

## How Do I Upload a Truck Photo to My PrePass Account?

### Hillsborough, NC Weigh Stations are now PrePass-equipped!

PrePass customers who provide a current truck photo as required by North Carolina State Highway Patrol (see below) will now be eligible to bypass the east and westbound Hillsborough, NC weigh stations. The stations are located approximately six miles west of Hillsborough on Interstate 85/40.

### North Carolina truck photo guidelines:

North Carolina requires that for any truck to be eligible to bypass any NC weigh station, the fleet must have a representative photo of it on file with the State. If a fleet has more than one truck of the same make and color, only one photo per make and color needs to be provided.

For example, if a fleet has five white Mack trucks and two blue Freightliner trucks, only one photo of a white Mack truck and one photo of a blue Freightliner truck needs to be uploaded and then linked to the correct corresponding truck(s) in the database.

Photo Example



An eligible photo must be:

- A side shot of the truck cab
- Color
- Taken in a well-lighted area; daytime photos work best
- Taken in landscape (sideways) mode
- Close enough to the truck to minimize extra background
- Saved in the .jpeg file format
- Less than 5 MB in size, with minimum dimensions of 400 pixels wide x 257 pixels high - most cell phone cameras meet this requirement

### If you have only a few trucks, you can easily provide photos to PrePass by:

- Using your PrePass.com account to upload your photos. This is the fastest and easiest method, and photos added for existing and new PrePass trucks will be active in your account within one business day.
- Emailing photos to [truckpics@prepass.com](mailto:truckpics@prepass.com). You need to send one photo per make and color of truck; each photo must be emailed individually. In the subject line of the email, please include NC Truck Image. Also, please include your account number, the truck's make and color, and all VIN's associated with that image in the body of the email. Photos will be active in your account within two to three business days.


**If you need assistance with either of these methods or if you want to take advantage of our bulk upload process to provide a number of truck photos at the same time, please contact us at 800-773-7277 or [truckpics@prepass.com](mailto:truckpics@prepass.com).**


## Adding images to your account is simple and quick! Follow these easy steps to upload truck photos.


**Step 1:** From the Home Page in the **Equipment Management** section, click on the **Equipment Search** link or icon.


### Equipment Management

View and modify information about equipment enrolled in your account.

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


 **Add an Equipment**  
Add an equipment to your account.

 **Equipment Submission Status**  
Check on the Add Equipment submissions.

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

**Step 2:** This will display the **Equipment Search Criteria**. Next click **SELECT**.  
**Note:** select the equipment you wish to view.

### Equipment Search Criteria



Note: The transponder searches on this page will only return transponders that are attached to an equipment. To find unassigned transponders, you can either click 'Transponder Management' tab, or download a list of transponders from 'Report Viewer' tab.

Show  entries Search:

	Industry Portal	Equipment	VIN	TravelType	Plate	State	Transponder	VRN	EZPass
<a href="#">Delete</a>	<a href="#">Select</a>	<a href="#">View</a>	002	1FDAF56F5YTST0391	Intrastate	TST00391	CA		
<a href="#">Delete</a>	<a href="#">Select</a>	<a href="#">View</a>	0812G	AUG13GFAKEVIN12	Interstate	0812G	ID		
<a href="#">Delete</a>	<a href="#">Select</a>	<a href="#">View</a>	0813A	AUG13FAKEVIN12	Interstate	0813A	ND		
<a href="#">Delete</a>	<a href="#">Select</a>	<a href="#">View</a>	0813B	AUG13FAKESTVIN12	Intrastate	0813B	OH		

Step 3: This will display the **Equipment Details**.

To update **Equipment Details** to be eligible to bypass in North Carolina, upload a truck photo or use an existing image. Be sure to click the **SAVE** button.

For more details on adding truck photos, see the pages 4 - 6.

### Equipment Details

**i** To update the Equipment ID or the Plate number, simply type the new information in the respective field(s) then click the Save button to save the changes

Travel Type Interstate	State IL	Equipment ID 69 *	VIN 4V4NC9EJ4FN191795	Plate: <input type="checkbox"/> Temp Plate P775262 *
Make VOLVO	Year 2015	CA Number	Declared Weight 80000 *	Jurisdiction States
NM Weight Tax:	VRN Description	Transponder ID 675335772	Equipment Hauls Hazmat: <input type="checkbox"/>	

PrePass is now active at the North Carolina Hillsborough weigh stations on I-40/I-85. Please note that these are the ONLY locations in North Carolina where PrePass is currently enabled. In order to be eligible to bypass these stations, North Carolina requires that each truck have a representative side-view image on file in the state database.

Please upload a new image or select an existing image. View or Use Existing Image Remove Image Assignment

Assigned Image: VOLVO RED 258108

For more information, [click here](#). [View Example Image](#)

Upload Truck Image: (Click Link to View) Valid file types: jpg, jpeg File size < 5MB.  
Note to Customer: Larger image files may take a few minutes to upload.

Browse... \*

Make CHEVROLET \* Color BLACK \* Model:

Unassign Transponder Screening Results Save

Cancel

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Note: For more information, [click here](#) to display the “How Do I” documents page.




## Step 3a: Account Truck Images

If you click the View or Use Existing Image button on the previous screen, this window will open, showing any truck photos already assigned to your account. Select the photo of the truck that you want to assign. Click Confirm and then click Save.

**Note:** You must click Save in order to attach the photo to the truck record.

Account Truck Images

Please click on the picture of the truck you want to for North Carolina Bypass.

 <input checked="" type="radio"/>	 <input type="radio"/>	 <input type="radio"/>
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Selected:

**Note:** To learn more about what the truck image should look like, click [View Example Image](#). A window will be displayed showing an Example Truck Image.

## Example Truck Image

### INSTRUCTIONS

The image must:

- Be a side or partial-side shot of the truck – only the cab has to be in the shot
- Be in color
- Be taken in a well-lighted area. Daytime photos are best
- Be taken in landscape (sideways) mode
- Be close enough to the truck to minimize extra background
- Be saved in one of the approved file formats: .jpg, .jpeg
- Be less than 5MB in size with minimum dimensions of 400 pixels wide x 257 pixels high. Most cell phone camera shots will be in compliance with this requirement



Close

**Note:** To upload a new image, click the **Browse** button and select **Make** and **Color**.

**Locate and select the correct photo file on your computer. Next click Save. You must click Save to complete the process. The model field is optional.**

**You can remove an image by clicking on Remove Image Assignment.**

### Equipment Details

**i** To update the Equipment ID or the Plate number, simply type the new information in the respective field(s) then click the Save button to save the changes

Travel Type Interstate	State IL	Equipment ID 69	VIN 4V4NC9EJ4FN191795	Plate: <input type="checkbox"/> Temp Plate P775262
Make VOLVO	Year 2015	CA Number	Declared Weight 80000	Jurisdiction States
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Please upload a new image or select an existing image. View or Use Existing Image Remove Image Assignment

Assigned Image: None

For more information, [click here](#). [View Example Image](#)

Upload Truck Image: (Click Link to View) Valid file types: jpg, jpeg File size < 5MB.  
Note to Customer: Larger image files may take a few minutes to upload.

\*  
Make CHEVROLET \* Color BLACK \* Model:

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