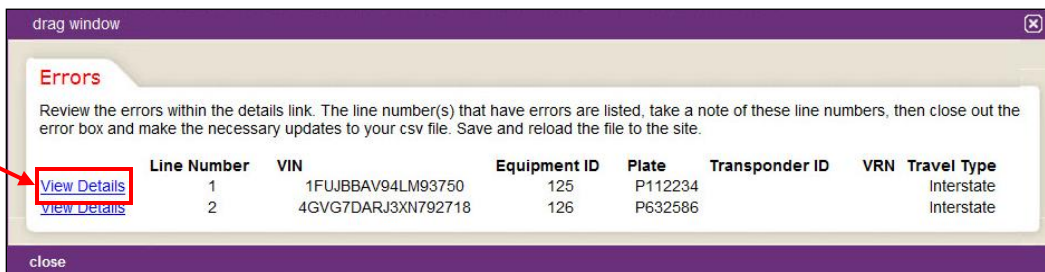
- Proceed to Step 24.

- If the spreadsheet does not contain errors the software populates the **Bulk Equipment Add** tab with a grid of equipment that is staged for addition to the account.

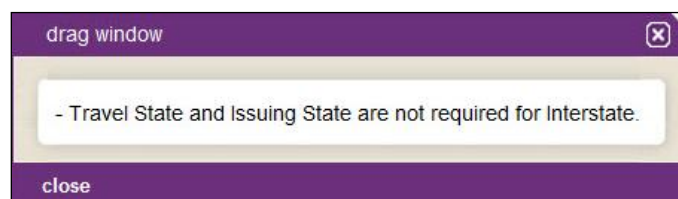


- Proceed to Step 26.

24. To identify errors for the each piece of affected equipment, click [View Details](#) in the grid row.



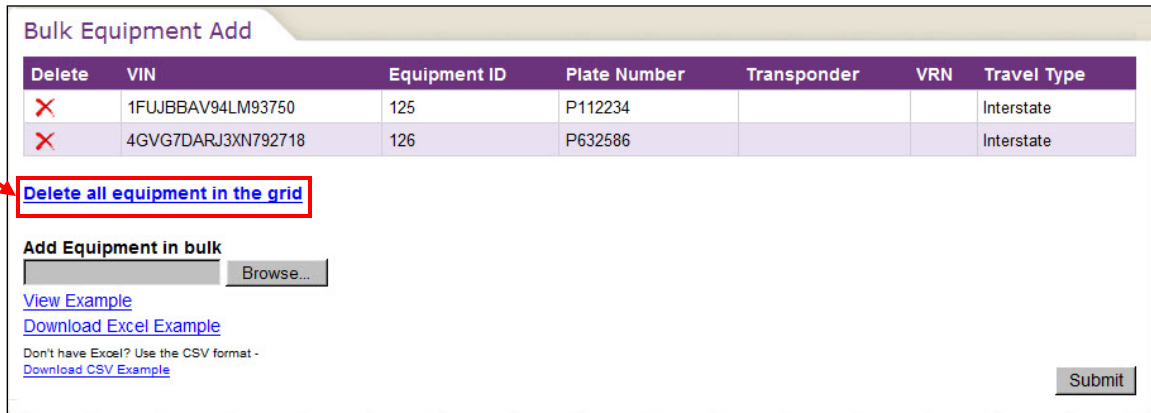
The software displays a separate **Error Details** window that details the errors for the affected equipment.



- Write down the error for each piece of affected equipment.
- Click the **close** link in the lower-left corner or **X** in the upper-right corner of the **Error Details** window to close the window.
- When finished reviewing the errors for all affected equipment, click **X** in upper-right corner of the **Errors** window and tab to close the window.

25. Open the spreadsheet file and correct the errors for the affected equipment, then save and close the spreadsheet file.
 - a. Repeat Steps 21 through 23 to upload the corrected spreadsheet template file.
 - b. Proceed to Step 26.
26. **To delete the entire grid of staged equipment**, proceed with this Step. Otherwise, proceed to Step 28.

Click [Delete all equipment in the grid](#).



Bulk Equipment Add

| Delete | VIN | Equipment ID | Plate Number | Transponder | VRN | Travel Type |
|--------|--------------------|--------------|--------------|-------------|-----|-------------|
| ✗ | 1FUJBBAV94LM93750 | 125 | P112234 | | | Interstate |
| ✗ | 4GVG7DARJ3XN792718 | 126 | P632586 | | | Interstate |

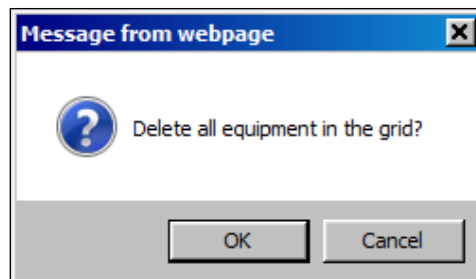
[Delete all equipment in the grid](#)

Add Equipment in bulk

[View Example](#)
[Download Excel Example](#)

Don't have Excel? Use the CSV format - [Download CSV Example](#)

A separate **Message from webpage** dialog box appears.



27. Click **OK**.

The software:

- Closes the **Message from webpage** dialog box.
- Clears the equipment and grid from the **Bulk Equipment Add** tab.
- If desired, repeat Steps 21 through 25 to upload the appropriate equipment for staging and addition to the account.

28. On the **Bulk Equipment Add** tab, click **Submit**.



The software:

- Creates a ticket tracking number for use by PrePass personnel.
- Populates the **Bulk Equipment Add** tab with the ticket tracking number.

Note: Write down the ticket tracking number.



29. Click **Finish**.

The software closes the **Bulk Equipment Add** tab.

30. Click **Cancel** to return to the **Dashboard Home** tab.

31. Click **Logout** in the upper-right corner of the screen to log out of PrePass.com.